

STEFANO MOSHI MEMORIAL UNIVERSITY COLLEGE

(A Constituent College of Tumaini Makumira University)



PROSPECTUS 2020/21- 2023/24

MOSHI, TANZANIA

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1.1 Mandate and functions of the College

The mandate of SMMUCo is to undertake training to meet the high level of human resource requirements of the Tanzanian society, regional community and the world at large, to undertake research, to provide public services as well as engaging in production. The objects and functions of SMMUCO are to advance knowledge, wisdom and understanding through teaching, research, extension, consultancy and production.

1.2 Vision

The Vision of SMMUCo is “**serving God and people by promoting educational and professional excellence for the total quality development of mankind.**”

The vision emanates from its Christian foundation, services and values and focuses on fulfilling God’s purpose of sharing all God-given grace and wisdom with all so that God’s people may live wisely in this world. SMMUCO shall be a centre of excellence for learning and the acquisition of knowledge and skills by its students and staff, conducting research and consultancy for the good of society.

1.3 Mission

Serving mankind effectively and efficiently by providing and promoting high-quality educational, research and outreach programmes.

We will work as one College bringing together our staff, students and alumni, our faculties, departments and units to provide world-class research, education and outreach programmes. We will do this in ways which benefit society on a local, regional, national and global scale. We will develop the tradition of independent scholarship and academic freedom while fostering a culture in which innovation and collaboration play an important role.

We are committed to equality of opportunity, to engendering inclusivity, and to supporting staff and student wellbeing, ensuring that the very best students and staff can flourish in our community. We believe that a diverse staff and student body strengthens our research and enhances our students’ learning.

1.4 Strategic Objectives

The key strategic objectives of SMMUCO Strategic plan revolve around the following themes:

- a. Education - Equipping students with the values, knowledge, skills and intellectual discipline that will enable them to make a positive contribution to society.
- b. Research - Promoting and enabling sustainable growth of quality research environment through invest in people and provision of necessary support
- c. Publicity, Engagement and partnership - Enhancing publicity, public engagement (outreach), knowledge exchange, partnerships and innovation culture to ensure our research and education benefit wider publics
- d. Resources - Ensuring that the College becomes both financially and environmentally sustainable
- e. People - Attracting, recruiting and supporting talented individuals and provide a diverse, inclusive, fair and open environment that allows staff to grow and flourish

1.5 Core Values of the University

Tumaini University Makumira cherishes the following core values:

- a. Love
- b. Integrity
- c. Honesty
- d. Accountability
- e. Diligence
- f. Stewardship

SENIOR UNIVERSITY OFFICIALS

| | |
|---------------------------------|-------------------------------|
| Chancellor | Rt. Rev. Dr Fredrick O. Shoo |
| Chairperson, University Council | Prof Ester Mwaikambo |
| Vice Chancellor | Rev. Prof. Dr Joseph Parsalaw |
| Deputy Vice Chancellors | Prof. Ishmael Mbise |
| Deputy Vice Chancellors | Rev. Prof. Dr Faustin Mahali |

PRINCIPAL COLLEGE OFFICIALS

| | |
|-----------------------------------|---|
| Chairperson, Governing Board: | Rt. Rev. Dr Fredrick O. Shoo |
| Provost: | Eng. Prof. Amini E Kweka, BSc, MSc, PhD (SUA), MIP (WIPO&AU), |
| Deputy Provost, Academic Affairs: | Prof. Peter N Chonjo |
| Deputy Provost, Administration: | Rev. Prof. Godson Maanga |

MWIKA CAMPUS

| | |
|-----------|--------|
| Director: | Vacant |
|-----------|--------|

FACULTY OF ARTS AND SOCIAL SCIENCES

| | |
|---------------|-----------------|
| Faculty Dean: | Dr Balozi Morwa |
|---------------|-----------------|

Department of Social Sciences

| | |
|--|-------------------------|
| Head of Department | Rev Dr Emmanuel O Kileo |
| Coordinator, Community and Social Works Unit | Ms Asha Kisega |

Coordinator, Business and Finance Unit Mr Munguatosha Mmbando

Coordinator, Law Unit Adv. Zakaria Y Katikilo

Coordinator, Theology Unit Rev Abel Akyoo

Coordinator, Records, Achieves and Information Management Unit Mr Kelvin Mayala

Department of Education, Science and Technology

Head Dr Wilhelmina S Lyimo

Coordinator, Education Unit Mr Nehemiah Nyaganilwa

Coordinator, ICT Unit Mr George Kinyata

Coordinator, Languages Unit Mr Liberatus Nyamweru

RESEARCH AND POSTGRADUATE STUDIES UNIT

Coordinator: Dr Gasper Mpehongwa, BA (Iringa), MA (ISS), PhD (SUA)

MASOKA PROFESSIONALS TRAINING INSTITUTE

Acting Director - Ms Tabusia Godson

Academic Officer Mr Ernest Saguti

Administrative Officer Ms Noela B Msanya

Coordinator, Community and Social Work Unit Ms Asha Kisega

Coordinator, Business and Finance Unit Mr Munguatosha Mmbando

Coordinator, Journalism Unit Ms Aneth Mpehongwa

Coordinator, Tourism Unit Mr

Coordinator, Records, Achieves and Information Management Unit Mr Kelvin Mayala

THE LIBRARY

Acting Chief Librarian Mr Kelvin Mayala

STUDENTS' ADMINISTRATION

Dean of Student Rev David Lyamuya, BD (LTCM), MA(Theology(TUMA)

Deputy Dean of Students Vacant

Warden Vacant

Acting Matron Mwanaidi Mfinanga

OTHER OFFICIALS

Office of the Provost

Quality Control Officer Perpetua Damian, BAEd (MECAU), MSc (NRM) (UDOM)

Legal and Public Relations Officer Adv. Greta Msuya

Internal Auditor Vacant

Office of the Deputy Provost (Academic)

Admission Officer Hermence Natai

Examinations Officer Ruth Mmari

Office of the Deputy Provost (Academic)

Bursar and Head; Finance and Planning Unit Ms Edda Kway, BCom (UDSM), MIB (UDSM), CPA(T)



PART 1

1.1 Terms of Admission

- 1.1.1. A candidate is admitted to Stefano Moshi Memorial University College (SMMUCo) and its affiliate institutions on the understanding that in accepting the admission he/she commits him/herself to adhere to its charter, statutes, ordinances, regulations, rules, and by-laws.
- 1.1.2. SMMUCo is a Christ-centred institution of higher learning and expects students' behaviour, both on and off campus, to be moral, ethical, and legal. The University reserves the right to withdraw admission for conduct that is contrary to the objectives of the University.
- 1.1.3. Admission of a candidate shall be granted only if the University receives satisfactory evidence of adequate financing for the whole course of the study.
- 1.1.4. On accepting the admission a candidate commits him/herself to attend learning session scheduled between 8:00 a.m. and 8:00 p.m. from Monday to Friday and from 8 a.m. to 1:00 p.m. on Saturdays.
- 1.1.5. Except for the courses offered in Swahili, it is imperative that students will endeavour to be proficient in reading, writing, and speaking English language.

1.2 Minimum Admission Requirements

- 1.2.1. For admission into the Basic Technician Certificate (NTA/UQF Level 4) Programmes the candidate must hold a Certificate of Secondary Education Examination (O-Level) with at least four principal passes in relevant subjects or its equivalent.
- 1.2.2. For admission into the Technician Certificate (NTA/UQF Level 5 Programmes, the candidate must hold an Advanced Certificate of Secondary Education Examination (A-Level) with at least one principal pass in relevant subjects or possess NTA Level 4 certificate
- 1.2.3. For admission into the Ordinary Diploma (NTA/UQF Level 6 Programmes the candidate must possess NTA Level 5 Certificate or Professional Technician Certificate Level II.
- 1.2.4. For a candidate to be admitted into undergraduate degree programme shall possess an Advanced Certificate of Secondary Education Examination (A-Level) or its equivalent with at least two principal level passes in relevant subjects or a holder of an Ordinary Diploma or equivalent with GPA of 3.0 or B grade AND three (3) credits at O- level or equivalent; or a pass at B grade for the Recognition of Prior Learning (RPL) entry scheme.
- 1.2.5. Minimum Admission Requirements for Postgraduate (UQF/NTA Level 9&10) Programmes shall be a relevant undergraduate degree with a minimum **GPA of 3**
- 1.2.6. A holder of any award shall be eligible for admission into another programme provided he/she meets the minimum entry requirements set out in **1.2.**

1.3 Admitting an Applicant with Foreign Certificates

- 1.3.1. Foreign students should secure student residence permit before they can join SMMUCo.
- 1.3.2. Foreign candidates must obtain the national equivalences of their qualifications from the relevant national authority before or on submission of their application.
- 1.3.3. After fulfilling the requirements in Articles 1.3.1 and 1.3.2, registration procedure for foreign students shall be same as for other candidates.

1.4 Registration Procedures for All Students

- a) All candidates shall be registered through the University College approved Online Student Information Management System (OSIM). Students who fail to register into OSIM as soon as classes start, shall pay a penalty of **TZS 50,000** after the announced deadline for registration has elapsed.
- b) A candidate shall be registered using the names that appear in O Level Certificate.
- c) Where differences in names exist between O -Level and other credentials submitted to the College for the registration purposes, the candidate shall be required to submit evidence of approval of changes of names. In the event of lack of evidence, such a candidate shall not be registered.
- d) No candidate shall be allowed to change names during the course of study.
- e) Change of degree programmes shall only be permitted within two weeks after commencement of the first year of studies and after paying a non-refundable fee of Tshs 20,000/= (reviewed from time to time). A candidate wishing to change degree programme shall also be required to pay costs related to change of the identity card.
- f) Registration shall be done at the beginning of each semester. The deadline for registration for semester one candidates shall be three weeks from the first date of the orientation week and shall be two weeks after the commencement of studies for semesters 2-6. A candidate who fails to register within the prescribed period shall be deemed to have his/her registration status withdrawn.
- g) A candidate shall be registered after paying University College fees. For first year candidates, in addition, registration will be done after verification of original certificates. Partial payments of university fees to allow registration for studies shall only be granted by the University authority under special circumstances.
- h) Medical Insurance is mandatory at SMMUCo and is a requirement for registration. Students who have no valid medical insurance or restricted areas/councils insurances should pay medical insurance fee of Tshs 50,400.00 per semester (this may change depending on the required fees from National Health Insurance Fund).
- i) Candidates in semester one shall be required to register for all courses of semester 1, whereas candidates in other semesters will register for courses for the subsequent semesters four weeks before the end of the on-going semesters.
- j) A student must register and take all core courses prescribed in their programmes.
- k) An elective course may be taken to make up the minimum credit requirements of the programme. Elective courses will be graded in the same manner as the core courses.
- l) For an elective course to be offered, the minimum number of candidates pursuing the course should be ten.

- m) A candidate who does not register for the courses required in a given semester shall have lost the opportunity and shall not be allowed to register for such courses when next offered. In case of failure to register again without compelling reasons, the candidate shall be discontinued.
- n) The Dean of Students shall grant permission for absence from attending classes to candidates with genuine social and medical reasons after consultation with the Resident Medical Officer (RMO) for up to two days.
- o) Permission sought on the basis of academic reasons and for a period exceeding two days (for social and medical reasons) shall be granted by the Provost.

1.5 Shifting to a different Programme

- p) A candidate wishing to change degree programme after the first year of study shall be required to lodge in a request accompanied with supporting documents and paying a non-refundable fee of Tsh 20,000/= . Permission will be granted after compliance with credit transfers process as approved by TCU.. Such candidate shall also pay the prevailing costs of processing a new identity card.

1.6 Admission of students from other Institutions

- 1.6.1. Student studying under any modes of learning namely Open and Distance Learning (ODL) or conventional delivery systems, and part-time as well as full-time study programmes may apply for credit transfer to SMMUCo,
- 1.6.2. Credit transfer may take place when SMMUCo is satisfied that a subject or a group of subjects (Modules) that have been completed at a different institution or programme are equivalent or relevant to the subject or a group of subjects in the programme that the student is about to undertake at SMMUCo,
- 1.6.3. Transferring students should be aware that a core subject course or module in the releasing institution may not necessarily be a core subject, course or module at SMMUCo or vice versa,
- 1.6.4. Courses for transfer must have been accredited by the Tanzania Commission for Universities,
- 1.6.5. Approval of equivalency of subjects, module, courses and credit transfer is subject to the consent of SMMUCo,
- 1.6.6. Transferred students shall earn credits only for successfully completed course units or courses,
- 1.6.7. Number of credits and grades earned for a course will be included in calculating Grade Points Average (GPA) and Cumulative Grade Point Average (CGPA) of students.

1.7 Conditions for Transfer

- q) A student who intends to transfer for purposes of accumulating credits on a specific subject, module or course or part of it shall be required to fulfil the following conditions:
 - a. Must have been registered in the programme to which the credit will be accumulated;
 - b. The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is registered;

- c. The subject, course or module has been successfully completed before credits can be earned;
- d. Transfer of credits takes place within a period not exceeding five years from the time they were earned;
- e. The transfer student should have cleared all his/her supplementary examinations at the releasing institution, but can transfer carryovers;
- f. Discontinued students are not allowed to transfer their credits; and
- g. A student, who intends to transfer for purposes of graduating in a receiving institution, shall be required to earn at least 50% of the total credits from that institution's core courses.

1.8 Roles of the students during the process of credit transfer

- r) The student wishing to transfer shall:
 - a. Understand the institution(s) and course(s) which are available at the receiving institution;
 - b. Apply and secure a place at the receiving institution;
 - c. Understand and accept the terms and conditions regarding the sought programme;
 - d. Understand the learning environment at the receiving institution;
 - e. Confirm his/her acceptance of the terms and conditions set by receiving institution; and
 - f. Notify his/her sponsor about the transfer through the receiving institution.

1.9 Roles of the releasing institution during the process of credit transfer

- s) The releasing institution shall:
 - a. Facilitate the student's transfer and provide the necessary information on the student and the programme;
 - b. Provide to receiving institution all credits earned by the transferring student; and
 - c. Provide an authentic and signed letter to receiving institution which contains relevant student's information and reasons for transfer.

1.10 Roles of receiving institution during the process of credit transfer

- 1.10.1. SMMUCo shall:
 - a. Satisfy itself that the student seeking transfer had met the conditions for transfer;
 - b. Ensure that all transfer arrangements made by the releasing institution are acceptable;
 - c. Counsel the student on compliance requirements for any mismatch between the programmes;
 - d. Notify the Commission and any other relevant authority that the student has reported for studies;
 - e. Submit the student's credit transfer request with copies of academic certificates and results from releasing institution;
 - f. Submit to the Commission the credits comparison matrix which shows:

- i. Course and credits earned from releasing institution and the year of study against those of the receiving institution;
 - ii. Student's details including full name, gender, Form four and six index numbers, nationality and nature of disability (where applicable); and
- g. The receiving institution should communicate the transfer to TCU prior to registration to allow TCU to evaluate student's eligibility to the programmes he/she wishes to transfer to.

1.11 Roles of TCU during the process of credit transfer

- t) The Tanzania Commission for Universities shall:
 - a) Receive, evaluate and endorse the credit transfer request as submitted by the receiving institution; and
 - b) Ensure that no student is admitted and/or registered by any receiving institution before the Commission's endorsement.
 - c) TCU will issue a written confirmation of the credits transfer request to the receiving institution.

1.12 Postponement and Resumption of Studies

- 1.12.1. A candidate shall be allowed to postpone studies after submitting an application letter accompanied with supporting documents. Permission shall be granted by the Provost or any other authority appointed by the Vice Chancellor after being satisfied with reason(s) advanced, including failure to pay university fees.
- 1.12.2. Postponement of studies shall be for duration of one semester or one academic unit. Under special circumstances, the postponement of studies can be extended for one additional academic unit. Such extension shall be provided when supported by relevant documents. A candidate staying out of the University beyond two years or without permission after the first postponement of studies may resume studies upon applying for re-admission as a fresh candidate.
- 1.12.3. A candidate shall be allowed to resume studies after submitting his/her application which, where applicable, is supported by evidence of capability to resume and undertake studies. Permission for resumption of studies shall be granted by the Provost or any other authority as permitted by the Vice Chancellor.
- 1.12.4. A candidate shall be allowed to resume studies in the semester for which permission was granted. Permission to resume studies shall be granted by the Provost or any other authority as permitted by the Vice Chancellor upon submission of relevant supportive documents.
- 1.12.5. A candidate permitted to postpone studies shall retain his/her registration and hence registration number, but shall be required to meet the costs of production of identity card and any other documents which relate to the re-admission process.
- 1.12.6. A candidate permitted to postpone studies shall be required to hand in the identity card and other University properties to relevant authorities within two weeks from the date of granting of permission. A candidate who would not have fulfilled the condition shall have his/her registration withdrawn.

1.13 Fate of discontinued students

- 1.13.1. A candidate who ceases to be a bonafide student of SMMUCo shall be required to fill in the clearance form and return all University properties including identity and examination number cards to relevant authorities. A candidate who fails to return any University property shall not be allowed for admission for any programme offered at SMMUCo.
- 1.13.2. A candidate who is discontinued on the basis of having failed to meet the minimum requirements for continuing with studies shall be permitted to re-apply and be re-admitted in a programme other than the one he/she failed, as a fresh candidate after a lapse of one academic unit.
- 1.13.3. Re-admission in the programme that the candidate had initially failed and be discontinued shall only be after submitting evidence of having undertaken additional training in a form of certificate/diploma or short courses in the relevant discipline.
- 1.13.4. A candidate discontinued from studies on the basis of examination irregularities at SMMUCo or in any other institution of higher learning shall not be allowed for re-admission/admission for studies at SMMUCo

PART 2

2.1 Basic Technician Certificate in Accountancy

A candidate with at least four (4) passes including passes in Basic Mathematics in the Certificate of Secondary Education Examination (CSEE) **OR** the National Vocational Award (NVA) Level III in a relevant field and a Certificate of Secondary Education Examination (CSEE) with at least two passes qualifies for admission in the Basic Technician Certificate in Accountancy programme.

2.2 Basic Technician Certificate in Business Administration (NTA Level 4)

The programme admits applicants possessing at least four (4) passes excluding religious in the Certificate of Secondary Education Examination (CSEE) **OR** the National Vocational Award (NVA) Level III in a relevant field and a Certificate of Secondary Education Examination (CSEE) with at least two passes.

2.3 Basic Technician Certificate in Community Development

Possession of Certificate of Secondary Education Examination (CSEE) with at least 4 passes in four Subjects except religious subjects **OR** National Vocational Award (NVA) Level 3.

2.4 Basic Technician Certificate in Computing and Information Technology

2.5 Basic Technician Certificate in Journalism

The programme targets applicants who have completed form IV with at least four passes including English language **OR** applicants with relevant NVA3 qualifications but should also possess at least form four education qualification.

2.6 Basic Technician Certificate in Records, Archives and Information Management

2.7 Certificate in Human Resource Management

Possession of at least four (4) passes excluding religious in the Certificate of Secondary Education Examination (CSEE)

OR

Possession of the National Vocational Award (NVA) Level III in a relevant field and a Certificate of Secondary Education Examination (CSEE) with at least two passes.

2.8 Certificate in Tour-Guide and Tourism Studies

2.9 Technician Certificate in Accountancy

Possession of the National Technical Award (NTA) Level 4 in Accountancy and or related field.

OR

(b) Possession of at least One Principal and Subsidiary pass in the Advanced Certificate of Secondary Education Examination (ACSEE).

2.10 Technician Certificate (NTA Level 5) In Business Administration

Possession of Basic Technician Certificate in Business Administration or other business related fields.

OR

Possession of at least one (1) principal and two (2) subsidiaries passes in Advanced Certificate of Secondary Education Examination (ACSEE).

2.11 Technician Certificate in Community Development

Entry qualification for NTA Level 5 is strictly holders of Form VI (ACSEE) with at least one principal pass and one subsidiary pass or NTA Level four pass performances in Community Development or other related programmes

2.12 Technician Certificate in Computing And Information Technology

Possession of Basic Technicain Certificate (NTA 4) in ICT related fields or its equivalence established by NACTE).

OR

Possession of at least one principal pass and one subsidiary pass at A-level subjects plus passes in Basic Mathematics and English Language in the Certificate of Secondary Education Examination (CSEE) or its equivalence.

2.13 Technician Certificate in Records, Achieves and Information Management

The Technician Certificate (NTA Level 5) in Records, Achieves and Information Management targets applicants who have completed Basic Technician Certificate (NTA Level 4) in Records, Achieves and Information Management.

2.14 Ordinary Diploma in Accounting

2.15 Ordinary Diploma in Business Administration

2.16 Diploma in Human Resources Management

Category A: Direct Entry:

Form IV Certificate of Secondary Education Examination (CSEE) with at least two credits or four passes

AND

Form VI Certificate of Advanced Secondary Education Examination with at least one principal a subsidiary passes

Category B: Equivalent Entry Qualifications:

Holder of Certificate in Human Resource Management from SMMUCo or any other recognized Institution.

2.17 Ordinary Diploma in Community Development

Entry qualification for NTA Level 6 is strictly holders of NTA Level 5 in Community Development.

2.18 Diploma in Mass Communication

Category A: Direct Entry:

Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits or five passes

AND

Form VI Certificate of Advanced Secondary Education Examination with at least one principal pass and one subsidiary pass

AND

At least two subsidiary passes in English and Kiswahili at A - level or passes in English and Kiswahili at O - Level.

Category B: Equivalent Entry Qualifications:

(a) Form IV Certificate of Secondary Education Examination (CSEE) and holder of at least one-year certificate of mass communication, journalism, or any communication related field from an accredited institution

Category C: Entry by Examination Scheme:

Applicants with at least two credits or four passes at O-level and holder of certificate of any other field must sit for and pass a general SMMUCo Entrance Examination in English and Kiswahili.

2.19 Bachelor of Arts with Education

In order to qualify for entry into the BA-Ed Programme, a candidate must possess:

- a) Advanced Certificate in Secondary Education with two or more principal passes in relevant subjects: Kiswahili, English, Geography, History, and Literature with a total of not less than 4.0 points **OR**
- b) Diploma in Teacher Education with average of 'B' Grade **OR**
- c) Ordinary Diploma (NTA Level 7) with a GPA of not less than 3.0

2.20 Bachelor of Accounting and Finance

2.20.1 Minimum Admission Entry Qualifications

A. For applicants who completed A-Level studies before 2014

Two principal passes with a total of 4.0 points from two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).

B. For applicants who completed A-Level studies in 2014 and 2015

Two principal passes (Two Cs) with a total of 4.0 points from two subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1).

C. For applicants who completed A -Level studies from 2016 onwards

two principal passes with a total of 4.0 points from two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).

D. Recognition of Prior Learning qualification (RPL)

B+ Grade: where A = 75 - 100, B+ = 65 - 74, B = 50 - 64, C = 40 - 49, D= 35 - 39, F 0 - 38.

2.20.2 Equivalent qualification: (applicants)

Average of 'B' Grade for Diploma in Teacher Education; **OR**

At least a GPA of 3.0 for Ordinary Diploma (NTA Level 7) Nature of Practical project/training or field work attached to programme

(At least four O' - Level passes (Ds and above) or NVA Level III with less than four O' - Level passes or equivalent foreign qualifications as established by either NECTA or VETA; **AND**

- (i) At least a GPA of 3.0 for ordinary Diploma (NTA Level 6) OR
- (ii) Average of C of Full Technician Certificate (FTC) (where A=5, C=3, and D=2 points);
OR

2.21 Bachelor of Arts in Community Development

2.21.1 Minimum Admission Entry Qualifications

A. For applicants who completed A-Level studies before 2014

Two principal passes with a total of 4.0 points from two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).

B. For applicants who completed A-Level studies in 2014 and 2015

Two principal passes (Two Cs) with a total of 4.0 points from two subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1).

C. For applicants who completed A -Level studies from 2016 onwards

two principal passes with a total of 4.0 points from two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1).

D. Recognition of Prior Learning qualification (RPL)

B+ Grade: where A = 75 - 100, B+ = 65 - 74, B = 50 - 64, C = 40 - 49, D= 35 - 39, F 0 - 38.

2.21.2 Equivalent qualification: (applicants)

Average of 'B' Grade for Diploma in Community Development, Rural Development, Agriculture Extension or related fields approved by Academic Board and the Tumaini University Senate; OR

At least a GPA of 3.0 for Ordinary Diploma (NTA Level 7) Nature of Practical project/training or field work attached to programme

(At least four O' - Level passes (Ds and above) or NVA Level III with less than four O' - Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND

- (iii) At least a GPA of 3.0 for ordinary Diploma (NTA Level 6) OR
- (iv) Average of C of Full Technician Certificate (FTC) (where A=5, C=3, and D=2 points);
OR

PART 3

FACULTY OF ARTS AND SOCIAL SCIENCES

The history of Faculty of Arts and Social Sciences is linked to the mid-carrier institute of Business and Management that was established in 1965 and later on changed to a semi-autonomous Stefano Moshi Memorial University College (SMMUCo) under the Tumaini University. SMMUCo opened its doors to 326 first students in its inaugural Academic Year (2007-2008). Among them were 97 first year degree students in Accountancy and the rest were registered in programmes leading to diplomas and certificates. During the Academic Year 2007-2008 the College developed new degree programmes in addition to Bachelor of Accountancy, which included Bachelor of Education, Bachelor of Business Administration with Education, Bachelor of Science in Information Technology, Bachelor of Science in Hospitality and Tourism Management and Bachelor of Arts in Public Administration and Management. The programmes were run under Faculty of Business and Management Studies, Faculty of Education, Faculty of Theology and Faculty of Science and Technology,

In the following Academic Year (2008-2009), 550 students were enrolled in the different degree and non-degree programmes named above. The total number of students taking degrees and non-degree courses in the Academic Year 2009-2010 grew to 843, and to 1399 and 1515 in the Academic Years 2010-2011 and 2011-2012 respectively. In the Academic Year 2013-2014 the students' population grew to 2546. Although the number of students' enrolment in the last three years has dropped, we expect it to start growing this academic year.

In year 2018 the University College went through progressive changes in order to improve efficiency and increase the quality of programme delivery. The four Faculties were managed to form the Faculty of Arts and Social Sciences. Some of undergraduate programmes such as Bachelor of Information Technology, Bachelor of Arts in Public Administration and Management, Bachelor of Business Administration with Education were phased out. The rest of the programmes were extensively reviewed to take on board the stakeholders' opinions and current developmental needs. The reviewed and approved undergraduate programmes which are currently running include Bachelor of Arts in Community Development, Bachelor of Accounting and Finance and Bachelor of Arts with Education.

The Faculty's teaching and research capacity has seen dramatic growth particularly over the past 15 years. Over 25% of its academic staff has reached the ranks of the professor. The Faculty of Agriculture has a total of 206 academic members of staff consisting of 65 professors, 32 Senior Lecturers, 31 Lecturers, 64 Assistant Lecturers and 14 Tutorial Assistants and 56 technical staff.

The faculty administers 7 departments which comprise the Department of Crop Science, Department of Soil Science, Department of Agricultural Extension and Education, Department of Animal Science and Production, Department of Agricultural Economics and the Department of Food Science and Technology.

