

## **ITA EXAMINATION REGULATIONS, 2009 (revised 2013)**

These are general examination regulations of the Institute. For some programmes especially collaborative programmes there are special provisions that modify some of these general examination regulations.

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

- |                       |   |   |
|-----------------------|---|---|
| <i>Citation</i>       | 1 | These Regulations shall be cited as the Institute of Tax Administration Examination Regulations, 2009 <b>(as revised in 2013)</b> |
| <i>Interpretation</i> | 2 | In these regulations, unless the context otherwise requires:  |

“C\*” is a grade obtained in all supplementary examinations of the Institute

“Cheating” has the meaning assigned to it under paragraph 12

“Class test” means any supervised written examination of not less than one hour but not exceeding two hours in duration in a particular module that forms part of continuous assessment.

“Continuous assessment” means an aggregate of a student’s scores in tests, quizzes, assignments, case studies, field work report where applicable and any other mode of assessment except semester/final/supplementary examination.

“Deputy Rector (ARC)” means deputy Rector for Academic Research, and Consultancy of the Institute of Tax Administration.

“Examination Irregularity” includes 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 any part of these Regulations.

“Examination Moderator” means an expert, other than a person working at the Institute whether on full-time or part-time basis appointed by the Rector and approved by the Governing Council to moderate the Institute’s examinations.

“Examination” means class test, semester, final or supplementary examination.

“Examinations season” Means period allocated for examinations in the Institute’s ALMANAC or any other period determined as such by the Governing Council.

“Final assessment” means the aggregate of continuous assessment and semester examination score

“Institute” means the Institute of Tax Administration of the Tanzania Revenue Authority.

“Internal Examiner” means any person who set or participated in setting an examination of the Institute.

“Invigilator’s report” means a report, in the prescribed form, detailing the conduct of an examination and accompanied with the examination attendance record, used and unused answer booklets, and where applicable, documents specified under paragraph 10 of these Regulations.

“Invigilator” means any staff of the Institute appointed by the Deputy Rector (ARC) to carry out functions stipulated under paragraphs 9 and 10 of these Regulations.

“Module” means an examinable unit in any programme.

“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 near one’s body or desk.

“Programme” means the totality of all modules offered for the purpose of award of any certificate, diploma or degree of the Institute.

“Rector” means the Chief Executive Officer of the Institute of Tax Administration.

“Semester examinations” means examinations administered at the end of the semester.

“Technical Failure” means a student’s status with aggregate mark of 50 or more and who has scored below 40% of the semester/final examination.

“Unauthorized material” includes, but not limited to, plain paper, handbags, brief cases or any other similar material, written or printed material (whether paper-based or otherwise); cellular phones and other communication gadgets; radio, radio cassette or other types of cassette players, computers and any other material as may be specified from time to time by the Deputy Rector (ARC).

*Application* 3 These Regulations shall apply in respect of all matters pertaining to examinations of the Institute and shall come into effect upon approval by the Governing Council.

## **PART II REGISTRATION, ELIGIBILITY FOR EXAMINATIONS AND POSTPONEMENT**

*Registration* 4 Every person registered as a student shall be deemed to have registered for the appropriate examinations in all modules taken, including optional modules, in the relevant programme of study.

*Eligibility* 5 Students shall be admitted to an examination room on the condition that:

- (a) The overall attendance of the student in every module is not less than 75% of the time allocated for the module.
- (b) Has completed and passed continuous assessment requirements for the module being examined as stipulated under paragraphs 17 of these Regulations.
- (c) Has paid all fees, deposits and any other charges of the respective semester due to the Institute.
- (d) Has, in case of supplementary examination, attained a GPA of 2.0 or above in the final/semester examinations.
- (e) He/she has a valid Identity Card of the Institute.
- (f) He/she has a valid Examination Number Slip of the Institute.
- (g) He/she is not barred by any lawful order or any other law from sitting for the examination in question.

*Postponement* 6 (a) A student may in special circumstances approved by the Deputy Rector (ARC) postpone examinations on the condition that:

- (i) In case of illness, it must be certified by a recognized medical practitioner or;
- (ii) There exists any other cause acceptable to the Governing Council. (Such as inability to pay tuition fees etc.)

