

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF EXAMINATIONS SYNDICATE

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INTERNAL MEMO

TO: ALL STUDENTS

FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE

DATE: 08th SEPTEMBER 2017

RE: GUIDE TO PROSPECTIVE GRADUANDS FOR 2017

Dear Prospective graduands,

Most of the questions and concerns you have with regard to your graduand status are shared by other students. Listed below are the questions most frequently asked by students and their answers. We encourage you to read them carefully so as to be successful toward graduation.

1. How will I know if I am a prospective graduand?

A comprehensive list of prospective graduands is available in your DRC's office. You're advised to contact the faculty/Institute **examination officer** for any missing information as indicated against your name. You may also wish to contact the

respective **head of department** or **coordinator** of a particular program for specific cases. All the contacts information are available in your DRC's office.

2. How will I know if I will graduate?

Notification regarding your graduation status will be announce by DVC (Ac) after SENATE approval. However to know whether you have met all the graduation requirements or if you have any deficiencies you need to contact your faculty/Institute officer charged to compile a final list of graduands, obtain their contact information from your DRC.

3. Can I graduate after passing ODEX exams?

Yes, it is possible provided you will meet other requirements for a particular study award.

4. Should I visit HQ to persuade my graduation?

No, we strongly discourage students from regional centres to travel to Dar es salaam for cases which can be handled at their regional centres; please ask for endorsement from your DRC if it is necessary for you to meet any officer at HQ for cases related to examinations and SARIS.

5. Who to communicate if I am missing marks for field oriented courses in my SARIS despite completed them?

In case your SARIS miss scores for practical oriented courses such as Teaching practice, special project, bloc field practice, geography field practical, science practical, field practical, industrial attachment, et.c; contact the respective coordinator of a program or head of department where applicable. All the contacts information are available in your DRCs office.

6. Am I allowed to visit DES offices?

No, DES offices are out of bound to students for all matters related to examinations and SARIS; all such cases should be channeled to DES through DRCs, HoDs or Examination officers. However students may communicate directly with DES through their official email addresses to des@out.ac.tz

7. When will I get my transcript or Certificates?

Students who are certified as graduates and who do not have financial obligations at the University may pick up their transcripts two weeks and certificates one month after graduation.

8. How can I correct my personal information?

Note that, your certificates will bear names and study program as indicated in your SARIS, if you have incorrect information, please contact the admission office in the Directorate of Undergraduate Studies (DUGS) for non degree/degree students or Directorate of Research and Postgraduate Studies (DRPS) for postgraduate students.

9. What will happen if I will not correct my personal information?

DVC (Ac) shall release the names of prospective graduands in various media such as notice boards, news papers etc. after senate approval of those names. At that moment you will be given two weeks to report any case of discrepancy in your name or study program, thereafter any request for names change shall be accompanied by a non refundable application fee of Tsh 50,000/=

10. How can I collect my certificates?

Certificates are issued by the Directorate of Examinations Syndicate under the university regulations for issuance of certificates; please visit our website or 2016/17 prospectus for more information.

11. I am an international student, where can I get guidance?

OUT have a comparatively higher number of international students compared with other local universities. Our prospective international graduands are kindly advised to contact the International Student's Office (ISO) for proper guidance; write to iso@out.ac.tz or richard.pareso@out.ac.tz

12. Where will I graduate?

Graduation ceremonies for successful students will take place at our regional centre in Singida. Attendance is optional but encouraged, normally many students welcome the chance to visit the University, meet fellow graduates and celebrate their success. We will provide more information regarding graduation in due course.

13. How do I hire my graduation gown?

You can hire your gown from the Income Generation Unit of the university. Please make your order now by writing to igu.office@out.ac.tz or godwin.kessy@out.ac.tz. Your booking will also be counted as your confirmation to attend in the graduation ceremony. Gowns will be available for collection from The HQ in Bungo, Kibaha and also in our centre in Singida in the dates which will be announced later.

14. Is there any arrangement for Disabled students and Guests?

Yes, the University will make arrangements for physically challenged students and guests if they will require assistance on the day, please contact our officer in charge Dr. Cosmas Mhyanyi at least three weeks before the graduation date, send your request to cosmas.mhyanyi@out.ac.tz

15. What if I am in debt to the University?

You will not be allowed to attend a Graduation Ceremony unless all outstanding debts have been settled.

16. I have further questions, who do I contact?

For further assistance contact our regional offices located in all regions in Tanzania mainland and in our coordination centres in Zanzibar and Pemba.

17. I am missing MOODLE course work results in SARIS, what should I do?

All the results for MOODLE have been uploaded in SARIS, if the scores are still missing in your SARIS communicate with the course facilitator **displayed in the top right of your screen** and not any other officer. In case he/she did not respond timely, report him/her to the faculty dean or DVC (Ac). Note that, in reporting, mention the name of the course instructor and not the course code or title.

18. Is it possible to cheat?

Note that, the University takes seriously, any reported breach of its examination regulations, any irregularity noted will be promptly dealt with. Misconduct, cheating and irregularities are defined as any act or attempted actions conducted by candidates or staff which threatens to undermine the **integrity** and **assessment** of the OUT, so refrain yourself from all such behavior.

18: What will make me fail to graduate despite passing all courses and my SARIS is clean?

Note that you may miss in the final list of graduands even if your SARIS is complete by failing to observe all the stated procedures especially No. 1 @2.

Finally, DES congratulates all those who have successfully completed their studies.

Thank you for your understanding

Dr. Lawi Yohana

DIRECTOR OF EXAMINATIONS SYNDICATE – DAR ES SALAAM