Eng. Prof. Zacharia
M.D. Mganilwa

Message from the Rector

This publication provides comprehensive information about important matters related to academic programmes of the National Institute of Transport (NIT). It is intended to serve as a guide to prospective and on-going undergraduate and postgraduate students in planning their study programmes, as it provides an exhaustive list of all programmes as well as respective academic entry and graduation requirements. However it is advisable to consult Heads of Department responsible for the respective programmes for most current updates and more information about programmes. Other useful information about the activities of the Institute is found in the NIT website www.nit.ac.tz and other documents of the Institute.

Eng. Prof. Zacharia M.D. Mganilwa,
Rector

November, 2017

For more information about the Institute please contact the following contact address:

Rector,
National Institute of Transport,
P.O. Box 705,
DAR ES SALAAM
Tanzania.

Tel: +255 22 2400148/9
Fax: +255 22 2443149
         +255 22 2400846

E-mail: rector@nit.ac.tz
Website: www.nit.ac.tz

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MAJOR CONTACT ADDRESSES

INSTITUTE ADDRESS   National Institute of Transport
            P.O. Box 705
            DAR ES SALAAM
            TANZANIA
            www.nit.ac.tz

RECTOR   Tel: +255 222400260
            Email: rector@nit.ac.tz
            Fax: 24431149

DEPUTY RECTOR ACADEMICS, RESEARCH AND CONSULTANCY
            Tel: +255 22 2400843
            Email:
            Fax: 2400843

DEPUTY RECTOR PLANNING, FINANCE AND ADMINISTRATION
            Tel: +255 22 2400852
            Email: dr.pfa@nit.ac.tz
            Fax: 2400846

REGISTRAR   Tel: +255 22 2400148 Ext.117
            Email: registrar@nit.ac.tz
            Fax: 2400846

DEAN OF STUDENTS   Tel: +255 22 2400148 Ext.134
            Email: dean@nit.ac.tz
            Fax: 2400846

PUBLIC RELATION OFFICER Tel: +255 22 2400148 Ext.143
            Email: pro@nit.ac.tz
            Fax: 2400846

VEHICLE AND HEAVY EQUIPMENT MANAGEMENT UNIT
            Tel: +255 22 2400148 Ext.143
            Fax: 2400846

NATIONAL TRANSPORT RESOURCE CENTRE
            Tel: +255 22 2400148 Ext.133
            Email: ntrc@nit.ac.tz
            Fax: 2400846

CONSULTANCY AND PRODUCTION BUREAU
            Tel: +255 22 2400845 Ext.121
            Email: cpb@nit.ac.tz
            Fax: 2400846

CENTRE FOR PROFESSIONAL DEVELOPMENT
            Tel: +255 22 2400148 Ext.131
            Email: cpd@nit.ac.tz
            Fax: 2400846

1.0. INTRODUCTION TO NATIONAL INSTITUTE OF TRANSPORT

1.1. HISTORICAL BACKGROUND
The National Institute of Transport (NIT) was established by Act of Parliament, Number. 24 of 1982(Cap 187 revised edition 2002). The history of NIT dates back to 1975, when due to the complexity of the transport sector and the intricacies involved in its management necessitated the introduction of comprehensive training programmes for the development of the sectorial manpower. Currently the Institute is under the Ministry of Transport. It is fully accredited by the National Council for Technical Education (NACTE) with Certificate of Registration Number REG./EOS/009 of 2002.

It offers education and training programmes leading to qualifications recognized nationally and internationally.

1.2. MISSIONANDVISION
The Institute's Mission and Vision are: -

1.2.1. Mission
To conduct flexible and sustainable high quality Education and Training, Research and Consultancy in Logistics, Management and Transport Technology

1.2.2. Vision
To be a Regional Centre of Excellence in Logistics, Management and Transport Technology

1.3. PRIMARY OBJECTIVES OF THE INSTITUTE
(a)   To provide facilities for the study and training in the principles, procedures and techniques of transport operations, physical distribution and such other related subjects as the Council may decide from time to time,
(b)   To conduct training programmes in the subjects specified in paragraph (a) and in such other related subjects as the Council may from time to time decide,
(c)   To engage into research, operational and organizational problems and training needs in the areas specified in paragraph (a) and in the transport sector in general and to evaluate the results achieved by the Institute's training programmes,
(d)   To provide consultancy services to the government, parastatal bodies and such other organizations or persons as may be necessary,
(e)   To sponsor, arrange and provide facilities for conferences and seminars,
(f)   To establish departments within the Institute for the organization and administration of its activities,
(g)   To conduct professional examinations and to grant professional masters, degrees, diplomas and certificates of different types and other awards of the Institute,
(h)   To do all such acts and things, and enter into all such contracts and transactions, as are, in the opinion of the Council expedient or necessary for the proper and efficient discharge of the functions of the Institute,
(i)   To arrange for
 publications and general dissemination of materials produced in connection with the work and activities of the Institute,
(j)   To establish and foster closer association with other Institutions of higher learning.

2.0. ORGANISATION OF NIT

2.1. MEMBERS OF THE GOVERNING COUNCIL

CHAIRPERSON

Prof. Blasius Bavo Nyichomba
P.O. Box 31039
DAR ES SALAAM.

SECRETARY
Eng. Prof.Zacharia M. D. Mganilwa
P. O. Box 705
DAR ES SALAAM.

MEMBERS

Dr. Hannibal Jocktan Bwire
P.O. Box 35131
DAR ES SALAAM.

Dr. Ulingeta Obadia L. Mbamba
P.O. Box 35046
DAR ES SALAAM

Dr. Suleiman R. Mohamed
P.O. Box 3918
DAR ES SALAAM

Dr. Dina Zawadi Machuve
P. O. Box 447
ARUSHA

Mr. Eliakunda Walter Kisimbo
Chairperson - ASANIT
P.O. Box 705
DAR ES SALAAM.

Mr. Mwombeki Stambuli Kaiza
President - SONIT
P. O. Box 705
DAR ES SALAAM.

2.2. INSTITUTE MANAGEMENT TEAM

Rector
Eng. Prof. Zacharia M. D. Mganilwa - PhD in Agricultural Science (Kagoshima University Japan), Msc in Agricultural Machinery – (Miyazaki University Japan), BSc in Mechanical Engineering (UDSM), FTC in Mechanical Engineering (DIT).

Heads of Unit under the Rector's Office
Head of Planning Unit
Ms. Lilian Mnengo – MBA Finance (LSC), B.Com. Finance (UDSM).

Public Relations Unit
Ms. Ngusekela David – BA. (Mass Communication)

Legal Unit
Ms. Otilia N. Rutashobya-LLM in Corporate and Commercial Laws (UDSM- School of Law), PGD in Laws (LST), LLB (TUDARCO)

Ag.Head of Vehicle and Heavy Equipment Management Unit
Mr. Erick R. Mero- BAE (NIT), Dip. in Automotive Engineering (ATC)

Chief Internal Auditor
Mr. Johanes B.Kerenge – MBA (MU), CPA (T), ADA (MU).

Quality Control and Quality Assurance Committee
Coordinator
* Ms.Benitha Myamba- Mphil. (Maritime Studies) (Stellenbosch Univ. South Africa), BSc - Wildlife Conservation (UDSM)

Members
Mr. David M. N. Lung'wecha – MA (UDSM), PGDin Shipping Management (Norway), BA Ed. (UDSM), MCILT (UK)

Deputy Rector - Academics, Research and Consultancy
Dr. Prosper L. Mgaya - PhD in the Specialisation of Water Resources Engineering (Kyoto University – Japan), MSc.in Water Resources Engineering (UDSM), BSc. in Civil Engineering (UDSM).

Heads, Assistant Heads under the Academic Directorate

Head Academic Administration Department (Registrar)
Mr. Richard B. Galilava – MBA (UDSM), BEd (Science-Mathematics) (UDSM), PGD (Poverty Analysis), (ISS- Netherlands), Cert. (Labor Laws (TLC- Tanzania).

Head of Logistics and Transport Studies Department (LTS)
Mrs. Nelly K. Mtaki - MSc. Port Management (WMU, Sweden), MBA (IDM), PGDM (IDM), Dip. Shipping Management (NSA, Norway), ADTM (NIT) FCILT (UK), MTILT (Tanzania)

Assistant Head (Logistics and Transport Studies Section)
Mr. Zuberi Gurisha – MSc. - Urban Planning and Management (Ardhi University), PGD Urban Planning and Management (Ardhi University), ADTM (NIT)

Assistant Head (Freight Clearing and Forwarding Section)
(Vacant)

Head of Transport Engineering and Technology Department (TET)
Eng. Dr. Amon Mwasandube - PhD in Farm Machinery and Mechanization (SUA), MSc. Mech. Eng. (GDANSK, POLAND).

Assistant Head
Mr. Robert F. Lyimo – MSc. Transportation Eng. (Netherlands), B.Tech (India).

Workshop Production Supervisor
Mr. Jerive Malaki - Adv. Dip. in Auto Eng. (NIT), Dip. in Auto Eng. (NIT).

Head of Curriculum Unit
Mr. Justine W. Kira-Msc Mathematical Modeling (UDSM), BSc. Education (UDSM)

Assistant Head
Ms. Janeth Michael -Msc Mathematical Modeling (UDSM), BSc. Education (UDSM), Dip in Education (Dar es Salaam Teachers'College)

Head of Transport Safety and Environmental Studies Department (TSES)
Ms. Mary Makyao –MSc. Renewable Energy (UDSM/Makerere), BSc. Environmental Science and Management (Ardhi University)

Assistant Head Transport Safety and Environmental Studies Department (TSES)
Mr. Patrick O. Makule – BAE (NIT), Dip. Auto. Eng. (NIT), FTC in Mech. Eng. (Mbeya Tech.) Cert.In Electronic Control Fuel Injection and Automatic Gearbox (Nakawa-Uganda).

Assistant Head (Professional Driving)
Mr. Hosea E. Mabalwe – MSc. IT & Management (India), PGD. (IT & MGMT) (India), NCC- Dip. in Computer Studies (UK), FTC Auto. Eng. (Arusha Tech. College), Certificate in Computer Maintenance and Repair (UCC-TZ), Certificate Drivers Instr. (TPQ-DSM).

Head of Mathematics, Humanities and Social Sciences Department (MHSS)
Mr. David M.N. Lung'wecha - M.A. (UDSM), PGD in Shipping Management (NORWAY), B.A. Ed. (UDSM), MCILT (UK).

Assistant Heads
Mr. Bakari Pandu - MA (Development Management) – UDSM, BA (Ed) – UDSM.

Ms. Kagemulo Muhaya - MSc (Mathematical Modeling) – UDSM, BA (Ed) Mathematics – University of Tumaini, Diploma in Education – Morogoro-T.C).

Head of Research, Publications and Postgraduate Studies (RPS) Department
Dr. Simon S. Lushakuzi - PhD in Transport Marketing (MU), MBA in Marketing (MU), ADTM (NIT), CMCILT (UK)

Assistant Head of Research, Publications and Postgraduate Studies Department (RPS)
Mr. Salum Mihayo – MSc. in PSCM (Mzumbe University), ADCFF (NIT).

Head of Consultancy and Production Bureau (CPB)
Dr. Benjamini W. Ndimila - PhD in Production Engineering (UDSM), MSc. Professional Mechanical Engineering (Kharkov State Automobile and Highway Technical University – KHARKOV).

Head of Computing and Communications Technology Department (CCT)
Ms. Leticia Edward –MSc.in Computer Science (UDOM), Postgraduate Diploma in Scientific Computing (UDSM), Advanced Diploma in IT (IFM).

Assistant Head
Mr. Thomas Mosha - Msc. in Information Technology Staffordshire University (UCTI) Bsc in Computer (Mysore University - India).

Head - Centre for Professional Development (CPD)
Ms. Kissa Killagane – MBA. (UDSM), Bsc. Ed. (UDSM) Dip. Ed. (Kleruu T.T.C.).

Assistant Head
Mr. Lazarous Kalinga –MSc. International Transport and Logistics (UDSM), BFCF (NIT), DBA (TIA), Cert. in International in Humaritarian Logistics (KUEHEN (UK).

Head of National Transport Resource Centre (NTRC)
Ms. Fitina Petro –M.A Educational Management and Administration –(Kampala International University – Uganda), B.A Library and Information Studies (Tumaini University Dar es Salaam College – Dar es Salaam), Diploma in Adult Education and Community Development (Dar es Salaam), Grade A Teachers Certificate (Kasulu Teachers College – Kigoma).

Assistant Head
Mrs. Judith Kiluswa – (B.A) Library Science and Records, Management and Psychology (Univ. of Namibia). Dip. In Library Archives and documentation (SLADS, Bagamoyo).

Head of Business and Entrepreneurship Studies (BES)
Mr. Bahati K. Mabina - Msc. PSCM (Mzumbe), CPSP (PSPTB), BBA (UDSM), Diploma in Ed (Dar es Salaam Teachers' College), International Certificate in Humanitarian Logistics, Kuehne- Foundation (Switzerland).

Assistant Head
*Mr. Francis Muya - Msc. in International Trade (UDSM), BA (Marketing) – Mzumbe.

Principal School of Aviation Technology
Dr. Batholomew B. Rufunjo - PhD, MSc. econ. (Air Transport Management) – Kiev Institute of Civil Aviation Engineers (KICAE); FTC – Dar es Salaam Technical College (DTC) – Electronics and communication Engineering).

Head of Department of Aeronautical Engineering
*Eng. Aziz Mdimi - MSc. Mech. Eng. (RUSSIA), FTC – Automobile Engineering (Arusha Technical College).

Head of Department of Flying and Operations Management
*Mr. Denis Mwageni - Masters Business Administration (OUT), Bachelor Tourism Management (SUA), Cabin Crew (ATCL).

Ag. Deputy Rector Planning, Finance and Administration
Eng. Dr. Ethel D. Kasembe - PhD in Energy Eng. (UDSM), MEM (UDSM), BSc in Mech.Eng. (UDSM).

Heads of Unit under Administration Directorate

Ag.Head of Procurement Management Unit
Mr. Moses Magere –CPSP (T), (PSPTB).

Ag.Head of Human Resources and Administration Department
Ms. Joyce Bakari –MSc. Human Resource Management (Mzumbe University), BBA (Mzumbe University).

Head of Dispensary Section
Dr. Yusuph Njau – Doctor of Medicine (Moscow State University of Medicine and Stomalotogy) Moscow – Russia.

Ag.Head of Estates Unit
Eng. Hamad Abdullah –MSc. in Civil Engineering (Ukraine – USSR).

Heads of General Administration
Ms.Husna A. John - MSc. HRM (Mzumbe), B.A. Human Resource Management (K.I.U) Kampala.

Ms. Grace W. Makungu – Bachelor Degree in Human Resources Management (ISW).

Mr. Ali Msuya –Bachelor Degree in Sociology (UDSM).

Staff Welfare and HIV Coordinator
Ms. Grace W. Makungu- Bachelor Degree in Human Resources Management (ISW).

Transport Officer
Mr. Sterve James – ADTM (NIT), CTM (NIT), MCILT (UK).

Ag. Head of Finance Department
Mr. Omary B. Ng'umbi –CPA (T), ADA (IFM).

Head of Expenditure Section
Mr. Damian L. Badundwa – Advanced Dip. in Accountancy (IFM).

Head of Revenue Section
Mr. Ramadhani Komba – MSc. PSCM (Mzumbe), PGD- PSCM (NIT), ADCA (Moshi Cooperative College), GPSP –PSPTB., CMILT.

Head of Supplies Section
Mr. Mohamed Manzi – CPST (PSPTB-Tanzania), NSC (TIA).

Head of Students Welfare Department (Dean of Students)
Vacant

Assistant Head of Students Welfare Department (Asst. Dean)
Mr. Abely Luzibila – M.A. Applied Social Psychology (UDSM), B.A. Education (UDSM).

HESLB Loans Coordinator
Mr. Libent M. Bankobeza – B.A. Education (UDSM), Diploma in Education (Morogoro), Cert. Education (Morogoro).

Students Welfare
Ms. Paulina S. Tarazo – B.A. Sociology (SAUT).

Mr. Meshack W. Kimaro – B.A. Social Work (ISW).

Games Tutor
Mr. Augustino H. Saqware BED Physical Education Sports and Culture (UDSM).

Ag.Head of Management Information Systems Department
Mr. Edgar Telesphory –MSc. Computer Science (University of Mysore – India), BSc. Computer Science (UDSM), Certified Information Security Expert (CISE).

2.3. RESPONSIBILITIES OF UNITS UNDER THE RECTOR'S OFFICE

2.3.1. Planning Unit

This unit is responsible for co-ordination and supervision of the Institute's planning activities. Currently it is guided through the corporate Strategic Plan. It is also responsible for initiation of other activities for improvement and betterment of the Institute and formulating fund raising strategies.

2.3.2. Public Relations Unit

Duties of this unit are to plan, implement and control public relations activities. The activities are aimed at publicizing the Institute's image and services with a view of boosting its reputation and winning confidence of its stakeholders within and outside the country.

2.3.3. Auditing Unit

This unit is responsible for ensuring that financial procedures throughout the Institute's departments comply with the Institute's standards and that the limits of authority on all matters involving finance are adhered to.

2.3.4. Quality Control and Quality Assurance Committee

The Committee is responsible for steering the implementation of NIT Quality Control and Quality Assurance policies. The policies are aimed at guiding the Institute in its efforts and aspirations as a training Institution. The policies also aim to deliver high quality education and training, carry out research and consultancy services in the field of logistics, management and transport.

The policies based on the Institute's vision and mission are meant to assure the educational community, the general public and other stakeholders that, NIT has clearly defined its objectives appropriate to the provision of education and training in logistics, management and transport technology. The policies work as per established conditions under which training achievement can reasonably be managed and meet educational, training and all necessary professional standards demanded by the transport and communications sectors.

3.0.   PROGRAMMES OFFERED AT THE INSTITUTE

The Institute conducts different programmes including programmes which follow the National Technical Awards (NTA) system. The Institute also conducts different professional driving short courses.

3.1.   PROGRAMMES UNDER NTA SYSTEM

These are Competence Based Education and Training (CBET) programmes. The philosophy behind these programmes is Competence-Based Education and Training (CBET) approach. It is reflected in clearly defined programme learning outcomes and supported by well-organized Instructional and Credentialing Systems.

The learning outcomes are geared towards producing graduates who are well equipped with knowledge, skills and attitudes in a specified occupational activity. Programmes conducted under this system are**:**

(a)   Bachelor's Degree Programmes:
- **(i)** Bachelor's Degree in Logistics and Transport Management ,
- **(ii)** Bachelor's Degree in Automobile Engineering ,
- **(iii)** Bachelor Degree in Mechanical Engineering,
- **(iv)** Bachelor's Degree in Procurement and Logistics Management,
- **(v)** Bachelor's Degree in Human Resource Management,
- **(vi)** Bachelor's Degree in Business Administration,
- **(vii)** Bachelor's Degree in Information Technology,
- **(viii)** Bachelor's Degree in Aircraft Maintenance Engineering,
- **(ix)** Bachelor's Degree in Computer Science,
- **(x)** Bachelor's Degree in Accounting and Transport Finance,
- **(xi)** Bachelor's Degree in Marketing and Public Relations,
- **(xii)** Bachelor's Degree of Education in Mathematics and Information Technology.

(b)   Ordinary Diploma Programmes
- (i) Diploma in Logistics and Transport Management,
- (ii) Diploma in Freight Clearing and Forwarding,
- (iii) Diploma in Automobile Engineering,
- (iv) Diploma in Computing and Information Communication Technology,
- (v) Diploma in Mechanical Engineering,
- (vi) Diploma in Procurement and Logistics Management,
- (vii) Diploma in Human Resources Management,
- (viii) Diploma in Business Administration,
- (ix) Diploma in Accounting and Transport Finance,
- (x) Diploma in Marketing and Public Relations,
- (xi) Diploma in Aircraft Maintenance Engineering.

(c)   Basic Technician Certificate Programmes:
- (i) Basic Technician Certificate in Logistics and Transport Management,
- (ii) Basic Technician Certificate in Freight Clearing and Forwarding,
- (iii) Basic Technician Certificate in Automobile Engineering,
- (iv) Basic Technician Certificate in Computing and Information Communication Technology,
- (v) Basic Technician Certificate in Mechanical Engineering,
- (vi) Basic Technician certificate in Procurement and Logistics Management,
- (vii) Basic Technician Certificate in Human Resource Management,
- (viii) Basic Technician Certificate in Business Administration,
- (ix) Basic Technician Certificate in Accounting and Transport Finance,
- (x) Basic Technician Certificate in Marketing and Public Relations,
- (xi) Basic Technician Certificate in Aircraft Maintenance Engineering.

3.2. INTERNATIONAL CERTIFICATE AND DIPLOMA PROGRAMMES:

NIT in collaboration with the Chartered Institute of Logistics and Transport (CILT) - United Kingdom offers international professional training opportunities in Logistics and Transport programmes.

Those programmes include;

(a) International Introductory Certificate in Logistics and Transport,
(b) International Certificate in Logistics and Transport,
(c) International Diploma in Logistics and Transport,
(d) International Advanced Diploma in Logistics and Transport.