- (iii) With the exception of emergency cases, written requests with supporting evidence for postponement of examinations must be submitted to the office of the Deputy Rector (ARC) at least forty eight (48) hours before a respective examination is due to start.
- (b) A postponed/special examination shall be done during the following examination season.
- (c) No student shall be allowed to postpone examinations more than once.

### PART III EXAMINATION SETTING AND MODERATION

*Setting of examinations*

- 7 (a) **Every Panel leader shall develop or cause to be developed and maintained an approved assessment plan for the modules falling in his/her panel.**
- (b) All examinations of the Institute shall be set by an internal examiner of the Institute to be appointed by the Deputy Rector (ARC).
- (c) Internal Examiners' shall set examinations in accordance to the approved assessment plan.
- (d) Internal Examiners' shall present to the moderator: drafts of examination questions; model answers and marking scheme; module(s) contents/assessment plan; the questions used for continuous assessment on the date and time as may be prescribed by the Head of Examinations Affairs and submit sealed envelope (s) of printed examination questions to the Head of Examination Affairs one day before the examination date.

*Moderation*

- 8 Every examination of the Institute shall be moderated at a designated place and time as may be prescribed by the Head of Examination Affairs.

### PART IV CONDUCT OF EXAMINATIONS

*Date and venue of examination*

- 9 (a) All examinations of the Institute shall be administered at a place and time specified by the Rector; on such dates as specified in the ALMANAC or as otherwise provided for by the Governing Council.
- (b) In case an examination date coincides with a public holiday, the examination shall continue as planned.

*Invigilation*

- 10 (a) Before commencement of the examination the invigilator shall:
  - (i) Obtain the following items from Head of Examinations Affairs: Sealed envelope(s) containing the examination question paper(s); Student attendance sheets; Invigilator's report forms; and examination answer booklets.
  - (ii) Ensure that he/she is present in the examination room at least thirty minutes (30) before commencement of the examination.
  - (iii) Maintain maximum security in the examination room and see to it that all unauthorized materials are removed from the examination room.
  - (iv) Not allow a student into the examination room unless he/she has both; valid identity card and examination number Slip of the Institute.
- (b) During the examination, the invigilator shall:

- (i) At no time, leave the examination room without replacement.
  - (ii) Not allow a student into the examination room after expiry of first thirty (30) minutes after the start of the examination.
  - (iii) Not allow a student to leave the examination room before the first thirty (30) minutes have elapsed.
  - (iv) Not allow a student to leave the examination room in the last thirty (30) minutes.
  - (v) Not allow a student to leave the examination room temporarily unless he/she is escorted.
  - (vi) Circulate attendance sheet on which each student shall sign against his/her examination number and record serial number of his/her examination answer booklet.
- (c) At the end of the examination, the invigilator shall:
- a) Ensure that each student hands in his/her answer script(s).
  - b) Submit invigilator's report and all other relevant documents used for examination purposes to the Head of Examination Affairs.

*Conduct of Students*

- 11
- (a) A student shall ensure that his/her published continuous assessment results are correct before the commencement of the examination season.
  - (b) Every student is responsible for checking the date, time and venue and presenting himself/herself for the examination at the approved time and place.
  - (c) A student shall make sure that he/she has been issued with Examination Number before commencement of the examination season.
  - (d) No student shall enter the examination room earlier than twenty (20) minutes before commencement of the examination.
  - (e) A student shall not be in possession of unauthorized material or commit any act that may constitute cheating or other examination irregularity.
  - (f) A student who may wish to attract the attention of the invigilator shall do so by raising his/her hand without disturbing other students.
  - (g) A student should not tear pages or parts of the pages from the answer booklet.
  - (h) A student shall observe any lawful general or specific instructions that may be given by the invigilator and those contained in the examination paper and in the answer booklet.
  - (i) No student shall borrow anything from another student during examination session.
  - (j) No student shall be admitted into the examination room after the expiration of the first thirty (30) minutes.
  - (k) No student is allowed to write anything on the examination question paper.

**PART V  
EXAMINATION IRREGULARITIES**

*Cheating*

- 12
- (a) For purposes of these examination regulations, cheating shall be defined as possession of, using, giving, receiving or copying unauthorized material; during and/or after a test, examination, assignment, report, dissertation or thesis or collaborating with another candidate in the examination room.