Department of Social Sciences

The Department of Social Sciences is a merger of former departments known as the Department of Finance and Accounting, Department of Public Administration and Management, Department of

Mass Communication and Department of Community Development. The Department has five units hosting various programmes

The department thus conducts training at non-degree and undergraduate levels. Currently the department offers NTA and Non-NTA level 4 programmes such as Basic Technician Certificate in Accountancy, Basic Technician Certificate in Business Administration, Certificate in Human Resource Management, Basic Technician Certificate in Community Development, Basic Technician Certificate in Journalism, Basic Technician Certificate in Records, Achieves and Information Management, Certificate in Human Resource Management and Certificate in Tour-Guide and Tourism Studies.

Other programmes offered are NTA levels 5 are Technician Certificate in Business Administration Technician Certificate in Accountancy, Technician Certificate in Community Development, Technician Certificate in Records, Achieves and Information Management

For NTA level 6 the following NTA programmes are offered; Ordinary Diploma in Accounting, Ordinary Diploma in Business Administration, Ordinary Diploma in Business Administration, Ordinary Diploma in Community Development while the non-NTA level 6 programmes are Diploma in Human Resources Management and Diploma in Mass Communication.

Currently the undergraduate programmes offered by the departments are the Bachelor of Accounting and Finance and Bachelor of Arts in Community Development

Business and Management Studies Unit

The Business and Management Studies Unit (BMSU) is one of the units under the Department of Social Sciences. The unit has seven well experienced academic members of staff specializing in accounting, finance, economics, business administration and entrepreneurship. The unit hosts the following programmes NTA level 4 programmes: Basic Technician Certificate in Accountancy, Basic Technician Certificate in Business Administration. For NTA levels 5 the unit hosts; Technician Certificate in Business Administration Ordinary Diploma in Accounting and Technician Certificate in Accountancy while for NTA level 6 the following programmes are offered; Ordinary Diploma in Accounting and Ordinary Diploma in Business Administration. The undergraduate programme managed by the unit is the Bachelor of Accounting and Finance.

National Technical Awards (NTA) Level 4 Programmes

3.1 Basic Technician Certificate in Accountancy

3.1.1 Programme Rationale

The Basic Technician Certificate in Accountancy is an entry level to higher NTA qualification levels in the genre. It allows the learner to work towards nationally recognised Qualifications. Hence, the course prepares learners for a career in Accountancy. It is designed to meet the needs of learners who wish to become involved in the field of Accountancy.

Accountancy is an essential field of learning as its competencies apply to all commercial and many non-commercial ventures. This means that there is an on-going need for skilled accountants to carry out the functions both in the commercial and non-commercial sectors.

There is also a need to develop career paths in this field so as to offer people involved in Accountancy the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled and with enhanced employment opportunities.

3.1.2 Objectives of the Programme

3.1.2.1 The general objectives

The Basic Technician Certificate in Accountancy is an entry level to higher education qualification in the Accountancy occupation. The objective of this qualification is to prepare learners for a career in Accountancy, or to provide a learning pathway for those wishing to proceed to higher levels of Accountancy study. It is also the building block to advance the learner into the Technician Certificate in Accountancy (NTA Level 5).

3.1.2.2 Specific objectives

The Basic technician Certificate in Accountancy intends to enhance the provision of basic service skills that meet standards of service excellence within the field of Accountancy and non-commercial sectors. Specifically, the objectives of the qualification are to:

- a) Provide basic knowledge, skills and values needed in the Accountancy field;
- b) Provide basic entrepreneurial skills necessary for understanding and establishing small multifarious businesses; and
- c) Enable graduates to communicate effectively in their day-to-day endeavours.

3.1.3 Admission Requirements

The minimum entry requirements to the Basic Technician Certificate in Accountancy are:

- a) Possession of at least four (4) passes including passes in Basic Mathematics in the Certificate of Secondary Education Examination (CSEE).

OR

- b) Possession of the National Vocational Award (NVA) Level III in a relevant field and a Certificate of Secondary Education Examination (CSEE) with at least two passes.

3.1.4 Programme Structure

The Basic Technician Certificate in Accountancy offers the learner basic knowledge and skills in Elements of Bookkeeping and Accounts, Elements of business mathematics, English Communication Skills, Customer Care, Computer Applications, Basic Computer Skills, Basic Records Management, Life Skills, Elements Commerce, Entrepreneurship Skills and Field Practical Training.

The whole programme has a total of eleven (11) modules that will be covered in 34 weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations. The programme has core and fundamental modules

3.1.4.1 Fundamental Modules

Fundamental Modules provide, a range of skills, knowledge and principles that contribute to effective study of the main theme of a, given training programme.

3.1.4.2 Core Modules

These refer to modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activities in Accountancy.

These modules are taught together with fundamental modules so as to ensure that the student gain an appreciation of the nature and complexities of real life in Accountancy.

3.1.5 Module Coding

The system of coding has a combination of letters and numbers, which have a specific meaning. For example, the following module "Elements of Bookkeeping and Accounts" offered in the second semester by the department of Accountancy could be coded as ACT 04201 where:

AC Represents the first two letters of the name of the programme "Accountancy".

T Represent the qualification at the respective level "TECHNICIAN"

04 Represent the respective NTA Level.

2 Indicates the semester in which the module is conducted;

01 Represent the serial number to which a particular module is assigned in the Department (in this case 1st Module).

3.1.6 The Distribution of Modules in the Semester'

The distribution of modules in semesters is as follows:

3.1.7 Semester I Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|-----------|--------------------------------------|--------------|--------------------------------|----|---|----|---------------|
| | | | L | T | P | AS | |
| GST 04101 | English Communication Skills | F | 3 | 1 | 1 | 2 | 10 |
| GST 04102 | Basic Computer Skills | F | 2 | 1 | 3 | 2 | 15 |
| GST04103 | Life Skill | F | 4 | 1 | 2 | 3 | 15 |
| ACT 04101 | Elements of Business Mathematics | F | 4 | .3 | - | 1 | 12 |
| ACT 04102 | Elements of Bookkeeping and accounts | C | 3 | 3 | - | 3 | 14 |
| | | | | | | | |

Semester II Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|-----------|--------------------------|--------------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| GST 04201 | Entrepreneurship skills | F | 3 | 1 | 1 | 2 | 10 |
| ACT 04203 | Elements of Commerce | F | 3 | 1 | - | 2 | 9 |
| ACT 04204 | Customer Care | F | 2 | 2 | - | 1 | 7 |
| ACT04205 | Basic Records Management | C | 3 | 1 | - | 1 | 8 |
| ACT 04206 | Computer Applications | F | 2 | 1 | 3 | 2 | 15 |
| ACT 04207 | Field Practical Training | C | | | - | - | 10 |
| | | | | | | | |

¹ Key: C= Core, F=Fundamental, L=Lecture; T=Tutorial; P=Practical; AS=Assignment

3.2 Basic Technician Certificate in Business Administration (NTA Level 4)

3.2.1 Programme Rationale

The Basic Technician Certificate in Business Administration is an entry level to higher NTA qualification levels in the genre. It allows the learner to work towards a nationally recognised Qualification. Hence, the course prepares learners for a career in business management. It is designed to meet the needs of learners who wish to become involved in the field of Business Administration.

Business Administration is an essential field of learning as its competencies apply to all commercial and many non-commercial ventures. This means that there is an on-going need for skilled business administrative people to carry out the functions both in the commercial and non-commercial sectors.

There is also a need to develop career paths in this field so- as to offer people involved in business, administration the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled; and with enhanced employment opportunities.

3.2.2 Objectives of the Programme

3.2.2.1 The General Objectives

The Basic Technician Certificate in Business Administration is an entry level to high, education qualification in the business occupation. The objective of this qualification is to prepare learners for a career in business, or to provide a learning pathway for those wishing to proceed to higher levels of business management study. It is also the building block to advance the learner into the Technician Certificate in Business Administration (NTA Level 5)

3.2.2.2 Specific Objectives

The Basic technician Certificate in Business Administration intends to enhance the provision of basic service skills that meet standards of service excellence within the field of business and non-commercial sectors. Specifically, the objectives of the qualification are to:

- a) Provide basic knowledge, skills and values needed in the business administration field;
- b) Provide basic entrepreneurial skills necessary for understanding and establishing small multifarious businesses;
- c) Enable graduates to demonstrate business acumen within Business operations; and - ,
- d) Enable graduates to communicate effectively in their day-to-day business endeavours.

3.2.3 Admission Requirements

The minimum entry requirements to the Basic Technician Certificate in Business Administration are:

- a) Possession of at least four (4) passes excluding religious in the Certificate of Secondary Education Examination (CSEE)

OR

- b) Possession of the National Vocational Award (NVA) Level `III in 'a relevant field and a Certificate of -Secondary Education Examination (CSEE) with at least two passes.

3.2.4 Programme Structure

The Basic Technician Certificate in Business Administration offers the learner with basic knowledge and skills in English Communication Skills, Basic Computer Skills, Life Skill, Basic Business Mathematics, Principles of Book-keeping, Customer Care Skills, Entrepreneurship Skills and Commercial Knowledge.

The whole programme has a total of nine (09) modules. Among these modules eight (8) will be covered in 34 weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations. In addition, 8 weeks will be used for industrial (field) practical training.

The modules in the programme are classified in the following subsections.

1.1.1.1 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of a given training programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: Life Skills, Basic Computer Skills, English Communication Skills, Basic Business Mathematics and Entrepreneurship Skills.

1.1.1.1 Core Modules

These refer to modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of core activities in Business Administration. These modules are taught together with fundamental modules so as to ensure that students gain an appreciation of the nature and complexities of real life in Business Administration. In order to achieve an integration of these modules various teaching and learning methods are proposed including lectures, assignment, projects, discussions, case studies, independent work and field work. The core modules for the Basic Technician Certificate in Business Administration are Commercial Knowledge, Principles of Bookkeeping and Customer Care Skills.

1.1.1.2 Module Coding

The system of coding has a combination of letters and numbers, which have a specific meaning. For example, the following module "Commercial Knowledge" offered in the Second semester by the department of Business Management could be coded as BAT 04203 where:

BA Represents the first two letters of the name of the programme "Business Administration".

T Represent the qualification at the respective level "TECHNICIAN"

04 Represents the respective NTA Level.

2 Indicates the semester in which the module is conducted

03 Represent the serial number to which a particular module is assigned in the-Department (in this case 3rd Module).

3.2.5 The Distribution of Modules in the Semester

The distribution of modules in the semesters is as indicated in tables 2 and 3.

1.1.1.3 Semester I Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|-----------|------------------------------|--------------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| GST 04101 | English Communication Skills | F | 3 | 1 | 1 | 2 | 10 |

| | | | | | | | |
|--------------|----------------------------|---|---|---|---|---|-----------|
| GST 04102 | Basic Computer Skills | F | 3 | 1 | 4 | 2 | 15 |
| GST04103 | Life Skills | F | 4 | 1 | 2 | 3 | 15 |
| BAT 04101 | Basic Business Mathematics | F | 4 | 3 | 1 | 2 | 15 |
| Total | | | | | | | 55 |

1.1.1.4 Semester II Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|--------------|---------------------------|--------------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| BAT o4201 | Principles of Bookkeeping | C | 4 | 1 | 2 | 3 | 17 |
| BAT 04202 | Customer Care Skills | C | 4 | 1 | 2 | 4 | 13 |
| GST 04201 | Entrepreneurship skills | F | 3 | 1 | 2 | 1 | 10 |
| BAT 04203 | Commercial Knowledge | C | 4 | 3 | 1 | 2 | 15 |
| BAT04204 | Field Practical Training | C | - | - | - | - | 10 |
| Total | | | | | | | 65 |

Non-National Technical Awards Certificate Programmes

3.3 Certificate in Human Resource Management

3.3.1 Programme Rationale

The pressures on organizations to add value, achieve sustained competitive advantage, and respond quickly and flexibly to new challenges and opportunities are relentless. The responses to these pressures have taken many forms, including the emphasis on the improved quality of Human Resources or intellectual capital possessed by the organization. Therefore, this certificate course is a contingent approach to Human Resource Management which enables managers to make informed choices about employee activities. The programme aims at developing the operational cadre at the lower level of management. This certificate course is also suitable for those candidates aspiring for diploma courses.

3.3.2 Programme Objectives:

The programme objectives are as follows:

- (a) To provide basic working knowledge of management of workers offices
- (b) To educate men and women for operational lower positions
- (c) To integrate theory and practice in an interactive learning community

3.3.3 Admission Requirements

The minimum entry requirements to the Certificate in Human Resources Management are:

- a) Possession of at least four (4) passes excluding religious in the Certificate of Secondary Education Examination (CSEE)

OR

- b) Possession of the National Vocational Award (NVA) Level `III in 'a relevant field and a Certificate of -Secondary Education Examination (CSEE) with at least two passes.

3.3.4 Programme Structure

1.1.1.5 Year 1 Semester 1

| CODE | Course Title | Credits | Total |
|---------|---|---------|-------|
| CHRM 11 | Principles of Management | 4 | |
| CHRM 12 | Principles of Human Resource Management | 4 | |
| CHRM 13 | Strategic Human Resource Management | 4 | |
| CHRM 14 | Principles of records and office Management | 4 | |
| CHRM 15 | Elementary Business Mathematics | 3 | |
| CHRM 16 | Communication Skills in English | 4 | |
| CHRM 17 | Computer Application | 4 | |
| | | 27 | |

1.1.1.6 Year 2 Semester 2

| | | | |
|---------|---|----|--|
| CHRM 21 | Fundamentals of Accounting | 3 | |
| CHRM 22 | Organization Behaviour | 4 | |
| CHRM 23 | Labour Law and Labour Relations | 4 | |
| CHRM 24 | Foundation of Faith and Ethics | 4 | |
| CHRM 25 | International Human Resource Management | 4 | |
| CHRM 26 | Development Studies | 4 | |
| CHRM 27 | Research and Field Report Writing | 4 | |
| | | 27 | |

National Technical Awards (NTA) Level 5 Programmes

3.4 Technician Certificate in Accountancy

3.4.1 Programme Rationale

The Technician Certificate in Accountancy is a progression from NTA Level 4 to higher NTA qualification levels in the genre. The course prepares learners for Ordinary Diploma Level in Accountancy. It is designed to meet the needs of learners who wish to exit for job or progress at NTA Level 6 in the field of Accountancy.

Accountancy is an essential field of learning as its competencies apply to all commercial and many non-commercial ventures. This means that there is an on-going need for skilled accountants to carry out the functions both in the commercial and non-commercial sectors.

There is also a need to develop career paths in this field so as to offer people involved in Accountancy the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled with enhanced employment opportunities.

3.4.2 Objectives of the Programme

1.1.1.7 The general objectives

The Technician Certificate in Accountancy is a progression from NTA Level 4 to higher NTA qualification levels in the genre. The course prepares learners for Ordinary Diploma Level in Accountancy. It is designed to meet the needs of learners who wish to exit for job or progress at NTA Level 6 in the field of Accountancy.

1.1.1.8 Specific objectives

The Technician Certificate in Accountancy intends to enhance the provision of service skills that meet standards of service excellence within the field of Accountancy and non-commercial sectors. Specifically, the objectives of the qualification are to:

- a) Provide knowledge, skills and values needed in the Accountancy field;
- b) Provide knowledge and skills necessary for understanding and establishing multifarious businesses; and
- (c) Enable graduates to communicate effectively in their day-to-day endeavours.

3.4.3 Admission Requirements

The minimum entry requirements to the Basic Technician Certificate in Accountancy are:

- a) Possession of the National Technical Award (NTA) Level 4 in Accountancy and or related field.

OR

- b) (b) Possession of at least One Principal and Subsidiary pass in the Advanced Certificate of Secondary Education Examination (ACSEE).

3.4.4 Programme Structure

The Technician Certificate in Accountancy offers the learner knowledge and skills in Bookkeeping and Accounts, Business Mathematics, Communication Skills, ICT Applications, Stores Management, Accounting Principles and Field Practical Training.

The whole programme has a total of Seven (7) modules that will be covered in 34 weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations.

The modules in the programme are classified in the following subsections.

1.1.1.9 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of a given training programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: Business Mathematics, Business Communication and ICT Applications.

1.1.1.10 Core Modules

These refer to modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in Accountancy. These modules are taught together with fundamental modules so as to ensure that students gain an appreciation of the nature and complexities of real life in Accountancy.

In order to achieve an integration of these modules there will be considerable use of various teaching and learning methods including lectures, assignments, projects, discussions, case studies, independent work and field work. The core modules for the Technician Certificate in Accountancy are Bookkeeping and Accounts, Stores Management, Principles of Accounting and Field Practical.

1.1.1.11 Module Coding

The system of coding has a combination of letters and numbers, which have a specific meaning. For example, the following module "Principles of Accounting" offered in the second semester by the department of Accountancy could be coded as ACT 05203 where:

- AC** Represents the first two letters of the name of the programme "Accountancy".
- T** Represent the qualification at the respective level "TECHNICIAN"
- 05** Represents the respective NTA Level.

2 Indicates the semester in which the module is conducted

03 Represent the serial number to which a particular module is assigned in the Department (in this case 3rd Module).

3.4.5 The Distribution of Modules in the Semester

The distribution of modules in semesters is as follows:

1.1.1.12 Semester I Modules

| Code | Module Title | C ² or F | Scheme of Study Hours per week | | | | Total Credits |
|-----------|----------------------------|---------------------------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| ACT05101 | Bookkeeping and Accounting | C | 5 | 2 | 2 | 3 | 17 |
| ACT 05102 | Business Mathematics | F | 4 | 2 | - | 4 | 10 |
| GST 05101 | Communication Skills | F | 2 | 1 | 1 | 1 | 8 |
| | | | | | | | |

1.1.1.13 Semester II Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|----------|--------------------------------------|--------------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| ACT05204 | ICT in Accounting | F | 4 | 3 | 4 | 3 | 21 |
| ACT05205 | Elements of Procurement and Supplies | C | 4 | 2 | 2 | 2 | 10 |
| ACT05103 | Principles of Accounting | C | 6 | 4 | 2 | 4 | 24 |
| ACT05206 | Field Practical Training | C | | | | | 30 |
| | | | | | | | |

3.5 Technician Certificate (NTA Level 5) In Business Administration

3.5.1 Programme Rationale

The Technician Certificate in Business Administration is the second level (operational level) in the NTA qualification range. It allows the learner to work towards a nationally recognised Qualification. Hence, the Technician Certificate in Business Administration course prepares learners for a career in business management. It is designed to meet the needs of learners who are already involved or wish to become involved in the field of Business Administration.

Business Administration is an essential field of learning as its competencies apply to all commercial and many non-commercial ventures. This means that there is an on-going need for skilled business administrative people to carry out the functions both in the commercial and non-commercial sectors. There is also a need to develop career paths in this field so as to offer people in business administration' the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled; and with

3.5.2 Objectives of the Programme

1.1.1.14 The General Objectives

² Key: C= Core, F=Fundamental, L=Lecture; T=Tutorial; P=Practical; AS=Assignment

The objective of Technician Certificate in Business Administration is to prepare learners for a career in business, or to provide a learning pathway for those wishing to proceed to higher levels of business management study. It is also a pre-requisite level to advance into the Ordinary Diploma in Business Administration (NTA Level 6).

1.1.1.15 Specific Objectives

The Technician Certificate in Business Administration intends to enhance the provision of service skills that meet standards of service excellence within the field of business and non-commercial sectors. Specifically, the objectives of the qualification are to:

- a) Provide knowledge, skills and values needed in the business administration field;
- b) Provide entrepreneurial skills necessary for understanding and operating multifarious businesses;
- c) Enable graduates to demonstrate business acumen within Business operations; and
- d) Enable graduates to apply communication skills in different business encounters.
- e) Enable graduates implement an efficient and effective storage of raw materials, inventory, finished goods and services.

3.5.3 Admission Requirements

The minimum entry requirements to the Technician Certificate in Business Administration are:

- a) Possession of Basic Technician Certificate in Business Administration or other business related fields.

OR

- b) Possession of at least one (1) principal and two (2) subsidiaries passes in Advanced Certificate of Secondary Education Examination (ACSEE).

3.5.4 Programme Structure

The Technician Certificate in Business Administration offers the learner knowledge and skills in commerce, business communication, business laws, accounting concepts and principles, office management, marketing and elements of procurement and supply.

- The whole programme has a total eleven (11). Among these modules ten (10) will be covered in 34 weeks of study in one academic year. Out of these, 15 weeks in each semester are set aside for study and two weeks for semester examinations. In addition, 10 weeks will be used for industrial (field) practical training.

The modules in the programme are classified in the following subsections.

1.1.1.16 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principles that contribute to effective study of the main theme of a given training programme. Hence, the fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: Office Management, Communications skills and Business Mathematics.

1.1.1.17 Core Modules

These refer to modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of core activities in Business Administration. These modules are taught together with fundamental modules so as to ensure that

students gain an appreciation of the nature and complexities of real life in Business Administration. In order to achieve an integration of these modules various teaching and learning methods are proposed including lecture, assignment, projects, discussions, case studies, independent work and field work. The core modules for the Technician Certificate in Business Administration are Fundamentals of Procurement and Supply, Elements of Commercial Law and Ethics, Information and Communication Technology, Principles of Marketing, Fundamentals of Economics, Basics of E-commerce and Fundamentals of Accounting.

1.1.1.18 Module coding

The system of coding has a combination of letters and numbers, which have a specific meaning. For example, the following module "Principles of Marketing" offered in the first semester by the department of Business Management could be coded as BAT 05103 where: BA Represents the first two letters of programme "Business Administration".

T Represent the qualification at the respective level "TECHNICIAN"

05 Represents the respective NTA Level.

1 Indicates the semester in which the module is conducted

03 Represent the serial number to which a particular module is assigned in the Department (in this case 3rdModule)

3.5.5 Distribution of Modules in the Semester

The distribution of modules in semesters is as indicated in table 2 and 3

1.1.1.19 Table 2: Semester I Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|-----------|--|--------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| BAT 05101 | Business Mathematics | F | 4 | 1 | 1 | 4 | 15 |
| BAT 05102 | Fundamentals of Accounting | C | 4 | 1 | 1 | 2 | 12 |
| GST 05101 | Business Communication Skills | F | 2 | 1 | 1 | 1 | 8 |
| BAT 05103 | Principles of Marketing | C | 4 | 1 | 2 | 2 | 13 |
| BAT 05104 | Information and Communication Technology | C | 2 | 1 | 2 | 2 | 10 |
| | | | | | | | |

1.1.1.20 Table 3: Semester II Modules

| Code | Module Title | C or F | Scheme of Study Hours per week | | | | Total Credits |
|-----------|---------------------------|--------|--------------------------------|---|---|----|---------------|
| | | | L | T | P | AS | |
| BAT o4201 | Principles of Bookkeeping | C | 4 | 1 | 2 | 3 | 17 |
| BAT 04202 | Customer Care Skills | C | 4 | 1 | 2 | 4 | 13 |
| GST 04201 | Entrepreneurship skills | F | 3 | 1 | 2 | 1 | 10 |
| BAT 04203 | Commercial Knowledge | C | 4 | 3 | 1 | 2 | 15 |
| BAT04204 | Field Practical Training | C | - | - | - | - | 10 |
| | | | | | | | 65 |

National Technical Awards (NTA) Level 6 Programmes

3.6 Ordinary Diploma in Accounting

3.7 Ordinary Diploma in Business Administration

Non-National Technical Awards Diploma Programmes

3.8 Diploma in Human Resources Management

3.8.1 Programme Rationale

TUMAINI UNIVERSITY (SMMUCo) is intending to offer a diploma course in Human Resource Management. This course is of two academic years and has been targeting Form V1 leavers who have passed the Advanced Certificate of Secondary Education Examination (ACSEE) with at least one credit pass and one subsidiary pass.

The DHRM is offered by the Faculty of Business and management studies. The course aims to develop the operational cadre at the lower level of management

The nation still needs this cadre, especially in Local Governments (District and Municipal Councils), the church and other institutions. This diploma course is also suitable for those candidates aspiring for degree courses offered by SMMUCo and other colleges in Tanzania.

3.8.2 Objectives of the Programme

The programme objectives are as follows:

- (d) To provide basic working knowledge of management of workers offices
- (e) To educate men and women for operational lower positions
- (f) To integrate theory and practice in an interactive learning community

3.8.3 Admission Requirements

Category A: Direct Entry:

- (a) Form IV Certificate of Secondary Education Examination (CSEE) with at least two credits or four passes

AND

- (b) Form VI Certificate of Advanced Secondary Education Examination with at least one principal a subsidiary passes

Category B: Equivalent Entry Qualifications:

Holder of Certificate in Human Resource Management from SMMUCo or any other recognized Institution.

3.8.4 Programme Structure

1.1.1.21 Year1 Semester 1

| CODE | Course Title | Credits | Total |
|--------|---|-----------|-------|
| HRM 11 | Human Resource Management | 3 | 3 |
| HRM 12 | Office Procedure and Records Management | 3 | 3 |
| HRM 13 | Introduction to Business Mathematics and Statistics | 2 | 2 |
| DGS 13 | Communication Skills | 2 Credits | 2 |
| HRM 15 | Computer Studies | 2 Credits | 2 |

| | | | |
|--------|--------------------------------|-----------|---|
| DGS 22 | Development Studies | 2 Credits | 2 |
| DGS 11 | Foundation of Faith and Ethics | 2Credits | 2 |

1.1.1.22 Year1 Semester 2

| | | | |
|--------|-------------------------------------|-----------|---|
| DBA 23 | Principles of Management | 2 Credits | 2 |
| HRM 22 | Strategic Human Resource Management | 3 Credits | 3 |
| HRM 23 | Introduction to Accounting | 2 Credits | 2 |
| HRM 24 | Organizational Behaviour | 3 Credits | 3 |
| HRM 25 | Labour Law Labour Relations | 3 Credits | 3 |
| DIT 41 | Management Information Systems | 2 Credits | 2 |

1.1.1.23 Year 2 Semester 1

| | | | |
|--------|---|-----------|----|
| | SECOND YEAR | | |
| HRM 31 | International Human Resource Management | 3 credits | |
| HRM 32 | Performance Management | 3 credits | |
| HRM 33 | Health, Safety and Employee Welfare | 2 credits | |
| HRM 34 | Introduction to Entrepreneurship | 2 credits | |
| HRM 35 | Management Consultancy Skills | 2 credits | |
| HRM 36 | Strategic Management | 2 | 14 |

1.1.1.24 Year 2 Semester 2

| | | | |
|--------|--|-----------|----|
| | | | |
| HRM 41 | Managerial and Leadership Skills | 3 credits | |
| HRM 42 | Disaster Management | 2 credits | |
| HRM 43 | Change Management | 2 credits | |
| HRM 44 | Organizational Development | 2 credits | |
| HRM 45 | Business Ethics and Corporate Governance | 2 credits | |
| HRM 46 | Field and Report Writing | 3 credits | 14 |

Undergraduate Programmes (UQF Level 8)

3.9 The Bachelor of Accounting and Finance

3.9.1 Programme aim

The Bachelor of Accounting and Finance programme aims to equip students with accounting and financing skills. The student will learn to develop a critical understanding and appreciation of the main approaches used in accounting and financing and how to use them in solving different account and financial crises that various firms experience and serve individual entrepreneur from going through those crises.

3.9.2 Programme expected learning outcomes

Upon successful completion of this programme, graduates should be able to:

- Assess and evaluate different accounting and financial duties
- Prepare and present financial statements.
- Manage financial risks and other business risks
- Apply financial standards and adherence to the requirements of those standards.