3.3. POST GRADUATE DIPLOMA PROGRAMMES

The Institute conducts Postgraduate Programmes in:

(a) Air Transport Management,
(b) Logistics and Transport Management,
(c) Transport and Tourism Management,
(d) Shipping and Port Management,
(e) Procurement and Logistics Management,
(f) Rail Transport Management,
(g) Transport Economics,
(h) Transportation Engineering,
(i) Road Safety Management.

3.4. MASTERS DEGREE PROGRAMMES

The Institute conducts Masters Programmes in:

(a) Master of Business Administration in Logistics and Transport Management (in collaboration with the Open University of Tanzania (OUT),
(b) Master of Science in Logistics and Transport Management.

Table 10.1: Credits and Contact Hours for the Programme

Code	Core Modules	Credits
Year 1		
Semester 1		
MLTM 1101	Accounting and Transport Finance	9
MLTM 1102	Principles of Optimization	6
MLTM 1103	Business Forecasting	12
MLTM 1104	Transport planning theory and practice	9
MLTM 1105	Inventory Control	12
MLTM 1106	Logistics Systems Management	9
Semester 1 Total		**57**
Semester 2		
MLTM 1207	Procurement and Physical Distribution	9
MLTM 1208	Sustainable Transport	9
MLTM 1209	Research Methodology	12
MLTM 1210	Intermodal Transport and International Logistics	9
Any Two Elective Modules		
MLTM 1211	Road Transport Management	12
MLTM 1212	Railway Transport Management	12
MLTM 1213	Maritime Transport Management	12
MLTM 1214	Air Transport Management	12
MLTM 1215	Logistics Operations Methods and Analysis	12
MLTM 1216	Humanitarian Logistics	12
Semester 2 Total		63
Year 2		
Semester 3		
MLTM 3000 Dissertation		60
Grand Total		**180**

L-Lecture   T-Tutorial   IS- Independent Studies

3.5. PROFESSIONAL DRIVING SHORT COURSES

The Institute conducts a number of short courses at affordable fee
The courses include:

(a)   Advanced Drivers' Course Grade Two (INDUSTRIAL),
(b)   Advanced Drivers' Course Grade Two (VIP),
(c)   Advanced Drivers' Course Grade One ,
(d)   Public Service Vehicle (Passenger) Driving Course (PSV),.
(e)   Senior Driver's Course,
(f)   Driver Instructors' Course,
(g)   Transport Officers' Course,
(h)   Vehicle Inspection and Driver Examination Course,
(i)   Vehicle Fleet Management and Maintenance,
(j)   Heavy Goods Vehicles,
(k)   Transport Management Control System,
(l)   Defensive Driving,
(m)   Forklift Operators' Training,
(n)   Vehicle Inspection and Motor Vehicle Appraisal.

3.5.1. Other Short Courses Offered

(a)   Tyre Care and Maintenance,
(b)   Radiopharmaceutical Shipments Handling Skills,
(c)   Transport Officers' Seminars,
(d)   Fleet Management in Road Transport Operations,
(e)   Diesel Engine Service and Maintenance,

(f)   Airline Marketing Management,
(g)   Transport Costing and Transport Statistical Analysis,
(h)   Freight Forwarding Operation and Management,
(i)   Customer Care for Passenger Transport Agents and Ticketing Clerk,
(j)   Vehicle Fleet Management and Maintenance,
(k)   Fuel Management in Vehicle Operations,
(l)   Dangerous Cargo Handling Skills,
(m)   Airport /Aviation Security Handling Skills,
(n)   Travel and Tourism Handling Skills,
(o)   Airline/Airport Customer Care Handling Skills,
(p)   Road Safety Awareness,
(q)   Perishable Shipments Handling Skills,
(r)   Introductory Computing Programmes,
(s)   Petrol Engine Service and Maintenance.

3.6.   FUTURE PLANS

In future, the Institute is planning to offer the following programmes: -
(a)   Bachelor's Degree in Transportation Economics,
(b)   Bachelor's Degree in Transportation Technology,
(c)   Master's Degree in Transportation Planning and Economics,
(d)   Master's Degree in Shipping and Port Management,
(e)   Master's Degree in Air Transport Management,
(f)   Diploma in Vehicle Inspection and Road Safety,
(g)   Diploma in Vehicle Inspection and Driver Examination,
(h)   Tailor-made courses in Aviation.

4.0. ADMISSION REQUIREMENTS

4.1. BASIC TECHNICIAN CERTIFICATE (NTA LEVEL 4) PROGRAMMES

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME/S DURATION
1.	Basic Technician Certificate in Logistics and Transport management	Minimum four (04) passes at D grade in any subjects excluding religious subjects in CSEE Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
2.	Basic Technician Certificate in Freight Clearing and Forwarding	Minimum four (04) passes at D grade in any subjects excluding religious subjects in CSEE ❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
3.	Basic Technician Certificate in Procurement and Logistics Management	❖ Minimum four (04) passes at D grade in any subjects excluding religious subjects in CSEE.	
4.	Basic Technician Certificate in Accounting and Transport Finance.	❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
5.	Basic Technician Certificate in Marketing and Public Relations		
6.	Basic Technician Certificate in Human Resources Management	***CHECK BULLETMinimum*** four (04) passes at D grade in any subjects excluding religious subjects in CSEE. ❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
7.	Basic Technician Certificate in Business Administration	***CHECK BULLETMinimum*** four (04) passes at D grade in any subjects excluding religious subjects in CSEE ❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
8.	Basic Technician Certificate in Automobile Engineering	Minimum four (04) passes at D grade in any subjects excluding religious subjects but including passes in Basic Mathematics, Physics or Engineering Science and English Language in CSEE ❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award	1 year

		Level 3/ Trade Test grade I	
9.	Basic Technician Certificate in Information and Communication Technology	Minimum four (04) passes at D grade in any subjects excluding religious subjects in CSEE but including passes in Basic Mathematics and English Language. ❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
10.	Basic Technician Certificate in Mechanical Engineering	Minimum four (04) passes in any subjects excluding religious subject but including passes in Basic Mathematics, Engineering Science and English language in CSEE. ❖ Form IV with at least two passes excluding religious subjects plus National Vocational Technical Award Level 3/ Trade Test grade I	1 year
11.	Basic Technician Certificate in Aircraft Maintenance Engineering	Minimum of four (04) passes in Form Four (CSEE) inany subjects excluding religious subjects but including passes in Basic Mathematics, Physics, Engineering Science, Chemistry and English	1 year

CSEE = Certificate of Secondary Education Examinations.

4.2.   ORDINARY DIPLOMA (NTA LEVEL 5-6) PROGRAMMES

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	Diploma in Logistics and Transport Management	Basic Technician Certificate (NTA Level 4) in Logistics and Transport Management from NACTE recognized Institutions **or** Form six with at least one (01) principal Pass and one subsidiary passes of the combination subjects in ACSEE	2 years
2.	Diploma in Freight Clearing and Forwarding	Basic Technician Certificate (NTA Level 4) in Freight Clearing and Forwarding from NACTE recognized Institutions **or** Form six with at least one principal Pass or one subsidiary pass of the combination subjects in ACSEE	2 years
3.	Diploma in Automobile Engineering	Basic Technician Certificate (NTA Level 4) in Automobile Engineering from NACTE recognized Institutions **or** Form six with at least one principal Pass and one subsidiary pass of the combination subjects in ACSEE	3 years
4.	Diploma in Computing and Communication Technology	Basic Technician Certificate (NTA Level 4) in Information and Communication Technology in from NACTE recognized Institutions **or** Form six with at least one principal Pass and one subsidiary pass of the combination subjects in ACSEE	2 years
5.	Diploma in Mechanical Engineering	Basic Technician Certificate (NTA Level 4) in Mechanical Engineering from NACTE recognized Institutions **or** Form six with at least one principal Pass and one subsidiary pass of the Science combination subjects in ACSEE	3 years
6.	Diploma in Procurement and Logistics Management	Basic Technician Certificate (NTA Level 4) from NACTE recognize Institutions **or** Form six with at least one principal Pass and one subsidiary pass of the combination subjects in ACSEE	2 years
7.	Diploma in Human Resources Management	Basic Technician Certificate (NTA Level 4) from NACTE recognized Institutions **or** Form six with at least one principal Pass and one subsidiary pass of the combination subjects in ACSEE	2 years
8.	Diploma in Business Administration		2 years
9.	Diploma in Accounting and Transport Finance	Basic Technician Certificate (NTA Level 4) from NACTE recognized Institutions **or** Form six with at least one principal Pass and one subsidiary pass of the combination subjects in ACSEE	
10.	Diploma in Marketing and Public Relations		
11.	Diploma in Aircraft Maintenance Engineering	Basic Technician Certificate (NTA Level 4) in Aircraft Maintenance/ Mechanical/ Automobile/ Mechatronics Engineering from NACTE recognized Institutions or Form six with at least one principal pass and one subsidiary pass of the related combination	3 years

ACSEE = Advanced Certificate of Secondary Education Examination.

4.3. BACHELOR DEGREE (NTA LEVEL 7-8) PROGRAMMES

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	Bachelor Degree in Information Technology	❖ Two (2) Principal passes ACSE in combination subjects other than religious subjects with a total of 4.0 points **OR** ❖ Diploma (NTA Level 6) in ICT or related field with at least GPA of 3.0 class plus four passes in the CSEE	3 years
2.	Bachelor's Degree in Logistics and Transport Management	Two principal passes in ACSEE in any subjects excluding religious subjects with an aggregate of 4.0 points. **OR**	3 years
		Ordinary Diploma (NTA Level 6) in Logistics and Transport Management with at least GPA of 3.0 class plus four passes in the CSEE, **OR**	
		Non-NTA Diploma with at least GPA of 3.0 Class or a B grade, **OR**	
		Diploma in Education with an average of at least a C grade including four (04) passes in CSEE excluding religious subjects	
3.	Bachelor's Degree in Procurement and Logistics Management	Two (2) principal passes in ACSEE in any subjects excluding religious subjects with a total of 4.0 points **OR**	3 years
4.	Bachelor's Degree in Business Administration	Diploma (NTA Level 6 or Non-NTA) in relevant field with at least GPA of 3.0 class, plus four passes in the CSEE excluding religious subjects **OR**	
5.	Bachelor's Degree in Human Resources Management	Possession of Diploma in Teacher Education with an average of at least 3.0 GPA or average of B grade including four (4) passes in CSEE excluding religious subjects **OR**	
		Full Technician Certificate (FTC) with an average of C grade	

6.	Bachelor's Degree in Automobile Engineering

7. Bachelor's Degree in Mechanical Engineering | Two (02) Principal passes in ACSEE in science combination subjects; Advanced Mathematics, Physics and Chemistry or Geography with an aggregate of 4.0 points including four (04) passes in CSEE including passes in Basic Mathematics, Physics or Engineering science and English Language, **OR** | 4 years |
| | | Ordinary Diploma (NTA Level 6) in Automobile Engineering / Mechanical Engineering / Electrical Engineering / Marine Engineering or Technical Education with at least GPA of 3.0 Class and four (04) passes in CSEE excluding religious subjects | |
| | | FTC from a recognized Institution, with an average of C grade **OR** | |
| 8. | Bachelor's Degree in Aircraft Maintenance Engineering (BAE) | Two principal passes with 4.0 points in Mathematics, Physics or Chemistry at A level and at least passes in Mathematics or Engineering Science and English at O-Level excluding religious subjects

OR

Diploma (NTA Level 6) with at least GPA of 3.0 class in Automobile/ Automotive/ Electrical/ Computer/Civil/Civil and Transportation/ Electronics and Telecommunication/ Mining/Electronics and Telecommunication with Computer/ Marine/ Building and Civil/Hydrogeology and Water Well Drilling/Mechanical Engineering OR FTC with an average of at least C grade and four (4) passes in CSEE | 4 years |
| 9. | Bachelor's Degree in Computer Science | Two (2) principal passes in ACSEE with 4.0 points including passes in Mathematics, Physics and English in CSEE excluding religious subjects
OR
Ordinary Diploma (NTA Level 6) in Computer Science/Computing and Information Communication Technology/ Information Communication and Technology/Information Technology with Accounting/Information Technology/Computer Science and Engineering/Computer Applications/Electronics and Telecommunications with Industrial Auto/Electronics and Telecommunications with Computer Engineering/Statistics/Electronics and Communications Engineering/Electronics and Telecommunication/Electronics and Telecommunication with Computer/Library Information System with at least GPA of 3.0 Class including passes in Mathematics, Chemistry and English in CSEE | 3 years |

10.	Bachelor's Degree in Accounting and Transport Finance	Two (2) principal passes with 4.0 points in the ACSEE excluding religious subjects OR Diploma (NTA Level 6) with at least 3.0 GPA in Accounting and Transport Finance/Procurement and Logistics Management/Logistics and Transport Management/Freight Clearing and Forwarding/Business Administration/Police Science/Automobile/Electrical/Computer/Civil/Civil and Transportation/Electronics and Telecommunication/Mining/Automotive/ Electrical and Electronics/Automotive and Mechanical/Mineral Processing/Building and Civil/Civil Engineering and Community Development/Electronics and Telecommunication with Computer/Marine/Mechanical Engineering/Information and Communication Technology/Diploma in Education/Non-NTA Diploma with at least a GPA of 3.0 class or a B grade or FTC with an average of at least C grade and four (4) passes in CSEE.	3years
11.	Bachelor's Degree in Marketing and Public Relations	Two (2) principal with at least 4.0 points passes in the ACSEE excluding religious subjects OR Lower Second Class Diploma (NTA Level 6) in Marketing and Public Relations/Procurement and Logistics Management/Logistics and Transport Management/Freight Clearing and Forwarding/Business Administration/Police Science/Automobile/Electrical/Computer/ Civil/Civil and Transportation/Electronics and Telecommunication/Mining/ Automotive/Electrical and Electronics/ Automotive and Mechanical/Mineral processing/Building and Civil/Civil engineering and Community Development/Electronics and Telecommunication with Computer/Marine/Mechanical Engineering/ Information and Communication Technology/ OR Diploma in Education/Non-NTA Diploma with at least a GPA of 3.0 class or a B grade /FTC with an average of at least C grade and four (4) passes in CSEE.	3 years

12.	Bachelor's Degree of Education in Mathematics and Information Technology	Two (2) Principal passes in the ACSEE including pass in advanced Mathematics, Information Technology or Physics, Chemistry, Geography, Economics and passes in Mathematics and English in CSEE excluding religious subjects with a total of 4.0 points OR Related Diploma in Education (NTA Level 6) with at least GPA of 3.0 class or B grade with specialization in Mathematics and Information Technology/ Computing and Information Communication Technology/Information Communication and Technology/Information Technology with Accounting/Information Technology/Computer Science/Computer Applications/Electronics and Telecommunications with Industrial Auto/Electronics and Telecommunications with Computer Engineering/ Statistics/Electronics and Communications Engineering Electronics and Telecommunication with Computer/ Library Information System.	3 years

Key:
ACSEE= Advanced Certificate of Secondary Education Examination.
CSEE= Certificate of Secondary Education Examination.

4.4. INTERNATIONAL LOGISTICS AND TRANSPORT PROGRAMMES

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	International Introductory Certificate in Logistics and Transport.	Two (02) passes in CSEE in any subjects excluding religious subjects.	2 Months.
2.	International Certificate in Logistics and Transport.	Three (03) passes in the CSEE in any subjects excluding religious subjects. Holders of International Introductory Certificate in Logistics and Transport	6 Months
		Managers and Supervisors with at least one-year experience in the industry.	
3.	International Diploma in Logistics and Transport.	CILT International Certificate in Logistics and Transport	12 Months
		Form six with one pass in ACSEE in any combination subjects excluding religious subjects.	
		Managers and Supervisors with at least two years' experience in the industry.	
4.	International Advanced Diploma in Logistics and Transport	International Diploma in Logistics and Transport.	24 Months.

CILT = Chartered Institute of Logistics and Transport
ACSEE= Advanced Certificate of Secondary Education Examination.
CSEE= Certificate of Secondary Education Examination.

4.5. ENTRY QUALIFICATIONS FOR POSTGRADUATE PROGRAMMES

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	Post Graduate Diploma in Air Transport Management	Advanced Diploma or Bachelor's Degree in any field of study from recognized Institutions, **OR**	1 year
		Full professional or equivalent qualifications in any field of study such as CPA, CPSP, MCILT and MCIPS, **OR**	
		Managers at supervisory level with equivalent qualifications in aviation related organizations with work experience of not less than three years.	
2.	Post Graduate Diploma in Logistics and Transport Management	Advanced Diploma or Bachelor's Degree in any field of study from recognized Institutions, **OR**	1 year
3.	Post Graduate Diploma in Transport Economics	Managers at supervisory level or any applicant with equivalent qualifications such as 2nd class nautical Science, 2ndClass Marine Engineers, CILT, ABMA, PSPetc.	
4.	Post Graduate Diploma in Transport and Tourism Management	Advanced Diploma or Bachelor's Degree in any field of study from recognized Institutions, **OR**	1 year
		Full professional or equivalent qualifications in any field of study such as CPL, LAE, CPA, MCIM etc.	
5.	Post Graduate Diploma in Shipping and Ports Management	Advanced Diploma or Bachelor's Degree in any field of study from recognized Institutions, **OR**	1 year
		Managers at supervisory level or any applicant with equivalent qualifications such as 2nd class nautical Science, 2nd Class Marine Engineers, CILT, ABMA, PSP etc.	
6.	Post Graduate Diploma in Procurement and Logistics Management	Advanced Diploma or Bachelor's Degree in any field of study from recognized Institutions, **OR** Full professional or equivalent qualifications in any field of study such as CPA, CPSP, MCILT and MCIPS Holders of any Procurement/Supply chain/Logistics/Transport professional qualification issued by any professional organization recognized as such by the	1 year

		Government of Tanzania	
7.	Postgraduate Diploma in Rail Transport Management (PGDRTM)	Advanced Diploma or Bachelor's Degree in any field of study from a recognized Institution, **OR**	
		Full professional or equivalent qualifications in relevant field of study, **OR**	1 year
		Managers at supervisory level with equivalent qualifications in rail with work experience of not less than three years.	
8.	Postgraduate Diploma in Road Transport Safety Management (PGRSM)	First degree or Advanced Diploma in related field of study from a recognized institution **OR**	
		Form four (IV) with at least three years' work experience in a relevant field of study and possess full professional qualifications, **OR**	1 year
		Applicants with relevant experience such as Transportation Engineers/Civil Engineers/Mechanical Engineers/Safety Engineers/ Vehicle Inspectors etc.	
9.	Postgraduate Diploma in Transportation Engineering (PGTEng) with specialization in: 9.1 Airport Engineering 9.2 Rail and Rolling Stock Engineering 9.3 Railway Engineering 9.4 Dock and Harbor Engineering 9.5 Port Handling Equipment and Machinery 9.6 Pipeline Systems Engineering	First Degree or Advanced Diploma in related field of study from recognized institution, **OR** Form four (IV) with at least three years' work experience in a relevant field of study and possess full professional qualifications, **OR** Applicants with relevant experience such as Transportation Engineers/Civil Engineers/Mechanical Engineers/Safety Engineers etc.	1 year

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
10.	Master of Business Administration Logistics and Transport Management	Bachelor's Degree with at least lower second class from recognized Institutions, OR	2 years
		Full professional qualifications e.g. CPA, CSP, ACCA, etc. obtained through sitting formal examinations may be considered for admission	
11.	Masters of Science in Logistics And Transport		2 years

4.6.   PROFESSIONAL DRIVING SHORT COURSES

S/NO.	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	Advanced Drivers' Course Grade II – INDUSTRIAL	Possession of primary education or above and be able to read and write in both English and Kiswahili	4 weeks
		Possession of driving license Class E or C or C_1 with at least one year driving experience	
2.	Advanced Drivers' Course Grade II - VIP	Possession of primary education or above and be able to read and write in both English and Kiswahili	4 weeks
		Possession of driving license Class E with at least one year driving experience	
3.	Advanced Drivers' Course Grade I	Possession of primary education or above and be able to read and write in both English and Kiswahili	4 weeks
		Possession of driving license Class E or C or C_1 with at least two years driving experience	
		Possession of Advanced Drivers Certificate Grade II from National Institute of Transport and having worked with it for at least one year	
4.	Senior Drivers' Course	Possession of Certificate of Secondary Education Examination and be able to read and write in both English and Kiswahili	6 weeks
		Possession of Advanced Drivers' Grade two certificates from NIT or VETA and having worked with it for at least one year	
5(a)	Public Service Vehicle (PSV) Drivers' Course – for C driving license	Possession of primary education or above and be able to read and write both English and Kiswahili	10 days
		Possession of valid old driving license class E or C with not less than thirty (30) years of age.	
		Possession of valid new driving license class C_2 and having worked with it for at least three (03) years and age not less than thirty (30) years	
5(b)	Public Service Vehicle	Possession of primary education or above and	10 days

		be able to read and write in both English and Kiswahili	
	(PSV)Drivers' Course – for C_1 driving license	Possession of valid old driving license class E or C	
		Possession of valid new driving license class C_2 and having worked with it for at least three years	
		Agenot less than twenty-seven (27) years.	
5(c)	Public Service Vehicle (PSV)Drivers' Course – for C_2 driving license	Possession of primary education or above and be able to read and write in both English and Kiswahili	10 days
		Possession of valid old driving license class E or C	
		Possession of valid new driving license class C_1 and having worked with it for at least three years	
		Age - not less than twenty-four (24) years	
5(d)	Public Service Vehicle (PSV)Drivers' Course – for C_3 driving license	Possession of primary education or above and be able to read and write in both English and Kiswahili	10 days
		Possession of valid old driving license class E or C	
		Possession of valid new driving license class D and having worked with it for at least three years	
		Age - not less than twenty-one (21) years.	
6.	Driver Instructors' Course	Possession of Certificate of Secondary Education Examinations or above and be able to read and write in both English and Kiswahili	10 weeks
		Possession of Advanced Drivers Course Grade I from NIT and having worked with it for at least one year	
		Possession of valid new driving license class E or C or C_1 having worked with it for at least three (03) years	
7.	Transport Officers' Course	Possession of Certificate of Secondary Education Examinations or above or any equivalent qualification and be able to read and write in both English and Kiswahili	2 weeks
		Possession of valid driving license	
		Be a Transport Officer or working in related activities in any Organization	
8.	Vehicle Inspection and Driver Examination course	Possession of Certificate of Secondary Education Examinations or above or any equivalent qualification and be able to read and write in both English and Kiswahili	15 weeks

		Possession of Bachelor's Degree, Diploma or Trade Test grade I in Automobile/Mechanical Engineering	
		Possession of valid driving license	
9.	Transport Control Systems	Possession of Certificate of Secondary Education Examinations or above or any equivalent qualification and be able to read and write in both English and Kiswahili	2 weeks
		Be a Transport Officer or working on related activities in any Organization	
		Possession of valid driving license	
10.	Vehicle inspection and Appraisal	Possession of Certificate of Secondary Education Examinations or above or any equivalent qualification and be able to read and write both English and Kiswahili	15 weeks
		Possession of Bachelor's Degree, Diploma or Trade Test Grade I in Automobile Engineering	
		Possession of valid driving license	
11.	Heavy Goods Vehicles	Possession of valid driving license at least D grade	10 days

5.0. APPLICATION AND ADMISSION PROCEDURES

5.5.1. Basic Technician Certificates, Ordinary and Post Graduate Diploma and Master's Degree Programmes

(a) Application forms are obtained at NIT Mabibo Campus at a non-refundable fee as prescribed by the Institute and indicated on the application form; or the forms are downloaded from the Institute website . The application fee is payable through NIT Economic Project Account No. 20501100008 NMB Bank or NIT Foreign Account No. 02J1095093400 at CRDB Bank,

(b) Dully filled application forms should be returned to the Registrar's office accompanied with photocopies of relevant academic certificates, transcripts, birth certificate, names of sponsors and evidence of application fee payment as well as a passport size photograph attached on the form. Application forms without the mentioned documents will not be processed.

