

COLLEGE OF BUSINESS EDUCATION

**EXAMINATION RULES,**

**2023**



GOVERNMENT NOTICE No. 926 published on 29/12/2023

THE COLLEGE OF BUSINESS EDUCATION  
(CAP. 315)

**RULES**

*(Made under section 14(1))*

THE COLLEGE OF BUSINESS EDUCATION (EXAMINATIONS) RULES, 2023

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THE COLLEGE OF BUSINESS EDUCATION  
(CAP. 315)

**RULES**

*(Made under section 14(1))*

THE COLLEGE OF BUSINESS EDUCATION (EXAMINATIONS)  
RULES, 2023

PART  
PRELIMINARY PROVISIONS

Citation and  
objective

**1.-(1)** These Rules may be cited as the College of Business Education (Examinations) Rules, 2023.

(2) The objective of these Rules shall be to provide for a framework of Rules governing, inter alia, all conducts of continuous assessment, College examinations, grading systems and organs responsible in enforcing these Rules.

Application  
and  
commencement

**2.-(1)** These Rules shall apply in respect of all persons and bodies dealing with matters relating to continuous assessment, College examinations and all incidental matters thereto.

(2) These Rules shall come into force after approval by the Governing Body and publication in the Government Gazette.

Interpretation  
Cap. 315

**3.** In these Rules, unless the context requires otherwise-

“Act” means the College of Business Education Act;

“academic programme” means a programme of study which leads to the National Technical Award; any prescribed postgraduate award or any other programme of study established by the College Academic Board;

“abscondment” means not sitting for scheduled examination, or failure to attend scheduled classes to the required

- percentage or being absent from the College without prior permission;
- “academic certificate” means a document duly signed by relevant authority of the College classifying an award to a student upon successful completion of his programme of study;
- “academic transcript” means a document duly signed by relevant authority of the College listing grades for all modules in all semesters and indicating a cumulative GPA for all semesters assessed during a period of studies issued after successful completion of studies in a particular programme;
- “assessment” means any mode or combination of modes of testing a candidate’s performance in a particular module;
- “award” means a conferment upon a candidate who has successfully completed a given programme of study;
- “Campus Director” means any person in-charge of the campus other than the main campus;
- “candidate” means a student duly registered in any programme of study and eligible for examination;
- Cap. 315 “College” means the College of Business Education established by Act;
- “continuous assessment” means a combination of modes of assessment used to test a candidate’s academic performance in a module during the semester excluding end of semester examination;
- “discontinuation” means a declaration by relevant authority of the College that a particular student is no longer qualified to continue with his studies;
- “end of semester examination” means an examination undertaken by a candidate at the end of the respective semester;
- “examination irregularity” means an act or conduct prohibited under PART VII of these Rules;
- “examination” includes continuous assessment, end of semester examination, supplementary examination, field reports, project or research reports, dissertations, and thesis assessments;



- “external examiner” means an academic staff from higher learning institution appointed by the College to conduct pre or post moderation of examination or as an external marker of the examination;
- “Grade Points Average (GPA)” means the weighted arithmetic mean of the weighted scores points;
- “grade” means a letter assigned to range of scores or marks;
- “invigilator” means a person given the responsibility to ensure that the examination is properly conducted in accordance with these Rules;
- “module” means an independent package of learning related to an academic programme undertaken by a student for a fixed number of hours during the semester;
- “module instructor” means a Tutorial Assistant, Assistant Lecturer, Lecturer, Senior Lecturer, Associate Professor or Professor;
- “postgraduate programme” includes Postgraduate Diploma, Master’s Degree and Doctor of Philosophy;
- “semester” means an academic period in which a set of modules are examined;
- “special examination” means an examination which a candidate is allowed to sit for after postponing the end of semester examination;
- “student” means a person dully registered by the College to pursue any academic programme;
- “studentship” means the duration of an academic programme and addition of two academic years undertaken by a student;
- “supplementary examination” means an examination administered to candidate who fail to obtain a pass in a module during the end of semester examination;
- “DR-ARC” means the Deputy Rector-Academic, Research and Consultancy;
- “unauthorised material” means any object, written or printed material that is generally or specifically prohibited from being brought into the examination room;
- “undergraduate programme” includes bachelor degrees, ordinary diploma and certificate programmes.

PART II  
ELIGIBILITY TO SIT FOR EXAMINATIONS

Continuous  
assessment

**4.** A student eligible to sit for continuous assessment shall meet the following conditions:

- (a) has been registered by the College for the respective semester; and
- (b) has attended classes to the required percentage under these Rules.

End of  
semester  
examination

**5.-(1)** A student eligible to sit for the end of the semester examination shall meet the following conditions -

- (a) does not owe the College any prescribed fee or any other financial dues;
- (b) has attended not less than eighty percent of lectures and seminars in a particular module within a particular semester;
- (c) has done continuous assessment and attained a minimum pass mark for a module that he is required to sit for examination;
- (d) is not barred by any relevant authority from sitting for the examination in question; and
- (e) has registered for all modules that he is supposed to study in a particular semester.

(2) The end of semester examination shall be administered at the end of the respective semester in which a particular module is taught.

Supplementa  
ry  
examination

**6.-(1)** A student eligible to sit for supplementary examination shall meet the following conditions -

- (a) has failed the end of semester examination;
- (b) has failed special examination of the previous academic year;
- (c) has postponed supplementary examination of the previous academic year; and
- (d) does not owe the College any financial dues.

(2) Supplementary examination shall be administered after approval of the end of semester examination results.

(3) A candidate who will pass supplementary examination shall be awarded a “C” grade for NTA level 4 to NTA level 8 and “B” grade for NTA level 9 and 10.

(4) A candidate who postponed a supplementary examination shall sit for the same during the supplementary examination session of the following academic year.

(5) A candidate shall not be allowed to progress to the next NTA Level unless he has cleared supplementary examination.

Special  
examination

7.-(1) A student who postponed the end of semester examination shall be eligible to sit for special examination.

(2) Special examination shall be administered at the same session with supplementary examination.

(3) A candidate who fails to sit for special examination shall be required to postpone studies.

(4) A candidate who fails special examination shall sit for supplementary examination in the next academic year.