3.9.3 Programme structure

1.1.1.25 Year 1 - Semester 1

| Course Code | Course Title | C ³ | L | S | A | IS | PR | Total Hours | Credits |
|-------------|--------------------------------------|----------------|-----|-----|----|-----|-----|-------------|---------|
| ACF 111 | Principles of Financial Accounting I | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 112 | Elementary Business Mathematics | C | 30 | 15 | 10 | 15 | 10 | 100 | 10 |
| ACF 113 | Principles of Finance | C | 40 | 15 | 10 | 10 | 5 | 80 | 8 |
| ECO 111 | Micro Economics | C | 25 | 15 | 5 | 10 | 5 | 60 | 6 |
| CLS 111 | Communication Skills I | C | 30 | 20 | 15 | 15 | 20 | 100 | 10 |
| CDS 111 | Development Studies | C | 35 | 20 | 15 | 15 | 5 | 90 | 9 |
| ICT 111 | Computer Studies I | C | 20 | 10 | 10 | 5 | 35 | 80 | 8 |
| CED 111 | Foundations of Faith And Ethics | C | 30 | 20 | 15 | 15 | 20 | 100 | 10 |
| Total | | | 250 | 135 | 90 | 105 | 110 | 710 | 71 |

KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practical and Tutorials

1.1.1.26 Year 1 - Semester 2

| Course Code | Course Title | C | L | S | A | IS | PR | Total Hours | Credits |
|-------------|---------------------------------------|---|-----|-----|----|----|----|-------------|---------|
| ACF 121 | Principles of Financial Accounting II | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 122 | Business Statistics | C | 30 | 20 | 10 | 15 | 5 | 80 | 8 |
| ACF 123 | Micro Finance management | C | 40 | 20 | 10 | 10 | 20 | 100 | 10 |
| ECO 121 | Macroeconomics | C | 25 | 15 | 10 | 10 | 0 | 60 | 6 |
| BAD 121 | Principles of Marketing | C | 30 | 20 | 10 | 10 | 10 | 80 | 8 |
| LAW 121 | Business Law | C | 30 | 20 | 10 | 10 | 10 | 80 | 8 |
| CLS 121 | Communication Skills II | C | 30 | 20 | 15 | 15 | 20 | 100 | 10 |
| Sub total | | | 225 | 135 | 75 | 90 | 75 | 600 | 60 |

1.1.1.27 Year 2 Semester 1

| Course Code | Course Title | C ⁴ | *L | S | A | IS | PR | Total | Credits |
|-------------|-------------------------------------|----------------|-----|-----|----|-----|----|-------|---------|
| ACF 211 | Intermediate Financial Accounting I | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 212 | Quantitative Techniques | C | 30 | 20 | 10 | 15 | 5 | 80 | 8 |
| ACF 213 | Corporate Finance | C | 35 | 15 | 10 | 10 | 10 | 80 | 8 |
| ACF 214 | Cost Accounting | C | 40 | 20 | 5 | 10 | 5 | 80 | 8 |
| ACF 215 | Public Finance and Taxation I | C | 30 | 20 | 10 | 10 | 10 | 80 | 8 |
| PPM 111 | Project Planning and Management | C | 30 | 20 | 20 | 15 | 15 | 100 | 10 |
| EDU 211 | Research Methodology | C | 30 | 20 | 10 | 20 | 30 | 110 | 11 |
| Total | | | 235 | 135 | 75 | 100 | 85 | 630 | 63 |

1.1.1.28 Year 2 Semester 2

| Course Code | Course Title | C | L | S | A | IS | PR | Total | Credits |
|-------------|--------------|---|---|---|---|----|----|-------|---------|
|-------------|--------------|---|---|---|---|----|----|-------|---------|

³ KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practical and Tutorials

⁴ KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practical and Tutorials

| | | | | | | | | | |
|---------|--------------------------------------|---|-----|-----|----|----|-----|-----|----|
| ACF 221 | Intermediate Financial Accounting II | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACC 226 | Auditing | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| BAD 123 | Principles of Management | C | 30 | 15 | 10 | 10 | 15 | 80 | 8 |
| ACF 223 | Financial Markets and Institutions | C | 40 | 20 | 10 | 10 | 20 | 100 | 10 |
| ACF 225 | Taxation II | C | 30 | 20 | 10 | 10 | 10 | 80 | 8 |
| ECO 221 | Managerial Economics | C | 30 | 15 | 5 | 5 | 5 | 60 | 6 |
| | Field Attachment | C | 5 | 0 | 30 | 5 | 60 | 100 | 10 |
| Total | | | 215 | 110 | 85 | 80 | 130 | 620 | 62 |

1.1.1.29 Year 3 Semester 1

| Course Code | Course Title | C | *L | S | A | IS | PR | Total | Credits |
|-------------|--|---|-----|-----|----|-----|----|-------|---------|
| ACF 311 | Advanced Financial Accounting I | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 312 | Performance Management | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 313 | Auditing and Assurance I | C | 30 | 10 | 10 | 10 | 20 | 80 | 8 |
| ACF 314 | International Finance | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 315 | Public Sector Accounting | C | 35 | 20 | 10 | 10 | 5 | 80 | 8 |
| ENT 111 | Entrepreneurship | C | 20 | 15 | 10 | 10 | 15 | 60 | 6 |
| BAD 312 | Business Policy and Strategic Management | C | 35 | 20 | 10 | 10 | 5 | 80 | 8 |
| Total | | | 240 | 125 | 70 | 100 | 75 | 600 | 60 |

1.1.1.30 Year 3 Semester 2

| Course Code | Course Title | C | *L | S | A | IS | PR | Total | Credits |
|-------------|---|---|-----|-----|----|-----|----|-------|---------|
| ACF 321 | Advanced Financial Accounting II | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ACF 322 | Management Accounting | C | 40 | 25 | 10 | 20 | 5 | 100 | 10 |
| ACF 323 | Auditing and Assurance II | C | 30 | 10 | 10 | 10 | 20 | 80 | 8 |
| ACF 324 | Derivative Securities | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| ICT 211 | Management and Accounting Information Systems | C | 30 | 15 | 10 | 10 | 35 | 100 | 10 |
| EDU 321 | Research Project and Paper Writing | C | 0 | 10 | 20 | 80 | 10 | 120 | 12 |
| Total | | | 180 | 100 | 70 | 160 | 90 | 600 | 60 |

Community and Social Work Unit

National Technical Awards (NTA) Level 4 Programmes

3.10 Basic Technician Certificate in Community Development

3.10.1 Rationale

The demand for lower levels of education specifically the Basic Technician Certificate, Technician Certificate and the Ordinary Diploma has increased drastically in recent years due to the up-scaling numbers of form four and form six school leavers from secondary schools and the vocational and technical institutions around the country who intends to further their education in the fields of community development. The rising demand for community development experts in other sectors has also inspired the initiative to establish and review curricula for Basic Technician Certificate programme of community development Based on the recent Labour Market Survey report, Occupational Analysis report and stakeholders' workshop report, the TICD and CDTIs were

compelled to review the Basic Technician Certificate programme of community development in order to incorporate the current market demands. The institutes focus on feeding the employers demand by supplying to their needs for qualified and competent employees.

3.10.2 Aim

The overall aim of this training programme at Basic Technician Certificate level is to enhance awareness of the basic Community Development approaches and processes.

The NTA Level 4 programme is designed to equip candidates with basic knowledge and skills and enable them to become effective change agents who will have the capacity to collaborate with other extension staff to spearhead development at grass root level.

3.10.3 Objectives

The specific objectives of this programme are:

1. To develop knowledge and skills of learners in applying community development knowledge and skills for enhancing sustainable development
2. To develop knowledge and skills of learners in applying empowerment knowledge and skills to enhance changes in the community.
3. To develop knowledge and skills of learners in applying community health knowledge and skills in promoting healthy living practices
4. To develop knowledge and skills of learners in applying CSOs knowledge and skills to facilitate protection of marginalised groups in communities
5. To develop knowledge and skills of learners applying socio-psychology knowledge and skills in promoting behaviour change for community development.
6. To develop knowledge and skills of learners in applying communication knowledge and skills to promote community development practices

3.10.4 Admission Requirements

The entry qualification for NTA Level 4 is Certificate of Secondary Education Examination (CSEE) with at least 4 passes in four Subjects except religious subjects or National Vocational Award (NVA) Level 3.

3.10.5 Structure of The Programme

The NTA Level 4 curriculum for the Basic Technician Certificate of Community Development consists of seventeen (17) modules that are spread over two semesters in one academic year. Each semester covers 15 weeks of learning followed by two weeks for the end of semester examinations. Therefore, the whole programme has a total of thirty four (34) weeks of study for the full-time attendance mode.

The modules in the program are classified in the following subsections:

3.10.6 Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. The core modules broadly represent key areas of activity in the community development discipline, and in-depth treatment will enable graduate to be aware of basic conceptual issues, as well as to acquire basic competencies and skills in Community Development.

1.1.1.31 Fundamental Modules

This refers to those modules that provide a range of skills, knowledge and principles that complement competencies acquired through the core modules.

3.10.7 PROGRAMME STRUCTURE

1.1.1.32 SEMESTER ONE

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|-----------|---|--------|-----------------|---|---|----|-------------------|
| | | | L | T | P | AS | |
| CDT04101 | Applied ICT | F | 2 | 1 | 1 | 1 | 8 |
| CDT04102 | Basic Communication Skills | F | 2 | 1 | 1 | 1 | 6 |
| CDT04103 | Civic Education | C | 2 | 1 | 1 | 1 | 7 |
| CDT04104 | Community Development Principles and Approaches | C | 2 | 1 | 1 | 1 | 6 |
| CDT04105 | Elementary Bookkeeping | F | 2 | 1 | 1 | 1 | 6 |
| CDT04106 | Environmental Management | F | 2 | 1 | 1 | 1 | 6 |
| CDT04107 | Human Development | C | 1 | 1 | 1 | 1 | 5 |
| CDT04108 | Introduction to Community Development | C | 2 | 1 | 1 | 1 | 8 |
| CDT04109 | Sociology | C | 2 | 1 | 1 | 1 | 8 |
| Sub Total | | | | | | | |
| | | | | | | | |

Key: C-Core Courses, F=fundamental Courses, L = Lecture; T=Tutorial; P=Practical; AS=Assignment, SS=Self Study

3.10.8 SEMESTER TWO

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|-----------|---|--------|-----------------|---|----|----|-------------------|
| | | | L | T | P | AS | |
| CDT04210 | Field Practical Training | C | | | 24 | | 19 |
| CDT04211 | Basics of Entrepreneurship | F | 2 | 1 | 1 | 1 | 6 |
| CDT04212 | Community Capacity Development Skills | C | 2 | 1 | 1 | 1 | 8 |
| CDT04213 | Community Health | C | 2 | 1 | 1 | 1 | 6 |
| CDT04214 | Food Security and Nutrition | F | 1 | 1 | 1 | 1 | 4 |
| CDT04215 | Introduction to Gender and Development | C | 2 | 1 | 1 | 1 | 6 |
| CDT04216 | Introduction to Micro-economics | F | 2 | 1 | 1 | 1 | 7 |
| CDT04217 | Records keeping for Community Development | F | 1 | 1 | 1 | 1 | 4 |
| Sub Total | | | | | | | |
| | | | | | | | |

National Technician Awards (NTA) Level 5 Programmes

3.11 Technician Certificate in Community Development

3.11.1 Rationale

The demand for lower levels of education specifically the Basic Technician Certificate, Technician Certificate and Ordinary Diploma has increased drastically in recent years due to the up-scaling numbers of form four and form six school leavers from secondary schools and the vocational and technical institutions around the country who intends to further their education in the fields of community development. The rising demand for community development experts in other sectors

has also inspired the initiative to establish and review curricula for Technician Certificate programme of community development.

Based on the recent and the Labour Market Survey report, Occupational Analysis report and stakeholders' workshop report the TICD and CDTis were compelled to review the Technician Certificate programme of community development in order to incorporate the current market demands and policy changes in community development.

Technician Certificate levels are currently considered by many stakeholders as a second level of competence to the minimum entry qualification (i.e. Basic Technician Certificate) into the labour market. The institutes focus on feeding the employers' demands by supplying to their needs for qualified and competent employees.

3.11.2 Aim

The aim of this training programme to supply the current and future labour market with adequately trained community development technicians who will work in both the public and private sectors

The NTA Level 5 programme is designed to equip candidates with knowledge and skills and enable them to become effective change agents who will have the capacity to collaborate with other extension workers to spearhead development at grass root level.

3.11.3 Objectives

The specific objectives of this programme are:

1. To develop knowledge and skills of learners in applying community development knowledge and skills to promote community engagement and empowerment
2. To develop knowledge and skills of learners in applying Leadership skills and learning strategies to promote change in the community
3. To develop knowledge and skills of learners in applying law to facilitate the community development process
4. To develop knowledge and skills of learners in community development practices to address needs of the marginalized groups

3.11.4 Admission Requirements

Entry qualification for NTA Level 5 is strictly holders of Form VI (ACSEE) with at least one principal pass and one subsidiary pass or NTA Level four pass performances in Community Development or other related programmes

3.11.5 Structure Of The Programme

The NTA Level 5 curriculum for the Technician Certificate of community development consists of sixteen (16) modules that are spread over two semesters in one academic year. Each semester covers 15 weeks of learning followed by two weeks for the end of semester examinations. Therefore, the whole programme has a total of thirty four (34) weeks of study for the full-time attendance mode.

The modules in the program are classified in the following subsections:

1.1.1.33 Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. The core modules broadly represent key areas of activity in the community

development discipline, and in-depth treatment will enable graduate to be aware of basic conceptual issues, as well as to acquire basic competencies and skills in Community Development.

1.1.1.34 Fundamental Modules

This refers to those modules that provide a range of skills, knowledge and principles that complement competencies acquired through the core modules.

3.11.6 Programme Structure

1.1.1.35 Year 1 Semester 1

| Code | Module Title | C ⁵ or F | Scheme of Study | | | | Credit per Module |
|------------------|--|------------------------|-----------------|---|---|----|-------------------------|
| | | | L | T | P | AS | |
| CDT05102 | Community Development Theory and Practice | C | 3 | 1 | 1 | 1 | 9 |
| CDT05103 | Community Mobilization and Engagement Skills | C | 2 | 1 | 1 | 1 | 8 |
| CDT05105 | Gender and Development | C | 2 | 1 | 1 | 1 | 7 |
| CDT05108 | Community Psychology | C | 2 | 1 | 1 | 1 | 7 |
| CDT05109 | Social Planning skills | C | 1 | - | - | 1 | 3 |
| CDT05101 | Applied Communication Skills | F | 2 | 1 | 1 | 1 | 7 |
| CDT05104 | Applied Entrepreneurship | F | 2 | 1 | 1 | 1 | 6 |
| CDT05106 | Introduction to Adult Learning | F | 1 | 1 | 1 | 1 | 4 |
| CDT05107 | Introduction to Law | F | 3 | 1 | - | 1 | 8 |
| Sub total | | | | | | | 59 |

1.1.1.36

1.1.1.37 Year 1 Semester 2

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|------------------|--|--------------|--------------------|---|----|----|-------------------------|
| | | | L | T | P | AS | |
| CDT05210 | Lobbying and Advocacy for Community Change | C | 3 | 1 | 1 | 1 | 9 |
| CDT05211 | Community Leadership Skills | C | 2 | 1 | 1 | 1 | 8 |
| CDT05212 | Community Participation Skills | C | 2 | 1 | 1 | 1 | 8 |
| CDT05213 | Conflict Management Skills | C | 2 | 1 | 1 | 1 | 6 |
| CDT05214 | Field Practical Training | C | - | - | 24 | - | 18 |
| CDT05215 | Microfinance for Community Development | F | 1 | 1 | 1 | 1 | 5 |
| CDT05216 | Basics of project Planning and Management | F | 2 | 1 | 1 | 1 | 7 |
| Sub Total | | | | | | | 61 |

National Technical Awards Level 6 Programmes

3.12 Ordinary Diploma in Community Development

3.12.1 Programme Rationale

The demand for lower levels of education, specifically the Basic Technician Certificate, Technician Certificate and Ordinary Diploma has increased drastically in recent years due to the up-scaling

⁵ Key: L - Lecture; SS - Self Study; P - Practical; AS - Assignment

numbers of form four and form six school leavers from secondary schools and the vocational and technical institutions around the country who intends to further their education in the fields of community development. The rising demand for community development experts in other sectors has also inspired the initiative to establish and review curricula for the ordinary diploma programme in community development

Based on the recent Labour Market Survey Report, Occupational Analysis Report and stakeholders' workshop report the TICD and CDTIs were compelled to review the Ordinary Diploma programme of community development in order to incorporate the current market demands and policy changes in community development. The institutes focus on feeding the employers' demands by supplying to their needs for qualified and competent employees.

3.12.2 Aim

The aim of this training programme is to supply the current and future labour market with adequately trained community development technicians who will work efficiently and effectively in both the public and private sectors.

The NTA Level 6 programme is designed to equip candidates with knowledge and skills and enable them to become effective change agents who will have the capacity to collaborate with other extension staff to spearhead development at grass root level.

3.12.3 Objectives

The specific objectives of this programme are:

- a. To develop knowledge and skills of learners in applying participatory planning methods and techniques in designing and implementing community development interventions.
- b. To develop knowledge and skills of learners in applying principles of good governance in performing administrative roles
- c. To develop knowledge and skills of learners in applying community development policy and related policies in facilitating community development initiatives.
- d. To enable learners to apply project management skills in managing community interventions
- e. To enable learners to apply adult learning principles in designing, implementing and evaluating community development training programs
- f. To enable learners to apply research methods and statistical techniques to collect, process, Analyse collected data and disseminate information on community development

3.12.4 Admission Requirements

Entry qualification for NTA Level 6 is strictly holders of NTA Level 5 in Community Development.

3.12.5 Structure of The Programme

The NTA Level 6 curriculum for the Technician Certificate of community development consists of twelve (12) modules that are spread over two semesters in one academic year. Each semester covers 15 weeks of learning followed by two weeks for the end of semester examinations. Therefore, the whole programme has a total of thirty four (34) weeks of study for the full-time attendance mode. The modules in the program are classified in the following subsections:

1.1.1.38 Core modules

Modules associated with the core studies provide the development of the main theme of the programme. The core modules broadly represent key areas of activity in the community development discipline, and in-depth treatment will enable graduate to be aware of basic conceptual issues, as well as to acquire basic competencies and skills in Community Development.

This refers to those modules that provide a range of skills, knowledge and principles that complement competencies acquired through the core modules.

1.1.1.39 Fundamental modules

3.12.6 Programme Structure

1.1.1.40 Year 1 Semester 1

| Code | Module Title | C ⁶ or F | Scheme of Study | | | | Total Credits |
|----------|---|------------------------|-----------------|---|---|----|------------------|
| | | | L | T | P | AS | |
| CDT06101 | Community Leadership and Administration | C | 2 | - | 1 | 1 | 6 |
| CDT06102 | Adult Learning | C | 3 | 1 | 2 | 1 | 10 |
| CDT06104 | Research Methodology | C | 3 | 1 | 2 | 2 | 12 |
| CDT06103 | Accountancy | C | 2 | 1 | 2 | 1 | 9 |
| CDT06105 | Statistics | F | 2 | 1 | 1 | 1 | 8 |
| CDT06106 | Project Planning and Management | F | 3 | 1 | 2 | 2 | 12 |
| | | | | | | | 57 |

1.1.1.41 Year 1 Semester 2

| Code | Module Title | C or F | Scheme of Study | | | | Total Credits |
|----------|---|-----------|-----------------|---|----|----|------------------|
| | | | L | T | P | AS | |
| CDT06207 | Field Research Practice | C | - | - | 24 | - | 18 |
| CDT06208 | Development Policy | C | 3 | 1 | 1 | 1 | 9 |
| CDT06209 | Management of Civil Society Organizations | C | 2 | 1 | 1 | 1 | 8 |
| CDT06212 | Participatory Planning | C | 3 | 1 | 2 | 2 | 12 |
| CDT06210 | Introduction to Administrative Law | F | 2 | 1 | 1 | 1 | 8 |
| CDT06211 | Demography | F | 2 | 1 | 1 | 1 | 8 |

Undergraduate Programmes (UQF Level 8)

3.13 Bachelor of Arts in Community Development

3.13.1 Programme aim

The programme aims to equip students with community development knowledge and skills. The student will learn to develop a critical understanding and appreciations of the main approaches used in community development work and use them in solving community crises that exist in underprivileged populations. However upon successful completion of this programme, students should be able to:

3.13.2 Programme expected learning outcomes

- a. Demonstrate knowledge and skills of helping the community organizations to plan, manage and assess their own resources more effectively

⁶ Key: L= Lecture; SS= Self-Study; P= Practical; AS= Assignment

- b. Assess community development work in a holistic manner
- c. Apply Tanzania development policy to improve people's livelihood.
- d. Design appropriate methods to address poverty, ignorance and diseases in the community

3.13.3 Normal learning Matrix & Course Matrix

The following is the example of normal learning matrix (N.B. the % of time to be assigned can be determined with the help of table 5 in UQF). E.g. Semester 1 year)

1.1.1.42 Year 1 Semester 1

| Course Code | Course Ante | C | L ⁷ | S | A | I | P | Total Hrs | Credits |
|-------------|--|---|----------------|-----|----|----|-----|-----------|---------|
| CDS 111 | Development Studies | C | 35 | 20 | 15 | 15 | 5 | 90 | 9 |
| GDS 111 | Gender Concepts and Theories | C | 30 | 15 | 10 | 10 | 5 | 70 | 7 |
| CDS 112 | Principles and Theories of Community Development | C | 40 | 25 | 20 | 20 | 5 | 110 | 11 |
| ICT 111 | Introduction to Computer | C | 20 | 10 | 10 | 5 | 35 | 80 | 8 |
| CLS 111 | Communication Skills I | C | 30 | 20 | 15 | 15 | 20 | 100 | 10 |
| CED 111 | Foundation of Faith and ethics | C | 30 | 20 | 15 | 15 | 20 | 100 | 10 |
| ACF 112 | Elementary Business Mathematics | C | 30 | 15 | 10 | 15 | 10 | 100 | 10 |
| Sub Total | | | 215 | 125 | 95 | 95 | 100 | 650 | 65 |

1.1.1.43 Year 1 Semester 2

| Course Code | Course Ante | C | C | C | A | IS | PR | Total Hrs | Credits |
|-------------|---|---|-----|----|-----|----|-----|-----------|---------|
| CDS 121 | Sociology | C | C | C | 20 | 15 | 5 | 110 | 11 |
| HRM 111 | Human Resource Management | C | C | C | 10 | 10 | 20 | 80 | 8 |
| MKT 111 | Marketing Management | C | C | C | 10 | 15 | 10 | 80 | 8 |
| CLS 121 | Communication Skills II | C | C | C | 15 | 15 | 20 | 100 | 10 |
| CDS 122 | Community Development Skills and Practice | C | C | C | 20 | 15 | 50 | 150 | 15 |
| CDS 123 | Field Attachment | C | C | C | 30 | 5 | 60 | 100 | 10 |
| Sub Total | | | 180 | 95 | 105 | 75 | 165 | 620 | 62 |

1.1.1.44 Year 2 Semester 1

| Course Code | Course Ante | C | L | S | A | IS | PR | Total Hrs | Credits |
|-------------|------------------------------------|---|----|----|----|----|----|-----------|---------|
| CDS 211 | Conflict Prevention and Management | C | 45 | 25 | 20 | 25 | 35 | 150 | 15 |
| CDS 212 | Introduction to Social Statistics | C | 25 | 10 | 5 | 15 | 5 | 60 | 6 |
| ECO 111 | Micro-Economics | C | 25 | 15 | 5 | 10 | 5 | 60 | 6 |
| EDU 211 | Research Methodology | C | 30 | 20 | 10 | 20 | 30 | 110 | 11 |
| PPM 111 | Project Planning and | C | 30 | 20 | 20 | 15 | 15 | 100 | 10 |

⁷ *L=Lectures, S=Seminars and Tutorials, A=Assignment, IS = Independent studies PR = Practical

| | | | | | | | | | |
|-----------|------------------------------------|---|-----|-----|----|-----|-----|-----|----|
| | Management | | | | | | | | |
| ACF 111 | Principles of Financial Accounting | C | 30 | 20 | 10 | 15 | 25 | 100 | 10 |
| CDS 213 | Social Change and Development | C | 30 | 20 | 15 | 20 | 5 | 90 | 9 |
| Sub Total | | | 215 | 130 | 85 | 120 | 120 | 630 | 63 |

1.1.1.45 Year 2 Semester 2

| Course Code | Course Ante | C | ⁸ L | S | A | IS | PR | Total Hrs | Credits |
|-------------|-------------------------------------|---|----------------|----|-----|----|-----|-----------|---------|
| CDS 221 | Community Participatory Methods | C | 30 | 20 | 15 | 20 | 25 | 110 | 11 |
| ECO 121 | Macro Economics | C | 25 | 15 | 10 | 10 | 0 | 60 | 6 |
| ACF 229 | Microfinance Management | C | 30 | 15 | 15 | 15 | 15 | 90 | 9 |
| HRM 113 | Principles of Management | C | 30 | 15 | 10 | 10 | 15 | 80 | 8 |
| CDS 222 | Principles of Human Nutrition | C | 30 | 10 | 10 | 15 | 15 | 80 | 8 |
| CDS 223 | Disaster Management for Development | C | 30 | 20 | 10 | 15 | 5 | 80 | 8 |
| CDS 224 | Field Attachment II | C | 5 | 0 | 30 | 5 | 60 | 100 | 10 |
| Sub Total | | | 180 | 95 | 100 | 90 | 135 | 600 | 60 |

1.1.1.46 Year 3 Semester 1

| Course Code | Course Ante | C | *L | S | A | IS | PR | Total Hrs | Credits |
|-------------|--|---|-----|-----|-----|----|----|-----------|---------|
| EDU 313 | Extension Education Principles, Methods and Approaches | C | 35 | 30 | 30 | 15 | 40 | 150 | 15 |
| NRM 111 | Natural Resources Management | C | 35 | 20 | 20 | 15 | 20 | 110 | 11 |
| CDS 312 | Laws for Community Development Workers | C | 35 | 20 | 15 | 15 | 5 | 90 | 9 |
| CDS 313 | Community Health and Development | C | 40 | 20 | 10 | 20 | 10 | 100 | 10 |
| HRM 124 | Public Administration | C | 35 | 15 | 15 | 20 | 5 | 90 | 9 |
| ENT 111 | Entrepreneurship | C | 20 | 15 | 10 | 10 | 15 | 60 | 6 |
| Sub Total | | | 200 | 120 | 100 | 95 | 95 | 600 | 60 |

1.1.1.47 Year 3 Semester 2

| Course Code | Course Ante | C | *L | S | A | IS | PR | Total Hrs. | Credits |
|-------------|------------------------------------|---|----|----|----|----|----|------------|---------|
| CDS 321 | Child Protection | C | 30 | 20 | 10 | 20 | 10 | 90 | 9 |
| CDS 322 | Population studies | C | 35 | 20 | 20 | 20 | 5 | 100 | 10 |
| CDS 323 | Social Psychology | C | 35 | 20 | 15 | 20 | 0 | 90 | 9 |
| CDS 324 | Conflict Resolution and Management | C | 35 | 20 | 15 | 10 | 20 | 100 | 10 |
| CDS 325 | Social Policy | C | 35 | 20 | 15 | 20 | 10 | 100 | 10 |

⁸ *L=Lectures, S=Seminars and Tutorials, A=Assignment, IS = Independent studies PR=Practical

| | | | | | | | | | |
|-----------|------------------------------------|---|-----|-----|----|-----|----|-----|----|
| EDU 322 | Research Project and Paper Writing | C | 0 | 10 | 20 | 80 | 10 | 120 | 12 |
| Sub Total | | | 170 | 110 | 95 | 170 | 55 | 600 | 60 |

Hospitality and Tourism Unit

Non NTA Certificate Programmes

3.14 Certificate in Tour-Guide and Tourism Studies

3.14.1 Programme Rationale

The certificate in Leisure and Tourism at SMMUCo will be offered by the Faculty of Science and Technology. The certificate in Tour-Guide and Tourism will be one year full time certificate programme designed to produce Tourism personnel capable of planning, managing and promoting tour-guide and tourism activities, such as travel and tours, indoor and outdoor activities for leisure and recreation, education and business skills at elementary level.