- (b) Cheating shall include entering an examination room with unauthorized materials, copying the work of another candidate, notes, sheets or other materials, collaborating with another candidate during the examination and/or falsifying test results.
- (c) Cheating shall also include eye shifting and peeping at another candidate's examination paper, seeing, buying, and stealing or in any other way obtaining examination questions prior to the sitting for the examination or test.
- (d) Unauthorized possession of academic materials which also constitute cheating may include: selling or purchasing of examinations; taking another student's academic work without permission; possessing examination or other tests not formally released by the Lecturer and/or submitting the same paper for two different classes without specific permission, purses, electronic equipment such as cell phones, pagers, programmable calculators and other materials as determined by the Governing Council.
- (e) Beginning the examination before being authorized.
- (f) Continuing the examination after being told to stop;
- (g) Removing examination answer booklets/sheets from the examination room
- (h) Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.
- (i) Distortion and or violation of officially arranged sitting plan in an examination room.
- (j) Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator.
- (k) Failure, by any candidate, to sign on the invigilator's report of facts in any irregularity discovered.
- (l) Failure or refusal by any candidate to sign an official dispatch book to acknowledge receipt of an invitation to a subsequent interview.
- (m) Destroying any evidence related to any suspected irregularity.
- (n) Leaving the examination room without permission of the invigilator.
- (o) Impersonation.
- (p) Any other act in the course of the examination which contravenes the provisions of these examination regulations as determined by the Governing Council.
- (q) It shall not be a defence to argue that one did not intend to use the material.

*Occurrence of  
Irregularity*

- 13 In case of a suspected examination irregularity the invigilator shall:
- a) Require the suspect(s) to write a statement to that effect.
  - b) Collect any evidence that may be available including statement(s) from any witnesses.
  - c) Require a suspect to surrender anything that was used in cheating.
  - d) Require any other candidate who witnessed the event to write a statement to that effect.
  - e) Include the incidence in the invigilator's report.

*Hearing of  
Irregularity Cases*

- 14 (a) Upon receiving the written report on examination irregularity the Head of Examination Affairs pursuant to regulation 15 of these examination regulations shall convene a meeting of an Examinations Irregularity Committee as expedient as possible to deliberate on the reported irregularity.
- (b) Hearing of examinations irregularities shall be done by the Irregularities Committee that shall comprise:
- (i) A chairperson to be appointed by the Deputy Rector (ARC);
  - (ii) Head of Examinations Affairs as Secretary;
  - (iii) Head of Department in which the module being examined falls as a member;
  - (iv) A lawyer and
  - (v) Head of students Affairs.
- (c) The Irregularity Committee may call any witness to give his/her testimony.
- (d) The Irregularities Committee shall submit its recommendations on each reported case of irregularity to the Examiners' Board during the meeting deliberating on results of the examinations in question.

*Principles of  
hearing  
irregularities*

- 15 In hearing cases of examination irregularities, the Irregularities Committee shall uphold the following principles of natural justice:
- a) Fair and equal treatment of all suspects;
  - b) The opportunity to enter a plea of guilty or not guilty;
  - c) Right of a suspect to appear and to defend himself/herself;
  - d) Inform the suspect of his/her right to appeal
  - e) Consistency in punishments.

*Penalty*

- 16 A student found guilty of an examination irregularity shall be discontinued from studies and shall not be readmitted into any programme of the Institute.

**PART VI  
MARKING AND PROCESSING OF RESULTS**

*Continuous  
Assessment*

- 17 (a) All academic staff shall ensure that continuous assessment is marked, compiled and published to students at least one week before the start of Semester Examinations.
- (b) Continuous Assessment shall consist of at least two class tests and at least one assignment, quiz, case study or any other mode of assessment.
- (c) A student shall be considered to have passed a continuous assessment if he/she scored at least:
- (i) For the case of CFFPC, NTA Levels 4 and 5, and Postgraduate Diploma programmes: 50% of the marks allocated for continuous assessment.
  - (ii) For the case of NTA level 6: 45% of the marks allocated for continuous assessment.
  - (iii) For the case of NTA Level 7 and 8: 40% of the marks allocated for continuous assessment.
- (d) A student who fails a continuous assessment in only one module/subject shall supplement the continuous assessment.