5.5.2. Applicants for Bachelor's Degree programmes

Applicants aspiring to pursue Bachelor's Degree at the Institute are required to apply through the Institute's website . Applicants can obtained from the respective website more information about:-

(a) All form six,
(b) Holders of Ordinary Diploma (NTA Level 6),
(c) Holders of Non-NTA Diploma,
(d) Holders of Diploma in Education,
(e) Holders of Bachelor's Degree who want to study another Bachelor Degree.

5.5.3. Applicants for Professional Driving

(a) Application forms are obtained at NIT Mabibo Campus at a non-refundable fee as prescribed by the Institute and indicated on the application form or the forms are down loaded from the Institute website www.nit.ac.tz

The money is payable at National Institute of Transport Account No. 20501100009 at NMB Bank,

(b) Dully filled forms should be returned to the Registrar's office accompanied with evidence of fee payment, photocopies of driving licenses, Educational Certificates, Professional Driving Certificates (if any). Application forms without the mentioned support documents will not be processed.

6.0. REGISTRATION FOR LONG TERM COURSES

(a) Registration duration for first year applicants selected to pursue long term courses is within the first two weeks of the academic year after they have paid the prescribed fee. Specifically, the deadline for registration for first year students is two weeks from the first day of the orientation week, while for continuing students it is the Friday of the second week after the beginning of the First Semester session of the respective academic year. Student who fails to register within the specified time period will lose the studentship status and be discontinued from studies. Every student shall report at the Institute at the beginning of the semester and on the prescribed date by the Institute. A student who fails to report at the Institute within fourteen (14) days from the prescribed date shall lose the admission.

(b) During registration every student must produce and submit the following documents:
   - (i) A letter of admission and the joining instructions sent to him/her,
   - (ii) A dully filled acceptance form to abide by the Institute's Rules and Regulations,
   - (iii) A dully filled medical examination form,
   - (iv) All original Academic Certificates, Academic Transcripts, birth certificates, financial receipts for the money paid or bank slip of the money paid to the Institute through the designated bank accounts,
   - (v) Two recent passport size photographs taken not more than six months,

(c) Foreign students are required to apply for residence permit from the nearest Tanzania Embassy or High Commission before they depart from their countries of origin to Tanzania.

(c) Students who have been selected but cannot register at the Institute for any reasons cannot defer the admission to the next academic year. Such students shall have to reapply.

(d) Students who have postponed studies are required to report at the Institute at the beginning of a corresponding semester similar to that one she/he left the Institute.

(e) No change of names by registered students shall be accepted during the period of study at the Institute. Names appearing on the original school certificates shall be used and maintained.

(f) No student is allowed to change the course for which she/he has been registered. In very exceptional circumstances a student will be allowed to change the course not later than the Friday of the second week after the beginning of the first semester for the session of the first year.

(g) No student is allowed to postpone studies after the commencement of an academic year except under exceptional circumstances. The permission to postpone the studies shall be approved by the Rector after satisfactory submission of evidence for the reasons to postpone studies and a written approval from the sponsor(s). A student who successfully postpones studies shall be away for a maximum of four semesters and shall resume studies at the level and semester that the student had left.

(h) Students discontinued from studies based on unsatisfactory academic performance may be considered for readmission to a different programme in the following year. However in order for students to enroll in the same programme as that they had been discontinued there shall be a lapse of three years.

(i) Students discontinued from studies based on disciplinary grounds shall be re-admitted to any programme at the Institute.

7.0. INSTITUTE'S RULES AND REGULATIONS

Upon being registered as a bonafide student at the Institute, each student is required to obtain and read thoroughly the Institute's rules and regulations. The Institute's rules and regulations are but not limited to those provided below:

(a) Conditions for Government sponsorship (in case of Government sponsored students or Higher Education Students Loan Board),

(b) Students By-Laws which govern the general welfare, conduct and discipline of each student while studying at the Institute,

(c) Examination Rules and Regulations which govern academic conduct at the Institute.

(d) Constitution of SONIT,

(e) Field Work Training Regulations,

(f) Library regulations,

(g) Any other regulations issued by the Institute from time to time.

8.0. REGISTRATION FOR PROFESSIONAL DRIVING SHORT COURSES

(a) Registration of successful applicants to pursue Professional Driving Short Courses at the Institute takes place within the first three (03) days after the start of the course. Professional driving course for Public Service Vehicles (Passengers) (PSV) are offered at the Institute at MabiboUbungo Campus and in Zonal Centers of Arusha, Dodoma, Mwanza, Kigoma and Mbeya. Other short courses are also offered at the Institute on request - (tailor-made courses),

(b) Participants are required to bring and submit evidence of full payment of course fee as prescribed by the Institute before being registered. Upon production of evidence of application and course fee payment, applicants are also required to submit original Driving Licenses and copies of educational certificates and any other relevant copies of certificates as required by respective courses. Participants without the mentioned documents shall not be registered for the short courses at the Institute,

(c) Short course participants who will experience social and health problems during the course are required to report in writing to the Head of Department Transport Safety and Environmental Studies for further action.

9.0. PROFILE OF ACADEMIC DEPARTMENTS

The Academic Directorate has twelve departments namely: Academic Administration; Logistics and Transport Studies; Transport Engineering and Technology; Research, Publications and Postgraduate Studies; Computing and Communication Technology; Mathematics, Humanities and Social Sciences; Transport Safety and Environmental Studies; Centre for Professional Development, Business and Entrepreneurship Studies; School of Aviation Technology; National Transport Resource Centre; Consultancy and Production Bureau.

The departments are all geared to fulfill and promote the Institute's academic goals, within the context of the Institute's established objectives.

9.1. ACADEMIC ADMINISTRATION DEPARTMENT

The Academic Administration Department is responsible for planning, organizing and administration of day to day Institute's academic activities. The Department has two major functional sections namely; Students Admissions and Examinations. The office also deals with graduations and dissemination of information to students and other stakeholders.

9.1.1. Activities performed under the Department of Academic Administration

(a) Attending various Internal and external customers including students,

(b) Admission and registration of short and long course students,

(c) Dissemination of Data Information of students and other stakeholders,

(d) Verification of documents from external stakeholders,

(e) Coordinating of graduation ceremony activities,

(f) Printing of Academic Transcripts and Certificates,

(g)   Issuing of Academic Transcripts and Certificates,
(h)   Liaising with other Institutions such as HESLB, NACTE, NECTA, TCU etc.,
(i)   Coordinating various committees meeting such as short course and examination meetings,
(j)   Preparing master and examination time table in each semester in given academic year,
(k)   Preparing examination sitting plans in each semester in given academic year.

Staff
Head Academic Administration Department (Registrar)
Mr. Richard B.Galilava – MBA (UDSM), BEd (Science-Mathematics) (UDSM),
PGD (Poverty Analysis), (ISS- Netherlands), Cert. (Labour Laws (TLC- Tanzania).

Senior Admission and Examination Officer
Ms. Adela E. Muhale – MEMA (UDSM), BA (Ed.) (UDSM), Dip. Ed (Mpwapwa TTC).

Admissions and Examinations Officers
Mr. Damas Mwajanga – MSc. International Transport and Logistics (UDSM), PGD – PSCM (NIT), ADFCF (NIT), Dip.Ed.(Monduli).

Mr. Benjamin Myaya – BA Statistics (UDOM), Dip. Ed. (Monduli).

Ms.Nuru Ramsi –BA Public Administration (UDOM).

Ms. Immaculate Kisanga – Master in Curriculum and Instruction (Mwenge University College of Education), BED Arts Kiswahili (UDSM).

9.2.   LOGISTICS AND TRANSPORT STUDIES DEPARTMENT
The Department is responsible for planning, organizing and conducting of Logistics and Transport Management and Freight Clearing and Forwarding programmes. Currently the Department is conducting the Bachelor's Degree (NTA Level 7-8), Ordinary Diploma (NTA Level 6) and Certificate (NTA Level 4-5) Programmes.

9.2.1.   Bachelor's Degree (NTA Level 7-8) Programme
The programme comprises two levels; Higher Diploma (NTA Level 7) and Bachelor's Degree (NTA Level 8). Higher Diploma has four semesters (equivalent to two years) and Bachelor's Degree has two semesters (equivalent to one year). Therefore, NTA Level 7 is an entry qualification to NTA Level 8.

9.2.2.   Higher Diploma (NTA Level 7) in Logistics and Transport Management
(a)   **Programme Principal Learning Outcomes**
The programme's principal learning outcomes are to:
(i)   Plan, organize and control logistics and transport undertakings,
(ii)   Manage company resources economically,
(iii) Analyze logistics and transport activities,
(iv)   Analyze company operational business environment,
(v)   Forecast future company situation.

(b)   **Purpose of the Qualification**
This qualification is intended for a person who will plan, organize and control logistics and transport undertakings; manage company resources economically; analyze operational business environment and forecast future business environment.

(c)   **Level Description**

This level is characterized by competence involving application of knowledge and skills in a broad range of complex technical activities. It also involves a high degree of personal responsibility and some responsibility for work of others.

(d)   Total Credits: 120

(e)   Mode of Teaching
The programme is taught through lectures supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals. Fieldwork training and research work are undertaken at the end of the first and second years of the programme. Fieldwork/Research supervisors are assigned to students for guidance.

(f)   Summary of Modules

Notional Hours for Bachelor's Degree in Logistics and Transport Management

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	270	330	15	-	615
Semester II	270	330	15	320	935
Semester III	240	360	15	-	615
Semester IV	270	330	15	-	615
Semester I	240	360	12	320	932
Semester II	240	360	15	-	615
Total Hrs Per Programme	1500	2100	87	640	4327

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTU 07101	Road Transport Management	4		6	150	15
2.	LTU 07104	Transport Safety and Security	4		4	120	12
Fundamental Modules							
3.	LTU 07102	Managerial Accounting	4		4	120	12
4.	LTU 07103	Transport Statistics	4		4	120	12
5.	GSU 07101	Communication Skills	2		4	90	9
		Total					**60**
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						330
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTU 07206	Inter-Modal Transport	4		6	150	15
2.	LTU 07208	Transport Finance	4		4	120	12
Fundamental Modules							
3.	LTU 07205	Managerial Economics	4		4	120	12
4.	LTU 07207	Human Resources Management	4		4	120	12
5.	GSU 07202	Research Methodology	2		4	90	9
6.	LTU 07209	Industrial Training Attachment	8 Weeks				
		Total					60
7.	Total Contact Hours Per Semester						270
8.	Assignment Hours Per Semester						330
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						935

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTU 07301	Transport Planning and Policy	4		6	150	15
2.	LTU 07303	Logistics and Supply Chain Management	4		6	150	15
Fundamental Modules							
3.	LTU 07302	Transport Economics	4		4	120	12
4.	LTU 07304	Transport Marketing	2		4	90	9
5.	GSU 07303	Development Studies	2		4	90	9
Total							60
6.	Total Contact Hours Per Semester						240
7.	Assignment Hours Per Semester						360
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

SEMESTER IV

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTU 07404	Procurement Management	4		4	120	12
2.	LTU 07405	Transport Management Information Control System	4		6	150	15
Fundamental Modules							
3.	LTU 07406	Law of Business and Carriage	2		4	90	9
4.	ITU 07401	Computing and applications	2	2	4	120	12
5.	GSU 07405	Quantitative Methods	4		4	120	12
Total							60
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						330
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

(g)   Award

On successful completion of the programme, candidates who would not like to continue with NTA Level 8 are awarded the Higher Diploma in Logistics and Transport Management of the National Institute of Transport.

9.2.3.   Bachelor's Degree (NTA Level 8) in Logistics and Transport Management
(a)   Programme Principal Learning Outcomes

The programme's principal learning outcomes are to:
(i)   Plan, organize and control logistics and transport operations in a specialized mode of transport,
(ii)   Set analytical strategies for logistics and transport organizations,
(iii) Establish viable small scale enterprises,
(iv)   Promote the growth of the organization,
(v)   Analyze the total transport system in the global context.

(b) **Purpose of the Qualification**

This qualification is intended for a person who will plan, organize and control logistics and transport operations in a specialized mode of transport. The person is expected to set analytical strategies for logistics and transport organizations, establish viable small scale enterprises as well as promote the growth of the organization and analyze the total transport system in the global context.

(c) **Total Credits: 120**

(d) **Summary of Modules**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTU 08101	Urban Transport Planning	4		6	150	15
2.	LTU 08103	Handling of Dangerous of Goods	4		6	150	15
Fundamental Modules							
3.	LTU 08102	Freight Insurance	4		4	120	12
4.	LTU 08104	Strategic Management	4		4	120	12
5.	GSU 08101	Research Project	-		-	60	6
Total							60
6.	Total Contact Hours Per Semester						240
7.	Assignment Hours Per Semester						360
8.	End of Semester Examination Hours						12
9.	Research Project Hours						320
10.	Notional Hours Per Semester						932

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	*LTU 08206	Air Transport	4		6	150	15
2.	*LTU 08207	Rail Transport Management	4		6	150	15
3.	*LTU 08208	Maritime Transport Management	4		6	150	15
4.	LTU 08209	International Logistics	4		6	150	15
Fundamental Modules							
5.	LTU 08205	Rural Transport	4		4	120	12
6.	LTU 08210	Travel and Tourism	2		4	90	9
7.	GSU 08202	Entrepreneurship	2		4	90	9
Total							60
8.	Total Contact Hours Per Semester						240
9.	Assignment Hours Per Semester						360
10.	End of Semester Examination Hours						15
11.	Field Work Attachment Hours						-
12.	Notional Hours Per Semester						615

* Elective Modules

(e) **Award**
On successful completion of the programme, graduates are awarded the Bachelor's Degree (NTA Level 8) in Logistics and Transport Management of the National Institute of Transport.

9.3.   DIPLOMA (NTA Level 4 to 6) PROGRAMMES
The programmes comprise three levels – Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and Diploma (NTA Level 6).

9.3.1.   Diploma in Logistics and Transport Management

9.3.2.   Basic Technician Certificate (NTA Level 4) in Logistics and Transport Management Programme
This is a one year NTA Level 4 Programme. It is the first year entry programme for a three-year Diploma (NTA level 6) in Logistics and Transport Management.

(a) **Programme Principal Learning Outcomes**
The programme aims at the following principal learning outcomes:
(i)   Apply knowledge and skills of logistics and transport in preparing requisition documents and transport manifests,
(ii)   Apply knowledge and skills of logistics and transport in issuing log book, tickets, receipts and fuel,
(iii)   Use knowledge and skills of logistics and transport management in maintaining records and documenting information,
(iv)   Apply knowledge and skills of logistics and transport management in marshalling resources, locating stock and implementing schedules,
(v)   Use knowledge and skills of logistics and transport management in handling goods,
(vi)   Apply knowledge and skills of logistics and transport management to handle passengers and other customers.

(b) **Purpose of the Qualification**

This qualification is intended for persons who will handle routine transport and logistics operations in an organization including preparation, issuing and maintaining documents, marshaling resources and handling passengers and goods.

(c)   Level Description
This level is characterized by competence involving application of skills and knowledge at routine level.

(d)   Total Credits: 120

(e)   Summary of Modules

Notional Hours for Diploma in Logistics and Transport Management

For this course notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	270	330	15	-	615
Semester II	240	360	15	320	935
Semester I	270	330	15	-	615
Semester II	240	360	15	320	935
Semester I	240	360	15	-	615
Semester II	270	330	15	-	615
Total Per Programme	1530	2070	90	640	4330

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk L/T	P/L	IS	Total Hrs/Sem	Total Credits
		Core Modules					
1.	LTT 04101	Introduction to Transport	4		6	150	15
2.	LTT 04103	Elements of Fleet Management	4		6	150	15
		Fundamental Modules					
3.	LTT 04102	Introduction to Accounting	4		4	120	12
4.	GST 04101L	Basic Communication Skills	2		4	90	9
5.	ITT 04101L	Basic Information Technology	2	2	2	90	9
		Total					**60**
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						330
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTT 04205	Elements of Freight Operations	4		6	150	15
2.	LTT 04207	Logistics and Transport Operations	4		6	150	15
Fundamental Modules							
3.	LTT 04204	Basic Commercial Aspects	2		4	90	9
4.	LTT 04206	Office Practice in Logistics	4		4	120	12
5.	GST 04202L	Introduction to Business Mathematics	2		4	90	9
6.	LTT 04208	Industrial training attachment	**Eight (8) Weeks**				
		Total					60
7.	Total Contact Hours Per Semester						240
8.	Assignment Hours Per Semester						360
9.	End of Semester Examination Hours						15
10	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						935

(f)   Award
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Logistics and Transport Management of the National Institute of Transport.

9.3.3.   Technician Certificate (NTA Level 5) in Logistics and Transport Management Programme
This is a one year NTA Level 5 programme. It is a progression second year programme for a three-year Diploma in Logistics and Transport Management (NTA level 6) programme.

(a)   Programme Principal Learning Outcomes
The Technician Certificate in Logistics and Transport Management has the following principal learning outcomes:
(i)   Apply recording skills in handling records and documents,
(ii)   Use marketing knowledge to promote and charge services,
(iii) Apply operational techniques to dispatch and receive vehicles, supervise loading and unloading and deliver traffic,
(iv)   Apply communication skills to prepare and write reports and correspondences,
(v)   Use supervisory skills to prepare work plans and enforce implementation of directives,
(vi)   Apply safety rules to attend minor accidents.

(b)   Purpose of the Qualification
This qualification is intended for a person who will handle operational activities in transport and logistics in an organization including marketing of services and handling records, correspondences, documents, passengers and freight.

(c) Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	L/T		P	IS	Total Hrs/Sem	Total Credits
		Scheme of study/hrs/wk						
		Core Modules						
1.	LTT 05101	Introduction to Logistics Management	4			6	150	15
2.	LTT 05102	Principles of Physical Distribution	4			6	150	15
		Fundamental Modules						
3.	LTT 05103	Principles of Accounting	4			4	120	12
4.	GST 05101L	Introduction to Entrepreneurship	2			4	90	9
5.	ITT 05101L	Information and Communication Technology	2		2	2	90	9
		Total						**60**
6.	Total Contact Hours Per Semester							270
7.	Assignment Hours Per Semester							330
8.	End of Semester Examination Hours							15
9.	Field Work Attachment Hours							-
10.	Notional Hours Per Semester							615

SEMESTER II

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
		Scheme of study/hrs/wk					
		Core Modules					
1.	LTT 05204	Logistics and Transport Planning	4		6	150	15
2.	LTT 05205	Principles of Logistics and Transport	4		6	150	15
		Fundamental Modules					
3.	LTT 05206	Supervisory Skills	4		4	120	12
4.	GST 05201	Business Communication Skills	2		4	90	9
5.	GST 05202L	Introduction to Business Mathematics and Statistics	2		4	90	9
6.	LTT 05207	Industrial Training Attachment	Eight (8) Weeks				
		Total					**60**
7.	Total Contact Hours Per Semester						240
8.	Assignment Hours Per Semester						360
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						935

(d) Award
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Logistics and Transport Management of the National Institute of Transport.