3.14.2 Programme Objectives

At the end of the course, the students should be able to carry out the following tasks: -

- Organize indoor and outdoor functions such as tours, excursions, events and other forms of group engagements.
- Guide tourists and assist medium-sized travel agencies, and related establishments, reservations, issue tickets and determine fares for tourist groups and individuals
- Assist in organizing fairs to promote trade through tourism
- Organize and manage public entertainments and recreation
- Deliver good customer service in hospitality and tourism establishments.

3.14.3 Programme Structure

1.1.1.48 Year 1 Semester 1

| Course code | Course title | Credits | Total |
|-------------|--|---------|-------|
| CTGT 11 | Introduction to Tourism Management | 4 | |
| CTGT 12 | Communication Skills I (English) | 3 | |
| CTGT 13 | Geography of Tourism | 2 | |
| CTGT 14 | Tourism Entrepreneurship | 3 | |
| CTGT 15 | Sustainable Tourism | 2 | |
| CIT 16 | Computer Application | 3 | |
| CAC 17 | Elementary Business Mathematics and Statistics | 2 | |
| DGS 18 | Foundation of Faith and Ethics | 2 | |

1.1.1.49 Year 1 Semester 2

| | | | |
|---------|---------------------------------|---|--|
| CTGT 20 | Tourism Intermediaries | 2 | |
| CTGT 21 | Art, Heritage and Culture | 2 | |
| CTGT 22 | Customer Service | 2 | |
| CAC 23 | Principles of Accounting | 3 | |
| CTGT 24 | Tour Guiding and Interpretation | 4 | |
| CTGT 25 | Tourism Promotion | 3 | |

| | | | |
|---------|-----------------------------------|---|----|
| CGS 26 | Communication Skills II (French) | 3 | |
| CTGT 27 | Project | 2 | |
| Total | | | 22 |

Journalism Unit

National Technical Awards (NTA) Level4 Programmes

3.15 Basic Technician Certificate in Journalism

3.15.1 Programme Rationale

The Basic Technician Certificate in Journalism course includes the History of Journalism, Journalism and Society, Journalism Ethics and Practice, News Concepts and Values, Interview and News gathering, News Writing, Introduction to Media Law, English for Journalists and Kiswahili kwa Waandishi wa Habari, Basic Computer Applications.

The purpose of including these studies in this programme is twofold. First, they enable the learner to acquire skills for the practice of journalism and secondly, they form the basis for further studies and continuing professional development.

3.15.2 Aim

The aim of the Basic Technician Certificate in Journalism course is to equip the candidates with requisite knowledge and skills that will enable them to perform mostly routine tasks in the media industry.

3.15.3 Objectives

The main objective of the Basic Technician Certificate in Journalism is:

To inculcate appropriate generic competencies in the candidates to enable them to obtain a qualification award at NTA level 4.

3.15.4 Admission Requirements

The programme targets applicants who have completed form IV with at least four passes including English language OR applicants with relevant NVA3 qualifications but should also possess at least form four education qualification.

3.15.5 Structure of the Programme

This curriculum has ten modules i.e. History of Journalism, Journalism and Society, Journalism Ethics and Practice, News Concepts and Values, Interview and News gathering, News Writing, Media Law and Policies Introduction to Media Law, English and Kiswahili for Journalists, Kiswahili kwa waandishi wa habari, Basic Computer Applications and Field Practical. The modules will be covered in two semesters each having 15 weeks for fulltime study mode and two weeks of examination.

1.1.1.50 Module Coding

The system of coding has adopted a combination of letters and numbers which have specific meaning. For example History of Journalism module is coded as JST 04101 where:

JS Represents the first two letters of the department "Journalism Studies";

T Represents the qualification at the respective level "Technician";

- 04 Represents the respective NTA Level aspired for;
 1 Indicates semester period in which the module is conducted; and
 01 Represents the serial number to which a particular module is assigned in the respective Department.

3.15.6 Distribution of modules in the semester

3.15.7 Year 1 Semester1

| Code | Unit Title | Scheme of Study hrs/wk | | | | |
|----------|-----------------------------------|------------------------|---|---|----|--------|
| | | L & D | T | P | AS | Credit |
| JST04101 | History of Journalism | 2 | 1 | 0 | 1 | 6 |
| JST04102 | Journalism Ethics and Practice | 2 | 1 | 0 | 1 | 4 |
| JST04103 | News Concepts and Values | 1 | 1 | 4 | 1 | 10 |
| JST04104 | English for Journalists | 1 | 1 | 7 | 3 | 18 |
| JST04105 | Basic Computer Applications | 1 | 1 | 2 | 2 | 9 |
| JST04106 | Kiswahili kwa Waandishi wa Habari | 1 | 1 | 7 | 3 | 19 |
| | | | | | | 66 |

1.1.1.51 Year 1 Semester 1

| Code | Unit Title | Scheme of Study hrs/wk | | | | |
|----------|------------------------------|------------------------|---|---|----|--------|
| | | L & D | T | P | AS | Credit |
| JST04201 | Journalism and Society | 2 | 1 | 0 | 1 | 6 |
| JST04202 | Interview and News gathering | 1 | 2 | 7 | 3 | 20 |
| JST04203 | News Writing | 2 | 2 | 7 | 3 | 21 |
| JST04204 | Introduction to Media Law | 1 | 1 | 0 | 1 | 5 |
| JST04205 | Field Practical | - | - | - | - | 20 |

Non National Technical Diploma (Non-NTA) Diploma Programmes

3.16 Diploma in Mass Communication

3.16.1 Programme Rationale

Mass media policy liberalization in the early 1990s has led to rapid expansion of communication sector in Tanzania. However, there are still critical shortages of well-trained personnel to the ever expanding sector (Kilimwiko, 2002; MCT, 2007 & MISA, 2003). In this regard, Tumaini University Makumira, Stefano Moshi Memorial University College has decided to join hands with other actors to provide innovative Diploma in Mass Communication to address market needs in Tanzania and beyond. The two years Diploma Programme seeks to train communication specialists not only in mass communication, but also in other functional social sciences aspects in order to broaden learner's horizons in the dynamics of socio-economic aspects shaping communications in the world.

Graduates from this programme should be able to work as communication specialists in media sector, corporate communication, and development communication industry. Furthermore, they should understand and appreciate the important role of mass communication in national and

international development, use ICT in mass media creatively and perform their duties and observe media professional ethics. They should also be able to serve as middle cadre staff in communication institutions, and conduct research in mass communication.

3.16.2 Programme Objectives

Specific objectives of the Diploma in Mass Communication are to:

- a. Explain theoretical and practical aspects of media studies, corporate and development communication
- b. Demonstrate communication skills in multifaceted and changing world of communication
- c. Analyze changing news techniques and audiences

3.16.3 Admission Requirements

Category A: Direct Entry:

- a. Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits or five passes

AND

- b. Form VI Certificate of Advanced Secondary Education Examination with at least one principal pass and one subsidiary pass

AND

- c. At least two subsidiary passes in English and Kiswahili at A - level or passes in English and Kiswahili at O - Level.

Category B: Equivalent Entry Qualifications:

- (a) Form IV Certificate of Secondary Education Examination (CSEE) and holder of at least one-year certificate of mass communication, journalism, or any communication related field from an accredited institution

Category C: Entry by Examination Scheme:

Applicants with at least two credits or four passes at O-level and holder of certificate of any other field must sit for and pass a general SMMUCo Entrance Examination in English and Kiswahili.

3.16.4 8.0 Programme Content

1.1.1.52 Year 1 Semester 1

| CODE | Course Title | Credits | Total |
|--------|--|---------|-------|
| DMC 11 | Introduction to Mass Communication | 2 | |
| DMC 12 | News Writing and Reporting for Print Media | 3 | |
| DIT 11 | Computer Studies | 2 | |
| DGS 13 | Communication Skills | 2 | |
| DMC 13 | Media Ethics | 2 | |
| DGS 11 | Foundation of Faith and Ethics | 2 | |
| DMC 14 | Practicum | 2 | |
| | | (15) | |

1.1.1.53 Year 1 Semester 2

| | | | |
|---------|-----------------------------------|------|--|
| DMC 15 | Feature Writing and News Analysis | 2 | |
| DMC 16 | Photography and Photojournalism | 2 | |
| DMC 17 | Broadcast Journalism | 2 | |
| DMC 18 | Media Law | 2 | |
| DMC 19 | Public Relations and Advertising | 2 | |
| DMC 110 | Special Project Writing | 2 | |
| DMC 111 | Practicum | 2 | |
| | | (14) | |

1.1.1.54 Year 2 Semester 1

| | | | |
|--------|------------------------|------|--|
| | SECOND YEAR | | |
| DMC 21 | Media Attachment | 5 | |
| DMC 22 | Special Project Report | 5 | |
| | | (10) | |

1.1.1.55 Year 2 Semester 2

| | | | |
|--------|-----------------------------------|------|--|
| DMC 23 | Editing and Design | 3 | |
| DMC 24 | Mass Media and Development | 2 | |
| DMC 25 | Online and Internet Communication | 3 | |
| DMC 26 | Media Management | 2 | |
| DMC 27 | Cultural Anthropology | 3 | |
| DMC 28 | Kiswahili | 2 | |
| | | (15) | |

The Library Unit

National Technical Awards Level 4 Programmes

3.17 Basic Technician Certificate in Records, Archives and Information Management

1.5 ADMISSION REQUIREMENTS

The minimum entry requirements to the Basic Technician certificate programme shall be:

- (a) Possession of at least four (4) passes including passes in Basic Mathematics and English Language in the Certificate of Secondary Education Examination (CSEE) or its equivalence.

OR

- (b) Possession of the National Vocational Award (NVA) Level II in an Records, Archives and Information Management related fields from a recognized institution together with a Certificate of Secondary Education Examination (CSEE) with at least two passes

1.6 PROGRAMME STRUCTURE

1.6.1 Overall Structure

The programme comprises 11 modules that are spread over two (2) semester's assigned 120 credits. The modules shall be covered in thirty-four (34) weeks of study for full-time attendance mode which are divided into 17 weeks of each of the two semesters, and 8 weeks are designated for industrial practical training/FPT.

1.6.2 Modules of the Programme

The modules in the programme are classified in the following subsections:

1.6.2.1 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principles appropriate for a graduate in the field of *Records, Archives and Information Management*. The fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are; English Communication Skills, Basic Computer skills, Life skills, Basic Arithmetic and Entrepreneurship Skills (Table 2).

1.6.2.2 Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in Records, Archives and information Management. These modules are taught together with fundamental modules so as to ensure that students gain an appreciation of the nature and complexities of real life in Records, Archives and information Management in order to achieve an integration of these modules there will be considerable use of integrative laboratory, lectures, and assignment work. In addition, basic case studies will be used in the modules. In this curriculum the core modules are; introduction to Records and Information Management, Basics of Archive Administration, Office Practice and Basics of Records Classification and Registry Procedures (Table 3).

1.6.3 Module Coding

The, system of coding has adopted a combination of letters and numbers, which have a specific meaning. For example the following module "Basic Principles of Records Management " offered in the first semester by the programme of Records, Archives and Information Management may be coded as RMT 04101 where:

RM Represents the first two letters of the programme "Records, Archives and Information Management".

T Represent the qualification at the respective level "Technician".

04 Represents the respective *NTi* Level.

1 Indicates the semester in which the module is conducted

1.6.4 Scheme of Study (Hrs/Week)

The details of study scheme per semester is shown in table 4 and 5.

Table 4: Description of Minimum Learning Hours per Week for Semester 1

| RMT 04101 | Introduction to Records and Information Management | 2 | 1 | 3 | 2 | 12 |
|-----------|--|---|---|---|---|----|
| RMT 04102 | Office Practices | 2 | 1 | 2 | 2 | 10 |
| GST 04101 | English Communication | 3 | 1 | 1 | 2 | 10 |

| | Skills | | | | | |
|------------|-----------------------|----|---|----|----|----|
| (1ST 04102 | Basic Computer Skills | 2 | 1 | 5 | 2 | 15 |
| (1ST 04103 | Life Skills | 4 | 1 | 2 | 3 | 15 |
| TOTAL | | 13 | 5 | 13 | 11 | 62 |

Table 5: Description of Minimum Learning Hours per Week for Semester 2

| | | | | | | |
|-----------|--|----|---|----|---|----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| RMT 04201 | Basics of Records | 2 | 1 | 3 | 2 | 12 |
| | Classification and Registry Procedures | | | | | |
| RMT 04202 | Information and Knowledge Management | 2 | 1 | 3 | 1 | 10 |
| RMT 04203 | Customer Care | 2 | - | 1 | 1 | 6 |
| RMT 04204 | Basic Arithmetic | 3 | 1 | 1 | 2 | 10 |
| GST 04203 | Entrepreneurship Skills | 3 | 1 | 2 | 1 | 10 |
| (Y ~ | Field Practical Training | - | - | 7 | - | 10 |
| TOTAL | | 12 | 4 | 17 | 7 | 58 |

National Technical Awards Level 5 Programmes

3.18 Technician Certificate in Records, Archives and Information Management

3.18.1 Major Objective

The objective of the programme is to enable learners to obtain requisite competences to perform in various areas of records, archives and information management effectively and efficiently in the public and private sector.

3.18.2 Specific Objective

Specifically, developing a common competence-based curriculum is the Council's efforts to ensure uniformity in the standards of the academic delivery, assessment and awards offered in similar programmes that shall lead to a nationally recognized and transferable set of qualifications.

3.18.3 1.5 Admission Requirements

The Technician Certificate (NTA Level 5) in Records, Archives and Information Management targets applicants who have completed Basic Technician Certificate (NTA Level 4) in Records, Archives and Information Management.

3.18.4 Programme Structure

The programme comprises 11 modules that are spread over two (2) semesters. The modules shall be covered in thirty four (34) weeks of study for full-time attendance mode which are divided into 17 weeks of each of the two semesters. The modules in the programme are classified in the following subsections:

1.1.1.56 Fundamental Modules

This refers to those modules that provide a range of basic skills, knowledge and principles appropriate for a graduate to the field of Records, Archives and Information Management Technician. Cross-cutting competencies like ICT, and General Studies

3.18.5 Core Modules

These are modules associated with the core studies that provide the development of the main theme of the programme. They represent the main areas of activity in the respective discipline, and the in-depth treatment of them will enable graduate to rapidly become an effective basic level Records, Archives and Information Management Technician.

1.1.1.57 Module Coding

The system of coding has adapted combination of letters and numbers which have a specific meaning. For example the following module “Principles of Records Management” offered in the first semester by the programme of Records, Archives and Information Management may be coded as RMT 05101 where:

RM Represents the first two letters of the programme "Records, Archives and Information Management".

T Represent the qualification at the respective level "Technician".

05 Represents the respective NTA Level.

1 Indicates the semester in which the module is conducted

01 Represent the serial number to which a particular module is assigned in the Department (in this case 1 Module).

3.18.6 Distribution of Modules in the semesters

1.1.1.58 Year 1 Semester 1

| Code | Module Name | Class (LD) | Tutorial (L) | Practical (P) | Assignment (AS) | Credits |
|-----------|--|------------|--------------|---------------|-----------------|---------|
| RMT 05101 | Principles of Records Management | 2 | 3 | 1 | 2 | 12 |
| RMT 05102 | Records Centre Management - | 2 | 2 | 2 | 2 | 12 |
| RMT 05103 | Introduction To Archival Description and Cataloguing | 2 | 2 | 2 | 2 | 12 |
| RMT 05104 | Records Management Systems | 2 | 3 | 1 | 2 | 12 |
| RMT 05105 | Introduction to Statistic' | 2 | 1 | 1 | 1 | 8 |
| RMT 05106 | Computer Applications | 2 | 2 | 1 | 2 | 10 |

1.1.1.59 Year 1 Semester 1

| Code | Module Name | Class (LD) | Tutorial (L) | Practical (P) | Assignment (AS) | Credits |
|-------------|---|------------|--------------|---------------|-----------------|---------|
| RMT 05201. | Records Office Procedures and Practices | 2 | 2 | 2 | 2 | 12 |
| RMT 05202 , | Introduction to Archives Management | 2 | 2 | 2 | 2 | 12 |
| RMT 0-5203 | Conservation And Preservation of Records and Archival | 2 | 2 | 2 | 2 | 12 |
| RMT 05204 | General Siudies | 2 | 1 | 1 | 1 | 8 |
| RMT 05205 | Communication and interpersonal Skills | 2 | 2 | 1 | 2 | 10 |

Department of Education Science and Technology

The Department of Education Science and Technology (DEST) was established after the merger of the Department of Information Technology, Department of Hospitality and Tourism, Department of Education and Department of Humanities. The DEST is endowed with expertise in the disciplines education, languages, Information technology, and hospitality and tourism management.

The Department has a total of 20 academic members of staff comprising 2 Professors, , 2 Lecturer, 4 Assistant Lecturer and 4 Tutorial Assistants. DEST is also served by 4 technical staff that supports both academic and non-academic activities. They include three technicians, two technologists', one instructor, one agricultural officer, three artisans, three machinery operators and five workshop attendants.

DEST offers non-degree and undergraduate programme. The non-degree programmes are Basic Technician Certificate in Computing and Information Technology, Technician Certificate in Computing and Information Technology, and Ordinary Diploma in Computing And Information Technology. The undergraduate programme offered by the Department is the Bachelor of Arts with Education

Education Unit

Undergraduate Programmes

3.19 Bachelor of Arts with Education

3.19.1 Programme aim

This programme of BAED aims to equipping students with educational skills. The student will learn to develop a critical understanding and appreciation of the main approaches used in and how to use them in solving different educational problems or challenges.

3.19.2 Programme learning outcomes

Upon successful completion of this programme, students should be able to:

- a. Assess and evaluate different methods and techniques used in teaching
- b. Prepare and use scheme of works and lesson plans.
- c. Manage educational challenges and solve students' problems.

Apply skills and knowledge to deliver excellent educational standards and adherence to the requirements of those standards

3.19.3 Normal learning Matrix & Course Matrix

1.1.1.60 Education Component

3.19.3.1.1 Semester 1 Year 1

| Course | Course Title | Core or | ⁹ L | S | A | I | P | Total | Credits |
|---|--------------|---------|----------------|---|---|---|---|-------|---------|
| <hr style="width: 25%; margin-left: 0;"/> | | | | | | | | | |

⁹ KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practical and Tutorials

| Code | | Elective | | | | | | | |
|---------|-------------------------------------|----------|-----|----|-----|-----|----|-----|----|
| EDU111 | History and Philosophy of Education | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU112 | Principles of Education | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| CED 111 | Foundation of Faith and Ethics | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| CLS 111 | Communication Skills 1 | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| ICT 111 | Computer Studies | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| CDS 111 | Development Studies | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 180 | 90 | 120 | 150 | 60 | 600 | 60 |

3.19.3.1.2 Year 1 Semester 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|--|------------------|-----|----|----|----|----|-------|---------|
| EDU 121 | Curriculum Development | Elective | 30 | 15 | 15 | 20 | 10 | 90 | 09 |
| EDU 122 | Educational Measurement and Evaluation | Elective | 30 | 15 | 15 | 20 | 10 | 90 | 09 |
| EDU 123 | Teaching Practice 1 | Core | 30 | 15 | 15 | 20 | 10 | 90 | 09 |
| CLS 121 | Communication Skills 2 | Elective | 30 | 15 | 15 | 20 | 10 | 90 | 09 |
| TOTAL | | | 120 | 60 | 60 | 80 | 40 | 360 | 36 |

3.19.3.1.3 Year 2 Semester 1

| Course Code | Course Title | Core or Elective | 10L | S | A | I | P | Total hrs | Credits |
|-------------|---|------------------|-----|----|----|----|----|-----------|---------|
| EDU 211 | Research Methodology | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU 212 | Professionalism and Ethics in Education | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.4 Year 2 Semester 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|--|------------------|----|----|----|----|-----|-------|---------|
| EDU 221 | Educational Psychology | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU 222 | Literature and Language Teaching Methods | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU 223 | Social Science Teaching Methods | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU 224 | Teaching Practice 2 | Core | 00 | 00 | 00 | 10 | 90 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 110 | 400 | 40 |

¹⁰ KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practical

3.19.3.1.5 Year 3 Semester 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total Hours | Credits |
|-------------|---|------------------|----|----|----|----|----|-------------|---------|
| EDU311 | Comparative Education | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU312 | Educational Management and Administration | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | | 200 | 20 |

3.19.3.1.6 Year 3 Semester 2

| Course Code | Course Title | C/E | L | S | A | I | P | Total | Credits |
|-------------|---|----------|----|----|----|----|----|-------|---------|
| EDU321 | Education Media and Technology | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU322 | Research Project and Paper Writing | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| EDU 323 | Counselling and Special Needs Education | Elective | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 90 | 45 | 60 | 75 | 30 | 300 | 30 |

1.1.1.61 History Component

3.19.3.1.7 Semester 1 year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| HIS 111 | Capitalism and Imperialism in World History | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| HIS 112 | Themes in African History | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.8 Semester 2 year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| HIS 121 | History of Tanzania | Core | 30 | 15 | 15 | 20 | 10 | 90 | 09 |
| HIS 122 | Philosophies and Methodologies of History | Core | 30 | 15 | 15 | 20 | 10 | 90 | 09 |
| TOTAL | | | 60 | 30 | 30 | 40 | 20 | 180 | 18 |

3.19.3.1.9 Semester 1 year 2

| Course Code | Course Title | Core or Elective | ¹¹ L | S | A | I | P | Total | Credits |
|-------------|---------------------------|------------------|-----------------|----|----|----|----|-------|---------|
| HIS 211 | History of East Africa | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| HIS 212 | History of Central Africa | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

¹¹ KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practicals

3.19.3.1.10 Semester 2 year 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| HIS 221 | History of West Africa | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| HIS 222 | Neo-Colonialism and Revolutionary Movements | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.11 Semester 1 year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|------------------------------|------------------|----|----|----|----|----|-------|---------|
| HIS 311 | Economic History of Tanzania | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| HIS 312 | History of North Africa | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.12 Semester 2 year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|----------------------------|------------------|----|----|----|----|----|-------|---------|
| HIS 321 | History of South Africa | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| HIS 322 | Oral Histories in Tanzania | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

1.1.1.62 Geography Components

3.19.3.1.13 Semester I Year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|------------------------------------|------------------|----|----|----|----|----|-------|---------|
| GEO 111 | Introduction to Physical Geography | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| GEO 112 | Spatial Organizations | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.14 Semester 2 Year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| GEO 121 | Climatology | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| GEO 122 | Surveying, Cartography and Photography Analysis | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.15 Year 2 Semester 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|-----------------------------------|------------------|----|----|----|----|----|-------|---------|
| GEO 211 | Quantitative Methods in Geography | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |

| | | | | | | | | | |
|---------|--------------------|------|----|----|----|----|----|-----|----|
| GEO 212 | Population studies | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.16 Year 2 Semester 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|----------------|------------------|----|----|----|----|----|-------|---------|
| GEO 221 | Remote Sensing | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| GEO 222 | Soil Resources | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.17 Semester 1 Year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------------------|------------------|----|----|----|----|----|-------|---------|
| GEO 311 | Research Methods in Geography | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| GEO 312 | Geographical Information System | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.18 Semester 2 Year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------------------------|------------------|----|----|----|----|----|-------|---------|
| GEO 321 | Natural resource Management | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| GEO 322 | Population, Resources and Development | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

1.1.1.63 Kiswahili Components

3.19.3.1.19 Semester 1 year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| KIS 111 | Utangulizi wa Isimu | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| KIS 112 | Historia ya Kiswahili na Maendeleo yake | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.20 Year 1 Semester 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| KIS 121 | Utangulizi wa Fasihi | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| KIS 122 | Nadharia za Ufundishaji wa Kiswahili kwa Wageni | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.21 Semester 1 year 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|----------------------------------|------------------|----|----|----|----|----|-------|---------|
| KIS 211 | Riwaya na Tamthilia ya Kiswahili | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |

| | | | | | | | | | |
|---------|----------------------|------|----|----|----|----|----|-----|----|
| KIS 212 | Ushairi wa Kiswahili | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.22 Semester 2 year 2

| Course Code | Course Title | Core or Elective | ¹² L | S | A | I | P | Total | Credits |
|-------------|------------------------|------------------|-----------------|----|----|----|----|-------|---------|
| KIS 221 | Sintaksia ya Kiswahili | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| KIS222 | Fonolojia ya Kiswahili | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.23 Semester 1 year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|----------------------|------------------|----|----|----|----|----|-------|---------|
| KIS 311 | Ubunifu wa Kiswahili | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| KIS 312 | Tafsiri | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.24 Semester 2 year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|-------------------------|------------------|----|----|----|----|----|-------|---------|
| KIS 321 | Uandishi wa Kiswahili | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| KIS 322 | Semantiki na Pragmatiki | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

1.1.1.64 Language Components

3.19.3.1.25 Semester 1 year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|--------------------------------|------------------|----|----|----|----|----|-------|---------|
| LAN 111 | Translation and Interpretation | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LAN 112 | English Language Practice | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.26 Semester 2 year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------------------|------------------|----|----|----|----|----|-------|---------|
| LAN 121 | English Structure | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LAN 122 | General Phonetics and Phonology | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.27 Semester 1 year 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------|------------------|----|----|----|----|----|-------|---------|
| LAN 211 | English Morphology | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LAN 212 | Dialects of English | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

¹² KEY: L = Lectures, S= Seminars, A= Assignments, I= Independent Studies, P= Practicals

3.19.3.1.28 Semester 2 year 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|------------------|------------------|----|----|----|----|----|-------|---------|
| LAN 221 | Semantics | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LAN 222 | Sociolinguistics | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.29 Semester 1 year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------|------------------|----|----|----|----|----|-------|---------|
| LAN 311 | Applied Linguistics | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LAN 312 | English Pragmatics | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.30 Semester 2 year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|--|------------------|----|----|----|----|----|-------|---------|
| LAN 321 | English Syntax | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LAN 322 | Historical and Comparative Linguistics | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

1.1.1.65 Literature Components

3.19.3.1.31 Semester 1 year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---|------------------|----|----|----|----|----|-------|---------|
| LIT 111 | Introduction to African Literature | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LIT 112 | Introduction to African Oral Literature | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.32 Semester 2 Year 1

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------------------|------------------|----|----|----|----|----|-------|---------|
| LIT 121 | Introduction to Literary Genres | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LIT 122 | Literature and the Society | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.33 Semester 1 Year 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|-------------------------------|------------------|----|----|----|----|----|-------|---------|
| LIT 211 | Literary Theory and Criticism | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LIT 212 | Drama in English | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.34 Semester 2 year 2

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|----------------------|------------------|----|----|----|----|----|-------|---------|
| LIT 221 | Creative Writing and | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |

| | | | | | | | | | |
|---------|-------------------|------|----|----|----|----|----|-----|----|
| | Publishing | | | | | | | | |
| LIT 222 | Poetry in English | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.35 Semester 1 Year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|---------------------|------------------|----|----|----|----|----|-------|---------|
| LIT 311 | Literary Stylistics | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LIT 312 | World Master Pieces | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

3.19.3.1.36 Semester 2 Year 3

| Course Code | Course Title | Core or Elective | L | S | A | I | P | Total | Credits |
|-------------|--------------------------|------------------|----|----|----|----|----|-------|---------|
| LIT 321 | African Women Writers | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| LIT 322 | Modern Literary Theories | Core | 30 | 15 | 20 | 25 | 10 | 100 | 10 |
| TOTAL | | | 60 | 30 | 40 | 50 | 20 | 200 | 20 |

Computing and Information Communication Technologies Unit

National Technical Awards Level 4 Programmes

3.20 Basic Technician Certificate in Computing and Information Technology

3.20.1 Programme Rationale

NACTE started coordinating curriculum development for technical institutions with effect from 2005. The first curricula developed under these initiatives were curricula for Basic Technician (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA Level 6) in Architecture, Civil and Transportation Engineering, Electrical Engineering, and Mechanical Engineering. However, due to financial constraints, NACTE empowered technical institutions capable of developing curricula to do so. Thus, many technical institutions responded positively by developing various curricula and NACTE approved them through validation processes. Many technical institutions developed Curricula on Information and Communications Technology (ICT) and the Council approved such curricula. Feedback from key stakeholders however has shown that there exist a number of challenges regarding Councils' decision to adopt that system. Some of challenges include inconsistency on ICT awards offered, difficulty of credit transfer for learners who wished to migrate from one technical institution to another offering the same ICT programmes for NTA Levels 4 to 6 amongst others. In order to overcome the identified challenges, the Council has decided to develop common ICT curricula covering NTA Levels 4 to 6 to be implemented by various technical institutions and other interested institutions not under NACTE's mandate. This document provides learning outcomes for NTA Levels 4 as as the beginning level the occupational career.