Postponement  
of studies

8.-(1) A student may request in writing for postponement of studies to the Director of Academics or Campus Director through the respective Head of Department.

(2) The reasons that may be considered for postponement of studies include -

(a) illness supported by a medical certificate from any recognised medical institution;

(b) sponsorship related problems; or

(c) any other reasonable ground which is supported by sufficient evidence provided that each case is considered on its own merit.

(3) Where the request for postponement of studies is granted, the respective Head of Department shall inform the student the time to resume his studies.

(4) Notwithstanding the provisions of subrule (2), the permission for postponement of studies shall not be granted for two consecutive academic years:

Provided that the DR-ARC may grant permission for further postponement of studies.

(5) A student who will postpone studies in the first semester shall be deemed to have postponed for the whole academic year.

(6) Where the permission for postponement of studies is granted, all assessments done by the student in the respective semester shall be nullified and the student shall be required to start afresh upon resuming his studies.

(7) A student who has postponed studies and paid his tuition fee, shall not be required to repay upon resuming his studies.

(8) A student shall request in writing to resume his studies to the Director of Academics or Campus Director via the respective Head of Department.

Postponement of examination

**9.-(1)** A student may request in writing for postponement of examination to the Director Academics or Campus Director through the respective Head of Department.

(2) Rule 8(2) (a) and (c) shall apply regarding reasons for postponement of examination.

(3) A student wishing to postpone examination should be eligible to sit for respective examination.

(4) A student shall not be allowed to proceed to the next semester unless he has sat for examination postponed in the previous semester.

Time to request for postponement of studies and examination

**10.-(1)** A student wishing to postpone studies may lodge his request at any time prior to the start of the-

- (a) end of semester examinations; or
- (b) respective examination.

(2) Notwithstanding the provisions of subrule (1), the Director of Academics or Campus Director may at his discretion approve request of the student to postpone studies or examination out of time for sufficient ground.

Repeating module

**11.-(1)** A candidate who fails a module in supplementary examination shall repeat the module failed in the next academic year.

(2) A candidate in NTA Level 7 and 9 who fails a module in the supplementary examination in his first year, shall carry forward such module to the next academic year.

(3) Except for a student mentioned under subrule (2), the student shall pay a fee as may be prescribed by the College for repeating a failed module.

(4) A candidate shall be allowed to repeat a module for a maximum of one academic year.

Transfer of  
students and  
grades

**12.-(1)** In accordance with NACTVET and TCU Students' Credits Transfers guidelines, a student may be transferred from any recognised institution to the College and vice versa to proceed with the study of any program provided that -

- (a) the contents of programme of study between the institution and the College are compatible;
- (b) grading and assessment criteria of the programme of study are compatible and accepted by the College;
- (c) the student has successfully completed the prior academic year;
- (d) the College may request a confidential report from a recognised institution to verify if the student has not been involved in any form of misconduct; and
- (e) prescribed fee and other financial dues are duly paid to the College.

(2) A student who wishes to be transferred from one campus of the College to another or other institution shall –

- (a) comply with the requirements of subrule (1) (c); and
- (b) comply with NACTVET and TCU Students' Credits Transfers guidelines and other requirements.

(3) Student's transfer will be done at the beginning of the academic year subject to NACTVET and TCU almanac.

(4) The DR-ARC shall regulate all matters related to the transfer of grades.

**PART III  
STUDENTS' ASSESSMENT**

Administrati  
on of  
assessment

**13.-(1)** Each module shall be assessed through continuous assessment and end of semester examination except for fieldwork, research report, project report, and dissertation.

(2) Fieldwork, research report, project report or dissertation shall form part of the assessment of the student and shall contribute to the final cumulative GPA.

Continuous  
assessment  
and  
evaluation

**14.-(1)** Distribution of continuous assessment marks in each module for all undergraduate programmes shall include 25 marks for test, 10 marks for individual assignment and 5marks for group assignment; making a total of 40 marks unless stated otherwise in the curriculum.

(2) Distribution of continuous assessment marks in each module for postgraduate programmes shall include 20 marks for test, 20 marks for individual assignment or term paper and 10 marks for group assignment; making a total of 50 marks unless stated otherwise in the curriculum.

(3) The instructor shall administer a minimum of two tests in a semester whereby, at least one test shall be administered in each half of a semester.

(4) End of semester examination in each module shall carry 60 marks and 50 marks for undergraduate and postgraduate programmes respectively, unless stated otherwise in the curriculum.

(5) The pass mark for each module per NTA Level shall be as follows:

(a) NTA Levels 4 and 5 = 50%.

(b) NTA Level 6 = 45%.

(c) NTA Level 7 and 8 = 40%

(d) NTA Level 9 and 10 = 50%.

(6) The pass mark for undergraduate programme in each module shall be a combination of both continuous assessment and end of semester examination in a respective semester provided that a student has scored a minimum score as follows:

Levels	Continuous assessment/40	End of Semester/60
NTA Levels 4 and 5	20 Marks	30 Marks
NTA Level 6	18 Marks	27 Marks
NTA Level 7 and 8	16 Marks	24 Marks

(7) The pass mark for postgraduate programmes shall be a combination of both continuous assessment and end of semester examination in a respective semester provided that a student has scored a minimum of 25 marks out of 50 for both continuous assessment and end of semester examination.

(8) A student who fails to attain a minimum score of the respective continuous assessment shall repeat the module.

(9) A student shall sign continuous assessment results in each module during the preparation week before the start of the end of semester examination.

(10) A student shall ensure that all matters related to his continuous assessment results are addressed and resolved during the preparation week.

(11) Each instructor shall be readily available and accessible to students during preparation week to resolve continuous assessment matters.

(12) Teaching or administering continuous assessment shall not be allowed during the preparation week unless approved in writing by DR-ARC.

Marking and submission of continuous assessment scores

**15.-(1)** Marking and uploading of continuous assessment shall be done by the module instructor.

(2) A module instructor shall submit to the respective Head of Department a signed hardcopy and softcopy of continuous assessment scores during preparation week.

(3) A module instructor shall be required to keep a copy of a record of all assessment scores submitted to the Head of Department for a period of at least two academic years.

(4) The Head of Department in which the module originates may take necessary administrative measures which he deems necessary on any issue that may arise relating to continuous assessment submission.