9.3.4. Diploma (NTA Level 6) in Logistics and Transport Management
This is a one year NTA Level 6 programme. It is an exit programme for a three-year Diploma in Logistics and Transport Management.

(a) Programme Principal Learning Outcomes

The Diploma in Logistics and Transport Management has the following principal learning outcomes:

(i) Apply transport and logistics knowledge and skills in managing fleet,

(ii) Use supervisory skills and knowledge to perform administrative matters,

(iii) Use transport and logistics knowledge and skills in supervising cargo and passenger handling,

(iv) Apply transport and logistics skills and knowledge to prepare documents,

(v) Apply financial concepts and principles in managing funds,

(vi) Use marketing concepts and skills in determining prices and preparing marketing strategies.

(b) Purpose of the Qualification

This qualification is intended for a person who will apply supervisory skills and knowledge in transport and logistics including cargo and passenger handling, fleet management, preparation of documents and performing administrative matters.

(c) Level Description

This level is characterized by competence involving application of skills and knowledge in a broad range of activities most of which are non-routine.

(d) Total Credits: 120

(e) Summary of Module

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTT 06102	Transport Economics	4		6	150	15
2.	LTT 06103	Passenger Transport	4		6	150	15
Fundamental Modules							
3.	LTT 06101	Management Accounting (Costing)	2		4	90	9
4.	GST 06101	Development Studies	2		4	90	9
5.	GST 06102	Business Law	4		4	120	12
Total							**60**
6.	Total Contact Hours Per Semester						240
7.	Assignment Hours Per Semester						360
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	LTT 06204	Logistics and Supply Chain Management	4		6	150	15
2.	LTT 06205	Transport Technology	4		6	150	15
Fundamental Modules							
3.	LTT 06206	Principles of Management	4		4	120	12
4.	GST 06203	Business Mathematics and Statistics	2		4	90	9
5.	ITT 06201	Information and Communication Technology	2	2	2	90	9
Total							**60**
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						330
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

(f)   Sponsorship
Aspiring student for the DLTM programme has to be under private sponsorship.

(g)   Award
On successful completion of the programme, candidates are awarded the Diploma in Logistics and Transport Management of the National Institute of Transport.

9.3.5.   Diploma in Freight Clearing and Forwarding Programme

9.3.6.   Basic Technician Certificate in Freight Clearing and Forwarding Programme
It is the first year entry programme for a three-year Diploma in Freight Clearing and Forwarding.
(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
(i)   Apply knowledge and skills in Freight Clearing and Forwarding in preparing requisition documents and transport manifests,
(ii)   Apply knowledge and skills on routine activities of customer requests and bookings,
(iii)   Declare goods,
(iv)   Use knowledge and skills of logistics and freight forwarding management in maintaining records and documenting information,
(vii)   Apply knowledge and skills of logistics and freight forwarding to handle customers.

(b)   Purpose of the Qualification
This qualification is intended for individuals who will perform routine tasks related to freight clearing and forwarding operations, handle customer requests, deal with various freight clearing and forwarding operational documents and apply basic quantitative techniques in freight clearing and forwarding clerical duties.

(c) Level Description
This level is characterized by competence involving application of skills and knowledge at routine level.

(d) Total Credits: 120

(e) Summary of Modules

Notional Hours for Diploma in Freight Clearing and Forwarding

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	270	330	15	-	615
Semester II	240	360	15	320	935
Semester I	270	330	15	-	615
Semester II	240	360	15	320	935
Semester I	270	330	15	-	615
Semester II	300	300	15	-	615
Total Hrs Per Programme	1590	2010	90	640	4330

SEMESTER I

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
		Core Modules					
1.	FCT 04102	Introduction to Taxation	4		6	150	15
2.	FCT 04103	Introduction to International Trade	4		6	150	15
		Fundamental Modules					
3.	FCT 04101	Introduction to Transport	4		4	120	12
4.	GST 04101L	Basic Communication Skills	2		4	90	9
5.	ITT 04101L	Basic Information Technology	2	2	2	90	9
		Total					**60**
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						330
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	FCT 04204	Introduction to Freight Clearing and Forwarding	4		6	150	15
2.	FCT 04205	Customs procedures I	4		6	150	15
Fundamental Modules							
3.	FCT 04206	Introduction to Supply Chain Management	4		4	120	12
4.	FCT 04207	Freight Forwarding Marketing and Customer Care	2		4	90	9
5.	GST 04202L	Introduction to Business Mathematics	2		4	90	9
6.	FCT 04208	Industrial Training attachment	Eight (8) Weeks				
		Total					**60**
7.	Total Contact Hours Per Semester						240
8.	Assignment Hours Per Semester						360
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						935

(f)   Award
On successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Freight Clearing and Forwarding of the National Institute of Transport.

9.3.7.   Technician Certificate in Freight Clearing and Forwarding Programme
This is a one year NTA Level 5 programme. It is a progression second year programme for a three-year Diploma in Freight Clearing and Forwarding (DFCF).

(a)   Programme Principal Learning Outcomes
The programme has the following principal learning outcomes:
(i)   Execute trade documentation activities,
(ii)   Execute import and export activities according to legal framework,
(iii)   Apply communication skills to prepare and write reports and correspondences,
(iv)   Demonstrate entrepreneurial skills,
(v)   Apply freight clearing and forwarding skills to produce accounting information.

(b)   Purpose of the Qualification
This qualification is intended for a person who will handle freight clearing and forwarding operations; ensure efficient utilization of operational fleet; maintain safety and security rules and regulations and manage freight clearing and forwarding operational systems.

(c)   Level Description
This level is characterized by competence that involves application of skills and knowledge in a range of activities some of which are non-routine, with operational responsibility to execute routine and non-routine activities.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
		Core Modules					
1.	FCT 05101	Customs in International and National Context	4		6	150	15
2.	FCT 05102	International Organisations in Freight Forwarding	4		6	150	15
		Fundamental Modules					
3.	FCT 05103	Principles of Accounting	4		4	120	12
4.	GST 05101L	Introduction to Entrepreneurship	2		4	90	9
5.	ITT 05101L	Information and Communications Technology	2	2	2	90	9
		Total					**60**
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						330
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
		Core Modules					
1.	FCT 05204	International Customs Tariffs Nomenclature	4		6	150	15
2.	FCT 05205	Customs Procedures II	4		6	150	15
		Fundamental Modules					
3.	GST 05201L	Business Communication Skills	4		4	120	12
4.	FCT 05206	Customs Law	2		4	90	9
5.	GST 05202L	Business Mathematics and Statistics 1	2 2		2	90	9
6.	FCT 05207	Industrial Training Attachment	Eight (8) Weeks				
		Total					**60**
7.	Total Contact Hours Per Semester						240
8.	Assignment Hours Per Semester						360
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						935

(f)   Award

On successful completion of the programme, candidates who would not like to continue with NTA Level 6 are awarded the Technician Certificate in Freight Clearing and Forwarding of the National Institute of Transport.

9.3.8. Diploma in Freight Clearing and Forwarding

This is a one year NTA Level 6 programme. It is an exit programme for the three-year Diploma in Freight Clearing and Forwarding programme.

(a) Programme Principal Learning Outcomes

The programme has the following principal learning outcomes:

(i) Supervise trade documents,
(ii) Use supervisory skills and knowledge to perform administrative matters,
(iii) Comply with Customs laws,
(iv) Supervise transport operations.

(b) Purpose of the Qualification

This qualification is intended for a person who will conduct a wide range of freight clearing and forwarding activities including operational and some managerial functions.

(c) Level Description

This level is mainly characterized by competence involving application of skills and knowledge in a broad range of activities related to freight clearing and forwarding operations, most of which are non-routine.

(d) Total Credits: 120

(e) Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk				
		Core Modules					
1.	FCT 06101	Freight Documentation 1	4		6	150	15
2.	FCT 06102	Port and Airport Operations	4		6	150	15
		Fundamental Modules					
3.	FCT 06103	Transport Geography C	2		4	90	9
4.	GST 06101L	Development Studies C	2		4	90	9
5.	GST 06102L	Business Law F	4		4	120	12
		Total					**60**
6.	Total Contact Hours Per Semester						240
7.	Assignment Hours Per Semester						360
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
		Core Modules					
1.	FCT 06204	Freight Documentation 11	4		6	150	15
2.	FCT 06205	Customs Enforcement, Compliance and Trade Facilitation	4		6	150	15
		Fundamental Modules					
3.	FCT 06207	Principles of Management II	2		4	90	9
4.	FCT 06206	Transport Operations	4		4	120	12
5.	ITT 06201L	Information and Communication Technology II	2	2	2	90	9
		Total					**60**
6.	Total Contact Hours Per Semester						270
7.	Assignment Hours Per Semester						230
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

(f)   Sponsorship

Aspirants for the programme have to be under private sponsorship.

(g)   Award

On successful completion of the programme, candidates are awarded the Diploma in Freight Clearing and Forwarding of the National Institute of Transport.

9.3.9. Academic Staff

Head of Department

Mrs. Nelly K. Mtaki	MSc. Port Management (WMU, Sweden), MBA (IDM), PGDM (IDM), Dip. Shipping Management (NSA, Norway), ADTM (NIT) FCILT (UK), MTILT (Tanzania).

Assistant Head - (Logistics and Transport Studies Section)

Mr. Zuberi Gurisha	MSc. - Urban Planning and Management (Ardhi University), PGD Urban Planning and Management (Ardhi University), ADTM (NIT)

Assistant Head- (Freight Clearing and Forwarding Section)

Vacant

Senior Lecturer

Dr. Simon S. Lushakuzi	PhD in Transport Marketing (MU), MBA in Marketing (MU), ADTM (NIT), CMCILT (UK)

Lecturers

Mrs. Nelly K. Mtaki	MSc. Port Management (WMU, Sweden), MBA (IDM), PGDM (IDM), Dip. Shipping Management (NSA, Norway), ADTM (NIT) FCILT (UK), MTILT (Tanzania).
*Ms. Elizabeth S. Chingalame	MSc. Shipping Management (WMU, Sweden), MBA (UDSM), PGDM (IDM), ADTM (NIT), MCILT (UK), MTILT (Tanzania).
Ms. Kissa Killagane	MBA. (UDSM), Bsc. Ed. (UDSM) Dip.Ed. (Kleruu T.T.C.).
Mr. Zuberi Gurisha	MSc. - Urban Planning and Management (Ardhi University), PGD Urban Planning and Management (Ardhi University), ADTM (NIT)
*Mr. Walter K. Eliakunda	MBA (UDSM), B. Comm. (UDSM)
* Ms.Benitha Myamba	Mphil. (Maritime Studies) (Stellenbosch Univ.), Bsc (UDSM) Wildlife Conservation.
*Mr. Prosper S. Nyaki	MSc. Urban Planning and Management (Netherlands), ADTM (NIT), DAE (NIT), MCILT (UK)
Mr. Lazarous A. Kalinga	MSc. International Transport and Logistics (UDSM), BFCF (NIT), DBA (TIA), Cert. in International Humanitarian Logistics (KUEHEN (UK).
Ms. Tatu Salum	MSc. In PSCM (MU), ADFCF (NIT), MCILT (UK).

Mr. Salum Mihayo   MSc. In PSCM (MU), ADFCF (NIT), MCILT (UK).

Senior Tutor II

Mr. Alex Butogo   MSc. in PSCM (MU), ADFCF (NIT)

Tutorial Assistants
Mr. Cathbert Mayange   BFCF (NIT), Dip. Ed. (Marangu Teachers College)

Mr. Godlisten Msumanje   BLTM (NIT)

Mr. Sesera Samson   BLTM (NIT)

* On study leave

9.4. TRANSPORT ENGINEERING AND TECHNOLOGY DEPARTMENT
The Department is responsible for planning, organizing and conducting of engineering related programmes. The Department has endeavored to develop its performance and ensure excellence in training, scientific research and consultancy services in the engineering field. It creates an intellectual forum for various disciplines of Mechanical, Electrical, Automobile Engineering Sciences and Technology.

Currently, the Department conducts two programmes: Automobile Engineering and Mechanical Engineering.

9.4.1. Automobile Engineering
9.4.2. Bachelor's Degree in Automobile Engineering
This degree programme comprises two levels – NTA Level 7 and 8

9.4.3. Higher Diploma (NTA Level 7) in Automobile Engineering

This is an entry point to the Bachelor's Degree programme. Its duration is two/three years.
 (a)   Programme Principal Learning Outcomes
        The principal learning outcomes of the programme are as follows:
        (i)   Apply scientific and technological principles in designing and developing Automotive Engineering and Technology,
        (ii)   Apply technological principles to conduct experiments and tests related to motor vehicle design and performance,
        (iii) Use management principles in repair and maintenance of Automobile and related equipment,
        (iv)   Apply scientific and mathematical principles in solving computational problems in Automobile Engineering,
        (v)   Communicate and respond to customers' needs by verbal, graphical and electronic means.
 (b)   Purpose of the Qualification
        This qualification is intended to persons, who will conduct a variety of Automobile engineering activities including design of Automobile machinery, machines, tools, Automobile equipment and components as well as organizing and directing the maintenance of the same in collaboration with other specialists in compliance with the technological changes.

 (c)   Level Description

NTA level 7 is characterized by competences involving application of knowledge and skills in a broad range of complex technical activities, a high degree of personal responsibility and some responsibility for the work of others.

(d)   **Total Credits: 368**

(e)   **Summary of Modules**

Notional Hours for Bachelor's Degree in Automobile Engineering

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Preparation Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	390	210	40	21	0	661
Semester II	360	210	40	18	320	948
Semester III	390	450	40	21	0	901
Semester IV	420	360	40	21	320	1161
Semester V	360	480	40	18	0	898
Semester VI	420	570	40	24	320	1374
Semester I	240	300	40	12	0	592
Semester II	480	570	40	21	0	1111
Total Per Programme	3060	3150	320	156	960	7646

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	GEU 07101	Workshop Technology	2	2	2	90	9
2.	GEU 07102	Engineering Drawing I	2	2	4	120	12
3.	GEU 07103	Basic Automobile Layout	2			60	6
4.	GEU 07104	Spark Ignition Engines	2	2	2	90	9
5.	GEU 07105	Machine Elements and Design I	2	2	2	90	9
6.	GEU 07106	Strength of Materials	2	2	2	90	9
7.	GEU 07108	Measurement and Control	2	2	2	90	9
Total Credits							63
							HOURS
8.	Total Contact Hours Per Semester						390
9.	Assignment Hours Per Semester						210
10.	End of Semester Examination Hours						21
11.	Field Work Attachment Hours						0
12.	Notional Hours Per Semester						621

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	GEU 07201	Basic Electric and Electronic Engineering Principles	2	2	2	90	9
2.	GEU 07202	Automobile Brakes, Suspension and Steering Systems	2	2	2	90	9
3.	GEU 07203	Machine Elements and Design II	2	2	2	90	9
4.	GEU 07204	Engineering Drawing IV	2	2	4	120	12
5.	GEU 07205	Hydraulic & Pneumatic Systems	2	2	2	90	9
6.	GEU 07206	Measurements and Control System II	2	2	2	90	9
7.	IPTU 1	Industrial Practical Training I	8 weeks				10
Total Credits							67
							HOURS
8.	Total Contact Hours Per Semester						360
9.	Assignment Hours Per Semester						210
11.	End of Semester Examination Hours						18
12.	Field Work Attachment Hours						320
13.	Notional Hours Per Semester						908

NB: GE stands for General Course in Engineering

SEMESTER III

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
		Core Modules					
1.	AEU 07301	Engineering Thermodynamics	2	2	4	120	12
2.	AEU 07302	Mechanics of Machines	2	2	4	120	12
3.	AEU 07303	Automobile Development	2	2	6	150	15
4.	AEU 07304	Manufacturing Technology	2	2	6	150	15
		Fundamental Modules					
5.	GSU 07301T	Linear Algebra and Complex Numbers	2		4	90	9
6.	GSU 07302T	Communication Skills for Engineers	2	2	2	90	9
7.	ITU 07301T	Computing and Applications	2	2	4	120	12
		Total Credits					**84**
							HOURS
8.	Total Contact Hours Per Semester						390
9.	Assignment Hours Per Semester						450
10.	End of Semester Examination Hours						21
11.	Field Work Attachment Hours						0
12.	Notional Hours Per Semester						861

SEMESTER IV

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
		Fundamental Modules					
1.	GSU 07403T	Differential Calculus	4		6	150	15
		Core Modules					
2.	AEU 07405	Auto Engineering Design and Drawing	2	2	8	180	18
3.	AEU 07406	Internal Combustion Engine	2	2	4	120	12
4.	AEU 07407	Automobile Fuels and Lubricants	2	2	2	90	9
5.	AEU 07408	Advanced Steering and Suspension Systems	2	2	2	90	9
6.	AEU 07409	Fluid Mechanics	2	2	2	90	9
7.	AEU 07410	Strength of Materials	2	2		60	6
8.	IPTU II	Industrial Practical Training II	8 weeks				10
		Total Credits					**88**
							HOURS
9.	Total Contact Hours Per Semester						420
10.	Assignment Hours Per Semester						360
11.	End of Semester Examination Hours						21
12.	Field Work Attachment Hours						320
13.	Notional Hours Per Semester						1121

SEMESTER V

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AEU 07511	Vehicle Aerodynamics and Body Construction	2	2	4	120	12
2.	AEU 07512	Hydraulics and Pneumatics	2	2	6	150	15
3.	AEU 07513	Advanced Brakes and Drive Train Systems	2	2	6	150	15
4.	AEU 07514	Vehicle Dynamics and Control	2	2	2	90	9
5.	AEU 07515	Automobile Electrics and Electronics Systems	2	2	8	180	18
Fundamental modules							
6.	GSU 07505T	Integral Calculus	4		6	150	15
					Total Credits		**84**
							HOURS
7.	Total Contact Hours Per Semester						360
8.	Assignment Hours Per Semester						480
9.	End of Semester Examination Hours						18
10.	Field Work Attachment Hours						0
11.	Notional Hours Per Semester						858

SEMESTER VI

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AEU 07615	Control Engineering	2	2	6	150	15
2.	AEU 07616	Automobile Maintenance Management	2	2	6	150	15
3.	IPTU III	Industrial Practical Training III	8 weeks				10
Fundamental Modules							
4.	GSU 07606T	Probability and Statistics	4		6	150	15
5.	GSU 07607T	Development Studies	2		4	90	9
6.	GSU 07608T	Research Methodology	2		4	90	9
					Total Credits		**73**
Elective Modules							
7.	AEU 07617E	Agricultural Tractors and Implement Technology	2	2	4	120	12
8.	AEU 07618E	Vehicle Safety and Comfort Technology	2	2	4	120	12
9.	AEU 07619E	Trucks, Tractors and Heavy Duty Equipment	2	2	4	120	12
					Total Credits		**36**
							HOURS
10.	Total Contact Hours Per Semester						420
11.	Assignment Hours Per Semester						570
12.	End of Semester Examination Hours						24
13.	Field Work Attachment Hours						320
14.	Notional Hours Per Semester						1334

(f)   Awards

On successful completion of the course, candidates who would not like to continue with NTA Level 8 studies are awarded the Higher Diploma in Automobile Engineering of the National Institute of Transport.

9.4.4. Bachelor's Degree (NTA-Level 8) in Automobile Engineering

(a)   Programme Principal Learning Outcomes

The principal learning outcomes of the programme are as follows:

(i)   Conduct research on development of Advanced Automobile Systems and related technological issues to improve their performance,

(ii)   Apply management principles and procedures to establish, develop, and deploy Automobile Engineering resources according to established policies, budget and business needs,

(iii)   Analyze the improvements made on advanced automobile engineering systems to enhance their performance.

(iv)   Analyze the impact of Automobile Technological development to the environment and society,

(v)   Use the information on Automobile Engineering and related Technology to produce quality reports.

(b)   Purposes of the Qualification

This qualification is intended for persons, who will be able to utilize the knowledge and transform it into practices of skills, be able to work independently in various systems of Automobile engineering, observing the principles in variety of Automobile engineering activities of design, manufacturing and management, including operational processes such as design, develop, build, and test Automobile devices like tools, engines, and machines of all types.

(c)   Level Description

This level (NTA level 8) is characterized by competence involving application of knowledge and skills in a wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, work planning, execution and evaluation.

(d)   Total Credits 530

The programme has 530 cumulative total Credits i.e. 374 credits from NTA level 7 and 156 credits from NTA Level 8.