3.20.2 Objectives of the Programme

1.1.1.66 The general objectives

The programme aims at :preparing a person to perform basic office application op rations, provide help desk support l4 nd, maintaiin, install computer. hardware and software, 'set' u iiiYple 'c'omputer networks and provido,web services.

1.1.1.67 Specific objectives

To prepare a person who.is.able to:

- Use computer operations and packages to perform simple office works;
- Provide web services and perform computer installations & configurations;

- c. Maintain a ,d repair computer hardware software's and peripherals;
- d. Assist in performing computer networking; and
- e. Apply computer skills for communications, customer care and entrepreneurship activities.

3.20.3 Modules of Programme

The modules in the ramme are classified in the following subsections.

1.1.1.68 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principles appropriate to a Basic Technician Certificate in Computing and Information and Communication Technology graduate in the field of Information Technology while contributing to the effective study of the main theme o the pro gramme. The fundamental modules provide a viable foundation for further studies and lifelong learning. in (this curriculum the fundamental modules are: Basic Entrepreneurship; Communication Skills; Basic Electronics and Electricity; Customer Care; and Essentials of Computing Mathematics.

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requirements to the Basic Technician Certificate programme shall be: -

at least four (4) passes including passes in Basic Mathematics and English the Certificate of Secondary Education Examination (CSEE) or its

OR

the National Vocational Award (NVA) Level III in an ICT relevant field from institution together with certificate of Secondary Education Examination -ast two passes.

□IE STRUCTURE

.ture

.ie has a total of twelve (12) modules that will be covered in one academic° -, has a total of 44 weeks of study in the academic year. Out of these, 15 weeks Idamental and core modules for each semester, two weeks for semester

eeks are designated for industrial practical training.

1.5 ADMISSION]

The minimum entry)

(a). Possession c Language iv equivalence)

(b). Possession

a recogni2 (CSEE) of

1.6 PRO

1.6.1 Overall Structure The whole programme is set aside for final examinations and 10

1.6.2.2 Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in Information and Communication Technology. These modules are taught together with fundamental modules so as to ensure that Communication Technology. In order to achieve an integration of these modules there will be considerable use of integrative laboratory, lectures, and assignment work. In addition, basic case studies will be used in the modules. In this curriculum the core modules are: Computer Basics; Software Installation, Troubleshooting and Maintenance; Basic Computer Applications; Hardware Installation, Troubleshooting and Maintenance; Networking Basics; Web Technology Basics; and Industrial Practical Training.

1.6.2.3 Module Coding

The system of coding has a combination of letters and numbers, which have a specific meaning.

For example, the following module "Computer Fundamentals" offered in the first semester by the

department of Information Technology as ITT 04101 where:

IT Represents the first two letters of the course programme "Information Technology Department".

T Represent the qualification at the respective level "TECHNICIAN"

04 Represent the respective NTA Level.

1 Indicates the semester in which the module is conducted

01 Represent the serial number to which a particular module is assigned in the Department (in this case 1st Module).

1.6.2A Distribution of Modules in the Semester

1.8.1. SEMESTER ONE

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|-----------|--|--------|-----------------|---|---|----|-------------------|
| | | | L | T | P | AS | |
| GST 04101 | English Communication Skills | F | 3 | 1 | 1 | 2 | 10 |
| GST 04102 | Basic Computer Skills | C | 2 | 1 | 5 | 2 | 15 |
| GST 04103 | Life Skills | F | 4 | 1 | 2 | 3 | 15 |
| ITT 04102 | Software Installation, Troubleshooting and Maintenance | C | 1 | 1 | 3 | 2 | 10 |
| ITT 04103 | Essentials of Computing Mathematics | F | 2 | 1 | - | 1 | 6 |
| ITT 04106 | Basic Electricity and Electronics | F | 1 | - | 2 | 1 | 6 |
| | | | | | | | 62 |

Key: C-Core Courses, F=fundamental Courses, L = Lecture; T=Tutorial; P=Practical; AS=Assignment, SS=Self Study

1.8.2. SEMESTER TWO

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|-----------|--|--------|-----------------|---|----|----|-------------------|
| | | | L | T | P | AS | |
| ITT 04201 | Hardware Installation, Troubleshooting and Maintenance | C | 2 | 1 | 3 | 2 | 12 |
| ITT 04202 | Networking Basics | C | 2 | 1 | 13 | 2 | 12 |
| ITT 04203 | Customer Care | F | 2 | - | 3 | - | 7 |
| ITT 04204 | Website Technology Basics | C | 2 | - | 4 | 2 | 12 |
| GST 04201 | Entrepreneurship Skills | F | 13 | 1 | 2 | 1 | 10 |
| ITT 04206 | Field Practical Training | C | - | - | - | - | 10 |
| | | | | | | | 63 |

National Technical Awards Level 5 Programmes

3.21 Technician Certificate in Computing And Information Technology

3.21.1 Programme Rationale

NACTE started coordinating curriculum development for technical institutions with effect from 2005. The first curricula developed under these initiatives were curricula for Basic Technician (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA level 6) in Architecture, Civil and Transportation Engineering, Electrical Engineering, and Mechanical Engineering. However, due to financial constraints, NACTE empowered technical institutions capable of developing curricula to do so. Thus, many technical institutions responded positively by developing various Curricula and NACTE approved them through validation processes. Many technical institutions developed Curricula on Information and Communications Technology (ICT) and the Council approved such curricula. Feedback from key stakeholders however has shown that there exist a number] of challenges regarding Councils' decision to adopt that system. Some of challenges include inbonsistence on ICT awards offered, difficulty of credit transfer for learners who wished to migrate from one technical institution to another offering the same ICT programmes for NTA Levels 4 to 6 amongst others. In order to overcome the identified challenges, the Council has decided to develop common ICT curricula covering NTA Levels 4 to 6 to be implemented by various technical insttions and other interested institutions not under NACTE's mandate. This document provides learning outcomes for NTA Levels 5 only as the exit Levels.

3.21.2 Objectives Of The Programme

1.1.1.69 The general objectives

The programme aims at preparing a person who is able to perform operations related to computer information syrlterns, configure network and hardware, create interactive websites, support end user applications and demonstrate entrepreneurship skills

1.1.1.70 Specific objectives

To prepare a person who is able to:

- a. to install, service and maintain compufer software and develop simple information systems;
- b. install, service, maintain and repair computer hardware;
- c. design anid configure simple Local Area Network (LAN);

- d. form a team, assign duties, monitor progress and manage customers; and
- e. identify business opportunity and create simple business plans.

3.21.3 Admission Requirements

The minimum entry requirements to the Technician Certificate programme shall be:

- a. Possession of Basic Technician Certificate (NTA 4) in ICT related fields or its equivalence established by NACTE).

OR

- b. Possession of at least one principal pass and one subsidiary pass at A-level subjects plus passes in Basic Mathematics and English Language in the Certificate of Secondary Education Examination (CSEE) or its equivalence.

3.21.4 Programme Structure

The whole programme has a total of fourteen (14) modules that will be covered in one academic year. The programme has a total of 44 weeks of study in the academic year. Out of these, 15 weeks are set aside for fundamental and core modules for each semester, two weeks for semester examinations and 10 weeks are designated for industrial practical training. The modules in the programme are classified in the following subsections.

1.1.1.71 Core Modules

Modules associated with the core studies provide the development of the main theme of the programme. They broadly represent the main areas of activity in Information and Communication Technology. These modules are taught together with fundamental modules so as to ensure that students gain an appreciation of the nature and complexities of real life in Information and Communication Technology. In order to achieve an integration of these modules there will be considerable use of integrative laboratory, lectures, and assignment work. In addition, basic case studies will be used in the modules. In this curriculum the core modules are: Operating Systems; Computer maintenance and Repair I; Computer Networking; Introduction to Internet Programming; Introduction to High level Programming Language; Computer Maintenance and Repair II; Electronics and computer repair; and IPT

1.1.1.72 Fundamental Modules

Fundamental Modules provide a range of skills, knowledge and principles appropriate to a Technician Certificate in Information and Communication Technology graduate in the field of Information_ Technology while contributing to the effective study of the main theme of the programme. The fundamental modules provide a viable foundation for further studies and lifelong learning. In this curriculum the fundamental modules are: Mathematical Computing; Introduction to Supervisory Skills; Introduction to Entrepreneurship; and Data Processing.

1.1.1.73 Module Coding

The system of coding has a combination of letters and numbers, which have a specific meaning. For example, the following module "Operating Systems" offered in the first semester by the department of Information Technology as ITT 05101 where:

- IT Represents the first two letters of the department "Information Technology Department".
- T Represent the qualification at the respective level "TECHNICIAN"
- 05 Represents the respective NTA Level.

1 Indicates the semester in which the module is conducted

01 Represent the serial number to which a particular module is assigned in the Department (in this case 1' Module).

3.21.5 Distribution of Modules in the Semesters

1.1.1.74 Year 1 Semester 1

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|-----------|---------------------------------|--------|-----------------|---|---|----|-------------------|
| | | | ¹³ L | T | P | AS | |
| GST 05101 | Business Communication Skills | F | 2 | 2 | - | 1 | 8 |
| ITT 05101 | Operating Systems | C | 3 | 1 | 3 | 2 | 14 |
| ITT 05102 | Computer Maintenance and repair | C | 2 | 2 | 3 | 2 | 14 |
| ITT 05106 | Computing Mathematics | F | 2 | 2 | - | 3 | 11 |
| ITT 05108 | Introduction to Programming | C | 2 | 2 | 3 | 1 | 12 |
| | | | | | | | |
| | | | | | | | |

1.1.1.75 Year 1 Semester 2

| Code | Module Title | C or F | Scheme of Study | | | | Credit per Module |
|-----------|--------------------------------------|--------|-----------------|---|---|----|-------------------|
| | | | L | T | P | AS | |
| ITT 05202 | Server Maintenance and Repair | C | 2 | 1 | 3 | 2 | 12 |
| ITT 05205 | Introduction to Supervisory Skills | F | 2 | 2 | - | 1 | 8 |
| ITT 05206 | Computer Applications | C | 2 | 1 | 3 | 2 | 12 |
| ITT 05208 | Computer Networking | C | 2 | - | 2 | 2 | 9 |
| ITT 05209 | Introduction to Internet Programming | C | 2 | 1 | 2 | 2 | 10 |
| ITT 05207 | Industrial Practical Training (IPT) | C | - | - | - | - | 10 |
| | | | | | | | |

¹³ Key: C-Core Courses, F=fundamental Courses, L = Lecture; T=Tutorial; P=Practical; AS=Assignment, SS=Self Study

PART 4

4.1 BASIC TECHNICIAN CERTIFICATE PROGRAMMES

4.1.1 Assessment

Assessment is an integral part of the learning process and it must support and complete the learning strategies in order to achieve the required outcomes. Assessment allows a learner to demonstrate that he/she can apply the knowledge and skills acquired through lecturers, tutorials and practical/ fieldwork training. Assessment in particular must reflect the required progression and be sensitive to the range of key skills. The assessment will distinctly define eligible students to be enrolled the next *NTA Level 5*. In some cases, if a student does not meet the set standards, according to the assessment, he/she may repeat the module or the programme.

Assessment in each module shall be through Continuous Assessment (CA) and End of Semester Examination (SE). The ratio between SE and CA is geared to satisfy the requirements of NACTE as the accreditation body. The SE shall be independently assessed and shall have a weight of 40% in the total assessment and CA shall have a weight of 60% in most modules except of industrial practical training which will be assessed through CA only. The pass mark for each module shall be 50%. Thus, in order for a learner to seat for SE the same must score at least 50% of CA component which accounts to 30%.

4.1.2 Assessment Methods

One of the characteristics and claimed advantages of CBET is that the learning process can be designed individually by learners, teachers and/or trainers to assure flexibility. Consequently, assessment procedures cannot be restricted to one standard method, but must provide a range of different methods that can be applied according to the needs and potentials of learners and assessors.

Assessment can be conducted as an observation of processes or products on the job, as a skills test in which a certain practical sample of a skill must be demonstrated or as a simulation of work activities, which is normally conducted off the job. Formerly gained competences can be accessed through the provision of evidence of these competences. Furthermore, more traditional forms of assessment such as oral or written tests should be applied especially with regard to assessment of underpinning theoretical knowledge. The different types of assessment with the respective methods and Processes are described in detail in the subsequent sections.

4.1.3 Assignments

The objective of assignments is to reinforce the learning process by involving the participation of the students in finding the solution to a given question or problem which require decision- making. They include tasks given to student apart from written tests and examination or projects, so as to enhance self- development.

Assignments may be administered in a form of written work or practical exercises that are done individually or in a group.

For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

Individual Assignments and group assignments shall contribute L% and M% the Continuous Assessment respectively

4.1.4 Observation Guide

4.1.5 Performance (practical) Assessment

4.1.6 Oral questioning

4.1.7 Demonstration

4.1.8 Competence Tests

The intention of competence test is to measure the practical capability of learners through actual doing of a particular task or skill. Competence test will be carried at the end of module because it combines the different knowledge and skills required to perform a given activity. Competence

Tests shall contribute N% to Continuous Assessment.

4.1.9 Classroom tests (written knowledge test)

The intention of classroom test is to measure the theoretical and practical ability of students and evaluate performance in written work and actual doing in form of theory and practice.

There will be a minimum of two written classroom tests during the semester, which will be supervised by the institute tutor(s) for duration of not less than two (2) hours.

Classroom tests shall contribute P% to continuous Assessment.

4.1.10 Continuous Assessment

For Continuous Assessment (CA), the following distribution of marks shall be applied

| Number of Assessments | Type of Assessment | Contribution to Continuous Assessment |
|-----------------------|------------------------------------|---------------------------------------|
| At least two | Timed Class Tests | P% |
| At least X | Individual Assignments | L% |
| At least Y | Group Assignments | M% |
| | Observation Guide | |
| | Performance (practical) Assessment | |
| | Oral questioning | |
| | Demonstration | |
| | Competence Tests | |
| One | Competence Tests | N% |
| One | Portfolio Assessment | 5% |
| Total | | 100 |

4.1.11 End of Module Examination

This examination shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. End of module examination could cover both theory and practical but should be done under supervision of institute's official assessors. The end of semester exam will constitute 40% while continue assessment will constitute 60%.

4.1.12 Management of Assessment

The mode of conduct and administration of assessment shall be based on NACTE guidelines or the individual institution's guidelines approved by NACTE; however, the following rules shall govern assessment of project work and field attachment.

4.1.13 Rules governing assessment of Field Practical Training or Project work

- i) Project work shall be assessed using checklist with a rating scale and the grade obtained shall count towards the final grade in the academic year. The total weight of the practical training will be determined as for any other courses in the module, based on the number of notional hours. All tutors involved in teaching that module will mark the checklist jointly.
- ii) A learner who fails project work shall be required to repeat the project and pass a supplementary training period, which will be arranged by the module supervisor.
- iii) The Field Practical shall be assessed based on the following three items:
 - Learner's Final report
 - Employer's/Supervisor report; and
 - Learner's daily logbook.
- iv) In order to pass field training, a student must obtain passes in all three items. A learner who fails field practical training shall be required to repeat it and pass a supplementary training, which will be arranged during the 8 weeks of the long vacation of the subsequent year. A learner who will not participate in field training without satisfactory reasons will be deemed to have failed his/her practical training and will be discontinued from the program.
- v) Field practical training reports shall be handled in for assessment before the end of the first week of the subsequent semester. Feedback shall be given within three weeks after completion of field practical.

4.1.14 Semester Examination

At the end of course/module, there shall be one (1) written semester examination that carries 40% of the total module weight and shall be marked out of 100 %

4.1.15 Grading System

1.1.1.76 All assessed work will be marked out of 100 per cent according to the following grading system which specify range of scores for different grades, grade points and their definitions,

| SN | Score Range | Grade | GRADE POINT | Definition |
|----|-------------|-------|-------------|--------------|
| 1 | 80-100 | A | 4 | EXCELLENT |
| 2 | 65-79 | B | 3 | GOOD |
| 3 | 50-64 | C | 2 | PASS |
| 4 | 40-49 | D | 1 | POOR |
| 5 | 0-39 | F | 0 | FAILURE |
| 6 | | I | 0 | INCOMPLETE |
| 7 | | Q | 0 | DISQUALIFIED |

4.1.16 Computation Of Cumulative GPA

A cumulative grade points 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 for the award.

$$\text{Cumulative GPA} = \frac{\text{sum of } (PxN)}{\text{Sum of } N}$$

Where:

P represents grade points assigned to letter grade scored by the students on a module.

N represents the Number of Credits associated with the module.

The Grade point Average (GPA) shall be computed and truncated into one decimal point.

4.1.17 GRADING SYSTEM

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

| Class Award | Cumulative GPA |
|--------------|----------------|
| First Class | 3.5-4.0 |
| Second Class | 3.0-3.4 |
| Pass | 2.0-2.9 |
| Failure | Below 2.0 |

An award shall be given to a student who satisfies the following conditions:

- a. She/he must have successfully completed all modules for which the award is to be given; and
- b. She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

4.2 TECHNICIAN CERTIFICATE PROGRAMMES

4.2.1 Assessment

Assessment is an integral part of the learning process and it must support and complete the learning strategies in order to achieve the required outcomes. Assessment allows a learner to demonstrate that he/she can apply the knowledge and skills acquired through lecturers, tutorials and practical/ fieldwork training. Assessment in particular must reflect the required progression and be sensitive to the range of key skills. The assessment will distinctly define eligible students to be enrolled the next *NTA Level 5*. In some cases, if a student does not meet the set standards, according to the assessment, he/she may repeat the module or the programme.

Assessment in each module shall be through Continuous Assessment (CA) and End of Semester Examination (SE). The ratio between SE and CA is geared to satisfy the requirements of NACTE as the accreditation body. The SE shall be independently assessed and shall have a weight of 40% in the total assessment and CA shall have a weight of 60% in most modules except of industrial practical training which will be assessed through CA only. The pass mark for each module shall be 50%. Thus, in order for a learner to seat for SE the same must score at least 50% of CA component which accounts to 30%.

4.2.2 Assessment Methods

One of the characteristics and claimed advantages of CBET is that the learning process can be designed individually by learners, teachers and/or trainers to assure flexibility. Consequently,

assessment procedures cannot be restricted to one standard method, but must provide a range of different methods that can be applied according to the needs and potentials of learners and assessors.

Assessment can be conducted as an observation of processes or products on the job, as a skills test in which a certain practical sample of a skill must be demonstrated or as a simulation of work activities, which is normally conducted off the job. Formerly gained competences can be accessed through the provision of evidence of these competences. Furthermore, more traditional forms of assessment such as oral or written tests should be applied especially with regard to assessment of underpinning theoretical knowledge. The different types of assessment with the respective methods and Processes are described in detail in the subsequent sections.

4.2.3 Assignments

The objective of assignments is to reinforce the learning process by involving the participation of the students in finding the solution to a given question or problem which require decision- making. They include tasks given to student apart from written tests and examination or projects, so as to enhance self- development.

Assignments may be administered in a form of written work or practical exercises that are done individually or in a group.

For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

Individual Assignments and group assignments shall contribute **L%** and **M%** the Continuous Assessment respectively

4.2.4 Observation Guide

4.2.5 Performance (practical) Assessment

4.2.6 Oral questioning

4.2.7 Demonstration

4.2.8 Competence Tests

The intention of competence test is to measure the practical capability of learners through actual doing of a particular task or skill. Competence test will be carried at the end of module because it combines the different knowledge and skills required to perform a given activity. Competence

Tests shall contribute **N%** to Continuous Assessment.

4.2.9 Classroom tests (written knowledge test)

The intention of classroom test is to measure the theoretical and practical ability of students and evaluate performance in written work and actual doing in form of theory and practice.

There will be a minimum of two written classroom tests during the semester, which will be supervised by the institute tutor(s) for duration of not less than two (2) hours.

Classroom tests shall contribute **P%** to continuous Assessment.

4.2.10 Continuous Assessment

For Continuous Assessment (CA), the following distribution of marks shall be applied

| Number of Assessments | Type of Assessment | Contribution to Continuous Assessment |
|-----------------------|------------------------------------|---------------------------------------|
| At least two | Timed Class Tests | P% |
| At least X | Individual Assignments | L% |
| At least Y | Group Assignments | M% |
| | Observation Guide | |
| | Performance (practical) Assessment | |
| | Oral questioning | |
| | Demonstration | |
| One | Competence Tests | N% |
| One | Portfolio Assessment | 5% |
| Total | | 100 |

4.2.11 End of Module Examination

This examination shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. End of module examination could cover both theory and practical but should be done under supervision of institute's official assessors. The end of semester exam will constitute 40% while continue assessment will constitute 60%.

4.2.12 Management of Assessment

The mode of conduct and administration of assessment shall be based on NACTE guidelines or the individual institution's guidelines approved by NACTE; however, the following rules shall govern assessment of project work and field attachment.

4.2.13 Rules governing assessment of Field Practical Training or Project work

- i) Project work shall be assessed using checklist with a rating scale and the grade obtained shall count towards the final grade in the academic year. The total weight of the practical training will be determined as for any other courses in the module, based on the number of notional hours. All tutors involved in teaching that module will mark the checklist jointly.
- ii) A learner who fails project work shall be required to repeat the project and pass a supplementary training period, which will be arranged by the module supervisor.
- iii) The Field Practical shall be assessed based on the following three items:
 - Learner's Final report
 - Employer's/Supervisor report; and
 - Learner's daily logbook; .
- iv) In order to pass field training, a student must obtain passes in all three items. A learner who fails field practical training shall be required to repeat it and pass a supplementary training, which will be arranged during the 8 weeks of the long vacation of the subsequent year. A learner who will not participate in field training without satisfactory reasons will be deemed to have failed his/her practical training and will be discontinued from the program.
- v) Field practical training reports shall be handled in for assessment before the end of the first week of the subsequent semester. Feedback shall be given within three weeks after completion of field practical.

4.2.14 Semester Examination

At the end of course/module, there shall be one (1) written semester examination that carries 40% of the total module weight and shall be marked out of 100 %

4.2.15 Grading System

1.1.1.77 All assessed work will be marked out of 100 per cent according to the following grading system which specify range of scores for different grades, grade points and their definitions,

| SN | Score Range | Grade | GRADE POINT | Definition |
|----|-------------|-------|-------------|--------------|
| 1 | 80-100 | A | 4 | EXCELLENT |
| 2 | 65-79 | B | 3 | GOOD |
| 3 | 50-64 | C | 2 | PASS |
| 4 | 40-49 | D | 1 | POOR |
| 5 | 0-39 | F | 0 | FAILURE |
| 6 | | I | 0 | INCOMPLETE |
| 7 | | Q | 0 | DISQUALIFIED |

4.2.16 Computation Of Cumulative GPA

1.1.1.78 A cumulative grade points 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 for the award.

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

Where:

P represents grade points assigned to letter grade scored by the students on a module.

N represents the Number of Credits associated with the module.

1.1.1.79 The Grade point Average (GPA) shall be computed and truncated into one decimal point.

4.2.17 Grading System

1.1.1.80 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

| Class Award | Cumulative GPA |
|--------------|-------------------|
| First Class | 3.5-4.0 |
| Second Class | 3.0-3.4 |
| Pass | 2.0-2.9 |
| Failure | Failure Below 2.0 |

1.1.1.81 An award shall be given to a student who satisfies the following conditions:

- c. She/he must have successfully completed all modules for which the award is to be given; and
- d. She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

4.3 ORDINARY DIPLOMA PROGRAMMES

4.3.1 Special Assessment Requirements for Ordinary Diploma in Community Development

4.3.2 Assessment

Assessment is an integral part of the learning process and it must support and complete the learning strategies in order to achieve the required outcomes. Assessment allows a learner to demonstrate that he/she can apply the knowledge and skills acquired through lecturers, tutorials and practical/ fieldwork training. Assessment in particular must reflect the required progression and be sensitive to the range of key skills. The assessment will distinctly define eligible students to be enrolled the next *NTA Level 5*. In some cases, if a student does not meet the set standards, according to the assessment, he/she may repeat the module or the programme.

Assessment in each module shall be through Continuous Assessment (CA) and End of Semester Examination (SE). The ratio between SE and CA is geared to satisfy the requirements of NACTE as the accreditation body. The SE shall be independently assessed and shall have a weight of 40% in the total assessment and CA shall have a weight of 60% in most modules except of industrial practical training which will be assessed through CA only. The pass mark for each module shall be 50%. Thus, in order for a learner to seat for SE the same must score at least 50% of CA component which accounts to 30%.

4.3.3 Assessment Methods

One of the characteristics and claimed advantages of CBET is that the learning process can be designed individually by learners, teachers and/or trainers to assure flexibility. Consequently, assessment procedures cannot be restricted to one standard method, but must provide a range of different methods that can be applied according to the needs and potentials of learners and assessors.