Marking and  
uploading of  
end of  
semester and  
supplementa  
ry  
examination  
results

**16.-(4)** Marking and uploading of end of semester and supplementary examination results shall be done by the module instructor unless directed otherwise by DR-ARC.

(2) A module Instructor shall submit to the examination office a hardcopy of end of semester or supplementary examination marked scripts, pre-moderated examination paper, marking scheme, and a duly signed mark sheet containing a list of all students examined and their respective scores.

(3) A module instructor shall submit to the respective Head of Department, the softcopy of end of semester or supplementary examination scores after incorporating the changes done by the external examiner.

(4) A module instructor shall be required to keep a copy of record of all end of semester or supplementary mark sheet submitted to the examination office for a period of at least two academic years.

Fieldwork

**17.-(1)** There shall be fieldwork for diploma and bachelor degree programmes depending on curriculum requirements.

(2) The Head of Department shall appoint an instructor to supervise fieldwork.

(3) A student shall be required to submit his field report within the time as may be prescribed in writing by the Head of Department.

(4) The assessment or marking of the final field report shall be done by a supervisor or an instructor appointed by the Head of Department.

(5) The field work shall be marked out of 100 marks of which thirty percent shall be awarded by immediate supervisor at the field placement and seventy percent shall be awarded as per the College field work guidelines.

(6) A student who fails in the field work report shall be allowed to repeat his field work within one academic year.

Dissertation,  
research and  
project  
report

**18.-(1)** A student shall be allocated a supervisor who will guide him throughout the dissertation, research or project process.



(2) The assessment of the final dissertation, research or project report shall include oral presentation and constitute an average of scores awarded by a supervisor and external examiner.

(3) The panel for oral presentation shall constitute the major supervisor, external examiner and any other instructor appointed by the Head of Department.

(4) The chairperson of the panel in oral presentation shall be appointed by the Head of Department.

(5) A candidate who fails in his dissertation, research or project in the first attempt shall be allowed to repeat within one academic year.

(6) A student who fails to submit his dissertation, research or project report on time shall be considered to have been absconded from studies.

(7) A student may apply to the DR-ARC through the Head of Department for the extension of time to submit his dissertation, research or project report prior to the expiry of the initial period.

(8) The Governing Body shall prescribe fees for each month requested for extension of dissertation, research or project report submission.

Modality for supervision of fieldwork and research

**19.** The DR-ARC may issue directives from time to time on the modality for supervision of fieldwork and research or project.

#### PART IV

#### SETTING PRE AND POST-MODERATION OF EXAMINATION

Setting of examination paper

**20.-(1)** There shall be pre-moderation of-

- (a) end of semester examination;
- (b) supplementary examination; and
- (c) special examination.

(2) The examination session for each type of examination shall be duly indicated in the College almanac.

(3) The College shall set and administer its own examination.

(4) In the case of collaboration with other institutions, the examination setting will depend on the terms and conditions of the agreement.

(5) The following procedures shall govern the setting of the end of semester and supplementary or special examination -

(a) the module instructor shall -

(i) set examination for the module he has taught;

(ii) comply with the College examination format issued by the DR-ARC; and

(iii) be the internal examiner.

(b) in the event a module has been taught by more than one instructor, the instructor in-charge appointed by the Head of Department shall set the examination in consultation with co-instructor;

(c) the setting of the examination shall consider the extent of coverage in teaching the contents of the module;

(d) the examination paper shall carry 100 marks;

(e) the internal examiner shall be responsible for setting marking scheme.

(6) The DR-ARC may issue guidelines and criteria of setting examination from time to time.

Procedures  
of pre and  
post-  
moderation  
of  
examination

**21.-(1)** The DR-ARC in consultation with the Director of Academics or Campus Director shall nominate a competent external examiner from public higher learning institution for conducting pre and post-moderation of examination.

(2) In the case there is deficient competent external examiners from public higher learning institutions, the DR-ARC shall issue a permission in writing to nominate external examiners from private higher learning institutions.

(3) Subject to the provision of subrule (1) and (2), the nominated external examiner from public or private higher learning institution shall be approved by CAB.

(4) During pre-moderation, the external examiner shall be responsible for ensuring that the setting of the examination is fair, clear, and relevant and the level of

questions set is commensurate with the time allocated and are in accordance with the module contents.

(5) During post-moderation, the external examiner shall be responsible for advising the DR-ARC in writing on matters related to anomalies of examination results and recommend appropriate measures to be taken.

(6) The Head of Academic Department shall ensure the pre and post-moderation of examination from his department are done.

(7) The examination office shall coordinate the pre and post moderation exercise.

(8) The DR-ARC may issue the mode of pre and post moderation examination process.

Power to set  
examination  
dates

**22.-(1)** The DR-ARC shall appoint a team to prepare the College almanac which shall include specific dates for examination session.

(2) There shall be a timetable for each examination session indicating a specific date for each module.

(3) For sufficient reason, the DR-ARC may alter the date of the examination and communicate in writing to the stakeholders.

## PART V

### PRODUCTION, HANDLING AND CONDUCT OF EXAMINATION

Production  
and handling  
of  
examination

**23.-(1)** Upon completion of setting examination, the module instructor shall keep it in a confidential manner.

(2) The Directorate of Academic Support Services shall be responsible for preparing printing and photocopying facilities for the module instructor to produce adequate number of examination papers on time.

(3) Printing and handling of examination shall ensure, inter alia, the following:

(a) all materials for examination are handled and kept in a secure and confidential place;

(b) the College may use various safe printing options depending on prevailing circumstances;

- (c) a person entrusted with the task of printing and handling examination shall be trustworthy and observe the highest degree of confidentiality; and
- (d) all defective printed pages or discarded examination materials shall be kept intact and confidentially disposed.

Supervision  
of  
examination

**24.**-(1) The Head of Academic Department shall be the overall overseer of all administrative matters relating to examination conducts in his respective department.

(2) An invigilator shall be accountable to the Director of Academics in all matters related to invigilation.

(3) The module instructor shall be responsible for the custody of examination papers of the respective module before the examination.

(4) The module instructor shall submit a sealed envelope of examination papers to the examination office forty-five minutes before commencement of examination.