(e)   Mode of Teaching

The programme is taught through lectures supplemented by seminars, group discussions, video shows, industrial study tours, and occasional lectures by practicing professionals and fieldwork training. Fieldwork supervisors are assigned to students for guidance.

(f)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AEU 08101	Automobile Design and Development	2	2	6	150	15
2.	AEU 08102	Engine Management	2	2	6	150	15
3.	AEU 08103	Engineering Management	4		4	120	12
4.	AEU 08104	Environment and Safety Engineering	4		4	120	12
Total Credits							54
							HOURS
5.	Total Contact Hours Per Semester						240
6.	Assignment Hours Per Semester						300
7.	End of Semester Examination Hours						12
8.	Field Work Attachment Hours						0
9.	Notional Hours Per Semester						542

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AEU 08206	Project Work	1	3	6	150	15
2.	AEU 08205	Road Transport Studies	4		4	120	12
Fundamental Modules							
3.	GSU 08201T	Laws for Engineers	4		4	120	12
4.	GSU 08202T	Entrepreneurship	4		4	120	9
Total Credits							48
Elective Modules							
5.	AEU 08207E	Computer Aided Manufacturing (CAM)	2	2	6	150	15
6.	AEU 08210E	Engine Diagnostic and Testing Methods	2	2	6	150	15
7.	AEU 08208E	Project Management	4		4	120	12
8.	AEU 08209E	Road Traffic Accident Investigations	2	2	4	120	12
Total Credits							54
							HOURS
9.	Total Contact Hours Per Semester						480
10.	Assignment Hours Per Semester						570
11.	End of Semester Examination Hours						21
12.	Field Work Attachment Hours						0
13.	Notional Hours Per Semester						1071

(g)   Award
On successful completion of the programme, candidates will be awarded the Bachelor's Degree in Automobile Engineering of the National Institute of Transport.

9.4.5.   Diploma in Automobile Engineering
This Diploma programme comprises three levels - NTA Levels 4, 5 and 6.

9.4.6.   Basic Technician Certificate (NTA Level 4) in Automobile Engineering
It is the first year entry programme for a three-year Diploma in Automobile Engineering.

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
(i)   Ability to perform simple repairs and maintenance of automobile systems and components,
(ii)   Ability to use simple trouble shooting instruments,
(iii)   Ability to communicate routine information effectively,
(iv)   Ability to apply the basic principles of manufacturing technology,
(vi)   Ability to apply mathematical and engineering principles in automobile engineering practice,
(vii)   Ability to apply basic entrepreneurial skills.

(b)   Purpose of the Qualification
This qualification is intended for individuals who will diagnose faults/troubles in all types of motor vehicles and carry out simple routine repairs and maintenance services efficiently and effectively.

(c)   Level Description
This level is characterized by competences involving application of skills and knowledge at routine level.

(d)   Total Credits: 156

(e)   Summary of Modules

Notional Hours for Diploma in Automobile Engineering

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	405	285	27	0	717
Semester II	255	165	15	320	755
Semester I	480	180	24	0	684
Semester II	465	255	27	320	1067
Semester I	330	270	27	0	627
Semester II	585	435	36	0	1056
Total Per Programme	2520	1590	156	640	5106

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AET 04107	Workshop Safety	2	2	4	120	12
2.	AET 04104	Engineering Science	2	2	2	90	9
3.	AET 04103	Engineering Drawing 1	2	2	4	120	12
4.	AET 04108	Basic Automobile Layout	2	2	2	120	12
5.	AET 04102	Workshop Technology I	2	2	2	90	15
6.	AET 04106	Basic Automobile Electrical and Electronics I	2		2	60	6
Fundamental Modules							
7.	GST 04101T	Engineering Algebra and Trigonometric	3	2	2	90	9
8.	GST 04102T	Communication Skills I	2	2	2	90	9
9.	IT 04101	Computer Application	2	2	2	90	9
Total Credits						**71**	
						HOURS	
10.	Total Contact Hours Per Semester					405	
11.	Assignment Hours Per Semester					285	
12.	End of Semester Examination Hours					27	
13.	Field Work Attachment Hours					0	
14.	Notional Hours Per Semester					717	

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AET 04207	Basic Engine Repair and maintenance	2	2	4	120	12
2.	AET 04208	Workshop Technology II	2	2	4	120	12
3.	AET 04209	Basic Automobile Electrical and Electronics II	2	2	6	150	15
4.	IPT I	Industrial Practical Training I	(8 weeks)				10
Fundamental Modules							
5.	GST 04201T	Engineering Calculus and Matrices	2	2	2	90	9
6.	GST 04202T	Business Communication Skills	2	2	2	90	9
Total Credits						**52**	
						HOURS	
8.	Total Contact Hours Per Semester					255	
9.	Assignment Hours Per Semester					165	
11.	End of Semester Examination Hours					15	
12.	Field Work Attachment Hours					320	
13.	Notional Hours Per Semester					755	

(f)   Awards

Candidates who have successfully completed the programme and would not like to continue with NTA Level 5 studies are awarded the Basic Technician Certificate in Automobile Engineering of the National Institute of Transport.

9.4.7. Technician Certificate in Automobile Engineering
This is a one year NTA Level 5 – programme. It is a progression of first year programme to second year, for a three-year Diploma in Automobile Engineering (NTA Level 6).

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
  (i)   Ability to apply engineering concepts and skills in diagnose faults, maintain engine, air/ fuel system and perform vehicle repair,
  (ii)   Ability to maintain the automotive transmission, brake, steering, and suspension systems and conduct road test,
  (iii) Ability to apply engineering concepts and skills to maintain HVAC systems and repair Motor vehicle electrical systems,
  (iv)   Ability to fabricate simple motor vehicle components and perform body works,
  (v)   Ability to prepare work documents and apply entrepreneurship skills.

(b)   Purpose of the Qualification
This qualification is intended for individuals who will diagnose simple problems in all types of motor vehicles and carry out corresponding repairs and maintenance efficiently and effectively; be able to communicate effectively through simple reports for routine and non-routine information and make simple machine components.

(c)   Level Description
This level is characterized by competences involving application of skills and knowledge in a range of activities some of which are non-routine. It covers occupations whose main tasks require skills and knowledge to assume operational responsibilities.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AET 05101	Internal Combustion Engines	2	2	4	120	12
2.	AET 05102	Automotive Electrical & Electronic Systems	2	2	2	90	9
3.	AET 05103	Auto Air Condition, Ventilation and Heating Systems I	2	2	2	90	9
4.	AET 05104	Auto-mobile Body Works	2	2	2	90	9
5.	AET 05105	Automotive Suspension and Steering Systems	2	2	2	90	9
6.	AET 05106	Automotive Brake Repair and Maintenance	2	2	2	90	9
7.	AET 05107	Basics of Workshop Management	3	1		60	6
Fundamental Modules							
8.	GST 05101T	Engineering Mathematics III	2	2	4	120	12
Total Credits							**66**
							HOURS
9.	Total Contact Hours Per Semester						420
10.	Assignment Hours Per Semester						180
11.	End of Semester Examination Hours						24
12.	Field Work Attachment Hours						0
13.	Notional Hours Per Semester						684

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AET 05214	Engineering Drawing	2	2	4	120	6
2.	AET 05210	Automotive Transmission and Drive Train	2	2	2	90	12
3.	AET 05217	Auto Air Condition, Ventilation and Heating Systems II	2	2		60	6
4.	AET 05215	Machine Element and Design I	2	2	2	90	6
5.	AET 05218	Automotive Air Fuel Systems	2	2	2	90	6
6.	AET 05213	Fundamentals of Automotive Repair and Maintenance	2	2	2	90	9
Fundamental Modules							
7.	GST 05202T	Engineering Mathematics	3		1	60	9
8.	GST 05208T	Entrepreneurship for Technicians	2		2	60	6
9.	ITT05209T	Computer Applications	2		2	60	6
10.	IPT II	Industrial Practical Training II	Eight (8) Weeks				10
Total Credits							**82**
							HOURS
11.	Total Contact Hours Per Semester						465
12.	Assignment Hours Per Semester						255
13.	End of Semester Examination Hours						27
14.	Field Work Attachment Hours						320
15.	Notional Hours Per Semester						1067

(f)   Award

On successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Automobile Engineering of the National Institute of Transport.

9.4.8. Diploma in Automobile Engineering

This is a one year NTA Level 6 programme. It is a progression from a one year NTA Level 5 (Technician Certificate in Automobile Engineering) programme and a one year NTA Level 4 (Basic Technician Certificate in Automobile Engineering) programme.

(a)   Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

(i)   Ability to carry out diagnosis of automobile and perform routine and non-routine repairs and maintenance works of all types of vehicles and equipment related to road construction, mining earth moving, and marine works,

(ii)   Ability to apply basic principles of workshop management and ICT in relation to automobile engineering practice,

(iii)   Ability to apply knowledge of business principles to establish and run a small enterprise,

(iv)   Ability to apply technical knowledge and understanding in observing high standards of quality, safety and environmental protection while performing automobile engineering works.

(b)   Purpose of the Qualification

This qualification is intended for persons who will diagnose problems in all types of motor vehicles for challenging repairs and overhauls and non-routine maintenances; be able to plan maintenance, organize and manage workshop activities.

(c)   **Level Description**
       This level is characterized by competences involving application of skills and knowledge in a broad range of work activities most of which are non-routine.

(d)   **Total Credits: 240**

(e)   **Summary of Modules**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	AET 06101	Workshop Management	2		2	60	9
2.	AET 06102	Basic Procurement Techniques	2		2	60	9
3.	AET 06103	Road Transport Operations	2		2	60	12
4.	AET 06104	Environmental Engineering	2		2	60	9
5.	AET 06106	Strength of Materials	3	1	2	90	9
6.	AET 06107	Engineering Thermodynamics	2		2	60	6
7.	AET 06108	Auto Electric and Fuel Injection	2	2	2	90	6
Fundamental Modules							
8.	GST06109T	Communication Skills II	2		2	60	9
9.	GST 06105	Engineering Mathematics	2		2	60	6
						Total Credits	**75**
							HOURS
10.	Total Contact Hours Per Semester						330
11.	Assignment Hours Per Semester						270
12.	End of Semester Examination Hours						27
13.	Field Work Attachment Hours						0
14.	Notional Hours Per Semester						627

SEMESTER II

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk				
		**Core Modules**					
1.	AET 06210	Auto Electric and Auxiliary Systems	4	2	2	120	9
2.	AET 06211	Hydraulic & Pneumatics Systems	2	2	2	90	15
3.	AET 06212	Principles of Automatic Gear Box	4	2	2	120	9
4.	AET 06213	Machine Element and Design	2		2	60	6
5.	AET 06214	Materials Technology	2		2	60	9
6.	AET 06215	Design Project	1	2	3	90	12
		Fundamental Modules					
7.	GST 06217	Entrepreneurship for Technician II	2		2	60	6
		Total Credits					**60**
		Elective Modules					
8.	AET 06216E	E- Business	2		2	60	6
9.	AET 06218E	Road safety and Accidents Studies	2		2	60	6
10.	AET 06219E	Road Construction and Mining Heavy Equipment	2	2		60	12
11.	AET 06220E	Cargo Handling Systems and Equipment	2		2	60	6
12.	AET 06221E	Vehicle Inspection and Driver Examinations	2	2	2	90	6
13.	AET 06222E	Vehicle Inspection and Appraisal	3	2	1	90	9
		Total Credits					**42**
						HOURS	
14.	Total Contact Hours Per Semester					585	
15.	Assignment Hours Per Semester					543	
16.	End of Semester Examination Hours					36	
17.	Field Work Attachment Hours					0	
18.	Notional Hours Per Semester					1056	

* **Elective**

(f)   Awards

On successful completion of the programme, candidates are awarded the Diploma in Automobile Engineering of the National Institute of Transport.

9.5. MECHANICAL ENGINEERING

9.5.1. Bachelor's Degree in Mechanical Engineering
This degree programme comprises two levels – NTA Level 7 and 8.

9.5.2. Higher Diploma in Mechanical Engineering
This is an entry point to the Bachelor's Degree programme. Its duration is three years.

(a) Programme Principal Learning Outcomes
The principal learning outcomes of the programme are as follows:
(i) Ability to apply Science related subject in designing machinery and tools,
(ii) Ability to apply Engineering knowledge and skills in designing machinery and tools,
(iii) Ability to apply ICT knowledge and skills in communicating and solving engineering problems,
(iv) Ability to apply knowledge and skills to design and analyse power generation and energy conversion system,
(v) Ability to apply knowledge and skills in specifying, managing, inspecting production, operations and maintenance of equipment and systems.

(b) Purpose of the Qualification
This qualification is intended to persons, who will conduct a variety of mechanical engineering activities including design of machinery, machines, tools, mechanical equipment and components as well as organizing and directing the maintenance of the same in collaboration with other specialists in compliance with the technological changes.

(c) Level Description
This level (NTA Level 7) is characterized by competences involving application of knowledge and skills in a broad range of complex technical activities, a high degree of personal responsibility and some responsibility for the work of others.

(d) Total Credits: 297

(e) Summary of Modules

Notional Hours for Bachelor's Degree in Mechanical Engineering

For this course notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	390	240	21	0	651
Semester II	360	210	18	320	908
Semester III	360	270	21	0	651
Semester IV	360	210	21	320	911
Semester V	480	270	27	0	777
Semester VI	390	210	24	320	944
Semester I	450	270	21	0	741
Semester II	360	300	21	0	681
Total Per Programme	3150	1980	174	960	6264

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	GEU 07101	Workshop Technology	2	2	2	90	9
2.	GEU 07102	Engineering Drawing I	2	2	4	120	12
3.	GEU 07103	Basic Automobile Layout	2			60	6
4.	GEU 07104	Spark Ignition Engines	2	2	2	90	9
5.	GEU 07105	Machine Elements and Design I	2	2	2	90	9
6.	GEU 07106	Strength of Materials	2	2	2	90	9
7.	GEU 07108	Measurement and Control System I	2	2	2	90	9
Total Credits							63
							HOURS
8.	Total Contact Hours Per Semester						390
9.	Assignment Hours Per Semester						240
10.	End of Semester Examination Hours						21
11.	Field Work Attachment Hours						0
12.	Notional Hours Per Semester						651

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	GEU 07201	Basic Electric and Electronic Engineering Principles	2	2	2	90	9
2.	GEU 07202	Automobile Brakes, Suspension and Steering Systems	2	2	2	90	9
3.	GEU 07203	Machine Elements and Design	2	2	2	90	9
4.	GEU 07204	Engineering Drawing IV	2	2	4	120	12
5.	GEU 07205	Hydraulic & Pneumatic Systems	2	2	2	90	9
6.	GEU 07206	Measurements and Control System II	2	2	2	90	9
7.	IPTU 1	Industrial Practical Training 1	8 weeks				10
Total Credits							67
							HOURS
9.	Total Contact Hours Per Semester						360
10.	Assignment Hours Per Semester						210
11.	End of Semester Examination Hours						18
12.	Field Work Attachment Hours						320
13.	Notional Hours Per Semester						908

NB: GE Stands for General course in Engineering

SEMESTER III

S/No.	Module Code	Module Name	Scheme of study/hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
Core Modules								
1.	MEU 07301	Electrical Machines	2			2	60	6
2.	MEU 07302	Mechanics of machines	2		2	2	90	9
3.	MEU 07303	Advanced Engineering Thermodynamics	2		2	2	90	9
4.	MEU 07304	Manufacturing Processes	2		2	4	120	12
Fundamental Modules								
5.	ITU 070301T	Computing and Applications	2		2	4	120	12
6.	GSU 07301*	Linear Algebra & Complex Numbers	2		2	2	60	9
7.	GSU 07302*	Communication Skills	2			2	60	6
Total Credits								63
								HOURS
8.	Total Contact Hours Per Semester							360
9.	Assignment Hours Per Semester							270
10.	End of Semester Examination Hours							24
11.	Field Work Attachment Hours							0
12.	Notional Hours Per Semester							654

*Details of sub-enabling outcomes of these modules are found in the respective department.

SEMESTER IV

S/No.	Module Code	Module Name	Scheme of study/hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
Core Modules								
1.	MEU 07401	Digital Electronics	2		2	2	90	9
2.	MEU 07402	Strength of Materials	4		2	2	90	9
3.	MEU 07403	Computer Aided Drafting Applications	2		2	2	90	9
4.	MEU 07404	Production Engineering	2		2	2	60	9
5.	MEU 07405	Fluid Mechanics	2			2	60	6
6.	MEU 07406	Industrial Practical Training II	8 weeks					10
Fundamental Modules								
7.	GSU 07401*	Differential Calculus	2	2		2	90	9
8.	GSU 07402T*	Development Studies	2			2	60	6
						Total Credits		67
								HOURS
9.	Total Contact Hours Per Semester							360
10.	Assignment Hours Per Semester							210
11.	End of Semester Examination Hours							21
12.	Field Work Attachment Hours							320
13.	Notional Hours Per Semester							911

S/No.	Module Code	Module Name	Scheme of study/hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
Core Modules								
1.	MEU 07503	Machine Tools Design	2		2	2	90	9
2.	MEU 07504	Hydraulic and Pneumatic System Design	2		2	2	90	9
3.	MEU 07505	Measurement and Control	2			2	60	6
4.	MEU 07506	Metal Casting and Forming Processes	2		2	2	90	9
5.	MEU 07507	Internal Combustion Engines	2		2	2	90	9
6.		**Selected Elective Module						9
Fundamental modules								
7.	GSU 07501*	Integral Calculus	2	2		2	90	9
8.	GSU 07502*	Techno-Entrepreneurship Studies	2			2	60	6
Total Credits								**57**
Elective Modules								
9.	MEU07508E	Port Handling Machinery	2	2		2	90	9
10.	MEU 07509E	Farm Tractors and Equipment	2	2		2	90	9
Total Credits								**18**
								HOURS
11.	Total Contact Hours Per Semester							480
12.	Assignment Hours Per Semester							270
13.	End of Semester Examination Hours							27
14.	Field Work Attachment Hours							0
15.	Notional Hours Per Semester							777

* Detail of sub-enabling outcomes of these modules are found in the respective curriculum at the departments of Mathematics, Humanities and Social Sciences and Business and Entrepreneurship Studies respectively

**In addition to compulsory modules, students are required to select one module from a list of elective modules.

S/No.	Module Code	Module Name	Scheme of study/hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
		Core Modules						
1.	MEU 07601	Industrial Design Engineering	2			2	90	6
2.	MEU 07602	System Reliability	2		2		60	6
3.	MEU 07603	Environment and Safety Engineering	2		2	2	90	9
4.	MEU 07604	Automotive Engineering	2		2	2	90	9
5.	MEU 07605	Industrial Practical Training III	Eight (8) Weeks					10
6.		**Selected Elective Module						
		Fundamental modules						
7.	GSU 07601	Probability and Statistics	2	2		2	150	9
8.	GSU 07602	Techno-Entrepreneurship Studies	2				90	6
		Total Credits						**55**
		Elective Modules						
9.	MEU07608	Port Handling Machinery	2		2	2	90	9
10.	GSU07602*	Research Methodology	2			2	60	6
		Total Credits						**15**
								HOURS
11.	Total Contact Hours Per Semester							390
12.	Assignment Hours Per Semester							210
13.	End of Semester Examination Hours							24
14.	Field Work Attachment Hours							320
15.	Notional Hours Per Semester							944

(f)   Awards

On successful completion of the course, candidates who would not like to continue with NTA Level 8 studies are awarded the Higher Diploma in Mechanical Engineering of the National Institute of Transport.

9.5.3.   Bachelor's Degree in Mechanical Engineering

(a)   Programme Principal Learning Outcomes

The principal learning outcomes of the programme are as follows:

(i)   Ability to apply knowledge and skills in designing of power plants, heating exchanging systems, various sources of energy and control system,

(ii)   Ability to identify needs in production types, cost, quality, reliability laws and Entrepreneurship,

(iii)   Ability to employ computer knowledge in products development, drawing, presentation and manufacturing.

(iv)   Ability to apply knowledge to design, analyze and implement control systems and automation,

(v)   Ability to apply acquired knowledge to solve engineering problem integrated project.

(b)   Purposes of the Qualification

This qualification is intended for persons, who will be able to utilize the knowledge and transform it into practices of skills, be able to work independently in various systems of mechanical engineering, observing the principles in variety of engineering activities of design, manufacturing and management including operational processes such as design, develop, build, and test mechanical devices, like tools, engines, and machines of all types.

(c)   Level Description

This level (NTA level 8) is characterized by competence involving application of knowledge and skills in a wide and unpredictable variety of contexts with substantial

personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, work planning, execution and evaluation.

(d) **Total Credits 543**
The programme has 543 cumulative total Credits i.e. 405 credits from NTA level 7 and 138 credits from NTA Level 8.

(e) **Mode of Teaching**
The programme is taught through lectures supplemented by seminars, group discussions, video shows, industrial study tours, and occasional lectures by practicing professionals and fieldwork training. Fieldwork supervisors are assigned to students for guidance.