Assessment can be conducted as an observation of processes or products on the job, as a skills test in which a certain practical sample of a skill must be demonstrated or as a simulation of work activities, which is normally conducted off the job. Formerly gained competences can be accessed through the provision of evidence of these competences. Furthermore, more traditional forms of assessment such as oral or written tests should be applied especially with regard to assessment of underpinning theoretical knowledge. The different types of assessment with the respective methods and Processes are described in detail in the subsequent sections.

4.3.4 Assignments

The objective of assignments is to reinforce the learning process by involving the participation of the students in finding the solution to a given question or problem which require decision- making. They include tasks given to student apart from written tests and examination or projects, so as to enhance self- development.

Assignments may be administered in a form of written work or practical exercises that are done individually or in a group.

For each module appropriate assessment methods and instruments will be indicated. Facilitators will decide on a convenient number of assignments for a given module in a semester.

Individual Assignments and group assignments shall contribute L% and M% the Continuous Assessment respectively

4.3.5 Observation Guide

4.3.6 Performance (practical) Assessment

4.3.7 Oral questioning

4.3.8 Demonstration

4.3.9 Competence Tests

The intention of competence test is to measure the practical capability of learners through actual doing of a particular task or skill. Competence test will be carried at the end of module because it combines the different knowledge and skills required to perform a given activity. Competence

Tests shall contribute N% to Continuous Assessment.

4.3.10 Classroom tests (written knowledge test)

The intention of classroom test is to measure the theoretical and practical ability of students and evaluate performance in written work and actual doing in form of theory and practice.

There will be a minimum of two written classroom tests during the semester, which will be supervised by the institute tutor(s) for duration of not less than two (2) hours.

Classroom tests shall contribute P% to continuous Assessment.

4.3.11 Continuous Assessment

For Continuous Assessment (CA), the following distribution of marks shall be applied

| Number of Assessments | Type of Assessment | Contribution to Continuous Assessment |
|-----------------------|-------------------------|---------------------------------------|
| At least two | Timed Class Tests | P% |
| At least X | Individual Assignments | L% |
| At least Y | Group Assignments | M% |
| | Observation Guide | |
| | Performance (practical) | |
| | Assessment | |
| | Oral questioning | |
| | Demonstration | |
| | Competence Tests | |
| One | Competence Tests | N% |
| One | Portfolio Assessment | 5% |
| Total | | 100 |

4.3.12 End of Module Examination

This examination shall be conducted for a duration not exceeding three (3) hours, but not less than two (2) hours. End of module examination could cover both theory and practical but should be done under supervision of institute's official assessors. The end of semester exam will constitute 40% while continue assessment will constitute 60%.

4.3.13 Management of Assessment

The mode of conduct and administration of assessment shall be based on NACTE guidelines or the individual institution's guidelines approved by NACTE; however, the following rules shall govern assessment of project work and field attachment.

4.3.14 Rules governing assessment of Field Practical Training or Project work

- vi) Project work shall be assessed using checklist with a rating scale and the grade obtained shall count towards the final grade in the academic year. The total weight of the practical training will be determined as for any other courses in the module, based on the number of notional hours. All tutors involved in teaching that module will mark the checklist jointly.
- vii) A learner who fails project work shall be required to repeat the project and pass a supplementary training period, which will be arranged by the module supervisor.
- viii) The Field Practical shall be assessed based on the following three items:
 - Learner's Final report
 - Employer's/Supervisor report; and
 - Learner's daily logbook; .
- ix) In order to pass field training, a student must obtain passes in all three items. A learner who fails field practical training shall be required to repeat it and pass a supplementary training, which will be arranged during the 8 weeks of the long vacation of the subsequent year. A learner who will not participate in field training without satisfactory reasons will be deemed to have failed his/her practical training and will be discontinued from the program.
- x) Field practical training reports shall be handled in for assessment before the end of the first week of the subsequent semester. Feedback shall be given within three weeks after completion of field practical.

4.3.15 Semester Examination

At the end of course/module, there shall be one (1) written semester examination that carries 40% of the total module weight and shall be marked out of 100 %

4.3.16 Grading System

1.1.1.82 All assessed work will be marked out of 100 per cent according to the following grading system which specify range of scores for different grades, grade points and their definitions,

| SN | Score Range | Grade | GRADE POINT | Definition |
|----|-------------|-------|-------------|--------------|
| 1 | 80-100 | A | 4 | EXCELLENT |
| 2 | 65-79 | B | 3 | GOOD |
| 3 | 50-64 | C | 2 | PASS |
| 4 | 40-49 | D | 1 | POOR |
| 5 | 0-39 | F | 0 | FAILURE |
| 6 | | I | 0 | INCOMPLETE |
| 7 | | Q | 0 | DISQUALIFIED |

4.3.17 Computation Of Cumulative GPA

1.1.1.83 A cumulative grade points 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 for the award.

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

Where:

P represents grade points assigned to letter grade scored by the students on a module.

N represents the Number of Credits associated with the module.

1.1.1.84 The Grade point Average (GPA) shall be computed and truncated into one decimal point.

4.3.18 Grading System

1.1.1.85 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

| Class Award | Cumulative GPA |
|--------------|-------------------|
| First Class | 3.5-4.0 |
| Second Class | 3.0-3.4 |
| Pass | 2.0-2.9 |
| Failure | Failure Below 2.0 |

1.1.1.86 An award shall be given to a student who satisfies the following conditions:

- e. She/he must have successfully completed all modules for which the award is to be given; and
- f. She/he has achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

4.4 Non NTA Certificate and Diploma Programmes

4.1.1 Classification of Certificate and Diploma Awards

1.1.1.87 For purposes of the final classification of Certificate and Diploma awards, a five point system shall be used in averaging the final grades.

4.1.2 Grading System

Grading scores for examination results of certificate and diploma programmes with the percentage range to letter grade and grade points correspondence shall be presented as indicated in Table 4.

Table 1: Grading Score for Certificate and Diploma

| Marks % | 80-100 | 65-79 | 50-64 | 40-49 | 0-39 |
|--------------|-----------|---------|--------------|---------|---------|
| Letter Grade | A | B | C | D | E |
| Grade Points | 4.0-5.0 | 3.0-3.9 | 2.0-2.9 | 1.0-1.9 | 0-0.9 |
| Remarks | Excellent | Good | Satisfactory | Poor | Failure |

4.1.3 Final Award Classification

The classification of the awards for qualifications of graduates in different diploma and certificate programmes shall be undertaken as shown Table 5.

Table 2: Non -Degree Classification

| Diploma | | | Certificate | | |
|-----------|-------|---------------------------|-------------|-------|---------------------------|
| GPA Range | Grade | Class | GPA Range | Grade | Class |
| 4.0-5.0 | A | First Class (Distinction) | 4.0-5.0 | A | First Class (Distinction) |

| | | | | | |
|---------|---|-----------------------|---------|---|-----------------------|
| 3.0-3.9 | B | Second Class (Credit) | 3.0-3.9 | B | Second Class (Credit) |
| 2.0-2.9 | C | Pass | 2.0-2.9 | C | Pass |

4.5 UNDERGRADUATE PROGRAMMES

4.5.1 Programme assessment strategy

Each course will be assessed by continuous assessment and by the University Examination at the end of the semester in which the course is completed. Continuous assessment will be done through various ways appropriate for the knowledge and skills required by the course such as; examinations, assignments, practical work, portfolios, research project and assessment of teaching skills in school-based settings. The weight given to each of these tasks will vary depending on the complexity and importance of the knowledge, skills and competences assessed. The grades for continuous assessment shall be made available to the external examiners for evaluation and scrutiny.

4.5.2 Examination general format

Examination paper shall comprise short answer questions and open-ended questions. The questions shall focus on Bloom's higher cognitive abilities as stipulated in University Qualification Framework. The total weight of all exams shall amount to 60%.

4.5.3 Examination Regulations

The programme examination regulation will follow the general university examinations.

All candidates are required to be assessed in courses worth a total credit value of at least 120 credits in each academic year.

Registration for courses is a pre-requisite for registration for examinations and no candidate shall be allowed to sit for a paper for which he/she has not registered.

A student shall not be allowed to sit for a University examination in a course if he/she has missed 20% or more of the scheduled semester class periods for each course and has not completed and passed all course work requirements.

Candidates will normally be required to pass all the courses examined during each year before proceeding to the next year of study.

4.5.4 Examination Moderation

Examinations are moderated both internally and externally before they are administered. After the examination students scripts are marked and graded by the internal examiners and moderated by external examiners.

4.5.5 Practical Assessment

The University have published field work report and also assessment forms for internal supervisors (lecturers) and external supervisors. The assessment for the field work practical assessment is as follows:

The Practical Training shall be assessed mainly by the local institution's /organization's supervisors and also by the College. The weight of the assessment shall be 50% out of the total grade of the course.

The student shall write and submit a Field Practical Training Report to the Faculty for assessment within two weeks from the end of the field training. The weight of this report shall be 50% out of the total grade of the course.

The assessments shall be graded by the Faculty Board as any other course with percentage and letter grades ranging from A to E and combined with other course grades for submitted to the Academic Committee for approval.

A candidate is required to complete Field Practical Training duration and to submit the Report as one of the compulsory requirements for graduation.

Candidates may be required to present themselves before the examiners for an oral examination regarding the respective Field Practical Training.

A candidate who fails the Field Attachment Practical Training totally or in part shall be allowed to repeat the field attachment training when it is next offered, before he/she can be allowed to graduate.

A candidate who fails a repeated Field Attachment Practical Training shall be discontinued from studies.

4.5.6 Assessment Criteria

a) For practical courses:

| Assessment Mode | | Per cent of the total |
|-----------------|----------------------|-----------------------|
| Formative | Assignments | 10% |
| | Presentations | 10% |
| | Practical | 10% |
| | Tests | 10% |
| Summative | Semester Examination | 60% |
| Total | | 100% |

4.5.7 Grade Classification System

| LETTER GRADE | PERCENTAGE RANGE | GRADE VALUE AND INTERPRETATION |
|--------------|------------------|--------------------------------|
| A | 70 - 100 | 5 (Excellent) |
| B+ | 60 - 69 | 4 (Very Good) |
| B | 50 - 59 | 3 (Good) |
| C | 40 - 49 | 2 (Satisfactory) |
| D | 34 - 39 | 1 (Marginal Fail) |
| E | 0 - 33 | 0 (Absolutely Fail) |

4.5.8 Classification of final award for this Programme

Candidates must have a minimum of grade points average of 2.0 to receive a degree. Bachelor degrees are classified according to the following grade point averages:

| Class | Point |
|--------------------|-----------|
| First Class | 4.4 - 5.0 |
| Upper Second Class | 3.5 - 4.3 |
| Lower Second Class | 2.7 - 3.4 |
| Pass | 2.0 - 2.6 |

4.5.9 Project Assessment

In the fourth semester all students will be guided in identifying a particular problem in community development issues. With the assistance of the supervisors students shall develop a full proposal which will be graded at the end with the research project report. In the 5th and 6th semester all students will be required to implement the proposals and write a report which is also graded and included in the end of year results. The aim of this is to help students develop research skills which include analytical and critical thinking skills.

The University have published guidelines for research proposal and report writing which guides students in developing their reports. Guideline for marking students report is available in the institution

4.5.10 Weight of each component in the final assessment of the program

This programme is made up of theoretical and practical components. The theoretical part weighs 80% while the practical component carries 20%. In this context, practical assessments include both class and field practical activities.

4.5.11 Courses Description

Course outlines for all courses or modules to be taught and learnt within the programme are to be provided here i.e. course matrix.

4.5.12 Grading System

1.1.1.88 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.

1.1.1.89 Grading scores for examination results of bachelor degree programmes with the percentage range to letter grade and grade points correspondence shall be presented as indicated in Table 1

Table 3: Grading Score for Bachelor Degree Programme

| | | | | | | |
|--------------|-----------|-----------|-------|--------------|-------|------|
| Marks % | 70-100 | 60-69 | 50-59 | 40-49 | 35-39 | 0-34 |
| Letter Grade | A | B+ | B | C | D | E |
| Grade Points | 5 | 4 | 3 | 2 | 1 | 0 |
| Remarks | Excellent | Very Good | Good | Satisfactory | Weak | Poor |

4.5.13 Classification of Degrees

1.1.1.90 For all undergraduate degree programmes the Grade Point (GP) for individual subjects shall take into account the student's raw marks and shall be calculated from raw grading system using the following equations:

Table 4: Grading System Used To Calculate GPA from Raw Marks

| Grade | Range of Equation | Equation | Grade point |
|-------|-------------------|-------------------|-------------|
| A: | 70 - 100% | $Y = 0.02X + 3$ | (4.4 - 5.0) |
| B+: | 65 - 69% | $Y = 0.08X - 1.2$ | (4.0 - 4.3) |
| B: | 60 - 64% | $Y = 0.2X - 9$ | (3.0 - 3.9) |
| C: | 50 - 59% | $Y = 0.1X - 3$ | (2.0 - 2.9) |
| D: | 40 - 49% | $Y = 0.1X - 3$ | (1.0 - 1.9) |
| E: | 0 - 39% | $Y = (0.025) X$ | (0 - 0.9) |

Where Y = Grade point; X = Raw marks

1.1.1.91 Regarding Grade Point Average (GPA), this shall be calculated on the basis of weight (credits) of the courses taken.

4.5.14 Procedure for calculating overall Grade Point Average (GPA)

1.1.1.92 In calculating the GPA, credits for all core courses shall be used as well as the credits from electives making the minimum required for the degree programme. However, where a candidate takes electives over and above the minimum required, credits from electives with highest scores adding to minimum degree requirement shall be used in calculating the GPA. The scores for the remaining electives shall be entered into the transcript.

1.1.1.93 The semester/module and cumulative grade point average (GPA) shall be worked out as follows:

- a. The letter grades shall be assigned grade points from the raw marks as shown in **Table 2**.
- b. Approved courses offered for each undergraduate programme shall be appropriately weighted in terms of credits.
- c. To get the score for each course multiply the grade points obtained from the raw marks, as in (a) by the number of credit weights as in (b).
- d. The total score for the award shall be the total score for all countable courses taken by the candidate for the programme, computed as in (c).
- e. The average score for the award shall be computed by dividing the total scores in (d) by the total credit weight obtained under (b).

3.24.3 The total point scores (GPA) shall be truncated at one decimal place as shown in Table 3.

4.5.15 Final Award Classification

1.1.1.94 The classification of the awards for qualifications of graduates in different degree programmes shall be undertaken as shown in Tables 3.3.3 (Annex 3.3) and non-degree programmes as in Table 3.3.4 in Annex 3.3.

1.1.1.95 A bachelor degree with honors at second class level and above shall be awarded only to a candidate who completes studies within the prescribed period of the programme and has attained the required GPA as indicated in Annex 3.3.

Table 5: Bachelor Degree Classification (Based on Cumulative GPAs)

| GPA Range (Cumulative GPA) | Class |
|----------------------------|---|
| 4.4-5.0 | First Class(and with Honors where applicable) |
| 3.5-4.3 | Upper Second Class(and with Honors where applicable) |
| 2.7-3.4 | Lower Second (and with Honors where applicable) |
| 2.0-2.6 | Pass |

PART 5

5.1 Examinations

- 5.1.1 Examinations shall be conducted for the purpose of awarding credit to learners for attainment of learning outcomes specific to a course and/or award
- 5.1.2 A credit awarded to a learner is a measurement unit for 'notional' or 'average learning' time, which includes all activities (lectures seminars, tutorials, assignments; independent studies or self-studies) that the learner is expected to undertake in order to achieve the learning outcomes.
- 5.1.3 Examinations shall therefore assess all learning activities which consume learners' learning time as specified in the course normal learning matrix.
- 5.1.4 Examinations shall include continuous assessments and end of semester examinations including oral examinations where applicable.
- 5.1.5 The components of continuous assessment shall include but not limited to tests, assignments, seminar presentations, practical, and oral tests. Where any of the learning activity is allocated time in the course learning matrix, such activity must be evaluated and its contribution to the credits earned by the learner determined.
- 5.1.6 The Deans/Directors, Heads of Departments and Unit Coordinators must make sure that students are made aware of course content and all required evaluation procedures at the beginning of the course.
- 5.1.7 There shall be probation/supplementary examinations before the beginning of the academic year for courses which are required for a candidate to attain the minimum credits (60 for each semester and 120 for each academic unit).

5.2 Forms of Assessment and Examination

- 5.2.1 A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- 5.2.2 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by the Academic Committee, on the recommendations of the appropriate Departmental Examiners Board through the Faculty/Institute Boards.
- 5.2.3 Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment. The coursework assessment shall normally constitute 40% and final university examination 60% of the total course assessment.
- 5.2.4 Coursework assessment for courses that are practical/methodology/research/Laboratory/field based, may however, with the approval of Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments on which it is based shall be available for scrutiny by the

External Examiner.

5.2.5 The minimum passing grade shall be 'C'.

5.3 Registration for Examination

5.3.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.

5.4 Registration for Courses

5.4.1 All new full-time students shall register for courses at the beginning of the first semester of an academic year and continuing students shall register for courses at the end of an academic year for a total minimum of 60 course credits and a maximum of 72 course credits per semester in the academic year.

5.4.2 The deadline for course registration for new students shall be the Friday of the second week after the beginning of the semester. Course registration at the beginning of the semester for continuing students shall only be allowed under special circumstances which prevented them from registering at the end of the year.

5.4.3 A student who has registered for a course but who wishes to withdraw from that course must apply to the Head/ Dean/Director, as the case may be, of the unit hosting the programme through the Coordinator of the course offering Department for permission to do so not later than Friday of the fourth teaching week of the semester. No student will be permitted to commence any course three weeks after the beginning of the semester or withdraw from any course four weeks after the beginning of the Semester.

5.5 Dates of Examination

5.5.1 Dates and times of conducting continuous assessment tests shall be determined by the Academic Committee.

5.5.2 All end of semester and probation examinations shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by the Academic Committee of the College.

5.5.3 Dates for the end of semester and probations examination shall be published in the university almanac

5.5.4 A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf Academic Committee, present himself/herself for examination at a time fixed for any probation examination.

5.6 Eligibility for Examinations

5.6.1 No candidate shall be eligible for any examination in any subject unless the Instructor, Unit Coordinator and the Head of Department have satisfied themselves that the candidate has undertaken the course by attendance.

5.6.2 A candidate shall only be allowed to sit for a scheduled examination (s) if he/she would

have attended 80% of the course through lectures, seminars and tutorials but for practical sessions, one is supposed to attain 100% attendance rate. A candidate who fails to attain at least 80% and 100% attendance rates for lectures/seminars and practical, respectively shall be required to retake the whole course when next offered.

- 5.6.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT) and one who misses any session without the permission of the Dean or Director or Head of Department or his appointee (i.e. FPT supervisor) shall be discontinued from studies. In case of permission being granted, the candidate shall be required to complete the training session using own resources.
- 5.6.4 The Dean of Faculty or the Director of a teaching Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is not satisfied that the candidate has completed satisfactorily by attendance, performance or otherwise the requirements of the subject of course. Satisfactory attendance shall mean attending a minimum of 75% of the prescribed contact hours for the course.
- 5.6.5 Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- 5.6.6 Where a candidate who has been barred in accordance with paragraph 3.1 or 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 5.6.7 A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the Academic Committee, academic faculty/directorate/Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.
- 5.6.8 Where a candidate who has not registered for studies or for a course sits for an examination, the examination results shall be nullified.

5.7 Conduct of Examinations

- 5.7.1 Overall co-ordination of the examinations shall be the responsibility of the Office of the Deputy Provost (Academic).
- 5.7.2 Continuous assessment tests, end of semester and probation examinations shall be co-ordinated and conducted under the control of the Dean/Director of the respective Faculty/Institute in collaboration with Heads of Departments and Heads of Units.
- 5.7.3 The Invigilators for end of semester and probation examinations shall be appointed by the Academic Committee in the manner prescribed by the Senate.
- 5.7.4 Subject to approval by the Senate, the Academic Committee shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the College or academic Institute, as the case may be.
- 5.7.5 All probation and end of semester theory and practical (where applicable) examinations shall be examined for three hours, respectively.

5.8 Absence from Examinations

- 5.8.1 A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.
- 5.8.2 A student who is required to sit for a special examination shall be assigned a “PEX” (Postponed Exam) grade and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an “I” (Incomplete) grade.
- 5.8.3 A student who has a “PEX” or “I” grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the Academic Committee, a student who will not clear any “PEX” or “I” grade at the time of special examinations will be considered to have absconded studies.

5.9 Instructions to Candidates

- 5.9.1 These instructions should be read together with the above University regulations.
- 5.9.2 All students sitting for examinations shall be in possession of a valid Student ID card and Examination Number (EN) Card, which are to be placed on the top right- hand corner of the desk throughout the examination for Invigilators to check. Students without their ID or EN card shall not be permitted entry to the examination room.
- 5.9.3 Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 5.9.4 Candidates are advised to be at the examination centre at least thirty minutes before the commencement of the examinations.
- 5.9.5 Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance. During these ten minutes the Senior Invigilator will:
 - a) Make an announcement to the effect that all unauthorized materials should be removed from the examination room.
 - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - c) Call attention to any rubric at the head of the paper which seems to require attention.
 - d) Announce that both sides of the paper must be used. He/she will then tell students when they may begin writing. Candidates will be given a maximum of ten minutes to read the paper.
- 5.9.6 Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.

- 5.9.7 Candidates are permitted to do rough work on the scripts on the understanding that this is crossed through at the end of the examination.
- 5.9.8 Students who wish to leave the venue during an examination session must:
- a) First ensure that the answer book(s) and papers bear their registration numbers, degree programme and course code (even if no attempt has been made to answer any question).
 - b) Raise a hand and wait for an invigilator; and leave only when the invigilator has signified his/her assent and accompanies the student.
- 5.9.9 No books, bags or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. Candidates' attention is specifically drawn to General University Examination Regulation No. 9.1 to 9.3. Students should bring only permitted items to the examination, the University assumes no responsibility for personal property lost in or near any examination room.
- 5.9.10 Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.
- 5.9.11 No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 5.9.12 21.13 At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

5.10 Notes to Invigilators before the Examination

- 5.10.1 University Examinations shall be invigilated by persons other than course instructors. Course instructors shall only be allowed in the examination room in the first ten minutes to provide clarifications on the examination questions, if any.
- 5.10.2 Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- 5.10.3 Invigilators must personally collect the following items from the programme hosting Dean or Director at least thirty minutes before the examination:
- a. Sealed envelopes containing the question papers to be attempted by candidates
 - b. A list showing the names of the papers to be attempted in the room (This will be distributed to invigilators in advance)
 - c. Forms for registration candidates who attempted the examination for each course
- 5.10.4 Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- 5.10.5 Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.

- 5.10.6 Candidates must write their registration numbers and degree programmes on the cover page of the answer book before they start to write the examination.
- 5.10.7 Food, drinks (except where water is permitted-see below), cigarettes, laptops, recording or playback devices, and other electronic communication devices such as a cell or smart phones, bags, purses, hats, books attached cases, papers and other related items are not permitted in the examination room.
- 5.10.8 The University assumes no responsibility for personal property lost in or near any examination room.
- 5.10.9 Students with approved health conditions may bring (transparent) bottled water into the examination room. Such students will have to be seated away from other students to avoid accidental spillage.
- 5.10.10 Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right places. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance.
- 5.10.11 *Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:
- a. Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
 - b. Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - c. Call attention to any rubric at the head of the paper which seems to require attention;
 - d. Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing. Candidates will normally be allowed a maximum of ten minutes to read the paper.
- 5.10.12 It is mandatory for all students sitting examinations to be in possession of a valid Student ID card and examination number card, which is to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room, and shall be directed to the ID Office to obtain a valid ID card.
- 5.10.13 Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

5.11 Notes to Invigilators during the Examination

- 5.11.1 At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- 5.11.2 At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner. It is at this time that candidates should start to sign the examination attendance

sheet. During the exercise, invigilators should also make sure that the photo on the candidate's ID card matches the candidate's face and that the registration number on the ID card is the same as the one written on the answer book.

- 5.11.3 Invigilators should minimize announcements during the examination.
- 5.11.4 An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- 5.11.5 During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). All rough work must be done in the Answer Book and crossed through.
- 5.11.6 No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- 5.11.7 A candidate may, with the permission of the Invigilator, leave the examination room briefly only if accompanied by an assigned assistant Invigilator. Candidates will not be readmitted to the examination room after they have left the examination room unless, during the full period of their absence, they have been under approved super vision.
- 5.11.8 Permission to leave the examination room shall be granted in exceptional circumstances as invigilators are expected to remind candidates to go for short calls before they enter the examination room.
- 5.11.9 A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such a copying from or communicating with other candidates shall be reported immediately to the Examinations Officer.
- 5.11.10 Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers. PROVIDED that where a candidate/student refuses to sign on the material, the examination officer shall request another invigilator to witness and counter sign stating the candidate has refused to sign the material.
- 5.11.11 The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Head of Department, through the Examinations Officer, including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.
- 5.11.12 Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the DVC in charge of academics.
- 5.11.13 Cases of illness during examination should be reported to the Examinations Officers as soon as possible for assistance.

5.12 Notes to Invigilators at the End of the Examination

- 5.12.1 22.25 Invigilators shall not permit candidates to leave their places before their scripts have been collected.
- 5.12.2 Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
- 5.12.3 At ten minutes before the conclusion of the examination period, the Invigilator shall announce the time remaining and the candidates may not leave their seats in the examination room after this time (except in case of emergency) until all papers have been collected.
- 5.12.4 At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- 5.12.5 22.26 Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers.
- 5.12.6 Invigilators shall sign the said attendance sheet before they hand over all the scripts to the respective faculty/institute/Directorate Dean/Director or their representative who must be available in the office at the end of the examination.
- 5.12.7 On receipt of the scripts the Dean/Director will check them and countersign on the collection form. The attendance sheets must be handed to the Dean/Director at the end of each session.
- 5.12.8 22.27 Invigilators shall hand over all extra examination papers and answer books to the Dean/Director of the relevant academic unit.
- 5.13 Consideration of the Examination results by Board of Examiners/Departmental Examination Committee**
- 5.13.1 There shall be a Board of Examiners at Departmental level that shall consider and recommend results to the Faculty/Institute Board.
- 5.13.2 Opinion of the examiners board on the examination results recommended to the faculty board shall remain confidential and shall not be share with the candidates.
- 5.13.3 There shall be Departmental Examination Moderation Committees responsible for moderating end of semester examinations and evaluating the quality of continuous assessment tests. Moderation of examinations shall also involve External Examiners who shall be invited in examination marking and overall assessment at the end of the academic unit.
- 5.14 Consideration of the Examination results by The Faculty/Institute/Directorate Board**
- 5.14.1 The Dean shall receive signed examination results as recommended by the Department Examiners Board
- 5.14.2 The Faculty/Institute/Directorate Board shall consider and recommend results to the College Academic Committee.
- 5.14.3 Opinion of the Faculty/Institute/Directorate Board on the examination results recommended to the College Academic Committee shall remain confidential and shall be

shared with the candidates

5.15 Consideration of the Examination results by College Academic Committee

5.15.1 The DPAA shall receive signed examination results as recommended by the Faculty/Institute/Directorate Board

5.15.2 The College Academic Committee shall consider and recommend results to the Senate

5.15.3 Opinion of the College Academic Committee on the examination results recommended to the shall remain confidential and shall be shared with the candidates

5.16 Approval of Examination Results by the Senate

5.16.1 The University Senate shall approve all student results leading to the award of degrees, diplomas or certificates and shall formally approve granting of the respective awards.