- (e) Supplementary of continuous assessment shall be done through viva voce before a panel of internal Examiners' in the respective module /subject.
- (f) A student who fails a supplementary in continuous assessment shall repeat a semester in which the module/subject falls.
- (g) A student who fails to attain minimum continuous assessment for two or more modules/subjects shall repeat the semester in which the modules/subjects fall.
- Semester Examinations* 18 (a) In order to ensure confidentiality and efficiency, marking and moderation of answer booklets shall be conducted at a designated place and within a specified period of time.
- (b) A student will be considered to have passed the semester/final examination in a respective module if he/she scores at least 40% of 60 in the semester examination. i.e. 24 mark.
- Final Assessment* 19 (a) Final assessment in any module shall be carried out as prescribed in the respective curriculum.
- (b) The pass mark shall be the aggregate of, continuous assessment and semester /final examinations
- (c) A student shall be considered to have passed the examination if he/she scores at least:
- (i) For the case of NTA levels 4 and 5, and Non NTA programmes: 50%.
- (ii) For the cases of NTA level 6: 45%.
- (iii) for the case of NTA Level 7 and 8: 40%
- (d) A student with technical failure shall be awarded a 'D' grade.
- (e) In the case of supplementary examination; final assessment shall be based on the continuous assessment and the supplementary examination score.
- (f) Any score in a supplementary examination above the pass marks shall attract a letter grade of C which will be marked by an asterisk (for example C\*)
- (g) In case of the assessment of research or field work, final assessment shall be based only on research paper or field report, dissertation or theses.
- Failing a module/ subject* 20 A student shall be considered as failure in a module/subject, if he/she fails to score minimum pass as provided for under paragraphs 17, 18 and 19 of these Regulations.
- Declaration of provisional results* 21 (a) Declaration of provisional examination results shall be the responsibility of the Examiners' Board which shall be constituted by:
- (i) Deputy Rector, (ARC) as Chairperson;
- (ii) Head of Examinations Affairs as Secretary;
- (iii) All full-time academic staff members;
- (iv) Part-time staff members involved in teaching modules whose results are under consideration;
- (v) Examination Moderators involved in moderating modules whose results are under consideration.
- (b) The Deputy Rector, (ARC) shall publish provisional examination results at such time as specified in the ALMANAC.

- Final examination results* 22
- (a) Final examination results shall be approved by the Governing Council.
  - (b) The Rector shall publish the final examination results after approval of the Governing Council.
  - (c) Students with results of incomplete status must complete their status in the following examination season before sitting for examinations of the next semester.
  - (d) Failure to complete the status shall lead to repeating the semester.

## PART VII

### GRADING AND CLASSIFICATION

- Grading systems* 23
- Marks will be awarded out of 100 per cent. The aggregate marks so obtained from different assessment components will be graded as follows:
- (a) For the case of NTA Level 4 and 5 The grading shall base on 4 point scale as follows:

Marks	Grade	Definition
80 – 100	A	Excellent
65 – 79	B	Very Good
50 – 64	C	Satisfactory
40 – 49	D	Poor
0 – 39	F	Failure
-	I	Incomplete
-	Q	Disqualified

- (b) For the case of NTA Level 6, the grading shall base on 5 point scale as follows:

Score	Grade	Definition
75 – 100	A	Excellent
65 – 74	B+	Very Good
55 – 64	B	Good
45 – 54	C	Pass
35 – 44	D	Poor
0 – 34	F	Failure
-	I	Incomplete
-	Q	Disqualified

- (c) For the case of NTA Level 7 and 8, the grading shall base on 5 point scale as follows:

Score	Grade	Definition
70 – 100	A	Excellent
60 – 69	B+	Very Good
50 – 59	B	Good
40 – 49	C	Pass
35 – 39	D	Poor
0 – 34	F	Failure
-	I	Incomplete
-	Q	Disqualified

- (d) For the case of Non NTA Programmes, the grading shall base on 5 point scale as follows:

Marks	Grade	Definition
80 – 100	A	Excellent
70 – 79	B+	Very Good
60 – 69	B	Good
50 – 59	C	Satisfactory
30 – 49	D	Poor
0 – 29	F	Failure
-	I	Incomplete
-	Q	Disqualified

*Conversion of letter grades to quality points*

- 24 For the purpose of classifying the institute's awards, letter grades will be converted into quality points as follows:

- (a) For the case of NTA Level 4 and 5

Grade	Quality Points	Definition
A	4	Excellent
B	3	Very Good
C	2	Satisfactory
D	1	Poor
F	0	Failure
I	-	Incomplete
Q	-	Disqualified

- (b) For the case of NTA Level 6, 7, 8 and Non NTA Programmes

Grade	Definition	Quality Points
A	Excellent	5
B+	Very Good	4
B	Good	3
C	Pass	2
D	Marginal Fail	1
F	Absolute Fail	0
I	Incomplete	-
Q	Disqualification	-

*Computation of GPA*

25 Computation of Cumulative GPA shall base on the following on weighted average formula as follows:

- (a) A cumulative grade point average (Cum GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

$$\text{i.e. Cum GPA} = \frac{\sum P \times N}{\sum N}$$

Where P represents a grade point assigned to a letter grade scored by the students in a module and N represents the number of credits associated with the module.

- (b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

The final Grade Average Point (GPA) shall be truncated to one decimal point, i.e. a GPA of 2.48 will be truncated to 2.4. Likewise, 2.08 will be truncated to 2.0.

*Classification of Awards*

26 The quality points for each student shall be added up and averaged into grade point average (GPA) in order to determine the classification of awards as shown below:

- (a) For the case of NTA Level 4 and 5 classification shall be based on the following system

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

- (b) For the case of NTA Level 6, 7, 8 and Non NTA Awards classification shall be based on the following system.

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

*Approval of Awards*

27 The Governing Council shall approve all awards of the Institute.

**PART VIII  
SUPPLEMENTING, CARRY FORWARD, REPEATING AND  
DISCONTINUATION**

- |                        |    |   |
|------------------------|----|---|
| <b>Supplementing</b>   | 28 | <ul style="list-style-type: none"> <li>(a) A student who fails in one module/subject or more shall be allowed to do supplementary examination in the failed module(s)/subject(s) provided he/she has attained an overall GPA of 2.0 or above in his first sitting.</li> <li>(b) Final assessment for a supplementary examination shall take into account the continuous assessment.</li> </ul>  |
| <i>Carry forward</i>   | 29 | <ul style="list-style-type: none"> <li>(a) For the purposes of these Regulations; Carrying forward shall mean continuing with the next semester without clearing the supplementary examination failed in the previous semester.</li> <li>(b) A student who fails only one non-core module in a supplementary examination may be allowed to carry forward the module into the next semester of the same level.</li> <li>(c) No supplementary examination shall be carried forward more than once.</li> <li>(d) All passes in carried forward examinations shall be graded as C with asterisk i.e. C*</li> </ul>  |
| <i>Repeating</i>       | 30 | <ul style="list-style-type: none"> <li>(a) A student, who fails more than one module in supplementary examinations, may be allowed to repeat the semester provided he/she has not been repeating.</li> <li>(b) A student who fails one or more core modules in a supplementary examination may be allowed to repeat a semester/studies.</li> <li>(c) A student who fails in carried forward examinations shall repeat the semester in which the respective module/subject falls.</li> <li>(d) No student shall be allowed to repeat a semester more than once.</li> <li>(e) A student repeating semester/studies shall be required to pay all fees and charges of the respective semester.</li> </ul>   |
| <i>Discontinuation</i> | 31 | <ul style="list-style-type: none"> <li>(a) A student whose GPA in a final examination is below 2.0 shall be discontinued from studies.</li> <li>(b) A student who absents himself/herself from an examination without permission by the Rector or for valid reasons acceptable by the Governing Council shall be deemed to have absconded and shall be discontinued from studies.</li> <li>(c) A student discontinued on academic grounds may reapply for admission into the same or another programme provided his/her final GPA is 1.0 or above.</li> <li>(d) A student with a GPA of below 1.0 shall not be re-admitted unless he/she has undergone another formal training on relevant subjects at any other institution recognised by NACTE.</li> <li>(e) A student discontinued on other than academic grounds shall not be readmitted into any programme of the Institute</li> </ul> |

**PART IX  
EXAMINATION APPEALS**

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|------------------------|----|--|
| <i>Right of appeal</i> | 32 | Any student has the right to appeal if she/he is not satisfied with provisional examination results. |
|------------------------|----|--|