(f) **Summary of Modules**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk L	T	P	IS	Total Hrs/Sem	Total Credits
		Core Modules						
1.	MEU 08101	System and Control Engineering	2		2	2	90	9
2.	MEU 08102	Computer Aided Design (CAD)	2		2	2	90	9
3.	MEU 08103	Engineering Operation Management	4		2	6	150	15
4.	MEU 08104	Power Plant	2		2		60	6
5.	MEU 08105	Refrigeration and Air Conditioning	2		2		60	6
6.	MEU 08106	Project Data Collection	2		2	6	120	12
7.	MEU 08107	Industrial Automation	2		2	2	90	9
		Fundamental Modules						
8.	GSU 08106*	Laws for Engineers	2	2			60	6
						Total Credit		**72**
								HOURS
9.	Total Contact Hours Per Semester							450
10.	Assignment Hours Per Semester							270
11.	End of Semester Examination Hours							21
12.	Field Work Attachment Hours							0
13.	Notional Hours Per Semester							741

S/No.	Module Code	Module Name	Scheme of study/hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
Core Modules								
1.	MEU 08208	Engine Technology and Design	2		2	2	90	9
2.	MEU 08209	Renewable Energy Technologies	2			2	60	6
3.	MEU 08210	Computer Aided Manufacturing (CAM)	2		2	2	90	9
4.	MEU 08211	Foundry Technology	2		2	2	90	9
5.	MEU 08212	Quality Assurance and Control	2	1		2	60	6
6.	MEU 08213	Automation and Robotics	2		2	2	90	9
7.	MEU 0814	Project	2			6	120	12
Fundamental modules								
8.	GSU 08214*	Entrepreneurship for Engineers	2			2	60	6
Total Credits								66
								HOURS
9.	Total Contact Hours Per Semester							360
10.	Assignment Hours Per Semester							300
11.	End of Semester Examination Hours							21
12.	Field Work Attachment Hours							0
13.	Notional Hours Per Semester							681

(g)   Award
On successful completion of the programme, candidates will be awarded the Bachelor's Degree in Mechanical Engineering of the National Institute of Transport.

9.5.4   Diploma in Mechanical Engineering
This Diploma programme comprises of three levels - NTA Levels 4, 5 and 6

9.5.5.   Basic Technician Certificate (NTA Level 4) in Mechanical Engineering
It is the first year entry programme for a three-year Diploma in Mechanical Engineering
(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
(i)   Ability to perform simple repairs and maintenance of mechanical systems and components,
(ii)   Ability to use simple troubleshooting instruments,
(iii)   Ability to communicate routine information effectively,
(iv)   Ability to apply the basic principles of manufacturing technology,
(v)   Ability to apply mathematical and engineering principles in Mechanical Engineering practice,
(vi)   Ability to apply basic entrepreneurial skills.

(b)   Purpose of Qualification
This qualification is intended for individuals who will diagnose faults/troubles in all types of motor vehicles and carry out simple routine repairs and maintenance services efficiently and effectively.

(c) Level Description

This level is characterized by competences involving application of skills and knowledge at routine level.

(d) Total Credits: 165

(e) Modules Summary

Notional Hours for Diploma in Mechanical Engineering

For this course notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	420	210	21	0	651
Semester II	375	135	18	320	848
Semester I	510	150	27	0	687
Semester II	390	210	21	320	941
Semester I	420	150	21	0	591
Semester II	330	150	18	0	498
Total Per Programme	2445	1005	126	640	4216

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study hrs/wk L	T	P	IS	Total Hrs/Sem	Total Credits
		Core Modules						
1.	MET 04101	Basic Engineering Drawing	2		2	4	120	12
2.	MET 04107	Engineering Materials	2		2	2	90	6
3.	MET 04103	Workshop Technology	2		2	2	90	6
4.	MET 04104	Basic Engineering Mechanics	2		2	2	90	6
		Fundamental Modules						
5.	GST 04101T	Engineering Algebra and Trigonometry	2		2	2	90	9
6.	GST 04102T	Basic Communication Skills	2	2			60	9
7.	ITT 04101T	Basic Computer Applications I	2	2		2	90	9
		Total Credits						**54**
								HOURS
8.	Total Contact Hours Per Semester							420
9.	Assignment Hours Per Semester							210
10.	End of Semester Examination Hours							21
11.	Field Work Attachment Hours							0
12.	Notional Hours Per Semester							651

S/No.	Module Code	Module Name	Scheme of study/hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
Core Modules								
1.	MET 04205	Machine Element Drawing	2		2	2	90	12
2.	MET 04206	Basic Electrical and Electronics Engineering	2		2	2	90	9
3.	MET 04207	Basic Production Engineering	2		4	2	90	12
4.	MET 04208	Industrial Practical Training	Eight (8) Weeks					10
Fundamental Modules								
5.	GST 04201T	Engineering Calculus and Matrices	2	2		2	90	9
6.	GST 04202T	Communication Skills II	2	2			60	9
7.	CIT 04201	Basic Entrepreneurial Skills	2	1		1	60	6
Total Credits								63
								HOURS
8.	Total Contact Hours Per Semester							375
9.	Assignment Hours Per Semester							135
10.	End of Semester Examination Hours							18
11.	Field Work Attachment Hours							320
12.	Notional Hours Per Semester							848

(f)   Award

On successful completion of the programme candidate who would not like to continue with NTA Level 5 studies are awarded the Basic Technician Certificate in Mechanical engineering of the NIT.

9.5.6.   Technician Certificate in Mechanical Engineering

This is a one year NTA Level 5 – programme. It is a progression of first year programme to second year, for a three-year Diploma in Mechanical Engineering (NTA Level 6).

(a)   Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

(i)   Ability to carry out simple routine repairs and maintenance of mechanical systems and components to include in some cases non-routine maintenance works,

(ii)   Ability to communicate effectively routine and non-routine information,

(iii) Ability to apply knowledge of mathematical and mechanical principles in mechanical engineering practice,

(iv)   Ability to apply principles of management in mechanical workshop,

(v)   Ability to make simple machine components.

(b)   Purpose of the Qualification

This qualification is intended for individuals who will diagnose simple problems in all types of motor vehicles and carry out corresponding repairs and maintenance efficiently and effectively; be able to communicate effectively through simple reports for routine and non-routine information and will be able to make simple machine components.

(c)   **Level Description**
        This level is characterized by competences involving application of skills and knowledge in a range of activities some of which are non-routine. It covers occupations whose main tasks require skills and knowledge to assume operational responsibilities.

(d)   **Total Credits: 150**

(e)   **Modules Summary**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study hrs/wk				Total Hrs/Sem	Total Credits
			L	T	P	IS		
Core Modules								
1.	MET 05101	Engineering Drawing III	2		2	2	90	12
2.	MET 05102	Machine Elements& Design I	2		2	2	90	6
3.	MET 05103	Engineering Measurements & Instrumentation	2		2		60	6
4.	MET 05104	Materials Technology	2		2		60	9
5.	MET 05105	Strength of Materials	2		2	2	90	9
6.	MET 05106	Thermodynamics	2		2	2	90	6
7.	MET 05107	Maintenance Management	2			2	60	6
8.	MET 05108	Principles of D.C. Machines	2		2		60	6
Fundamental Modules								
9.	GST 05101T	Engineering Mathematics III	4				60	12
Total Credits								**72**
								HOURS
10.	Total Contact Hours Per Semester							510
11.	Assignment Hours Per Semester							150
12.	End of Semester Examination Hours							27
13.	Field Work Attachment Hours							0
14.	Notional Hours Per Semester							687

SEMESTER II

S/No.	Module Code	Module Name	L	T	P	IS	Total Hrs/Sem	Total Credits
			— Scheme of study, hrs/wk					
Core Modules								
1.	MET 05211	Machining Process	2		2	2	90	9
2.	MET 05211	Machine Elements & Design II	2		2	2	90	9
3.	MET 05212	Fluid Mechanics	2		2	2	90	9
4.	MET 05213	Metal Forming	2		2	4	120	9
5.	MET 05214	Introduction to Computer Aided Design (CAD)	2		2	4	120	9
6.	MET 05216	Principles of A. C. Machines	2		2		60	12
7.	MET 05217	Industrial Practical Training II	— 8 weeks					9
Fundamental Modules								
8.	GST 05202T	Engineering Mathematics IV	2			2	60	6
Total Credits								70
								HOURS
9.	Total Contact Hours Per Semester							390
10.	Assignment Hours Per Semester							210
11.	End of Semester Examination Hours							21
12.	Field Work Attachment Hours							320
13.	Total Notional Hours Per Semester							941

(f)   Award

On successful completion of the programme candidate who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Mechanical engineering of the NIT.

9.5.7.   Diploma in Mechanical Engineering

This is a one year NTA Level 6 programme. It is a progression from a one year NTA Level 5 (Technician Certificate in Mechanical Engineering) programme and a one year NTA Level 4 (Basic Technician Certificate in Mechanical Engineering) programme.

(a)   Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

(i)   Ability to carry out diagnosis of automobile and perform routine and non-routine repairs and maintenance works of all types of vehicles and equipment related to road construction, mining earth moving, and marine works,

(ii)   Ability to apply basic principles of workshop management and ICT in relation to mechanical engineering practice,

(iii)   Ability to apply knowledge of business principles to establish and run a small enterprise,

(iv)   Ability to apply technical knowledge and understanding in observing high standards of quality, safety and environmental protection while performing mechanical engineering works.

(b)   Purpose of the Qualification

This qualification is intended for persons who will diagnose problems in all types of motor vehicles for challenging repairs and overhauls and non-routine maintenances; be able to plan maintenance, organize and manage workshop activities.

(c)   Level Description

This level is characterized by competences involving application of skills and knowledge in a broad range of work activities most of which are non-routine.

(d)   Total Credits: 150

(e)   Modules summary

SEMESTER I

S/No.	Module Code	Module Name	L	T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study hrs/wk					
Core Modules								
1.	MET 06101	Production Technology	2		2	2	90	9
2.	MET 06102	Refrigeration Machinery	2		2		60	9
3.	MET 06103	Farm Machinery and Power	2		2	2	90	9
4.	MET 06104	Hydraulics and Pneumatics Systems	2		2	2	90	9
5.	MET 06105	Basics of Automation	2		2	2	90	9
Fundamental Modules								
7.	ITT 06106	Basic Computer Programming with C – I	2		2	2	90	9
8.	GST 06107T	Business Planning	2	2			60	9
Total Credits								**63**
								HOURS
9.	Total Contact Hours Per Semester							420
10.	Assignment Hours Per Semester							150
11.	End of Semester Examination Hours							21
12.	Field Work Attachment Hours							0
13.	Notional Hours Per Semester							591

S/No.	Module Code	Module Name	Scheme of study, hrs/wk				Total Hrs/Sem	Total Credits
			L	**T**	**P**	**IS**		
Core Modules								
1.	MET 06208	Industrial Control Systems	2		2	2	90	12
2.	MET 06209	Foundry Technology	2		2		60	9
3.	MET 06210	Air Conditioning	2		2		60	12
4.	MET 06211	Environmental Engineering	2			2	60	12
5.	MET 06214	Project	2			4	90	12
Fundamental Modules								
6.	ITT 06213	Introduction to International Business	2			2	60	6
7.	ITT 06212	Basic Computer Programming with C – II	2		2		60	6
Total Credits								**69**
								HOURS
10.	Total Contact Hours Per Semester							330
11.	Assignment Hours Per Semester							150
12.	End of Semester Examination Hours							18
13.	Field Work Attachment Hours							0
14.	Notional Hours Per Semester							498

(c) Award

On Successful completion of the programme candidates are awarded the Diploma in Mechanical Engineering of the National Institute of Transport.

9.5.8. Academic Staff
Head of Department

Eng. Dr. Amon C. Mwasandube	PhD (Farm Machinery and Mechanization) – SUA, MSc. Mech. Eng. (GDANSK, POLAND

Assistant Head

Mr. Robert F. Lyimo	MSc. Transport Eng. (Netherlands), B.Tech Mechanical (India).

Senior Lecturers

Eng. Prof. Zacharia M. D. Mganilwa	PhD in Agricultural Science (Kagoshima University Japan), MSc. in Agricultural Machinery – (Miyazaki University Japan), Bsc in Mechanical Engineering (UDSM), FTC in Mechanical Engineering (DIT).

Lecturers

Eng. Dr. Amon C. Mwasandube	PhD (Farm Machinery and Mechanization) – SUA, MSc. Mech. Eng. (GDANSK, POLAND).
Eng. Dr. Salum K. Chang'waro	PhD in Mech. Eng. (Dortmund, Germany) MSc. in Mech. Eng. (Karl-Marx-Stadt, Chemnitz-Germany), Higher Dip. in Mech. Eng, FTC in Mech. Eng. (Kenya Polytechnic, Nairobi, Kenya), P.Eng(T), MIET, MCILT
*Eng. Aziz A. Mdimi	MSc. Mech. Eng. (RUSSIA).
Eng. Dr. Ethel D. Kasembe	PhD in Energy Eng. (UDSM-CoET), MEM (UDSM), BSc. in Mech. Eng. (UDSM)
Dr. Omari Mashi Khalfan	PhD in Mech. Eng. (Selcuk University Turkey), MSc. in Mech. Eng. (Selcuk University Turkey), BSc. in Mech. Eng. (Selcuk University Turkey),
Dr. Benjamini W. Ndimila	PhD in Production Engineering (UDSM), MSc. Professional Mechanical Engineering (Kharkov State Automobile and Highway Technical University – KHARKOV)

Assistant Lecturers

Mr. Robert F. Lyimo	MSc. Transport Engineering (Netherlands), B.Tech Mechanical (India).
Mr. Patrick J. Mwakasungu	MSc. Transport Eng. Economics (Saint – Petersburg State University, USSR), Dip. in Auto. Eng. (Sweden- SAAB SCANIA TRAINING SCH.), FTC in Auto. Eng (NIT), MCILT (UK).

Ms. Felista Kalatula	MEM (UDSM), BSc. Elec. Eng. (UDSM).
*Mr. John N.P. Mahona	MEM (UDSM), BSc. Elect. Eng. (UDSM)
Eng. Hamad M. Abdullah	MSc. in Civil Engineering (Ukraine – USSR)
Mr. Masunya E. Nashon	MEM – Project Management (UDSM – CoET), BSc. in Agricultural Engineering (SUA)
Ms. Elizabeth Ngatunga	MSc. Information Technology and Management, BSc. Telecommunications Engineering

Senior Tutors

Tutor I

Mr. Ibrahim Shamte	FTC in Electrical. Eng. (Dar. Tech.), Cert. in Electrical Eng. (HPTC), Grade I Armature & Motor winding (NVTC-DSM), Power Plant Tech (TPDF)

Tutorial Assistants

Mr. Patrick O. Makule	BAE (NIT), Dip. Auto. Eng. (NIT), FTC in Mech. Eng. (Mbeya Tech.) Cert. in Electronic Control Fuel Injection and Automatic Gearbox (Nakawa-Uganda)
Mr. Paul Wilson	BSc. in Elect. Eng. (UDSM).
Mr. Jerive Malaki	Adv. Dip. in Auto. Eng. (NIT).
*Mr. Mhoja Mahona	BAE (NIT), Dip. Auto. Eng. (NIT).
Mr. Walter Sifuel	BSc. in Electronics & Communication Eng. (SJCET).
Mr. Michael Jackson Kyando	BAE (NIT), Dip in Automobile Eng. (NIT), Cert in Motor vehicle Mechanics (Der Technischen Schule des Heeres und Fachschule des Heeres fur Technik –German).
Ms. Prisila Ishabakaki	BSc. in Telecommunication Eng. (UDSM)
Ms. Grace Kibweja	B.Eng. in Electronics and Communications (SJUT)
Mr. Jairos Kagoma	B.Eng. in Electronics and Communications (SJUT)
Mr. Nyimila Anosisye	B. Mech. Eng. (DIT), FTC in Mech. Eng.

(Mbeya Tech.).

Assistant Instructors

Mr. Florian Ifunya	Dip. in Auto Eng. (NIT).
Mr. William Venge	PGD in RSM (NIT), Dip. in Auto. Eng. (NIT).
Mr. Phelician Milinga	Dip. in Auto. Eng. (NIT).
Mr. Fikeni Mpungu	Dip. in Auto. Eng. (NIT).

Lab Technicians

Mr. Emmanuel M. Mng'ong'o	Dip. in Auto Eng. (NIT).
Mr. Ally Kilimila	Dip. in Auto Eng. (NIT).

9.6. COMPUTING AND COMMUNICATION TECHNOLOGY DEPARTMENT

This department is responsible for organising and managing the teaching of Information and Communications Technology related modules which are taught to different programmes in other departments, conducting ICT programmes.

9.6.1. Bachelor's Degree (NTA level 7-8) in Computer Science

This Degree programme comprises two levels; the Higher Diploma (NTA Level 7) and Bachelor's Degree (NTA Level 8). Higher Diploma has four semesters (equivalent to two academic years) and Bachelor's degree has two semesters (equivalent to one academic year). The NTA Level 7 is an entry qualification to NTA Level 8.

9.6.2. Bachelor Degree in information Technology - NTA Level 8

(a) Principal Learning Outcome:

(i) Ability to apply strategically the use of multimedia techniques for different professional business environments,

(ii) Ability to apply software development tools and techniques to formulate, develop and implement various business projects,

(iii) Ability to apply IT business management principles, entrepreneurial skills for creating and establishing business venture and explore the impact of technological changes to the business,

(iv) Ability to Secure and Manage information system and networks in the Organization.

(b) Purpose of Qualification:

This qualification is designed for a person who will independently study, apply, plan, innovate and manage Information and Communication Technology for better performance in the dynamic business environment.

(c) Level Description:

Competence involves application of knowledge and skills in a wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation.

(d) Total Credit: 120

(e) Modules Summary:

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Sem	Credits
		Core Modules							
1	ITU 08101	Multimedia Systems	2	2	2	2	8	120	**12**
2	ITU 08102	Software Engineering	4	2	-	2	8	120	**12**
3	ITU 08103	Network Administration and Security	2	2	2	2	8	120	**12**
4	ITU 08104	Information System Security	2	2	2	2	8	120	**12**
		Fundamental Modules							
5	GSU 08101	Entrepreneurship	2	2	-	2	6	90	**9**
		TOTAL							**57**

SEMESTER II MODULES

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Sem	Credits	Core
1	ITU 08201	Management of Technology and Innovation	2	2	-	2	6	90	**9**	√
2	ITU 08202	Supply Chain Management Systems	2	2	2	2	8	120	**12**	
3	ITU 08203	Mobile Applications Development	2	2	2	2	8	120	**12**	√
4	ITU 08204	Human Computer Interface Design (E2)	2	4	-	2	8	120	**12**	√
5	ITU 08205	Computer Aided Design (E1)	2	2	2	2	8	120	**12**	√
6	ITU 08206	Project Work	2	2	-	8	12	180	**18**	√
		TOTAL							**63**	

(f)   Award
On Successful completion of the programme candidates   are awarded the Bachelors' Degree (NTA level 8) in Information Technology of the National Institute of Transport.

KEY:
Fund = Fundamental Module, IS= Independent Studies, L= Lectures, T= Tutorial sessions
P/L= Practical/Laboratory Sessions, Sem= Semester, E1= Elective 1, E2= Elective 2

9.6.3. Higher Diploma (NTA level 7 I&II) in Computer Science

(a) Principal Learning Outcomes

- (i) Ability to apply the necessary skills in development, management and administration associated with computer-based information systems,
- (ii) Ability to describe, assemble, configure a working computer system,
- (iii) Ability to capture business requirements and transform them into information system design using appropriate methodology,
- (iv) Ability to develop software using different programming languages,
- (v) Ability to describe, design and implement databases,
- (v) Ability to design and implement network architecture and perform necessary configuration for data communication.

(b) Purpose of Qualification appropriate

This qualification is aimed to produce graduates who will be able to analyze, apply and innovate Computing and Communication Technology solutions for better performance in the specific business entities.

(c) Level Description

The holder of the qualification will have the ability to apply knowledge, skills and understanding in a broad range of complex technical activities, a high degree of personal responsibility and some responsibility for work of others.

(d) Total Credit: 257

(e) Modules Summary

SEMESTER I

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Semester	Credits
		Core Modules							
1	ITU 07101C	Fundamentals of Business Information Systems	2	2	-	2	6	90	**9**
2	ITU 07102	Fundamentals of Computers	2	2	2	2	8	120	**12**
3	ITU 07103	Programming Principles	2	2	2	2	8	120	**12**
		Fundamental Modules							
4	GSU 07103C	Computing Mathematics	2	2	-	4	6	90	**9**
5	GSU 07101C	Business Communication Skills	2	2	-	2	6	90	**9**
6	GSU 07102C	Development Studies	2	2	-	2	6	90	**9**
									60

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Semester	Credits
		Core Modules							
1.	ITU 07201	Event- Driven Programming	2	2	2	2	8	120	**12**
2.	ITU07206	Field Work Training I	-	-	-	-	10	80	**0**
3.	ITU 07203	Database Concepts	2	2	2	2	8	120	**12**
4.	ITU 07204	System Analysis and Design Principles	2	2	-	2	6	90	**9**
5.	ITU 07205	Computer Networking	2	2	2	2	8	120	**12**
		Fundamental modules							
6.	GSU 07201C	Quantitative Methods	2	2	-	2	6	90	**9**
7.	ITU 07202	Operating System Concepts	2	2	2	2	2	8	120
		Total Credits							**66**

9.6.4. **Diploma in Computing and Information Communication Technology**
(a) **Principal Learning Outcomes**
(i) Ability to solve systems problems using Information Technology (IT), database and Information System (IS) concepts and principles,
(ii) Ability to apply web and Information Systems concepts to design and develop Information Systems and web –based applications,
(iii) Ability to use mathematical and modern computer programming concepts and principles to perform system analysis,
(iv) Ability to apply supervisory leadership skills to manage IT unit.