(5) The examination officer shall be responsible for -

(a) safe custody of scripts or booklets before and after examination session; and

(b) issuing scripts or booklets and sealed envelope of examination papers to the invigilator in a prescribed manner.

(6) The module instructor shall collect the examination scripts or booklets from examination office after the examination and ensure safe custody thereof.

(7) The module instructor shall submit marked examination scripts or booklets in a prescribed manner to the examination office for moderation.

(8) Where examination script or booklet is lost for any reason, the respective student shall be allowed to sit for examination as may be directed by DR-ARC.

(9) The DR-ARC may issue directives on any matter relating to the supervision of examination.

Confidential  
ity in  
conduct of

**25.**-(1) The DR-ARC shall be responsible to ensure that the examination is prepared and handled in a strictly confidential manner.

examination  
s

(2) A College staff shall ensure that issues concerning examination are handled in a maximum degree of confidentiality and that no one steal or attempt to, aid, abet or cause leakage of examination or examination results.

(3) A breach of duty of confidentiality or leakage of examination or examination results by any College staff shall amount to a disciplinary offence and shall attract disciplinary measures.

(4) Where the College staff temper with examination results of any student, it shall amount to a disciplinary offence and shall attract disciplinary measures.

## PART VI

### EXAMINATION INSTRUCTIONS AND GUIDELINES

General  
instructions  
and  
guidelines  
for  
invigilator

**26.-(1)** Prior to examination session, an invigilator shall -

- (a) personally, collect sealed envelopes containing examination papers from examination office and ensure that all materials for examination are ready thirty minutes before commencement of the examination;
- (b) be present in the examination room at least twenty minutes before the commencement of the examination;
- (c) ensure that each student possesses a valid student identity card; and
- (d) ensure that students are reminded of-
  - (i) not possessing anything or do anything that may amount to examination irregularity;
  - (ii) checking whether students are in possession of the correct examination paper; and
  - (iii) adhering to all Rules and guideline of conducting examination.

(2) During the examination, the invigilator shall -

- (a) ensure that all candidates sign-in the attendance sheet at the commencement of examination and

sign-out upon submitting the examination booklet or script;

- (b) in case of alleged examination irregularity, require the candidate to sign an examination irregularity report form;
- (c) require the candidate alleged to have committed examination irregularity to stop doing his examination;
- (d) direct the alleged candidate to report to the Directorate of Academic Support Services or examination office for necessary measures;
- (e) ensure that all relevant evidence of examination irregularity is submitted to the Directorate of Academic Support Services or examination office for further action; and
- (f) ensure that the safety of examination in his custody and in the event, he apprehends any danger or insecurity should take appropriate measures to inform relevant authorities for immediate help.

(3) Where the student refuses to sign the examination irregularity report form referred under subrule (2)(b) or refuses to surrender to the invigilator any unauthorised material, the invigilator shall include in his report the fact that the candidate refused to do so and shall ask the co-invigilator to sign as a witness to that effect.

Specific  
examination  
guidelines  
for  
invigilators

**27.-(1)** An invigilator shall have power to-

- (a) inspect the candidate during the examination as may deem necessary;
- (b) arrange and re-arrange the sitting position of the candidate; and
- (c) confiscate any unauthorised material brought into the examination room.

(2) An invigilator shall not, at any time, leave candidates in the examination room unattended while the examination is in progress.

(3) An invigilator shall ensure that booklets or scripts submitted by the candidates match with the number of candidates that have attempted the examination.

(4) An invigilator shall submit in prescribed manner all booklets or scripts, invigilation report, and signed attendance sheet to the examination office upon completion of the examination.

Specific  
instructions  
and  
guidelines  
for students

**28.-(1)** A student eligible to sit for examination shall observe and comply with the following instructions and guidelines before or during the examination:

- (a) to have an authentic student identity card;
  - (b) to observe examination timetable and venue;
  - (c) be seated in the examination room thirty minutes before starting time;
  - (d) inspect the surrounding environment for presence of any unauthorised item or object and report or handle over to the invigilator prior to the commencement of the examination;
  - (e) listen from invigilator and read carefully all instructions issued in the examination question paper and in the examination booklet or script in relation to the conduct of examination;
  - (f) to observe silence and order in the examination room;
  - (g) inter and intra-communication is not allowed between candidates when the examination is in progress;
  - (h) not to write names or any mark anywhere in the examination booklet or scripts that may reveal his identity;
  - (i) not to write or draw anything on the question paper;
  - (j) to sign-in the attendance sheet at the commencement of examination and sign-out upon submitting the examination booklet or script; and
  - (k) not to take the examination booklet or scripts, question paper, or any other examination related material outside the examination room.
- (2) In the examination room, a student is allowed to -
- (a) carry pen, pencil or other material explicitly prescribed by the respective department or in the particular examination instructions;

- (b) use calculator or department's tools as may be instructed; and
- (c) request an invigilator for any clarification in relation to the examination.
- (3) A student is not allowed to enter into the examination room with-
  - (a) any unauthorised materials; and
  - (b) any kind of drink or food stuffs.
- (4) Borrowing between candidates shall not be allowed during the examination.
- (5) A candidate wishing to answer a call of nature may be allowed by invigilator to leave the examination room for a reasonable time.
- (6) A candidate shall not be permitted to sit for the examination after a lapse of thirty minutes from the commencement of the examination.
- (7) A candidate shall not be allowed to leave the examination room until a lapse of thirty minutes after commencement of the examination.
- (8) A candidate shall not be allowed to leave the examination room in the last thirty minutes before the end of the examination.
- (9) Smoking is not permitted in the examination room.
- (10) The DR-ARC shall have power to issue instructions, notes or guidelines to students as may deem appropriate.