- Time and grounds for appeal* 33 (a) Any appeal against provisional examination results shall be submitted to the Rector before the expiry of fourteen (14) days from the day the provisional results are officially released.
- (b) Any appeal shall have to be on material issues and shall be in written form accompanied with all relevant and substantive evidence documented and addressed to the Rector.
- (c) The appeal shall include copies of all assessed work previously returned to the student and should stipulate clearly the nature of grievances and include all possible proofs of the mishandling or mistreatment of his/her results.
- (d) Any appeal which does not conform to the requirements above shall not be considered.
- Appeal fee* 34 A student who lodges an examination appeal shall pay, upon lodgement of the appeal, a non-refundable fee of Tanzanian shillings 20,000/= for each module appealed against or such amount as may, from time to time, be specified by the Governing Council.
- Determination of an appeal* 35 The Rector shall submit the appeal to the Governing Council, together with his/her recommendations based on independent expert opinion, and the decision of the Governing Council shall be final and conclusive.

## PART X

### EXAMINATION MODERATORS

- Appointment of Examination Moderator* 36 (a) There shall be Examination Moderators, appointed by the Rector and approved by the Governing Council, who will moderate examination question papers and marked answer script(s).
- (b) For each discipline, the Deputy Rector (ARC) shall recommend to the Rector at least three experts for appointment as Examination Moderators based on a list of experts proposed by internal Examiners'.
- Tenure of Examination Moderator* 37 An examination moderator shall serve for three years but may be reappointed subject to the expiry of one academic year from the date of completion of his/her preceding tenure.

## PART XI

### GENERAL AND TRANSITIONAL PROVISIONS

- Repeal of previous regulations* 38 The Institute of Tax Administration Examination Regulations, 2009 are hereby revised in 2013.
- Progression from the lower level to higher level* 39 (a) No student shall be allowed to progress to next level unless he/she has successfully completed and passed all examinations at the lower level.
- (b) He/she fails only one non-core module and meets the conditions for carrying forwards
- Conflicting Interpretations* 40 In whatever circumstances, where there is a conflict of interpretation of these regulations, the interpretation of the Governing Council shall prevail.

## APPENDIX 2: ITA LIBRARY RULES, 2007

### 1.0 Preliminary Matters

1.1 These Rules shall be cited as the Institute's Library Rules, 2007 and shall come into force upon approval by the Council.

1.2 When using these Rules, unless otherwise defined, the following terms have the meaning assigned to them under this section.

Deputy Rector for Academic, Research and Consultancy refers to the Deputy Rector for Academic, Research and Consultancy of the Institute or any other person acting on behalf of the Deputy Rector for Academic, Research and Consultancy,

Council refers to the Governing Council of the Institute,

Institute refers to the Institute of Tax Administration,

Librarian refers to any person in charge of the library or any other person acting on behalf of the person in charge of the Library,

Library refers to the library of the Institute,

Library Committee refers to the organ established under section 6.1 for the purpose of overseeing the provision of library services at the Institute.

Library materials refer to books, journals, periodicals, DC-ROMs, Magnetic tapes and any other material, electronic or otherwise whose use is subject to these Rules,

Members of the Institute refers to Council Members, members of staff of the Institute, students of the Institute and all TRA staff,

Plagiarism refers to using intentionally or unintentionally others' ideas without clearly acknowledging the source of such ideas,

Rector refers to the Rector of the Institute and includes any officer acting on behalf of the Rector of the Institute.

### 2.0 Opening Hours

2.1 The Library will open from 08:30 hours to 22:00 hours on working days and from 09:00 hours to 13:00 hours on weekend and public holidays.

2.2 Library opening hours may be changed subject to approval by the Library Committee provided that the Library users are informed of the changes in advance.

### 3.0 Registration as a Library user

3.1 No person shall enjoy the privilege of borrowing until he has filled in the Registration Form and has been issued with a Library Membership Card.

3.2 Issuance of the Library Membership Card will be free of charge but a replacement cost will be charged at a rate set by the Library Committee.

3.3 These rules shall be provided to an applicant for the library membership card and the act of filling the registration form will signify that the applicant pledges to abide by them.

3.4 Upon recommendation by the librarian, the library committee shall have the right to deregister any person owing to persistent disregard of these rules, or for any other adequate cause that shall be considered inconsistent with these rules.