5.16.2 The results approved the Senate shall be released to the within 24 hours after approval.

5.17 Release of End of Semester Examination Results

5.17.1 Release of examination results (as approved by the Senate) shall be the responsibility of the DPAA.

5.17.2 Examination results shall be posted on notice boards, published in the College website and in students' OSIM accounts.

5.18 Appeals

5.18.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.

5.18.2 Any appeals made under regulation 3.25.1 shall be lodged with the Academic Committee which shall forward the appeal with observations to the Senate to Senate for approval.

5.18.3 Appeals made under regulation 3.25.2 shall be lodged directly with the DVC in charge of academics who shall forward them to the Senate with observations and recommendations thereon.

5.18.4 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of the Senate.

5.18.5 No appeal will be considered where:

- a. The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
- b. It rises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they have been raised by the student promptly and in writing, at the time they first arose.

- c. A student alleges illness or other factors but where s/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 5.18.6 False claims of illness and/or the submission of false supporting medical or other documentation constitute an academic offence that will result in discontinuation from studies.
- 5.18.7 All appeals in an academic year shall be lodged soon after Senate's approval of results at the end of the academic year and shall be decided upon only once at the Senate scheduled for the appeals.
- 5.18.8 A student may appeal to the Chairman of Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC in charge of academics. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.
- 5.18.9 The Chairman of Senate's decision on an appeal, which shall be reported to Senate, shall be final and conclusive and no further appeal shall be entertained regarding the same issue.

5.19 Appeal Fee

- 5.19.1 All appeals shall be accompanied by an appeal fee charged per decision or subject as the Council may from time to time prescribe.
- 5.19.2 The appeal fee shall not be reimbursed.
- 5.19.3 The same rates or any other rates as approved by relevant organs shall be charged for any further appeal decisions.

5.20 Disposal of Examination Answer Books and Other Scripts

- 5.20.1 Unless otherwise retained by SMMUCo Library for archival purposes all used examination answer books can be destroyed after the expiry of 36 months following final decision of Senate on the examination concerned.
- 5.20.2 Deans and Directors concerned shall, with respect to examination answer books falling under their departments:
- a. Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - b. Initiate the disposal procedures of those examination answer books for which there is no further need;
 - c. Initiate disposal of used examination answer books that have been stored by their faculties/institutes for more than 36 months following respective Senate decision;
 - d. Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;

- e. Assist the SMMUCo Library in selecting examination answer books designated for archiving purposes;
 - f. Seek expertise from SMMUCo Library to assist in the sampling answer books ear-marked for archiving;
 - g. Designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
 - h. Seek permission from the Provost to dispose the examination answer books through the DPA in charge of academics. The request shall indicate the courses (including the sat session and academic year) whose scripts are to be destroyed.
 - i. Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.
- 5.20.3 Pending final disposal, Deans and Directors shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.
- 5.20.4 Respective Faculty/Institute Boards shall:
- a. Be responsible for prescribing under their special regulations clear guidelines for returning to the students graded courses, assignments, course essays, term papers and timed essays.
 - b. Initiate the final disposal of such other examination scripts as essays, objective question papers, Laboratory works, models, studio papers or drawings that have been in retention or storage for the previous 36 months, unless otherwise retained for archival purposes
- 5.20.5 The SMMUCo Library shall keep; maintain in any format including electronic, all answer books selected by Faculties/institutes and sent to the Library for archival purposes.
- 5.20.6 (a) The DPAA shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- b. Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the DPAA may with respect to any batch due for disposal, direct:
 - i. The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
 - ii. Used examination papers be entirely burnt to completion.
- 5.20.7 The Provost on recommendation of the DPAA shall be the principal executive officer responsible to order final disposal of any batch of examination answer books.
- 5.20.8 (a) Deans/Directors shall witness final disposal of itemized examination answer books and signify the disposal.
- b. The report of Dean/Directors to the Provost through the DPAA on disposal of examination answer books shall be accompanied with list of courses (including the sat session and academic year) whose scripts were destroyed.

PART 6

6.1 The Role of an External Examiner

An External Examiner shall have a quality assurance role and in ensuring that procedures and processes for the academic function are in place, appropriate and functional.

3.16.1 A person appointed External Examiner shall declare any possible conflicts of interest and confirm his/her willingness to act as an external Examiner for the University.

3.16.2 External Examiners in their expert judgment shall be required to report on:

- a. whether the standards set by the College for the academic programmes are appropriate for its award, or award elements, by reference to published national/regional programme benchmarks, the national qualifications framework, institutional programme specifications and other relevant information;
- b. the standards of student performance in the programmes or parts of the programmes which they have been appointed to examine and on the comparability with those of similar programmes or parts of programmes in other universities; and
- c. the extent to which the College processes for assessment, examination and determination of awards are sound and have been fairly conducted or appropriately followed.

3.16.3 An external examiner shall serve in that capacity for two consecutive terms only and shall not be reappointed until the expiry of three years.

3.16.4 To avoid conflict of interest an external examiner shall not be appointed under reciprocal arrangements between courses/departments/faculties/colleges in University and another institution; that is, external examiners shall not be appointed from a subject area in an institution where a member of staff of the university is currently an external examiner.

3.16.5 The External Examiner for a programme, subject or course shall attend the examiners' meetings in the academic unit; otherwise the views of the External Examiner

6.2 Appointment of External Examiners

The University Senate shall appoint external examiners to assist in the quality assurance process of examinations for fairness and maintenance of academic standards.

In appointing an external examiner, the respective academic unit where the external examiner shall serve shall submit the details of individual being proposed for the appointment to the University Senate to assist the Senate to appoint the right external examiner for the particular programme and the details of the individual being proposed shall consist of:

- (a) Name and affiliation;
- (b) Academic and/or professional rank;
- (c) Field of specialization; and
- (d) The CV of the proposed external examiner.

3.15.3 Besides the details indicated in Guideline 3.15.2, the respective academic unit where the external examiner shall serve shall submit to the University Senate;

(a) Programme(s), course(s), thesis, dissertations, papers (as the case may be) to be examined by the proposed examiner; and

(b) Number of students to be examined.

3.15.4 The person being proposed for appointment as external examiner shall not have held an academic or honorary position at the University within the previous four years.

For a person to be appointed as an external examiner must have qualifications and experience relevant to the academic discipline or profession he/she shall be assigned to examine and shall be a person of seniority in his/her field of study with relevant experience and sufficient knowledge of his/her subject area to assess students' knowledge and skills;

3.15.5 The performance of external examiners shall be assessed from time to time and those found to be wanting in terms of integrity and competence shall be relieved of the responsibility of external examination.

3.15.6 Once appointed, the external examiner shall receive a formal letter of appointment from the College setting out the period of the engagement, the course(s), dissertations/theses to be examined, the payable fees upon completion of the assignment and relevant documents containing guidelines for external examination in the University.

3.15.7 Upon completion of the external examination process the external examiner shall submit a report to the University in accordance with stipulations in the regulations on external examination system of the College.

PART 7

7.1 Undergraduate Programmes

- 7.1.1 Candidates who are pursuing bachelor degree programmes are required to pass a total minimum of 120 course credits in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 7.1.2 A candidate may be allowed to re-sit failed courses in Supplementary Examinations if he or she has attained an overall GPA of 1.8 or above in the First Sitting calculated in accordance with the credit weighting of individual courses.
- 7.1.3 The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade i.e. 'C'.
- 7.1.4 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a College Academic Board.
- 7.1.5 11.4 Carrying over of courses shall be guided by the following:
- 7.1.6 A candidate who scored an overall GPA pass mark of 2.0 or above after Supplementary Examination, may be allowed to carry over flexibly into the subsequent academic years such number of failed courses as are requisite for the fulfillment of the requirement of passing a cumulative total minimum 360 credits. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.
- Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course.
 - The maximum grade for a carried over course shall be the minimum passing grade i.e. 'C'.
 - Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to in order to acquire the cumulative total minimum credits
 - All carried over courses shall be cleared within the allowable maximum period of registration otherwise the student will be discontinued from studies. The maximum period of registration is five years for a programme that takes three years.
- 7.1.7 All candidates with pending supplementary or special examinations or with incomplete courses shall be evaluated assuming they would score the maximum attainable grade in the pending examinations and shall be discontinued from studies if they would not obtain the required minimum GPA.
- 7.1.8 A candidate with incomplete results for courses which could not be completed by the end of the year for acceptable reasons must complete the courses before he/she can be allowed to continue with studies of the following year.

7.1.9 Final year students who return to the University to clear a carryover or an incomplete shall pay tuition fees and relevant direct costs. Tuition fee shall be paid on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits.

7.1.10 To qualify for a degree award, the cumulative total minimum number of course credits shall be 360 credits for a three years degree programme.

7.2 Conditions for continuation

7.2.1 The pass grade in each assessed course is C. This should be the sum total of all formative and summative assessments.

7.2.2 Candidates are required to pass all the courses during each academic year before proceeding to the next year of study.

7.2.3 The pass mark for the entire course work is 50

7.2.4 All candidates shall be allowed to continue with the next year after taking a total of 120 credits per academic year.

7.3 Conditions for discontinuation

7.3.1 A student who fails in less than 50% of the prescribed courses shall be allowed to sit for supplementary examinations in the failed courses.

7.3.2 A student who fails in 50% or more of the prescribed courses in either semester shall be discontinued from studies in either semester.

7.3.3 Candidates with a GPA of less than 2.0 after the Supplementary Examinations will be discontinued.

7.3.4 A candidate who fails Supplementary Examinations will be allowed to proceed to the next year of study provided he/she has a GPA of 2.0 or higher. Such candidates will repeat failed courses during that academic year and sit for the examinations when they are scheduled. Repeating a course shall include repeating the coursework.

7.3.5 Candidates passing Supplementary examinations and repeated courses will be awarded a C grade in those courses.

7.3.6 A student may also be discontinued from studies for failure to attend scheduled examinations, tests and absconding studies (unless caused by unavoidable extenuating circumstance), examination irregularities, disciplinary offence as described by the laws and regulation of SMMUCo and ill health if recommended by a competent medical practitioner and approved by the university College/senate

7.4 Certificate and Diploma Programmes

7.4.1 Candidates who are pursuing non-degree programmes are required to pass a total minimum of 120 course credits in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.

7.4.2 A candidate may be allowed to re-sit failed courses in Supplementary Examinations if he or she has attained an overall GPA of 1.8 or above in the First Sitting calculated in accordance with the credit weighting of individual courses.

- 7.4.3 The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade i.e. 'C'.
- 7.4.4 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a College Academic Board.
- 7.4.5 11.4 Carrying over of courses shall be guided by the following:
- a. A candidate who scored an overall GPA pass mark of 2.0 or above after Supplementary Examination, may be allowed to carry over flexibly into the subsequent academic years such number of failed courses as are requisite for the fulfilment of the requirement of passing a cumulative total minimum 360 credits. The minimum overall GPA shall be calculated in accordance with the credits weighting of the individual courses.
 - b. Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course.
 - c. The maximum grade for a carried over course shall be the minimum passing grade i.e. 'C'.
 - d. Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those credits are needed to in order to acquire the cumulative total minimum credits
 - e. All carried over courses shall be cleared within the allowable maximum period of registration otherwise the student will be discontinued from studies. The maximum period of registration is five years for a programme that takes three years.
- 7.4.6 All candidates with pending supplementary or special examinations or with incomplete courses shall be evaluated assuming they would score the maximum attainable grade in the pending examinations and shall be discontinued from studies if they would not obtain the required minimum GPA.
- 7.4.7 A candidate with incomplete results for courses which could not be completed by the end of the year for acceptable reasons must complete the courses before he/she can be allowed to continue with studies of the following year.
- 7.4.8 Final year students who return to the University to clear a carryover or an incomplete shall pay tuition fees and relevant direct costs. Tuition fee shall be paid on a pro-rata basis depending on the number of course credits to be taken out of the annual 120 credits.
- 7.4.9 To qualify for a degree award, the cumulative total minimum number of course credits shall be 360 credits for a three years degree programme.

7.5 General requirements for progression

7.5.1 Award

- 1.1.1.96 The College Academic Committee, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.

1.1.1.97 The Senate may confer degrees and grant diplomas, certificates or other awards of Tumaini University on or to candidates who satisfy and are recommended in accordance with regulation 3.22.1 for such conferment or grant by, the Academic Committee.

7.5.2 Certificates, Certification and Transcripts

1.1.1.98 The Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the academic board and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, diploma, certificate or other award.

1.1.1.99 A certificate shall be issued only once for the same degree or award.

1.1.1.100 Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record. The transcript shall be charged a fee as the Council may from time to time prescribe. Any finalist student desirous of obtaining a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).

1.1.1.101 The final grades of all courses taken by a student shall be entered in the transcript.

1.1.1.102 A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

1.1.1.103 A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

7.5.3 Loss of Certificate

1.1.1.104 In case of loss or total or partial destruction of the original certificate or a copy thereof, the University (Office of the DVC in charge of academics or such other office as the DVC in charge of academics may authorize in writing) may issue a copy or another copy on condition that:

- a. The applicant produces a sworn affidavit.
- b. The certificate so issued shall be marked "COPY" across it.
- c. The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- d. The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
- e. A fee as may be prescribed from time to time by Council shall be charged for the copy of certificate issued.

PART 8

8.1 Justification for Establishment of Quality Assurance Unit

According to Article 1.1.4 of the 3rd edition of the Standards and Guidelines for University Education in Tanzania every University has to establish a quality assurance policy and systems, which must be cascaded through all levels of the structural framework of the institution.”

The procedure for establishment of Quality Assurance Office is not provided for in SMMUCo Charter (2009) neither does it explain the functions and mandates of such an office. Nonetheless, quality control is an important mechanism for management of performance of an academic institution. Most higher education actors acknowledge the role of quality control in ensuring an academic institution fulfils expectations of stakeholders and measures up to threshold minimum regulatory requirements.

It is against this background the management proposes establishment of College Quality Assurance unit with the mandates, functions and management structure described in the sections that follows.

8.2 Operationalization of the Quality Assurance Unit

The Proposed SMMUCO Quality Assurance Unit (QAU) shall be a College wide entity which shall operate directly under the office of the Provost. The QAU shall fit into the current administrative structure as shown in the College organogram (**Appendix 1**).

The QAU shall serve as the secretariat to the Provost on Quality Assurance (QA) matters. The major task of the QAU shall be to monitor and guide quality assurance processes in all units of the University College, maintain a close working relationship with the two Deputy Provosts by keeping them informed of newly arising QA issues falling under their respective jurisdictions, as they carry out their day-to-day activities.

In essence, the QAU shall coordinate the College's' quality assurance system including providing technical advice on measures to be taken to maintain high performance standards, and making technical presentation on behalf of the university management. As a secretariat to the Provost, the QAU shall constantly monitor and periodically evaluate the functioning of other units within the university to determine the extent to which they play their roles as per established regulations and schedules for various activities.

8.3 Functions of the Quality Assurance Unit

- i. Develop, strategize, promote and oversee the implementation of the Quality Assurance Policy;
- ii. Develop and maintain appropriate and relevant general operational manuals including internal self-evaluation instruments to guide university-level QA operations;
- iii. Set performance standards including updating in every five years, operational manuals to guide university-level quality assurance operations as well as instruments for use in internal evaluations;
- iv. Evaluate the link between various university policies and quality assurance framework and devise harmonization strategies;

- v. Formulate and oversee the implementation of various responsive strategies for quality assurance and promotion in accordance with changes in education challenges;
- vi. Evaluate resource availability for training, research and outreach programmes and advise accordingly;
- vii. Coordinate programmes for institutional self-evaluation on quality assurance systems;
- viii. Carry out analysis of quality assurance reports such as students' course evaluations; External Examiners reports, external evaluation/audit reports etc) and identifying issues for short-, medium- or long-term implementation and their implementing units;
- ix. Coordinate external evaluation or institutional audits;
- x. Initiate and maintain links with TCU and units in sister universities and colleges and forging partnership with relevant regional regulatory bodies for mutual benefit;
- xi. Monitor, evaluate and ensure quality in teaching, learning, research, outreach and service provision;
- xii. Evaluate performance of UTLIP and devise corrective measures for enhanced teaching and learning performance;
- xiii. Evaluate and ensure that all staff and students implement set institutional quality standards in teaching, learning, research, outreach and service provision;
- xiv. Conduct periodic training on quality assurance issues;
- xv. Keep abreast with topical quality assurance matters in higher education at national, regional and global levels and determine how the University College can actively participate in any debates and/or practices arising thereof; and
- xvi. Perform any other duties related to QA as shall be determined by the College.

8.4 Management of the QAU

The QAU shall be led by a Coordinator assisted by appointed Officers from each Academic Unit. The appointment of the QA coordinator shall be in accordance with the procedure for appointment of Heads of Academic Departments prescribed in the University College Charter.

8.5 Responsibilities of the Coordinator - Quality Assurance Unit

The Coordinator shall be the in-charge of the QAU accountable to the Provost and shall, in that capacity, fulfil the following functions:

- i. Oversee the functions and responsibilities of the QAU as detailed in section 1.1.3;
- ii. Coordinate periodic internal self-evaluation of different units of the College;
- iii. Facilitate and coordinate external evaluation of the SMMUCo academic programmes including providing evaluation results to management and relevant units;
- iv. Monitor implementation of internal and external evaluation recommendations; preparation of improvement plans and monitor the implementation of these plans;
- v. Together with the Deans and Directors, Heads of Departments and Unit Coordinators; coordinate the evaluation of staff by students at the end of each semester through the preparation and distribution of evaluation instrument; arrange for timely processing of data and provision of feedback;

- vi. Compile annual reports on quality of teaching and learning activities from external examiners;
- vii. Together with Quality Implementation Committees to develop and review quality assurance procedures in teaching and learning;
- viii. Organize the UTLIP program and training on quality assurance;
- ix. Identify any curriculum gaps amongst members of the academic units arising from students and from other evaluations (e.g. tracer studies) so as to propose appropriate strategies for curriculum review/development; and

PART 9

9.1 Academic Integrity

- 9.1.1 The academic community of Tumaini University Makumira and its Constituent Colleges believe that one of the goals of a Christian institution of higher education is to strengthen academic integrity and responsibility among its members. To this end, the University emphasizes the importance of sound judgment and personal sense of responsibility in each student. All members of the academic community are expected to respect the highest standards of academic integrity.
- 9.1.2 Every student and staff shall adhere to the observance of honesty, truthfulness and strong moral principles, ethics, transparency, and academic integrity throughout the teaching, learning and research activities in the institution, and in community engagement.
- 9.1.3 Every member of the College community (staff and Students) shall uphold and preserve the culture of academic integrity in all academic functions and social settings in accordance with the institutional policy and guidelines on academic integrity.

9.2 Academic Dishonesty

- 9.2.1 Academic dishonesty is a serious offence at Tumaini University Makumira and in its constituent Colleges because it undermines the bonds of trust and personal responsibility between and among students and faculty, weakens the credibility of the academic enterprise, and defrauds those who believe in the value of integrity of the awards.
- 9.2.2 Academic dishonesty can take several forms such as:
- Cheating - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (test, exercise, etc).
 - Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
 - Facilitating academic dishonesty - intentionally or knowingly helping or attempting to help another student commit a breach of academic integrity.
 - Plagiarism - representing the words or ideas of another as one's own in any academic exercise.
- 9.2.3 A student who commits an act of academic dishonesty shall face disciplinary action ranging from failure to receive credit on an academic exercise to dismissal from the College.

9.3 Examination Irregularities

- 9.3.1 Candidates are not allowed to enter examination venues without the approval/permission of the invigilator(s). Those found to have done so shall be reported to the Examinations Officer and the fate of such candidate may include being barred from sitting for the examinations.
- 9.3.2 No candidate shall be admitted to the examination room 30 minutes after the

commencement of the examinations.

- 9.3.3 A candidate reporting late (more than 30 minutes) shall be barred from sitting for the examination and his/her case reported to the Examination Irregularities Committee.
- 9.3.4 A candidate, who is barred from sitting for the scheduled end of semester/probation examination for reporting late upon the Examinations Officer being satisfied with extenuating reasons, shall be allowed to sit for the examination(s) during the subsequent probation examination period. In case of one being barred from sitting for a continuous examination, such a candidate shall be required to do the missed test before the end of the semester. In case of no compelling reason(s), such a candidate shall be considered to have attempted and failed the examination (hence scored 0 marks).
- 9.3.5 A candidate must carry both the identity and examination number cards which must be shown to the invigilator(s) before entering the examination room. A candidate failing to show the two cards shall not be allowed to sit for the examination and the case shall immediately be reported to the Examination Irregularities Committee. Such a candidate shall be considered to have attempted and failed the respective examination.
- 9.3.6 A candidate must present oneself to the Invigilator(s) and for examination in a manner in which he/she can be identified and matched up with the identity and examination number cards. A candidate failing to present oneself in a manner that allows his/her identity to be determined shall not be allowed to sit for the scheduled examination and the case shall then be reported to the Examination Irregularities Committee. Such a candidate shall be considered to have attempted and failed the respective examination(s); hence given a zero mark.
- 9.3.7 No candidate shall be allowed to put on a cap or a hat or wear sweaters, pullovers, jackets and overcoats while in examination venues. Under special circumstances such as medical grounds and upon request shall the Examinations Officer grant permission to allow a candidate to use such materials during the examination(s). A candidate found with such article(s) shall be required to surrender the material(s) and the case reported to the Examination Irregularities Committee. However, the candidate shall be allowed to continue with the examination and subsequent examinations during the period of investigation.
- 9.3.8 No candidate shall be allowed to carry cell phones, handbags, purses, and books, written and other forms of papers into examination venues. Those found with such articles shall be deemed to have possessed unauthorized materials and shall be required to surrender the material(s) to the invigilator(s). Such a candidate shall be allowed to proceed with the examination and the case reported to the Examination Irregularities Committee.
- 9.3.9 A candidate who carries any type of unauthorized material(s) into examination premises requests to surrender such materials to the Invigilators on his/her own accord before examination papers are distributed to candidates, shall be allowed to sit for examination after formally surrendering the items. Such a candidate shall be served with a written warning by the Examinations Officer following the recommendation of the Examination Irregularities Committee. A candidate who is deemed to have committed such an offence twice shall be discontinued from studies.
- 9.3.10 A candidate who carries unauthorized material(s) into examination premises and declares to possess them after question papers have been distributed during the examination, shall be deemed to have possessed unauthorized materials. Such a candidate shall be required to

surrender the item(s) to the invigilator and thereafter allowed to proceed with the examination and other subsequent examinations during the period of investigation of the case by the Examination Irregularities Committee.

- 9.3.11 No candidate shall be allowed to communicate with fellow candidates after entering the examination room; communication shall only be between the Invigilators and the candidates. A candidate found to be communicating with fellow candidates in any form shall be deemed to have contravened university regulations and the case shall be reported to the Examination Irregularities Committee for investigation. The candidate however will be allowed to continue with examinations during the period of investigation.
- 9.3.12 A candidate who is identified to be causing disturbances or any form of chaos during the examination shall be prevented by the invigilator from doing the examination and by the Examinations Officer from sitting for subsequent examinations. The case shall be reported to the Examination Irregularities Committee for investigations.
- 9.3.13 There shall be no borrowing of materials of any kind including calculators, rulers, statistical tables, pencils and pens among candidates during examinations. A candidate found to be involved in an act of borrowing or exchanging material(s) of any form during the examinations shall be deemed to have contravened university examinations regulations and hence shall be required to surrender them to the Invigilator(s). Cases of such candidates shall be reported to the Examination Irregularities Committee for investigation. Such a candidate shall however be allowed to continue with examinations during the period of investigation.
- 9.3.14 A candidate who starts to write before the official start of the examination as declared by the Invigilator(s) as well as one who continues to write after the official end of the examination shall be reported to the Examination Irregularities Committee. Such a candidate shall be served with a letter of warning by the Examinations Officer. A candidate found to have committed a similar offence and served with a letter of warning before shall be discontinued from studies.
- 9.3.15 No candidate shall be allowed to go out of the examination room within 30 minutes after the commencement of the examination or leave the room within the last 30 minutes. Permission to go out temporarily during the examination shall only be provided under special circumstances by the Invigilator.
- 9.3.16 Bodily search of a candidate suspected of carrying unauthorized materials shall be done by an academic member(s) of staff of the same sex.
- 9.3.17 All cases of examination irregularities shall be handled by the Examination Irregularities Committee (EIC) that will advise the Senate Undergraduate Studies Committee (SUGSC) accordingly. The EIC shall investigate all cases of examination irregularities upon receiving reports from Invigilator(s). The EIC shall have the powers to summon candidates and members of staff as it deems necessary. Any candidate who will be proven to have cheated, including being involved in plagiarism in any part of the examination shall be discontinued from studies.

9.4 Retributions of Examination Irregularities

- 9.4.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing

disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the College Academic Committee, which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.

- 9.4.2 No unauthorized material shall be allowed into the examination room.
- 9.4.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 9.4.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 9.4.5 Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 9.4.6 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of regulation 18 of these Regulations.
- 9.4.7 In this regulation:
- a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the Deputy Provost in charge of academics, Dean or Director of an academic Institute or Head of an academic department;
 - b) "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- 9.4.8 "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 9.4.9 The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

PART 10

STUDENTS RULES (BY-LAWS) 2002 GOVERNING GENERAL CONDUCT, DISCIPLINARY PROCEEDING AND PENALTIES

PREAMBLE

WHEREAS:

1. Tumaini University Makumira– SMMUCO was established by the Evangelical Lutheran church in Tanzania Northern Diocese (ELCT/ND) with the purpose of fulfilling a Christian mission by proclaiming Christ through its programmes.
2. Tumaini University Makumira– SMMUCO is a Christ Centred University focusing all its programmes through the guidance of and obedience to the word of God by conducting and promoting Higher Education and Research through Scientific fact finding and enquiries to all students without any form of discrimination.
3. The University fundamental purpose, mission and vision can best be achieved only if students' general conduct can reflect their purpose of being at the University.
4. The philosophy guiding the adoption and use of the guiding principles in form of students By-Laws is taken from a word of wisdom from the Bible "My Son, keep my Words, and treasure my commandments with you; keep my commandments and live, keep my teachings as the apple of your eye; bind them on your fingers, write them on the table of your heart" Proverbs 7:1 -- 3.

NOW THEREFORE:

These By-Laws are promulgated and made to maintain these conditions and protect the University from actions of students which would damage its academic, reputation, standing and the mission and providing for rights and privileges of students enrolled at the University.

PART 1

PRELIMINARY

Section 1

Citation

1. (i) These By-Laws shall be cited as the Tumaini University Makumira-SMMUCo Student (General Conduct, rights, Disciplinary Offenses, Disciplinary Proceedings and Penalties) By-Laws, 2002 (hereinafter referred to as the "Students By-Laws") and shall come into force on such date as the Council may approve.
- (ii) These By-Laws are the same as Tumaini University Makumira By-Law which was made by Council in accordance with the provisions of Article 76 of the Constitution of Tumaini University Trust Deed and Trust Rules, 2001 whose object and purpose, inter alia, is to provide for the control, governance and administration of the University.