## PART VII EXAMINATION IRREGULARITIES

Examination  
irregularities

- 29.-(1)** Acts which shall constitute examination irregularity includes -
- (a) possession of an unauthorised material in examination room which includes but not limited to notes, magazine, book, any object with written information, or information written on any part of the body or cellular or mobile phone, smart watch, radio, radio cassette or other types of cassette/DVD/VCD players, Air Pods, computer,



- iPod, iPad, tablet, recording apparatus, annotated document, handbag, pouch, purse, and wallet;
- (b) causing any form of disturbance or nuisance in or near any examination room without compelling reason;
  - (c) any form of dishonesty or falsification for the purpose of gaining unfair advantage in examination;
  - (d) any destruction of evidence of examination irregularity;
  - (e) refusal to hand over any evidence of examination irregularity to the invigilator when ordered to do so;
  - (f) getting out of the examination room without prior permission from the invigilator;
  - (g) impersonation in the examination;
  - (h) stealing, aiding, abetting or causing leakage of examination;
  - (i) making false accusation against the invigilator in relation to an examination;
  - (j) ordering, soliciting, inducing, inciting, facilitating, aiding, abetting, assisting the commission of examination irregularity;
  - (k) copying a work of another person;
  - (l) walking out of an examination room in protest;
  - (m) inciting or instigating other students to protest or refuse to do an examination;
  - (n) taking part in any act of refusal or protest against examination, implicitly or explicitly;
  - (o) detaching a part of examination booklet or script;  
or
  - (p) doing any act that is expressly prohibited in the conduct of examination in accordance with these Rules.

Procedures  
and organs  
responsible  
for handling

**30.-(1)** As soon as the invigilator finds a student to have committed examination irregularity, shall write and submit a report duly signed, accompanied with evidence if any, to the examination officer.

examination  
irregularity

(2) A student alleged to have committed examination irregularity shall immediately report to the office of Director of Academic Support Services or examination office for further directives.

(3) The examination officer shall, upon receiving the report from the invigilator, inform the Chairperson of Examination Irregularity Handling Committee who shall convene a meeting to deliberate on the matter according to these Rules.

(4) The examination officer shall prepare a summary of allegation to be signed by the respective invigilator who shall appear before the Examination Irregularity Handling Committee to testify the incident.

(5) The examination officer shall serve the allegations to the alleged candidate and require him to appear before Examination Irregularities Handling Committee in person and with his witnesses if any, for hearing.

(6) An Advocate or a representative shall not appear and act for any party under these Rules.

(7) There shall be Examination Irregularities Handling Committee at the main campus which shall be composed of the following members:

- (a) The Director of Academics who shall be the Chairperson;
- (b) Head of examination unit who shall be the Secretary;
- (c) Head of Department from which the accused student is registered;
- (d) Head of Department from which the module is originating;
- (e) a representative from the students' organisation;
- (f) a representative from the Legal Services Unit; and
- (g) any other person who may be invited by the chairperson.

(8) There shall be Examination Irregularities Handling Committee at the Campus level which shall be composed of the following members:

- (a) Campus Director who shall be the Chairperson;
- (b) examination officer who shall be the Secretary;
- (c) Campus Manager - ARC;

- (d) Head of Department from which the accused student is registered;
  - (e) Head of Department from which the module is originating;
  - (f) a representative from the students' organisation;
  - (g) a staff with legal qualifications or in case of absence of a staff, any public servant from other institutions appointed by the chairperson; and
  - (h) any other person who may be invited by the chairperson.
- (9) The composition of the Examination Irregularities Handling Committee shall be by virtue of the office rather than in person.
- (10) The quorum of the Examination Irregularities Handling Committee shall be at least four members.
- (11) In case of conflict of interest against the Chairperson, the members present at the Meeting shall elect one of their members to be the Chairperson of the Meeting.
- (12) A student or staff of the College may be summoned by the Examination Irregularities Handling Committee when necessary.
- (13) The Examination Irregularities Handling Committee shall be the organ with original jurisdiction on all matters related to the examination irregularities under these Rules and shall in all circumstances act judiciously and ensure fairness in administration of justice.
- (14) The Examination Irregularities Handling Committee shall convene a meeting for hearing and determination of the examination irregularity within three working days from the date of the incident unless there are special circumstances for convening a meeting after the prescribed period.
- (15) The candidate alleged to have committed examination irregularity shall not vacate the College until he receives directives from examination officer or a decision from the Examination Irregularities Handling Committee.
- (16) The candidate alleged to have committed examination irregularity shall not be allowed to attempt any other examination until final determination of his allegation.

(17) The Examination Irregularities Handling Committee shall determine on examination irregularity and immediately notify the student by a written decision signed by the Chairperson of the committee.

(18) Where the student fails to appear before the Examination Irregularities Handling Committee without a reasonable cause communicated in writing to the Chairperson of the Committee, the Committee shall record the failure by the student to appear and proceed to determine the matter in his absence.

(19) Where a candidate alleged to have committed examination irregularity declines to receive allegations and a call to appear before the Committee, the matter shall be determined in his absence.

Penalty for  
commission  
of  
examination  
irregularity

**31.-(1)** The decision made by the Examination Irregularities Handling Committee shall base on the evidence.

(2) A student found guilty of the commission of any examination irregularity stipulated under these Rules shall, upon conviction, be discontinued from studies forthwith; unless the Committee is of the opinion that there is no sufficient evidence, and the student shall be allowed to repeat the examination.

(3) The Examination Irregularities Handling Committee shall have power to refer or report the candidate's case to the appropriate authority if the act or offence so committed by the candidate is not an examination irregularity under these Rules.

(4) For avoidance of doubt, all persons involved in the commission of impersonation shall both be liable under these Rules.

(5) The decision for discontinuation of student from studies under these Rules shall state expressly the reason for the decision made.

(6) Any examination results of the student found guilty of examination irregularity shall be nullified.

(7) Where academic dishonesty or falsification has been discovered after the student has been conferred any

academic award, the provisions relating to revocation of award shall apply.

Appeals  
against  
decision on  
examination  
irregularity

**32.-(1)** A student who has been discontinued from studies due to examination irregularity shall be informed in writing of his right to appeal against the decision to the Chairperson of the College Academic Board.

(2) An appeal under subrule (1) shall be lodged within seven working days from the date of the decision.

(3) The Chairperson of the College Academic Board shall determine the appeal within thirty working days from the date of receiving the appeal.

(4) An appeal shall not be allowed in case of any student who has pleaded guilty by confession and has been convicted on such plea by the Examination Irregularities Handling Committee except regarding the legality of the punishment.