(c) **Purpose of Qualification:**
This qualification is intended for a person who will develop, manage and supervise information systems using state of the art technologies and apply knowledge and skills in solving business related problems.

(d) **Level description:**
This level (NTA L6) is characterized by competence involving application of skills and knowledge in a broad range of work activities, most of which are non-routine.

(c) **Total Credit:** 120

(d) **Modules Summary**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study, Hrs/wk			Total hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	ITT 06101	Software Development	2	2	4	120	12
2.	ITT 06102	Website Technology	2	4	2	120	12
3.	ITT 06103	Fundamentals ofComputerized Accounting	2-	2	4	120	12
4.	ITT 06104	Object Oriented Programming	2	4	2	120	12
Fundamental Modules							
5.	GST 06105	Development Studies	4	-	2	90	9
Total							**57**
6.	Total Contact Hours Per Semester						360
7.	Assignment Hours Per Semester						210
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						585

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study, Hrs/wk			Total hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	ITT 06201	E-Commerce	2	4	2	120	12
2.	ITT 06202	Major Project	2	-	8	150	15
Fundamental Modules							
3.	GST 06203	Principles of Management and Marketing	4	-	2	90	9
4.	GST 06204	Principles of Entrepreneurship	4	-	2	90	9
5.	GST 06205	Principles of Customer Care	4	-	2	90	9
6.	GST 06206	Business Mathematics and Statistics	4	-	2	90	9
Total							**63**
7.	Total Contact Hours Per Semester						360
8.	Assignment Hours Per Semester						270
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						-
11.	Notional Hours Per Semester						645

KEY: L-Lectures, T- Tutorials,P/L – Practical/Laboratory, IS–Independent Studies

(g) Awards
On Successful completion of the programme candidates are awarded the Diploma (NTAL6) in Computing and Information Communication Technology of the National Institute of Transport.

9.6.5. Higher Diploma in Information Technology -NTA level 7
(a) Principal Learning Outcomes:
(i) Ability to analyze various computer system components required by organiza-tions,

(ii) Ability to apply knowledge and skills of system thinking to analyze different business scenarios in identifying organizational Information System requirements,

(iii) Ability to apply knowledge, skills and understanding to design, develop, implement, manage, customize and administer computer-based Information Systems for business solutions,

(iv) Ability to apply skills and knowledge required to design, implement and manage network infrastructure in an organization,

(v) Ability to apply logical thinking techniques to make proper decisions to provide solutions to business problems,

(vi) Ability to apply programming principles to develop and deploy large quality measured software systems for business solutions,

(vii) Ability to demonstrate skills and understanding required to analyze, develop and deploy various web application systems in business environment,

(viii) Ability to apply interpersonal skills to communicate with wide range of groups and individuals, interpret and use accounting principles, analyze legal, ethical and socio-economic impacts of IT in the society.

(b) Purpose of Qualification:
This qualification is aimed to produce graduates who will be able to analyze, apply, and innovate Information and Communication Technology solutions for better performance in the specific business entities.

(c) Level Description:
The holder of the qualification will have the ability to apply knowledge, skills and understanding in a broad range of complex technical activities, a high degree of personal responsibility and some responsibility for work of others.

(d) Total Credit: 265

(e) Modules Summary

SEMESTER I

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours /Week	Hours/ Sem	Credits
		Core Modules							
1.	ITU 07101	Fundamentals of Business Information Systems	2	2	-	2	6	90	**9**
2.	ITU 07102	Fundamentals of Computers	2	2	2	2	8	120	**12**
3.	ITU 07103	Programming Principles	2	2	2	2	8	120	**12**
		Fundamental Modules							
4.	GSU 07101	Business Communication Skills	2	2	-	2	6	90	**9**
5.	GSU 07102	Development Studies	2	2	-	2	6	90	**9**
6.	GSU 07103	Computing Mathematics	2	2	-	2	6	90	**9**
									60

SEMESTER II

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Sem	Credits
		Core modules							
1.	ITU 07201	Event- Driven Programming	2	2	2	2	8	120	**12**
2.	ITU 07202	Operating System Concepts	2	2	2	2	8	120	**12**
3.	ITU 07203	Database Concepts	2	2	2	2	8	120	**12**
4.	ITU 07204	System Analysis and Design Principles	2	2	-	2	6	90	**9**
5.	ITU 07205	Computer Networking	2	2	2	2	8	120	**12**
6.	ITU07206	Field Work Training I	-	-	-	-	10	80	**8**
		Fundamental Modules							
7.	GSU 07201	Quantitative Methods	2	2	-	2	6	90	**9**
									74

SEMESTER III

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Sem	Credits
		Core Modules							
1.	ITU 07301	Database Technologies	2	2	2	2	8	120	**12**
2.	ITU 07302	System Analysis and Design	2	2	2	2	8	120	**12**
3.	ITU 07303	Web Design and Internet	2	2	2	2	8	120	**12**
4.	ITU 07305	Data Structure and Algorithms	2	2	2	2	8	120	**12**
5.	ITU 07306	Data Communications	2	2	2	2	8	120	**12**
		Fundamental Modules							
6.	ITU 07304	Principles of Accounting	2	2	-	2	6	90	**9**
									69

SEMESTER IV

S/No.	CODE	MODULE NAME	L	T	P/L	IS	Hours/ Week	Hours/ Sem	Credits
		Core Modules							
1.	ITU 07401	Object-Oriented Programming	2	2	2	2	8	120	**12**
2.	ITU 07402	Electronic Commerce	2	2	2	2	8	120	**12**
3.	ITU 07403	Management Information System	2	2	-	2	6	90	**9**
4.	ITU 07404	Web Applications Development	2	2	2	2	8	120	**12**
5.	ITU 07405	Field Work Training II	-	-	-	-	10	80	**8**
		Fundamental Modules							
6.	GSU 7401	Laws and Information Technology	2	2	-	2	6	90	**9**
									62

(g)   Award
On Successful completion of the programme candidates who would not like to continue with NTA level 8 are awarded the Higher Diploma (NTAL7) in Information Technology of the National Institute of Transport.

9.6.6. **Technician Certificate in Computing andInformation Communication Technology**

    (a) **Principal Learning Outcomes**

        (i) Ability apply mathematical principles and software knowledge to install service and maintain computer software and develop simple information systems,

        (ii) Ability to use electrical and electronics theories, principles and standards to install, service, maintain and repair computer hardware,

        (iii) Ability to apply mathematical logic theories and networking principles to design and configure simple Local Area Network (LAN),

        (iv) Ability to apply management principles and supervisory skills to form a team, to assign duties and monitor progress,

        (v) Ability to use business principles, ergonomics and mathematical principles to plan, create simple budget and identify business opportunities.

    (b) **Purpose of Qualification:**

    This qualification is intended for a person who will perform operations relateed to computer informations systems, network and hardware configurations, design static websites, support end user applications and demonstate entreprenureship skills.

    (c) **Level description:**

    This level (NTA Level 5) is characterised by competence involving application of skills and knowledge in range of activities, some of which are non-routine and able to assume operational responsibilities.

    (d) **Total Credit:**   **120**

    (e) **Modules Summary**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study, Hrs/wk			Total hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	ITT 05101	Operating Systems	4	-	2	90	9
2.	ITT 05102	Computer maintenance and Repair I	2	4	2	120	12
3.	ITT 05103	Fundamentals of Database System	2	4	2	120	12
4.	ITT 05104	Computer Architecture	4	-	2	90	9
5.	ITT 05106	Computer Networking	2	4	-	90	9
Fundamental Modules							
6.	GST 05105	Business Communication and End-user support	4	-	2	90	9
Total							**60**
7.	Total Contact Hours Per Semester						450
8.	Assignment Hours Per Semester						150
9.	End of Semester Examination Hours						18
10.	Field Work Attachment Hours						-
11.	Notional Hours Per Semester						618

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study, Hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	ITT 05201	Visual Basic Programming	2	4	-	90	9
2.	ITT 05202	Computer Maintenance and Repair II	2	4	2	120	12
3.	ITT 05203	Management Skills	4	-	2	90	9
4.	ITT 05204	Introduction to Website Design	2	4	2	120	12
Fundamental Modules							
5.	GST 05205	Computing Mathematics II	4	-	2	90	9
6.	GST 05206	Introduction to Entrepreneurship	4	-	2	90	9
7.	ITT 05207	Practical Training					
Total							**60**
8.	Total Contact Hours Per Semester						450
9.	Assignment Hours Per Semester						150
10.	End of Semester Examination Hours						18
11.	Field Work Attachment Hours						320
12.	Notional Hours Per Semester						938

KEY: L-Lectures, T- Tutorials,P/L – Practical/Laboratory, IS–Independent Studies

(g) **Awards**

On Successful completion of the programme candidates who would not like to continue with NTA level 6 are awarded the Technician Certificate (NTAL5) in Computing and Information Communication Technology of the National Institute

9.6.7. **Basic Technician Certificate in Computing and Information Communication Technology**

(a) **Principal Learning Outcomes**

(i) Ability to use basic computer skills to perform computer operations and office application packages,

(ii) Ability to apply different software skills and knowledge to install, configure and service computer software and provide web sites services,

(iii) Ability to apply basic electronics theories and electrical circuit diagrams to in-stall, service, maintain and repair computer hardware and its peripherals,

(iv) Ability to apply elementary mathematical principles and networking theories to assist in setting up of computer network,

(v) Ability to provide help desk support and quality customer care using communi-cation and problem solving skills.

(b) **Purpose of Qualification:**

This qualification is intended for a person that will perform basic office application operations, help desk support and maintenance of computers, installation of computer hardware and software, setting up simple computer networks and provide web services.

(c) **Level description:**

Thislevel (NTA L4) is characterized by competence involving applications of skills and knowledge at routine level.

(d) **Total Credit: 120**

(e) **Modules Summary**

Notional Hours for Diploma in Computing and Communication Technology

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	330	330	15		675
Semester II	330	210	15		555
Semester I	450	150	18		618
Semester II	450	150	18	320	938
Semester I	360	270	15		645
Semester II	360	210	15		585
Total Per Programme	2280	1320	96	320	4016

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study, Hrs/wk			Total hr/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	ITT 04101	Fundamentals ofComputer	2	2	4	120	12
2.	ITT 04102	System Software	2	2	6	150	15
3.	ITT 04105	Computer Applications	2	4	4	150	15
Fundamental Modules							
4.	GST 04103	Computing Mathematics	4	-	4	120	12
5.	GST 04104	Business Communication Skills	4	-	4	120	12
Total							66
6.	Total Contact Hours Per Semester						330
7.	Assignment Hours Per Semester						330
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						-
11.	Notional Hours Per Semester						675

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study, Hrs/wk			Total hr/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	ITT 04201	Computer Hardware and Servicing	2	4	4	150	15
2.	ITT 04202	Introduction to Computer Networking	2	4	4	150	15
3.	ITT 04204	Basic Website Technology	2	4	2	120	12
Fundamental Modules							
4.	GST 04203	Customer Care	4	-	4	120	12
Total							66
5.	Total Contact Hours Per Semester						330
6.	Assignment Hours Per Semester						210
7.	End of Semester Examination Hours						15
8.	Field Work Attachment Hours						-
9.	Notional Hours Per Semester						555

KEY:L-Lectures, T- Tutorials,P/L – Practical/Laboratory, IS–Independent Studies

(g) Awards

On Successful completion of the programme candidates who would not like to continue with NTA level 5 are awarded the Basic Technician Certificate in Computing and Information Communication Technology of the National Institute of Transport.

9.6.8. Academic Staff

Head of Department

Ms. Leticia Edward	MSc. in Computer Science (UDOM), Postgraduate Dip. in Scientific Computing (UDSM), Advanced Diploma in IT (IFM)

Assistant Head of Department

Mr. Thomas Jackson Moshi	Msc. in Information Technology Staffordshire University (UCTI) Bsc in Computer (Mysore University - India)

Lecturer

Mr. Daud G. Daudi	MSc. International Transport and Logistics (UDSM), BSc. Computer (Osmania University – INDIA). Advanced Certificate in Logistics (Dresden International University – Germany), ELA (EW), MCILT (UK) TARA (T).

Assistant Lecturer

Mr. Hosea E. Mabalwe	MSc. in IT & Management (India), PGD. in IT & Management (India), NCC- Dip. in Computer Studies (UK), FTC Auto. Eng. (Arusha Tech. College), Certificate in Computer Maintenance and Repair (UCC-TZ), Certificate-Drivers Instr. (TPQ-DSM).
Ms. Leticia Edward	MSc. in Computer Science (UDOM), Postgraduate Dip. in Scientific Computing (UDSM), Advanced Diploma in IT (IFM)
Mr. Thomas Jackson Moshi	Msc. in Information Technology Staffordshire University (UCTI) Bsc in Computer (Mysore University - India)
Mr. Deogratias Mahuwi	Msc in Computer Science (St. Xavier College-INDIA) BE Computer Science Engineering (St. Joseph College of Engineering and Technology-DSM), CCNA-Anna University Chennai-INDIA CCNP-Sans Bound-Chennai-INDIA Oracle Database Administration-INDIA Embedded Systems - St. Joseph College of Engineering and Technology – INDIA.

Tutor I

Mr. Isaya Mathew	BSc. Geomatics-GIS (UDSM).

| Mr. Shabani Bakari Juma | MSc. in Computer Science (UDOM), BSc. in Computer Science (UDSM) |

Tutorial Assistant

Ms. Doreen Sarwatt	MSc. in Computer Science (UDSM), BSc. in Computer Engineering and Information Technology (UDSM).
Ms. Fatma Kombo	BSc. in Computer Engineering and Information Technology (UDSM).
*Mr. Benard Hayuma	BSc. in Computer Engineering and Technology (St. Joseph College of Engineering and Technology - DSM).
Mr. Martin Mushi	Advanced Diploma in Computer Science, (IFM)

9.7. BUSINESS AND ENTREPRENEURSHIP STUDIES DEPARTMENT

The department is responsible for planning, organizing and conducting Business Administration, Procurement and Logistics Management, Human Resource Management, Accounting and Transport Finance, and Marketing and Public Relations programmes. Currently the department is conducting the Bachelor's Degree (NTA Level 7-8) programmes and Ordinary Diploma (NTA Level 4-6) programmes.

9.7.1. Bachelor's Degree (NTA Level 7-8) Programmes

The programmes comprise two levels; Higher Diploma (NTA Level 7) and Bachelor's Degree (NTA Level 8). Higher Diploma has four semesters (equivalent to two years) and NTA Level 8 has two semesters (equivalent to one year). Therefore, NTA Level 7 is an entry qualification to NTA level 8.

9.7.2. Higher Diploma (NTA Level 7) in Procurement and Logistics Management

(a) Principal Learning Outcomes

(i) Ability to prepare Departmental Budget and Procurement Plan,

(ii) Ability to prepare Tender and other Procurement Documents,

(iii) Ability to apply Financial Accounting and Costing Principles to Perform Procurement and Logistics Duties,

(iv) Ability to prepare Organizational Procurement Report,

(v) Ability to prepare Accounts for Business entities and Auditing,

(vi) Ability to follow up Contract Implementation and Resolve Disputes,

(vii) Ability to organize Procurement and Logistic Duties,

(viii) Ability to manage Human, Physical, and Financial Resources in an Organization,

(ix) Ability to conduct Research and Consultancy Services in Procurement and Logistics,

(x) Ability to apply Principles of Economics to Manage Production,

(xi) Ability to apply Principles of Economics and Marketing to Manage Production,

(xii) Ability to apply Statistical Analysis, Operational Research to Address Social Economic Challenges and Principles of Management in business operations.

(b) Purpose of the Qualification

This qualification is intended for a person who will work efficiently and effectively in both the public and private sectors of the economy on issues related to procurement and logistics management.

(c) Level Description

This level is characterized by competences involving application of knowledge and skills in a broad range of complex technical activities. It also involves a high degree of personal responsibility and some responsibility for work of others.

(d)   Total Credits: 240

(e)   Mode of Teaching
The programme is taught through lectures, supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals.Fieldwork training is undertaken at the end of the first and second years of the programme. Fieldwork supervisors are assigned to students for guidance.

(f)   Summary of Modules

Notional Hours for Bachelor's Degree in Procurement and Logistics Management
For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	375	165	15	-	555
Semester II	375	210	15	320	920
Semester III	465	225	15	-	705
Semester IV	300	375	15	320	1010
Semester I	300	300	15	-	615
Semester II	300	300	15	-	615
Total Per Programme	2115	1575	90	640	4420

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/Hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules						
Fundamental Modules						
1.	BPU 07101	Financial Accounting I	4	-	4	120	12
2.	BPU 07102	Statistical Analysis	4	-	4	120	12
3.	BPU 07103	Communication Skills and Report Writing	4	1	3	120	12
4.	BPU 07104	Business Law	4	-	2	90	9
5.	BPU 07105	Development Studies	4	-	2	90	9
		Total					54
6.	Total Contact Hours Per Semester						375
7.	Assignment Hours Per Semester						165
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						555

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPU 07207	Supply Chain Management I	4		6	150	15
Fundamental Modules							
2.	BPU 07206	Financial Accounting II	4	-	2	120	**12**
3.	BPU 07208	Managerial Economics	4	-	2	120	**12**
4.	BPU 07209	Principles of Management	4	-	4	90	**9**
5.	BPU 07210	Marketing Management	4	-	4	120	**12**
6.	BPU 07211	Costing Accounting	4	-	2	120	**12**
		Total					**72**
7.	Total Contact Hours Per Semester						375
8.	Assignment Hours Per Semester						210
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						920

SEMESTER III

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPU 07315	Procurement Techniques	4		6	150	15
Fundamental Modules							
2.	BPU 07312	Operational Research	4	-	4	120	**12**
3.	BPU 07314	Research Methodology and Consultancy	4	-	2	90	**9**
4.	BPU 07317	Financial Management	4	-	4	120	**12**
5.	BPU 07319	Entrepreneurship	4	-	2	90	**9**
6.	BPU 07313	Information Communication Technology (ICT)	4	2	2	120	**12**
					Total		**69**
7.	Total Contact Hours Per Semester						465
8.	Assignment Hours Per Semester						225
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						-
11.	Notional Hours Per Semester						705

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPU 07416	Procurement and Supply Audit	4	-	5	120	15
2.	BPU 07418	Public Procurement	4		6	150	15
3.	BPU 07420	Construction Management	4		6	150	15
Fundamental Modules							
4.	BPU 07417	Financial Management	2		6	120	12
5.	BPU 07419	Entrepreneurship	2		6	90	9
Total							66
6.	Total Contact Hours Per Semester						300
7.	Assignment Hours Per Semester						375
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						320
10.	Notional Hours Per Semester						1010

(g)   Award
On successful completion of the course, candidates who would not like to continue with NTA Level 8 are awarded A Higher Diploma in Procurement and Logistics Management of the National Institute of Transport.

9.7.3.   Bachelor's Degree (NTA Level 8) in Procurement and Logistics Management
(a)   Principal Learning Outcomes
(i)   Ability to formulate Procurement and Logistics Policies,
(ii)   Ability to apply knowledge and skills to Manage Procurement Contracts,
(iii)   Ability to apply contract management knowledge to Resolve Disputes,
(iv)   Ability to plan, organize, operate and control Procurement and Inventory Matters,
(v)   Ability to apply principles of procurement and Logistics to Manage Supply Chains,
(vi)   Ability to manage International Procurement.

(b)   Purpose of the Qualification
This qualification is intended to a person who will apply skills and knowledge in a wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation in procurement and logistics functions.

(c)   Level Description
The holder of the qualification will be able to apply Procurement and Logistics Management skills and knowledge in a broad range of complex technical activities, and a high degree of personal responsibility for work of others.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/ T	P	IS		
Core Modules							
1.	BPU 08102	International Procurement	4	-	6	150	15
2.	BPU 08103	Business Ethics and Governance	4	-	6	150	15
3.	BPU 08104	Supply Chain Management II	4	-	6	150	15
Fundamental Modules							
4.	BPU 08101	Human Resource Management	4	-	6	150	15
						Total	**60**
5.	Total Contact Hours Per Semester						300
6.	Assignment Hours Per Semester						300
7.	End of Semester Examination Hours						15
8.	Field Work Attachment Hours						-
9.	Notional Hours Per Semester						605

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study hrs/wk			Total Hrs/Sem	Total Credits
			L/ T	P	IS		
Core Modules							
1.	BPU 08205	Contract and Project Management	4	-	6	150	**15**
2.	BPU 08206	Procurement Management	4	-	6	150	**15**
3.	BPU 08207	Inventory Management and Control	4	-	6	150	**15**
4.	BPU 08208	Strategic Procurement	4	-	6	150	**15**
		Total					**60**
5.	Total Contact Hours Per Semester						300
6.	Assignment Hours Per Semester						300
7.	End of Semester Examination Hours						15
8.	Field Work Attachment Hours						-
9.	Notional Hours Per Semester						605

(f)   Award

On successful completion of the course, graduates are awarded a Bachelor's Degree (NTA Level 8) in Procurement and Logistics Management of the National Institute of Transport.