Section 2

Definitions

2 (i) In these students By-Laws, unless the context otherwise Requires:

"The Constitution of University" means the Tumaini University Constitution 2001 Trust deed and Trust Rules (as may be amended from time to time);

"Students Disciplinary Committee" means a committee established under Part V Section 15 of these "Students By Laws;

"The Appeals Committee" means the Appeal Committee established under Part VI section 21 of these Students By-Laws;

"College" means the Constituent University/College of the Tumaini University as established under Article 6 of the University Constitutions including Tumaini University –SMMUCO;

"Competent authority" shall have the same meaning as "competent organ;"

"Competent organ" includes such board, committee, office or officer of the University/College vested with expressed or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective provisions of the students By-Laws;

"The Council" means the Council of Tumaini University established under Article 19 of the Constitution of the University.

"Dean", for the purposes of these students By-Laws, means the Dean of students of the College and Assistant Dean of students;

"Disciplinary Authority" means a disciplinary authority established under article 58 and 59 of the Constitution of the University or under the Constituent Colleges Constitutions.

"Disciplinary Offence" shall have the meaning ascribed to it under Part III of the students By-Laws;

"Student" means any person admitted to the university as candidate for a degree, diploma, certificate or other award of the University. For the purpose of these By-Laws, students also include those who are not full time studying at the University;

"The Students' Organization: means a duly constituted student body, at the Constituent College, established under Article 54 of the Constitution of the University;

"The University" means the Tumaini University as established by the Constitution of the Tumaini University, Trust Deed and Trust Rules, 2001;

"Vehicle" includes motor car, ' motor scooter, motor cycle, tricycle, bicycle and other mechanical means of conveyance on land.

(ii) Wherever it appears in these Students By-Laws a singular shall include a plural form and vice-versa.

Section 3

Acceptance of By-Laws and payment of Fees as condition for admission.

3. (i) Every student on enrollment shall be informed of these students By-Laws and of any other University or constituent College regulations for the time being in force. Registration in the University is conditional upon agreement by the student to abide by the Students By-Laws. The operation and application of the Students By-Laws is without prejudice to the

Constitution of the University/College and the Constitution and general laws of the United Republic of Tanzania.

- (ii) Payment of prescribed fees shall be a condition for registration to pursue and/or continue with studies at the University; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the University Prospectus. For avoidance of doubt, prescribed fees shall be such fees as are approved by 'a competent organ of the University/College and shall include Students Organization membership subscriptions "Students Union Fees".

PART II

RIGHTS AND PRIVILEGES OF STUDENTS

Section 4

Rights and Privileges of students enrolled in the University

4. Subject to the provisions of these By-Laws governing Constitutions of the University/College as well as the Constitution and general laws of the United Republic of Tanzania. students enrolled at the University shall enjoy rights and privileges including:.
- a) Rights of involvement in decision making on matters relating to the University/College through representation in various organs of the University/College;
 - b) Freedom in conduct of academic affairs including expression of ideas use of library facilities and access to computers;
 - c) Right to worship;
 - d) Freedom to establish and/or join legally recognized clubs; associations, within/or outside the University;
 - e) Freedom to privacy on information made available in confidence by the student/any other concerned party;
 - f) Right of involvement in political and social affairs;-
 - g) Freedom to participate in sports and games;
 - h) Access to college sports and games facilities;
 - i) Access to various awards granted by the University/College;
 - j) Choice of accommodation, that is to say, living in or off- the campus hostels.
 - k) Right to appeal against a disciplinary penalty imposed against him/her.

PART III

DISCIPLINARY OFFENCES

Section 5

General Disciplinary Offences

5. For the purposes of these Students By-Laws, general disciplinary offences shall include the following:-

- (i) Conduct which does or is likely to cause damage, defacement or violence to person or property within the University/College provided that such conduct is that of student towards another student member or members or any. employee or employees of the College notwithstanding that the conduct in question occurred outside the college Campus;
- (ii) Using force or offering violence against or striking a fellow student, an officer or any other person at the College Campus or outside the College Campus.
- (iii) Maliciously damaging, defacing or destroying any items or property of the University.
- (iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of:
 - a. Any lecture, class, laboratory work, research or other instructional activity given or authorized by the College.
 - b. Any meeting, function or lawful activity authorized by the college or the University.
- (v) Unauthorized use of or interference with any technical, electrical or other service or installation of the college.
- (vi) Theft committed within the college; for avoidance of doubt, where a student is charged with and convicted of theft under the Law, the University may take disciplinary measures against such a student notwithstanding that he/she is prosecuted and or punished by a court of law;
- (vii) Unauthorized possession of a key to college or University property;
- (viii) Refusal or failure, to comply with a lawful order or directive given by any officer of the College or the University acting on his behalf under an order from any competent organ or officer of the College or the University.
- (ix) For avoidance of doubt refusal or failure in the paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in the behalf.
- (x) Use of slanderous, abusive, obscene or threatening language by the student against any other student or students or employee of the College or the University in the course of performance of such officer's or employee's duties.
- (xi) (x) Forging a document or uttering a false document or perpetrating forgery with intent to secure admission based on the false documents cause loss to any person. College or University, or any other institution whether in cash or otherwise;
- (xii) Knowingly inviting or entertaining a student or students in the College whose name or names appear on the College Notice Board as having been barred or otherwise known to have been barred from the College premises by a competent authority;
- (xiii) Refusal or failure to obey any lawful order issued under College or University regulations or rules promulgated by a competent organ of the University;
- (xiv) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the University or College when summoned to do so by a proper written notice by such Authority or organ as prescribed under section 16 of these By-Laws;
- (xv) Wilful obstruction of the work of or proceedings conducted by the Disciplinary Authority. Advisory Disciplinary Panel or any other competent organ of the University or Interference with witnesses in disciplinary proceedings conducted under these students By-Laws.

- (xvi) (xv) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority of the University;
- (xvii) Unauthorized holding of Student's Organization's meetings. For avoidance of doubt, such Students' Organisation's meeting as scheduled in the University Almanac currently in force shall be deemed to be authorized (provided that) Emergency meetings may be held only after the Deputy Provost (Academics) has approved of the same if they have the effect of obstructing or frustrating the holding of the lecture, class or laboratory work given or authorized by University, provided further that in any other cases a three days notice shall be given to the Deputy Provost (Academics) prior to the holding of such emergency meeting,
- (xviii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the relevant organs of the College, namely, the Provost, Deputy PrOvosts, Dean/Director or relevant Faculty/Institute. Head of relevant department, or Students' Organisation, as the case may be depending on the intended audience and the status of the guest speakers/social entertainers;
- (xix) Forming and/or establishing unauthorized student's groups which are likely to cause disunity and disorder at the College, in the University or in the wider community;
- (xx) Without derogating the right to freedom of expression, wilful writing of defamatory literature and or uttering insults or obscene language by any student or group of students against any other student or group of students or any employee of the College/University, or against the College/University, Government or any civil leader;
- (xxi) Sexual harassment of whatever kind; for avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advances, or sexually explicit derogatory statements, or sexually discriminatory remarks made by a student of the University which are offensive or may be reasonably interpreted as offensive to a fellow student (victim) involved, or which cause the student (victim) to feel threatened; humiliated, patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies, or which undermine one's general feeling of security or creates a threatening or intimidating study environment;
- (xxii) (xxi) Rape or indecent assault;
- (xxiii) Mismanagement and or embezzlement of students' Organisation funds and/or any other recognized student society established under the auspices of the students' Organisation in accordance with the relevant provisions of the Students' Organisation's Constitution for the time being in force;
- (xxiv) Collecting or charging money from any student or student groups without prior permission of the relevant College or University organs, namely, the Dean of students, the Deputy Provost (Administration), the students Organisation or, in special cases, the Dean/Director of the relevant Faculty/Institute or the Head of the relevant Department as the case may be;
- (xxv) (xiv) Unauthorized envying of lethal weapon within the Campus which is likely to jeopardize peace;
- (xxvi) Illegal entry into another student's room;

Section 6

Provisions relating to Residence

Students may be offered accommodation in the College Hostels or any hostel rented to the University.

- (i) Where campus or hostel resident is not available to all, priority for residence in the Campus Hostels or in College rented hostels shall be given to disabled students and such other categories as shall be determined from time to time by a competent /Organ of the University/College;
- (ii) In case the rooms offered to students are furnished, occupants are responsible for the proper care of all property and any damage or loss must be reported immediately to the Warden.
- ii) The occupants shall be required to sign for all property found in their room at the beginning of each term and sign off at the end of term. The Occupants shall ensure that they sign off at the end of term otherwise they will be charged for the property not handed in.

Failure to observe any of the following rules shall constitute a disciplinary offence: -

- (a) Students shall be enjoined to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.
- (b) Cooking of any form is not allowed in the Hostels. For the avoidance of any doubt, cooking includes frying, roasting, boiling, baking and warming by use of any source of energy and any appliance.
- (c) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the College buildings without prior written permission from the office of the Dean of Students, Deputy Provost (Administration) or wardens of the Hostel as the case may be.

Notwithstanding the generality of this paragraph, any student wishing to install any additional furnishing in his/her room may do so, subject to prior knowledge and written permission from the office of the Dean of Students or the Deputy Provost (Administration).

- (d) No cooking or cooling appliances and no electric devices other than reading lamps, table fan, electric iron electric razor, electric hair dryer, radio, record player or video shall be used in student room or in any other unauthorized place or space.
- () If a wall point is fixed in a room it will take a maximum current of 13 amps. • Electric lights must not be left on during the day time or when an occupant is not in the room.
- (f) Musical appliances and instruments, such as record players, radio set, video and other noise-making instruments shall not be used between 12:00 midnight and 6:00 a.m. Provided that at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the hostel.
- (g) For specific students' functions, permission to extend musical performance in specified places and for a specific time within College may be granted by the office of Deputy Provost (Administration).
- (h) A resident shall obey rules and instructions made in respect of Hostels and shall refrain

from conduct which may bring discredit upon his/her Hostel or is prejudicial to the welfare of other residents of the Hostel such as drunken and disorderly conduct over blasting music, etc.

- (i) Students shall not be allowed to entertain any visitor in their rooms.
 - (j) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their children or other relatives.
 - (k) Students shall be expected to live peacefully with one another in their allocated rooms. If at all one student is found to be misbehaving towards his/her roommate, the misbehaving student may be ordered out of the room or may be given a probationary period of good behaviour of up to 10 weeks or one term, whichever is the longer.
- (1) Regulations for University residence within the Campus shall apply mutatis mutandis to the students living in off-campus residences supervised by the College.

SECTION 7

Permission/Notification to Leave College

7. (i) No resident student shall sleep out of the College during term-time without notifying the relevant Competent Authority of the College.
- (ii) Notification for travel by both resident and non-resident for a weekend outside the region shall be made to the Dean of students.
 - (iii) Permission to travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean of the relevant Faculty and notified to the Dean of students and the competent College Authority.
 - (iv) Permission for travel for more than a week shall be obtained from the Dean of the relevant Faculty and notified to the Warden and/or the Dean of students and to the Deputy Provost (Administration)

Section 8

Provisions relating to Vacation. from Residence

- (i) All students shall be required to vacate the Hostels at the end of each term when the College closes for vacation
- (i) Students in their final year may be granted permission to stay in the Hostels for the short vacation immediately preceding their final examinations. Provided that, in that event, they shall undertake to meet the cost of their stay at the prescribed rates.
- (ii) Students may, under special circumstances not specified above, be permitted to live in Hostels during vacation with the approval of the Dean of students and at prescribed rates.

- (iii) Students who have particular assignments or an exceptional reason to stay in Hostels either free of charge or at reduced rates, as may be stipulated in the terms of such permission and who secure the consent of the Dean of students may be permitted to stay in Halls of Residence.
- (iv) Loss of keys by students must be immediately reported to the Warden on duty. The key will be replaced on payment of the cost of a new key or new lock by the student responsible for its loss or for its safe custody (hereinafter referred to as "key holder").
- (v) Keys must be returned on leaving the hostel at the end of each term. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned. Each key holder must ensure that he/she has signed in the key book when the key is returned to the Warden.

Section 12

Official Correspondence

12. Students may communicate with outside Institutions and the news Media in their private capacity. All official correspondence by students or by officials of the Students' Organisation or by officials of recognized students societies to Parastatals, Non-Governmental Organisations, etc., shall be routed through the Dean of students or the Dean of faculty as the case may be; correspondence to the Chancellor, Government Ministries, State House, representatives of Foreign Governments and International Non-Governmental Organisations or any other such official body shall be routed through the Provost and the Vice-Chancellor.

Section 13

Collection of Money in the College/University

13. Application for permission to undertake fund-raising activities, shall be made to the Dean of students through the Students' Organisation. Collectors shall be required to submit to the Dean of Students, a statement of money received and show how the money has been or is to be expended.

Section 14

Keeping Vehicles on Campus

14. Any student who wishes to bring a vehicle to the College shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the College Campus and shall register the vehicle with the Dean of students.

Provided that registration shall be conditional upon production for inspection of:-

- a) the vehicle registration card;
- b) the current certificate of insurance;
- c) when demanded, a certificate of road worthiness;

- d) a clean current driving license in the applicant's name.

Provided further that such registration shall be renewed annually.

Section 15

Prohibition against engagement in political activities

In accordance with the provisions of Article 56 (i) of SMMUCo Charter (2009), the student organization a- College shall not engage in any . political party activity at the College, conduct its affairs or have a charter, which in any way or ways offered or conflict with the provision of the Charter.

The Universities Act No. 7 (2005) states that:- No staff association or students' organization in an institution shall engage in any political party's activities on campus, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of this Act or of any other written law.

For the purpose of this section-

- (a) "Campus" includes any place where the activities or affairs of the institution to which a staff association or a students' organization belongs many under lease or licence take place, be conducted or where the residence of students is established, provided, organised or overseen whether regularly or intermittently or on a particular occasion or occasions;
- (b) "engaging in political parties activity" includes regular recruitment, training, registering or enrolment of political party members, regular organisation of meetings, seminars and conferences for a political party or political parties, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature;
- (c) "Staff association" includes its members; and
- (d) "Student organization " includes its members.

PART V

EXERCISE OF DISCIPLINARY POWERS

Section 16

Advisory Disciplinary Panel

15. In the exercise of statutory functions, the Vice-Chancellor/ Provost/Deputy Provost (Administration) as disciplinary authority, shall normally be assisted by a Panel consisting of members of students Disciplinary Committee as provided under the College Constitution.

Section 17

Preliminary Procedure

16. (i) When a complaint is made to and information is received by the Disciplinary Authority that a student has committed a disciplinary offence, the Disciplinary Authority

shall make preliminary investigation of the case.

- (ii) Where a complaint is made by a person or body charging a student with a disciplinary offence, such offence shall be formulated in writing and addressed to the Disciplinary Authority.
- (iii) Upon receiving such information, the Disciplinary Authority may require the student against whom such complaint is made or in respect of whom such information is received, as the case may be, to tender an explanation and may cause further investigations to be made and such further evidence to be obtained and may obtain such advice and assistance as is thought appropriate.

Provided that the Disciplinary Authority may in any case in which a complaint is made or information received, and shall in any case where he asks a student; for such explanation as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers, thereto.

- (iv) If the Disciplinary Authority is of the opinion that no prima facie case has been made out against the student, he/she shall inform both the student and the complainant of his/her decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information.
- (v) Where the Disciplinary Authority is of the opinion that a prima facie case for a disciplinary action is disclosed, disciplinary proceedings shall be held so as to determine the case in dispute.
- (vi) The Disciplinary Authority shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge or charges in respect of which the disciplinary proceedings are to be held, and shall inform the charges student (hereinafter referred to as "the student") and the complainant of the time and place for holding the disciplinary proceedings.

In this paragraph "a proper notice" in terms of time means notice given within a reasonable time provided that such time shall not be less than seven days from the date of service of the notice on the student to the date of holding the disciplinary proceedings.

- (vii) Either party shall, for the purpose of his/her defence or reply, as the case may be, and upon request in writing for that purpose to the Disciplinary Authority, be entitled to be supplied by the Disciplinary Authority with a copy of an explanation, answers or other document given or sent to the Disciplinary Authority by or on behalf of the other party.
- (viii) Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings serve upon the other, a notice in writing asking him/her to admit in writing any facts or produce any documents which are specified in such notice, material to the complaint or information or defence, as the case may be.

(ix) The Disciplinary Authority may. summon any witness to attend the disciplinary proceedings at the prescribed time on the appointed day

(x) The disciplinary proceedings shall be open and shall be held in public. Provided that the Disciplinary Authority may, if he/she thinks fit, Authority may to hold disciplinary proceedings open in public or exclude the public generally or any particular person.

(xi) At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the student concerned, is not present, the Disciplinary Authority shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the student as prescribed in paragraph (iv) of this Section.

Section 18

Procedure during Proceedings

17. (i) The complainant shall open the case and produce his/her evidence in support thereof.
(ii) The Disciplinary Authority shall then give opportunity to the student to state his/her case and produce evidence in support thereof.
(iii) At the conclusion of the case by the student, the complainant may address the Disciplinary Authority in reply.
(iv) The Disciplinary Authority shall investigate and, determine any dispute which is referred to him/her without regard to any law of evidence or procedure applicable to any court of law, and shall, subject to these Students By-Laws, be entitled to regulate as he/she sees fit, the procedure of any proceedings before him/her.

Section 19

Adducing Evidence

18. (i) Evidence may be taken by the Disciplinary Authority by or written statement.
(ii) Where a witness is called by a party he/she shall be first examined by the party which called him/her and then cross-examined by the other party and then if necessary again by the party which called him/her.

Section 20

Decisions of Disciplinary Authority

19. The decision of the Disciplinary Authority, arrived at with due regard to the advice of the Advisory Disciplinary Panel, shall be recorded under his/her own hand and shall be announced by him/her in any manner he/she may deem fit.

PART IV

PENALTIES

Section 21

Types of Penalties

20. (a) Upon breach of any of the disciplinary offences specified in these Students By-Laws, the Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, exclusion from Halls of residence, suspension, and expulsion as herein under provided; namely he/she
- (i) may give an ordinary or stern warning or reprimand to a student who contravenes the regulations in PART III, Section 5 (vii) (xi) and (xvii):
- (ii) may suspend a student found guilty under PART III Section 5(i), (iii), (iv), (v), (viii), (ix),

(xiii), (xiv), (xvi), (xviii), (xix), (xx), (xxii), (xxiii) and (xxv) for a period ranging from three weeks to a maximum of nine months or one academic year as decided by the Disciplinary Authority;

- (iii) may expel any student found guilty of disciplinary offences under PART III Section 5 (ii), (vi), (x), (xii), (xv), (xxi) and (xxiv).

(iv) The Authority may decide to impose penalties different from the above-indicated upon consideration of need for the university to promote its mission and vision or expectations of the Community from the students after his graduation, specifically for careers such as Pastor ship.

(b) The Disciplinary' Authority may impose other penalties as follows:-

- (i) Any student found guilty of a disciplinary offence under PART III Section 5 (iii), (v), (xxii) or (xxiii) may, in addition to the penalty specified for the offence, be required to pay the money embezzled or collected, the property damaged as the case may be, with or without an interest thereon. Provided that such first-mentioned penalty may be compounded upon repayment of the money.

Provided further that the Disciplinary Authority may instead require that such student found guilty of a disciplinary offence under PART III Section 5 (iii), (v), (xxii) or (xxiii) shall not graduate or obtain his/her certificate, diploma and/or academic transcript until the debt is discharged.

Subject to the provisions of the next paragraph or any other relevant paragraph herein before contained, offences under PART III Section 6, 9 and II of these students By-Laws shall be punished with penalties ranging from reprimand to exclusion from College residence or suspension.

- ii) Compensation may be charged in full or in part for loss suffered as a result of breach of the provisions of Section 6 (b), (d) as shall be determined by the Disciplinary Authority.

ii) Without prejudice to the provisions of these By-Laws regarding disciplinary offences and penalties, the Disciplinary Authority may consider any other misconduct not listed in these rules but result of which may damage the mission and vision or objects of the University and in doing so, may decide on appropriate penalty as it deems fit, depending on the gravity of the misconduct.

PART VII

APPEALS

Section 22

Provisions Relating to Appeals

21. (i) Appeal by an aggrieved party against a decision of the Disciplinary Authority shall lie to the Appeals Committee as provided under Article 59 of the Constitution of the University/College.

- (ii) The Appeal committee shall meet within 14 days following the receipt of an appeal.

(iii) When an appeal has been lodged with the Appeals Committee execution of any penalty

imposed by the Disciplinary Authority shall be stayed pending the determination of such appeal. Provided that the Disciplinary Authority may order execution of the penalty imposed depending of nature/gravity of the offence in question.

- (iv) At the hearing of an appeal by the appeals Committee, the parties concerned shall be entitled to be heard. No other person in defence of or representative capacity for the aggrieved party shall be allowed to appear before the Appeals Committee.
- (v) In determining an appeal, the Appeals Committee shall have powers to confirm, vary or set aside any decision reached or, within the prescribed limits, to enhance, or to reduce or set aside any penalty imposed by the Disciplinary Authority.

PART VIII

MISCELLANEOUS PROVISIONS

Section 23

22. (i) Where there is an emergency need for over operations of security officials or policemen amidst students in student compounds, the students' Organization will be informed as soon as possible of such presence.
- (ii) The Disciplinary authority shall institute all proceedings and may lodge or defend any appeal before the Appeals Committee.
 - (iii) These By-laws are not exhaustive of rules and regulations governing students, rights and privkges and are subject to the provisions of the Constitution of the University/College and do not exclude the application of special regulations applicable in specific organs of the University such as the College Library, or Financial matters etc.
 - (iv) In case of differences in interpretation between these By-Laws and the constitution of the University/College, the constitution of the University/College shall prevail over these By-Laws.

STUDENTS' DISCIPLINARY COMMITTEE

There shall be established in accordance with Article 35 of the University Charter, a Student Disciplinary committee composed of: –

- a) the Provost, who shall be the Chairperson;
- b) the Deputy Provost administration, who shall be the Vice- Chairperson;
- c) the Deputy Provost for academic affairs;
- d) the Dean of the Faculty concerned;
- e) the Dean of Students;
- f) one staff member elected by each of the Faculties and Institutes;
- g) one representative of the college Student Union;

Any student who has been punished for any disciplinary offence may indicate his intention to appeal within seven days and appeal to the Appeals Committee within fourteen days of the decision of the disciplinary authority.

On appeal, the Appeals Committee may

- (a) set aside the finding made against the student and the punishment imposed upon him; or
- (b) uphold the finding and the punishment imposed; or uphold the finding and reduce or enhance the punishment imposed upon the student.

The College Governing Board shall have the right to retire members of the Students disciplinary Appeal committee, terminate their appointment and appoint a new member to fill any vacancy.

The students' Rules shall be made available to every student on arrival at SMUCCO. Each student will be expected to know and follow the rules all the time she/he will be a member of the College.

GRADUATION CEREMONY

Graduation ceremony shall be held every calendar year on the date indicated in the ALMANAC.

AMENDMENT

The Governing Board may, at time amend any of these Rules. Such powers to amend these Rules may be delegated by the Governing Board subject to its approval to other body subordinated to it

PART IX

STUDENTS' DRESS CODE

Section 24

1.Preamble

TUMA - SMMUCO is determined to build the society of people who are well prepared both, academically and morally as products of Christ centered institution. Students of TUMA SMMUCO shall therefore be required to dress and keep themselves in a neat and tidy manner all the time within and outside the college as directed by this Code.

2.Definitions

In this By-Law the following words shall be interpreted to mean;-

"TUMA - SMMUCO"- Tumaini University Makumira, Stefano Moshi Memorial University College.

`Indecent Dress for Female'-A dress of whatever design which does not cover sensitive parts of the body above the knees, stomach, chest, waist or/ and back; being a trouser of whatever design or style, skin tights or/and with transparent material; being a dress or skirt which is too tight and/ or with larger opening or slits showing the body above the knees. See figure 1 and 2 below.

`Indecent Dress for Male' A dress of whatever design which does not cover sensitive parts of the body above the knees, chest, stomach, waist, armpits; being a short trouser of whatever design or style; being a trouser which is so tight and /or loosely hanging below the waist. See figure 1 and 2 below.

Figure 2. Examples of Indecent Dressing for Males and females

Figure 2. Examples of Decent Dressing for males and females

Decent Dress', Any dress which is not declared to be indecent by this Code and which makes a person look smart and presentable.

Disciplinary Committee' -Disciplinary Committee established under the TUMA - SMMUCO Student's By-Laws

'14y4.4aw'- TUMA SMMUCO Student's By-Laws

3. Specific Guidelines on Dress.

Without prejudice to the provisions of the TUMA - SMMUCO Student's By-Law, the following are the guidelines on the decent address to be used at all college campuses or hostels or hostels owned or managed by the university or at events sponsored by the College or at any event where students are attending in the name of or representing the institution or outside the college campus.

- a) Clothing worn by a student should not be indecent within the meaning of 'Indecent Dress' under Rule 2 of this By- law for female and male students respectively
- b) Hair styles should be neat and feminine. For avoidance of any doubt gentlemen are not allowed to plait, bleach, change the natural colour of the hair in any way and to cut their hair in extreme styles as may be determined by college authorities from time to time.
- c) Tattoos, other types of body and facial piercing including tongue (other than lower lobe of the ear for women earrings) are not appropriate.
- d) Men are not allowed to wear ear rings.
- e) Clothing with derogatory, offensive and or lewd messages either in words or pictures are strictly prohibited.
- f) Clothing with inappropriate advertising, pictures and or sayings that are contrary to the mission and vision of the college and Christian standards e.g. adverts promoting use of alcoholic beverages, illegal drugs, cigarettes, etc. is prohibited.

Faculties /Departments may have additional dress requirements or preferences concerning appropriate student attire according to the discipline/profession

4. Implementation and Enforcement of Provisions on Student Dress.

1) Implementation and enforcement of the provisions on student dress are the responsibility of the entire college community and thus any member of academic and administrative staff is mandated to:

- a) Bar a student who dresses inappropriately or violates the guidelines under these by-laws from entering college premises or accessing any services of the college;
- b) Either issue a disciplinary warning to the respective, student pursuant to these by-laws or report the same to the dean of Students or, depending on the seriousness of the violations, report directly to the i.e. the student disciplinary committee for an appropriate disciplinary action.

2) Any student who fails to comply with any order issued/pronounced by a member of staff under these by laws shall be liable of refusing a lawful order issued by any officer of the college authorities.

5. Sanctions for Violating the Dress Code

Offences under these by-laws shall be handled under summary proceedings, i.e. without following prolonged disciplinary procedures as provided for under By Laws except for repeated/habitual offenders. Sanctions for violating the provisions shall include any of the following, singly or in combination:

a) **Disciplinary Warning (I Step)**-An official sanction given verbally and/or in writing notifying the student of this or her violations these by laws and warning that subsequent violations must not occur.

b) **Disciplinary Probation (Step 2 and/or 3)**-An official sanction that requires the student to abide by the dressing code within a specified duration of time shall be sent to the student with a warning that any subsequent violations during the period of probation will result in additional discipline, including , but not limited to, suspension or dismissal from the university. The term of the probation shall be determined by the Disciplinary Authority on merits of the case.

c) **Final Notice and/or Suspension.**- A final official notice shall be given_ to the habitual offender following the formal disciplinary proceedings under the Student's By-Laws to remove the student from the college in form of suspension for at least the remainder of the relevant academic semester or academic year as the Disciplinary Authority may decide.