(5) An appeal lodged under these Rules may not be entertained unless it is on the basis of either of the following grounds that:

- (a) the Examination Irregularity Handling Committee was not duly constituted;
- (b) there was insufficient evidence on record to convict the candidate;
- (c) there was a breach of rules of natural justice; and
- (d) the candidate, was intimidated or threatened during the examination irregularities proceedings resulting into a plea of guilty by confession.

(6) The College may issue public notice to the media or public places names and photos of students who were found guilty of examination irregularity:

Provided that, the publication is done after expiration of the appeal period or after a dismissal of the appeal by the Chairperson of the CAB

## PART VIII

### APPROVAL OF EXAMINATION RESULTS

Institutional  
framework

**33.** Notwithstanding any other office or organ stipulated under these Rules with powers to deal with matters

related to admissions and examinations, the following organs shall be responsible for the matters thereof:

- (a) Examination Results Appeal Committee (ERAC);
- (b) Departmental Admission and Examination Committee (DAEC);
- (c) Campus Admission and Examination Committee (CAEC);
- (d) Joint Admission and Examination Committee (JAEC); and
- (e) College Academic Board (CAB).

Examination  
Results  
Appeal  
Committee

**34.-(1)** There shall be Examination Results Appeal Committee which shall-

- (a) be the principal organ that is vested with all powers related to scrutiny and processing of all appeals related to examination results;
- (b) scrutinize all examination result appeals submitted by students through examination officer who shall coordinate re-marking of appeals; and
- (c) meet after completion of re-marking by external examiners to deliberate on the outcome of appeals relating to examination results, seek for approval from the CAB chairperson and publish thereafter;

(2) Further appeal shall not be allowed against the published examination appeal results.

(3) The composition of Examination Results Appeal Committee shall consist of the following members:

- (a) Director of Academics or Campus Director who shall be the Chairperson;
- (b) Examination officer who shall be the Secretary;
- (c) Manager-ARC;
- (d) a representative from Legal Services Unit or a staff with legal qualifications;
- (e) Quality Assurance Manager or coordinator of Quality Assurance;
- (f) a representative from Students Organisation; and
- (g) any other staff who may be invited by the Chairperson.

(4) The quorum of the Examination Results Appeal Committee shall be at least three members.

Composition  
and  
functions of  
Departmental  
Admission  
and  
Examination  
Committee  
(DAEC)

**35.-(1)** The Departmental Admission and Examination Committee shall consist of the following members:

- (a) Head of Department who shall be the Chairperson;
- (b) the Secretary who shall be appointed by the respective Head of Department from amongst members of the department;
- (c) all academic staff members in the respective department;
- (d) all academic staff members from other departments involved in teaching the modules in the respective department; and
- (e) any other person who may be invited by the Head of Department.

(2) The functions of the Departmental Admission and Examination Committee shall include the following:

- (a) to deliberate and recommend to the CAEC on the general performance of students in their respective department;
- (b) to discuss all matters related to admission and examination and provide recommendations to the CAEC; and
- (c) to deliberate and recommend to the CAEC the names of qualified applicants.

(3) The quorum of the Departmental Admission and Examination Committee shall be at least half of the members.

Composition  
and  
functions of  
Campus  
Admission  
and  
Examination  
Committee  
(CAEC)

**36.-(1)** The composition of the CAEC at the main campus shall consist of the following members:

- (a) Director of Academics who shall be the Chairperson;
- (b) examination officer who shall be the Secretary;
- (c) Director of Academic Support Services;
- (d) heads of academic department;
- (e) Quality Assurance Manager; and

- (f) any other person who may be invited by the Chairperson.
- (2) The composition of the CAEC at the campus level shall consist of the following members:
  - (a) Campus Director who shall be the Chairperson;
  - (b) Manager - ARC who shall be the Secretary;
  - (c) examination officer;
  - (d) heads of academic department;
  - (e) Campus Coordinator of Quality Assurance; and
  - (f) any other person who may be invited by the chairperson.
- (3) The functions of the CAEC shall be to-
  - (a) receive and deliberate on recommendations from DAEC on the general performance of students;
  - (b) discuss and recommend to JAEC any matter related to the admission and examinations; and
  - (c) receive and deliberate on the recommendations from DAEC in respect of qualified applicants.
- (4) The quorum of the Campus Admission and Examination Committee shall be at least half of the members.

Composition  
and  
functions of  
Joint  
Admission  
and  
Examination  
Committee  
(JAEC)

- 37.-(1)** The composition of the Joint Admission and Examination Committee (JAEC) shall consist of the following members:
- (a) DR-ARC who shall be the Chairperson;
  - (b) Director of Academics who shall be the Secretary;
  - (c) Campus Director;
  - (d) Manager-ARC;
  - (e) Director of Academic Support Services;
  - (f) Director of Research, Consultancy and Publications;
  - (g) Director of Library Services;
  - (h) Quality Assurance Manager; and
  - (i) any other person who may be invited by the chairperson.
- (2) The functions of the JAEC shall include the following:
- (a) to receive recommendations from CAEC for deliberation and recommend to the CAB;



- (b) to discuss and recommend to the CAB on any matter related to admission and examination;
- (c) to discuss and recommend to the CAB on any other academic related matter; and
- (d) to receive recommendations from CAEC for deliberation and recommend to the CAB on matters related to admission of qualified applicants.

Composition  
and  
functions of  
College  
Academic  
Board  
(CAB)

**38.-(1)** The Composition of the CAB shall be determined by the Board Charter or any other legal instrument.

(2) Subject to the Board Charter or any other legal instrument, the functions of CAB shall include -

- (a) approve examination results;
- (b) nullify any examination results for sufficient reason;
- (c) discuss and make decision on any examination related matter;
- (d) discuss and make decision on all matters related to admission;
- (e) receive, deliberate and decide on recommendations from JAEC;
- (f) discuss on any proposed academic Rules, Guidelines and Policies before presenting them to the Governing Body for approval; and
- (g) make any other decision that is vested upon it by applicable, Board Charter, other legal instruments or best practices.

Processing  
and stages of  
approving  
examination  
results

**39.-(1)** The College shall have power to determine the best and appropriate system of processing, storing and publication of examination result in accordance with the best practices.