#### **4.0 Reading in the Library**

4.1 All members of the institute shall be entitled to use the library as readers.

4.2 No person who is not a member of the institute shall be allowed to use the library unless

#### **5.0 Borrowing of Library Materials**

5.1 Any member of the Institute who has registered himself as a library user shall, upon presentation of his library membership card, have the right to borrow library materials.

5.2 Library materials shall not be removed from the library until they have been officially issued to the borrower at the issue desk.

5.3 For all borrowers, except in the case of certain items designated by the library committee, the maximum borrowing period shall be five days, although renewal for a further borrowing period will be possible where the materials have not been reserved for other readers.

5.4 The librarian shall reserve the right, subject to approval by the library committee, to prohibit or restrict the borrowing of specified library materials.

5.5 Re-shelving of library materials taken from the shelves by readers shall be the responsibility of the Librarian and readers are required leave the materials on the table.

5.6 The borrower in whose name library material is withdrawn shall be solely responsible for returning it.

5.7 Failure to return library materials by the due date shall attract a fine of Tshs.1,000/= per each item borrowed per each day after the due date until the item is returned.

5.8 If the item remains unreturned one week after the due date, a final reminder notice will be issued to the borrower. During this period, clause 5.7 will also apply.

5.9 Provisions 5.7 and 5.8 notwithstanding, library materials that remain unreturned a week after the reminder notice has been issued will be assumed to have been lost and rule 8.2 will immediately apply.

5.10 Materials may be reserved for borrowing provided they will be returned to the shelves if not claimed within three days.

5.11 In the case of a finalist student who has not returned borrowed materials, the Deputy Rector for Academic, Research and Consultancy will withhold his/her examination and statement of results and transcripts until the a returned items have been recovered or the amount due to the library in fines, the value of the materials and penalty have been paid by the student.

5.12 The librarian shall reserve the right to recall any library materials before the date on which it is due and when such is the case the date specified by the librarian shall be considered as the due date for returning the library material in question.



## **6.0 Library Committee**

6.1 There shall be established a library committee to oversee and coordinate the proper functioning of the library for the benefit of all library users.

The library committee shall be composed of the following:-

- (i) Deputy Rector for Academic, - Chair  
Research and Consultancy
- (ii) Head of Library Services - Secretary
- (iii) At least three academic staff members appointed by the Rector  
who are Heads of Academic Department or similar standing

6.3 The Library Committee shall be responsible for setting operational procedures necessary to enforce these rules and for overseeing implementation of the same including setting appropriate fines and penalties for non-adherence.

## **7.0 Disciplinary Matters**

7.1 Silence must be observed in the library by all library users at all times.

7.2 Smoking and the use of matches or open light in any part of the library is strictly prohibited.

7.3 No dispatch case/wallet of over 8” by 5” in size or attached case is allowed into the library. All these things must be deposited at the counter in return for a control card, which must be presented to retrieve the deposited materials on leaving the library.

7.4 Readers must dress and behave in a manner that will not cause offence, damage or inconvenience to other users. For example, the removal of shirts, the placing of feet on furniture, the wearing of noise-making shoes and the use of mobile phones is an offence.

7.5 All library users should show all materials in their possession at the control desk or counter on leaving the library as a precaution against illegal removal of the books from the library. If necessary, the librarian may search any user.

7.6 In the event that a user is found in possession of library materials, which have not been borrowed in accordance with these rules, that particular user shall be detained in the library and the incident shall immediately be reported to the Rector.

7.7 Bottles of ink, food, including all types of drinks and fruits, shall not be brought into the library.

## **8.0 Damage and Loss of Library Materials**

8.1 Readers or borrowers will be held responsible for any damage to library materials while in their charge, and will be required to bear the full cost of such damage.

8.2 Library materials that are lost or missing shall be replaced at the borrower’s expense including overdue fines and any penalties set by the library committee.

8.3 Theft or mutilation of library materials shall be punishable in accordance with Student By-Laws in case of library users who are students, and in accordance with the laws of the land, in accordance with other users.

## **9.0 Unethical Library Use**

- 9.1 Users of the library are obliged to be familiar with rules against plagiarism and must avoid it at all times.
- 9.2 Plagiarism shall be dealt with in the same manner as any other case of academic dishonesty.