(2) Any mishandling, dishonesty, breach of confidence or similar unethical acts done by any staff through the system of processing, storing and publication of examination results shall amount to a disciplinary offence and shall attract disciplinary measures.

(3) Where a person involved in mishandling, dishonesty, breach of confidence or similar unethical acts through the system of processing, storing and publication of examination results is not a College staff, the matter shall be reported to the relevant authority for further action.

(4) Processing and declaration of examination results shall start at the departmental level before compiled reports are tabled to higher organs for deliberation and other appropriate actions.

(5) The Head of Department shall have power to take appropriate action on any recommendations made by the DAEC before forwarding the recommendations to the CAEC.

(6) The DR-ARC may direct the Director of Academics or Campus Director to effect some improvements on the recommendations of the JAEC on the basis of the records of the proceedings of the JAEC before such recommendations are presented to the CAB for further action.

(7) Where necessary, the CAB may appoint a person or a special task force to inquire on any examination related matter and recommendations made thereof may be used for decision making.

Procedure to  
rectify errors  
in  
examination  
results after  
approval

**40.-(1)** Any clerical, summation, typographical error that is noted after examination results have been approved by the CAB shall be dealt with by the Head of Academic Department and shall be approved by the Chairperson of the CAB through the DR-ARC.

(2) For avoidance of doubts, any complaint relating to the marks awarded to a student shall be dealt in accordance with the provisions relating to appeals against examination results.

(3) DR-ARC shall authorise any alteration of examination results.

(4) It shall be a gross misconduct for any person to cause, direct, aid, abet or take part in tempering with examination results and shall attract disciplinary measures.

**PART IX  
DISCONTINUATION AND DEREGISTRATION**

Factors for  
student to be  
discontinued  
from studies

- 41.**-(1) A student shall be discontinued from studies at the College if one of the following occurs:
- (a) has been found guilty of any examination irregularity;
  - (b) has attained a GPA of less than 2.0 for NTA Level 4 to NTA Level 8 and a GPA of less than 3.0 for NTA Level 9 in the respective semester;
  - (c) fails in the repeat module;
  - (d) fails in a field work, research, project or dissertation more than the time limit provided under these Rules
  - (e) absconds any module;
  - (f) absconds from studies;
  - (g) fails to attend classes for a percentage stipulated under these Rules; or
  - (h) expiry of studentship.
- (2) A student discontinued from studies shall cease to be a student at the date in which the relevant organ has declared him to be discontinued from studies subject to any appeal that may be lodged to that effect.
- (3) A student discontinued from studies shall be deregistered from studies.

Re-  
Registration  
for studies  
after  
discontinuati  
on

- 42.** A student who has been discontinued from studies except for impersonation incident shall have the right to apply to be enrolled and start afresh in his former or other programmes offered by the College upon satisfaction of the applicable entry requirements.

**PART X  
PUBLICATION OF EXAMINATION RESULTS**

Authority  
responsible  
for  
publication

- 43.**-(1) DR-ARC may direct publication of provisional examination results immediately after the CAEC meeting and the results shall exist for the period of ten days.

of  
provisional  
examination  
results

(2) In case of errors in uploading examination results, the Head of Department upon permission of DR-ARC, shall have power to change the provisional examination results.

(3) A student who observes an anomaly in his provisional examination results shall, report in writing to the Head of Department within five days after release of provisional results for guidance.

Disposal of  
used  
examination  
documents

**44.-(1)** Used examination documents such as booklets, marking guide or scheme, attendance sheets, shall be kept in safe custody for a period of three years after the examination.

(2) The disposal of examination documents shall be done according to the relevant laws.

## **PART XI APPEALS AGAINST EXAMINATION RESULTS**

Right to  
appeal  
against  
examination  
results

**45.-(1)** An appeal shall not be lodged against -

(a) continuous assessment results; or

(b) field work report, project report and research report or dissertation results.

(2) An appeal against examination results shall be dealt with the Examination Results Appeal Committee established under these Rules.

(3) Except where unfair marking, wrongful computation of marks or grading is alleged, no appeal shall lie in respect of any other ground.

(4) An appeal against examination results shall be lodged within ten days after publication of general provisional results unless there is sufficient reason for delay to be determined by DR-ARC.

(6) An appeal shall be filed to the examination office upon payment of the applicable fee.

## **PART XII GRADING AND AWARD SYSTEM**

Grading  
system for  
NTA levels

**46.-(1)** The grading system for a Basic Technician Certificate which is NTA Level 4 and Technician Certificate which is NTA Level 5 shall be as follows:

<b>Grade</b>	<b>Definition</b>	<b>Grade Points</b>	<b>SCORE RANGE</b>
A	Excellent	4	80% - 100%
B	Good	3	65% - 79%
C	Satisfactory	2	50% - 64%
D	Poor	1	40% - 49%
F	Failure	0	0% - 39%

Grades A, B, and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

(2) The grading system for Ordinary Diploma which is NTA Level 6 shall be as follows:

<b>Grade</b>	<b>Definition</b>	<b>Grade Points</b>	<b>SCORE RANGE</b>
A	Excellent	5	75%-100%
B+	Very Good	4	65%-74/%
B	Good	3	55%-64/%
C	Satisfactory	2	45%-54%
D	Poor	1	35% - 44%
F	Failure	0	0% - 34%

Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

(3) The grading system for Higher Diploma which is NTA Level 7 and Bachelor Degree which is NTA Level 8 shall be as follows:

<b>GRADE</b>	<b>DEFINITIO N</b>	<b>Grade Points</b>	<b>SCORE RANGE</b>
A	Excellent	5	70% - 100%

B+	Very Good	4	60% - 69%
B	Good	3	50% - 59%
C	Satisfactory	2	40% - 49%
D	Poor	1	35% - 39%
F	Failure	0	0% - 34%

Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C the lowest pass grade while grades D and F shall be regarded as Fail.

(4) The grading system for Postgraduate Diploma and Master's Degree which is NTA Level 9 and Doctor of Philosophy which NTA level 10 shall be as follows:

<b>GRADE</b>	<b>DEFINITION</b>	<b>Grade Points</b>	<b>SCORE RANGE</b>
A	Excellent	5	70% - 100%
B+	Very Good	4	60% - 69%
B	Good	3	50% - 59%
C	Satisfactory	2	40% - 49%
D	Poor	1	35% - 39%
F	Failure	0	0% - 34%

Grades A, B+ and B shall be regarded as pass in ascending order of merit where A will be the highest pass grade and B the lowest pass grade while grades C, D and F shall be regarded as Fail.

(5) In case of decimal point, the total score range shall be rounded off.

Application  
of grading  
system

**47.-(1)** The College shall apply the grading system to students according to the programme they are registered for.

(2) Where a student was registered for a particular programme and in compliance of the procedures dropped

prematurely, the grading system for the programme he qualifies shall be used and be entitled to get an academic transcript at that level.

Procedure  
for  
computing  
Grade Points  
Average  
(GPA)

**48.-(1)** The final Grade Point Average (GPA) shall be used for the purpose of classifying an award.

(2) The GPA shall be calculated by using the formula:

$$\text{Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where:

P is grade point assigned to a letter grade scored by the student in a module; and

N is the number of credits associated with the module.

(3) The GPA shall be calculated using the following procedures:

- (a) the letter grades obtained shall be converted into “points” as stipulated in the grading system in accordance with these Rules;
- (b) the credits for modules taken in each programme shall be used to determine the weight of each module;
- (c) to get the score for the module, the points in paragraph (a), shall be multiplied by the credits of the module;
- (d) the total score for the programme shall be the sum of scores for all modules taken as calculated in paragraph (c);
- (e) to get the final GPA, the total score in paragraph (d) shall be divided by sum of credits for all modules undertaken;
- (f) The final GPA shall be truncated to one decimal place.

Award  
classification

**49.-(1)** The CAB shall confer award to the student who satisfy the following conditions:

- (a) have duly completed all modules; and
- (b) have achieved a minimum final GPA equivalent to Pass.

(2) Award naming shall be in accordance with the programme of study for which the student was admitted.

(3) The classification of awards for each NTA Level shall be as prescribed below:

(a) For NTA Levels 4 and Level 5:

<b>Class of Award</b>	<b>Cumulative GPA</b>
First Class	3.5 to 4.0
Second Class	3.0 to 3.4
Pass	2.0 to 2.9

(b) For NTA Level 6 up to Level 8:

<b>Class of Award</b>	<b>Cumulative GPA</b>
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

(c) For NTA Level 9 and Level 10:

<b>Class of Award</b>	<b>Cumulative GPA</b>
First Class	4.4 to 5.0
Second Class	3.5 to 4.3
Pass	3.0 to 3.4

Power to  
establish  
new  
programme

**50.** The CAB may establish a new programme of study upon recommendations from the JAEC.



**PART XIII**  
**POWER TO ISSUE AWARDS, ACADEMIC CERTIFICATES AND**  
**TRANSCRIPTS**

Conferment  
of awards

**51.-(1)** The College may confer Degree, Diploma, Certificate and other Awards to qualified students as may be recommended by the CAB.

(2) The CAB may recommend to the Governing Body for any person to be awarded an honorary degree as recognition for an outstanding contribution of such person to the College academic excellence or the development of the society at large.

(3) Honorary degree shall be awarded in accordance with the College honorary degree policy.

(4) The conferment of all Awards shall be done during graduation ceremony as scheduled in the College almanac.

(5) The CAB may recommend for award or recognition of best student, female best student per each programme of study and overall best student.

Authority to  
issue  
academic  
transcripts

**52.-(1)** A student may request for academic transcript after the approval of the last semester examination results of the respective academic programme provided that the student has passed all modules in the programme under consideration.

(2) Academic transcript shall not be issued to a student unless he has duly paid all fees or other relevant financial dues.

(3) A student may request for a statement of results after completing the respective semester.

(4) The DR - ARC or any other person duly authorised by him shall have authority to issue academic transcript.

Authority to  
issue  
academic  
certificate

**53.-(1)** A student may apply for his academic certificate after the graduation.

(2) The DR - ARC or any other person duly authorised by him shall have authority to issue academic certificate.

(3) The safe custody of academic certificates and transcripts, and their issuance thereof shall comply with Certification Standard Operating Procedures.

Names on  
academic  
certificates  
and  
transcripts

**54.**-(1) Academic certificate and transcript shall be issued in the student's name as it appears in the letter of admission and shall have the name of the programme of study.

(2) Notwithstanding the provision of subrule (1), a student may be allowed to change his name upon submission of the copy of the deed poll duly registered and published in the *gazette*.

Power to  
revoke  
issued  
academic  
transcript or  
academic  
certificate

**55.**-(1) In the event an anomaly is discovered on the legitimacy of the academic certificate or transcript issued to a student, the College may on good cause, revoke it.

(2) The College shall investigate the anomaly referred under subrule (1) regarding legitimacy of the academic certificate or transcript and observe the rules of natural justice before revocation.

Application  
to re-issue  
academic  
certificate

**56.**-(1) A student who graduated at the College may apply to DR-ARC for re-issue of academic certificate in the following grounds:

(a) loss, supported by a police loss report, an affidavit and public notice in the newspaper for a period of not less than three months from the date of publication; or

(b) damage or destruction to the extent of not being able to be used.

(2) The CAB chairperson shall have power to approve corrections of clerical, spelling, computation or any other error noted after the issuance of academic certificate or transcript.

(3) The Governing Body may prescribe fees payable for re-issue of academic certificate.

Dealing with  
forged  
academic  
transcripts

**57.**-(1) Any issue concerning forgery of academic transcript or certificate shall be treated as a criminal case and the College shall report the matter to the relevant authority.

and  
certificates

(2) Where a College staff is alleged to have been involved in the forgery of academic transcript or certificate shall face disciplinary measures and be reported to responsible authority.

PART XIV  
MISCELLANEOUS PROVISIONS

Amendment  
s of Rules

**58.** Governing Body may amend these Rules anytime as may be deemed necessary.

Power to  
prescribe  
fees

**59.** Governing Body shall prescribe any fee required under these Rules.

Revocation  
of  
GN. No  
101 of 2022

**60.** The College of Business Education (Examinations) Rules, 2022 are hereby revoked.

Dar es Salaam,  
18 December, 2023

WINEASTER S. ANDERSON,  
*Chairperson of the Governing Body*