9.7.4. Diploma Programmes

9.7.5. Diploma (NTA Level 6) in Procurement and Logistics Management
This programme is comprised of three levels – NTA Levels 4, 5 and 6.

9.7.6. Basic Technician Certificate (NTA Level 4) in Procurement and Logistics Management Programme
This is a one year NTA Level 4 Programme. It is the first year entry programme for a three-year Diploma (NTA level 6) in Procurement and Logistics Management programme.

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
(i)   Ability to receive, Inspect and Store Goods,
(ii)   Ability to assist in Procurement and Logistic Duties,
(iii)   Ability to issue Goods, Record Transactions, Keep Store Records and perform Arithmetic Operations,
(iv)   Ability to apply Basic Computer Knowledge in Procurement and Logistics Duties.

(b)   Purpose of the Qualification
This qualification is intended for persons who will perform competences needed for executing routine Procurement and Logistics functions.

(c)   Level Description
This level is characterized by competences involving application of skills and knowledge at routine level.

(d)   Total Credits: 120

(e)   Summary of Modules

Notional Hours for Diploma in Procurement and Logistics Management

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	450	360	15	-	825
Semester II	360	390	15	320	1085
Semester I	330	285	15	-	930
Semester II	360	255	15	320	950
Semester I	360	240	15	-	605
Semester II	360	240	15	-	605
Total Per Programme	2220	1770	90	640	4720

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPT 04105	Basic Store Keeping	4	2-	8	220	22
Fundamental Modules							
2.	BPT 04101	Introduction to Business Communication	4	-	6	100	10
3.	BPT 04102	Basic Commercial Knowledge	4	-	6	100	10
4.	BPT 04103	Basic Bookkeeping	4	-	6	100	10
5.	BPT 04104	Elements of Commercial Arithmetic	4	-	6	100	10
		Total					**62**
6.	Total Contact Hours Per Semester						450
7.	Assignment Hours Per Semester						360
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						825

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study, hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPT 04206	Elements of Procurement and Logistics	4		8	220	22
2.	BPT 04208	Introduction to Computer Applications	4	2	8	220	22
Fundamental Modules							
3.	BPT 04207	Introduction to Office Practice and Records Management	4		4	80	8
4.	BPT 04209	Introduction to Customer Care	4		4	80	8
5.	BPT 04210	Introduction to Societal and Environmental Studies	4		4	80	8
6.		Industrial Training Attachment			Eight(8) (Weeks)		
		Total					**68**
7.	Total Contact Hours Per Semester						360
8.	Assignment Hours Per Semester						390
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						1085

(f)   Award
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Procurement and Logistics Management of the National Institute of Transport.

9.7.7.   Technician Certificate (NTA Level 5) in Procurement and Logistics Management
This is a one year NTA Level 5 programme. It is a progression second year programme for a three-year Diploma in Procurement and Logistics Management, NTA level 6 programmes.

(a)   Programme Principal Learning Outcomes
The Technician Certificate in Procurement and Logistics Management has the following Principal Learning Outcomes:
(i)   Ability to perform Logistic Duties (documentation and keeping of records),
(ii)   Ability to perform Store Administration,
(iii) Ability to perform Store Accounting,
(iv)   Ability to assist in stock control and verification,
(v)   Ability to assist Procurement activities, preparation of departmental budget and apply entrepreneurship techniques
(vi)   Ability to apply Information Technology, Mathematics Principles, Communication Skills and Basic Commercial Knowledge to Perform Procurement and Logistic Duties.

(b)   Purpose of the Qualification
This qualification is intended for persons who will competently work at technical level positions in the procurement and logistics management sectors.

(c)   Level description
The holder of the qualification will be able to apply procurement and logistics management skills in a range of activities some of which are non-routine and be able to assume operational responsibilities.

(d)   Total Credit:120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPT 05101	Procurement Principles	4	-	6	150	15
2.	BPT 05105	Store Keeping Principles	4	-	6	150	15
Fundamental Modules							
3.	BPT 05102	Elements of Business Mathematics and Statistics	4	-	3	100	10
4.	BPT 05103	Commercial Knowledge	4	-	3	100	10
5.	BPT 05104	Communication Skills and Office Practice	4	-	3	100	10
					Total		60
6.	Total Contact Hours Per Semester						330
7.	Assignment Hours Per Semester						285
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						630

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BPT 05208	Stock Control	4	-	6	150	15
2.	BPT 05209	Introduction to Transport and Distribution	4	-	6	150	15
Fundamental Modules							
3.	BPT 05206	Principles of Accounting and Costing	4	-	3	100	10
4.	BPT 05207	Computer application	4	2	1	100	10
5.	BPT 05210	Introduction to Entrepreneurship Techniques	4	-	3	100	10
6.		Industrial Training Attachment	Eight (8) Weeks				
		Total					**60**
7.	Total Contact Hours Per Semester						360
8.	Assignment Hours Per Semester						255
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						950

(f)Award

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Procurement and Logistics Management of the National Institute of Transport.

9.7.8. **Diploma (NTA Level 6) in Procurement and Logistics Management**

This is a one year NTA Level 6 programme. It is an exit programme for a three-year Diploma in Procurement and Logistics Management.

(a) **Programme Principal Learning Outcomes**

The Diploma in Procurement and Logistics Management has the following principal learning outcomes:

(i)   Ability to apply Principles, Practice and Techniques of Management to supervise subordinate and advise Management apply Principles, Practice and Techniques of Management to supervise subordinate and advise Management,

(ii)   Ability to procure Goods, Works and Services,

(iii)   Ability to execute Stock Verification,

(iv)   Ability to prepare Procurement Plan and Tender Documents in Performing Logistics Duties,

(v)   Ability to manage Small Medium Enterprises,

(vi)   Ability to apply Communication Skills, Commercial Law, Mathematics and Principles of Economics to Perform Procurement and Logistics Duties.

(b) **Purpose of the Qualification**

This qualification is intended for a person who will work efficiently and effectively in both public and private sectors of the economy on issues related to procurement and logistics management.
.

(c) **Level Description**

This level is characterized by competence involving application of skills and knowledge in a broad range of activities most of which are non-routine.

(d)   **Total Credits: 120**

(e)   **Summary of Module**

SEMESTER I

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk				
Core Modules							
1.	BPT 06102	Procurement Procedures	4	-	8	180	18
2.	BPT 06104	Introduction to Business Law Legal Aspects of Purchasing	4	-	6	150	15
Fundamental Modules							
3.	BPT 06101	Introduction to Financial Management	2	-	4	90	9
4.	BPT 06105	Communication Skills	2	-	4	90	9
5.	BPT 06103	Business Mathematics and Statistics	2	-	4	90	9
		Total					60
6.	Total Contact Hours Per Semester						360
7.	Assignment Hours Per Semester						240
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

SEMESTER II

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk				
Core Modules							
1.	BPT 06209	Introduction to Logistics Management	4	-	8	180	15
2.	BPT 06210	Inventory Control	4	-	6	150	12
Fundamental Modules							
3.	BPT 06206	Introduction to Principles of Management and Entrepreneurship	2	-	4	90	9
4.	BPT 06207	Introduction to Information and Communication Technology	2	1	3	90	12
5.	BPT 06208	Principles of Economics	2	-	4	90	12
		Total					60
6.	Total Contact Hours Per Semester						360
7.	Assignment Hours Per Semester						240
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

(f) **Award**
On successful completion of the programme candidates are awarded the Diploma in Procurement and Logistics Management of the National Institute of Transport.

9.8. **Higher Diploma (NTAL level 7) in Business Administration**
(a) **Principal Learning Outcomes**
The programme aims at the following Principle Learning Outcomes:
(i) Ability to apply business accounting and costing principles to perform business operations,
(ii) Ability to apply communication, Computer skills and Business Law in business operations,
(iii) Ability to manage Physical and human resource in an organization,
(iv) Ability to apply Business mathematics, statistics, quantitative methods and Business environment skills in performing business duties,
(v) Ability to apply Principles of economics and Risks management technique in business operation,
(vi) Ability to conduct research and consultancy services,
(vii) Ability to apply Entrepreneurship and marketing skills in managing small business enterprise,
(viii) Ability to translate and apply tax laws in business operations,
(ix) Ability to apply International Business skills to acquire and manage international business,
(x) Ability to apply corporate and operations management, financial management and principles of management to manage business,
(xi) Ability to apply business organization and management skills in modern business practice.

(b) **Purpose of the Qualifications**
This qualification is intended for a person who will perform broad range of complex technical administrative business activities manage resources as well as conduct research and consultancy.

(c) **Level Description**
The holder of the qualification will be able to apply Business Administration skills and knowledge in a broad range of complex technical activities, and a high degree of personal responsibility for work of others.

(d) **Total Credits: 240**

(e) **Mode of Teaching**
The programme is taught through lectures, supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals Fieldwork training is undertake at the end of the first and second years of the programme. Fieldwork supervisors are assigned to students for guidance.

(f) **Summary of Modules**

SEMESTER I

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BBU 07101	Business Accounting	4	2	0	2	**8**
BBU 07102	Communication Skills and Report Writing	4	1	0	1	**6**
BBU 07104	Business Mathematics and Statistics	4	2	0	2	**8**
BBU 07105	Business Environment	4	1	0	1	**6**
BBU 07103	Management Principles and Practice	4	3	0	3	**10**
BBU 07106	Business Organization and Management	4	4	0	4	**12**
Total		**24**	**13**	**0**	**13**	**50**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BBU 07207	Business Law	4	3	0	3	**10**
BBU 7208	Procurement and Supply Chain Techniques	4	2	0	2	**8**
BBU 07209	Cost Accounting	4	3	0	3	**10**
BBU 07210	Computer Applications	4	2	0	2	**8**
BBU 07211	Principles of Economics	4	4	0	3	**11**
BBU 07212	Marketing Management	4	6	0	4	**14**
	Total	**24**	**20**	**0**	**17**	**61**

SEMESTER III

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BBU 07313	Human Resources Management	4	4	0	4	**12**
BBU 07314	Organizational Behavior	4	4	0	3	**11**
BBU 07315	Quantitative Methods	4	1	0	1	**6**
BBU 07316	Research Methodology and Consultancy	4	2	0	1	**7**
BBU 07317	Management Information Systems	4	2	0	1	**7**
BBU 07318	Corporate Governance	4	4	0	3	**11**
	Total	**24**	**17**	**0**	**13**	**54**

SEMESTER IV

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BBU 07419	Small Business Management II	4	2	0	3	**9**
BBU 07420	Business Taxation	4	4	0	4	**12**
BBU 07421	International Business	4	4	0	4	**12**
BBU 07422	Operations Management	4	3	0	3	**10**
BBU 07423	Financial Management	4	4	0	4	**12**
BBU 07424	Risk Management	4	4	0	2	**10**
BBU 07425	Field Practical Training	-	-	-	-	**10**
	Total	**24**	**21**	**0**	**20**	**75**

(g)   Award

On successful completion of the course, candidates who would not like to continue with NTA Level 8 are awarded a Higher Diploma in Business Administration of the National Institute of Transport.

9.8.1.   Bachelor's Degree (NTA level 8) in Business Administration

(a)   Principal Learning Outcomes

The programme aims at the following Principle Learning Outcomes:

(i)   Ability to apply Management Control Systems and strategic planning to Evaluate Performance of Organizational Resources,

(ii)   Ability to manage Supply Chain and business contract,

(iii)   Ability to apply Business Ethics,

(iv)   Ability to perform Marketing Research and Project Management,

(v)   Ability to apply Management Accounting Skills and corporate finance in business operations,

(vi)   Ability to apply E-commerce and Service Marketing in Business Operations,

(b)   Purpose of the Qualifications

This qualification is intended for a person who will perform Business Management and Administration duties including formulation of policies, project appraisal, and preparation of strategic plans and manage business contracts.

(c)   Level Description

The holder of the qualification will be able to apply knowledge, skills and understanding in a wide and unpredictable variety of contexts with substantial personal responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BBU 08101	Strategic Management	4	3	0	3	**10**
BBU 08102	Supply Chain Management	4	3	0	3	**10**
BBU 08104	Business Contract Management	4	3	0	3	**10**
BBU 08105	Marketing Research	4	3	0	3	**10**
BBU 08107	Management Accounting	4	2	0	2	**8**
BBU 08111	Service Marketing	4	4	0	4	**12**
	Total	**24**	**19**	**0**	**18**	**60**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BBU 08203	Business Ethics	4	2	0	3	**9**
BBU 08206	Project Management	4	4	0	4	**12**
BBU 08208	Corporate Finance	4	3	0	3	**10**
BBU 08209	Management Control System	4	2	0	2	**8**
BBU 08210	E-Commerce	4	3	0	3	**10**
BBU 08212	Project Paper	0	0	11	0	**11**
	Total	**20**	**14**	**11**	**15**	**60**

(f) Award

On successful completion of the course, graduands are awarded a Bachelor's Degree (NTA Level 8) in Business Administration of the National Institute of Transport.

9.8.2. Diploma Programmes in Business Administration

9.8.3. Diploma (NTA Level 6) in Business Administration
This programme is comprised of three levels – NTA Level 4, 5 and 6.

9.8.4. Basic Technician Certificate (NTA Level 4) in Business Administration Programme
This is a one year NTA Level 4Programme. It is the first year entry programme for a three-year Diploma (NTA level 6) in Business Administration programme.

(a)   Programme Principal Learning Outcomes
The programme aims at the following Principle Learning Outcomes:
- (i)   Ability to apply basic marketing skills, commercial knowledge and communicate properly,
- (ii)   Ability to record simple transactions in the books of accounts,
- (iii)   Ability to demonstrate understanding of office practice and administrative duties,
- (iv)   Ability to practice procurement and logistics duties,
- (v)   Ability to apply basic computer knowledge and commercial arithmetic in business administration.

(b)   Purpose of the Qualification
This qualification is intended for persons who will work efficiently and effectively in both public and private sectors of the economy on issues related to business administration.

(c)   Level Description
This level is characterized by competences involving application of skills and knowledge at routine level.

(d)   Total Credits: 120

(e)   Summary of Modules

Notional Hours for Diploma in Business Administration

For this programme notional hours are distributed among the semesters as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	450	300	15	-	765
Semester II	420	300	15	320	1055
Semester I	465	135	15	-	615
Semester II	435	120	15	320	890
Semester I	525	135	15	-	675
Semester II	465	135	15	-	615
Total Per Programme	27600	1125	90	640	4615

SEMESTER I

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk			
**Core Modules**								
1.	BBT 04102	Basic Commercial Knowledge	4		6	120	12
2.	BBT 04105	Elements of Business Administration	4		6	150	15
**Fundamental Modules**								
3.	BBT 04101	Introduction to Communication Skills	4		6	100	10
4.	BBT 04103	Bookkeeping	4		6	100	10
5.	BBT 04104	Commercial Arithmetic	4		6	140	14
		Total					**61**
6.	Total Contact Hours Per Semester						450
7.	Assignment Hours Per Semester						300
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						765

SEMESTER II

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk			
**Core Modules**								
1.	BBT 04206	Introduction to Marketing	4		6	120	12
2.	BBT 04207	Elements of Procurement and Logistics	4		6	130	13
3.	BBT 04208	Office Practice and Records Management	4		6	130	12
**Fundamental Modules**								
4.	BBT 04209	Introduction to Computer Application	4		6	120	12
5.	BBT 04210	Small Business Management	4		4	100	14
6.		Industrial Training Attachment	Eight (8) (Weeks				
		Total					**63**
7.	Total Contact Hours Per Semester						420
8.	Assignment Hours Per Semester						300
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						1055

(f)   Award

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Business Administration.

9.8.5. Technician Certificate (NTA Level 5) in Business Administration

This is a one year NTA Level 5 programme. It is a progression second year programme for a three-year Diploma in Business Administration, NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The Technician Certificate in Business Administration has the following Principal Learning Outcomes:

(i) Ability to perform Public Relation and Customer Care duties,

(ii) Ability to employ Principles of Costing, Procurement and Supply, and Accounting Principles to perform business duties,

(iii) Ability to apply Information Technology, Mathematical Principles and Communication Skills to perform business operations,

(iv) Ability to apply Principles of Management in Business Operations,

(v) Ability to apply Entrepreneurship Techniques and Commercial Knowledge to initiate and manage small scale business,

(vi) Ability to apply Business Finance Skills in performing business functions.

(b) Purpose of the Qualification

This qualification is intended for persons who will competently work at technical level positions in the business administration.

(c) Level Description

The holder of the qualification will be able to apply business administration skills in a range of activities some of which are non-routine and be able to assume operational responsibilities

(d) Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	L/T	P	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
		Core Modules					
1.	BBT 05103	Commercial Knowledge	4		6	150	**15**
2.	BBT 05105	Procurement Procedures	4		2	100	**10**
		Fundamental Modules					
3.	BBT 05101	Communication Skills	4		4	100	10
4.	BBT 05102	Business Mathematics and Statistics	4		4	100	10
5.	GST 05104	Principles of Accounting and Costing	4		4	100	10
		Total					**55**
6.	Total Contact Hours Per Semester						465
7.	Assignment Hours Per Semester						135
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						615

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	BBT 05207	Public Relations and Customer Care	4		2	100	10
2.	BBT 05208	Introduction to Business Finance	4		2	100	10
3.	BBT 05209	Introduction to Principles of Management	4		2	100	10
4.	BBT 05210	Introduction to Entrepreneurship	4		6	150	15
Fundamental Modules							
5.	BBT 05206	Computer Applications	4	2	3	100	10
6.	BBT 05211	Field Practical Training	0	45	-	100	10
					Total		**65**
7.	Total Contact Hours Per Semester						435
8.	Assignment Hours Per Semester						120
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						890

(e)   Award

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Business Administration of the National Institute of Transport.

9.8.6.   Diploma (NTA Level 6) in Business Administration

This is a one year NTA Level 6 programme. It is an exit programme for a three-year Diploma in Business Administration.

(a)   Programme Principal Learning Outcomes

The Diploma in Business Administration has the following principal learning outcomes:

(i)   Ability to apply principles, practice and techniques of management to supervise subordinate and advise Management apply principles, practice and techniques of management to supervise subordinate and advise Management,

(ii)   Ability to procure Goods, Works and Services,

(iii)   Ability to execute Stock Verification,

(iv)   Ability to prepare Procurement Plan and Tender Documents in performing logistics duties,

(v)   Ability to manage Small Medium Enterprises,

(vi)   Ability to apply Communication Skills, Commercial Law, Mathematics and Principles of Economics to perform Procurement and Logistics duties.

(b)   Purpose of the Qualification

This qualification is intended for a person who will work efficiently and effectively in both the public and private sectors of the economy on issues related to business administration.

(c)   Level Description

This level is characterized by competence involving application of skills and knowledge in a broad range of activities most of which are non-routine.

(d)   Total Credits: 120

(e)   Summary of Module

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BBT 06102	Introduction to Business Law	4		2	100	**10**
2.	BBT 06103	Principles of Marketing	4		6	150	**15**
3.	BBT 06104	Consumer and Buyer Behavior	4		6	100	**10**
4.	BBT 06105	Stores Administration and Inventory Control	4		6	150	**15**
Fundamental Modules							
5.	BBT 06101	Financial Accounting	4		4	120	**12**
		Total					**62**
6.	Total Contact Hours Per Semester						525
7.	Assignment Hours Per Semester						135
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						675

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P	IS		
Core Modules							
1.	BBT 06207	Transportation and Distribution	4	0	2	100	**10**
2.	BBT 06209	Entrepreneurship	4	0	6	120	**12**
Fundamental Modules							
3.	BBT 06206	Introduction to financial Management	4	0	4	120	**12**
4.	BBT 06208	Introduction to Information and Communication Technology	4	0	4	120	**12**
5.	BBT 06210	Introduction to Principles of Economics	4	0	4	120	**12**
		Total					**58**
6.	Total Contact Hours Per Semester						465
7.	Assignment Hours Per Semester						135
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						320
10.	Notional Hours Per Semester						935

(f) Award

On successful completion of the programme candidates are awarded the Diploma in Business Administration of the National Institute of Transport.

9.9. Higher Diploma (NTA level 7) in Human Resource Management

(a) Principal Learning Outcomes

The programme aims at the following Principle Learning Outcomes:

(i) Ability to apply financial accounting and managerial economics to perform organizational duties,

(ii) Ability to apply communication skills, Informatics and Administrative Law in business operations,

(iii) Ability to apply procurement and supply, organization behaviour and human re-source skills in business operations,

(iv) Ability to apply Business mathematics, statistics, financial management and social economic challenges skills in managing human resource in an organization,

(v) Ability to apply marketing and principles of management skills in managing an organization,

(vi) Ability to use Organizational psychology skills to manage people in an organization,

(vii) Ability to apply principles of human resource planning in managing an organization

(viii) Ability to apply organizational development and corporate Governance Skills to manage organization skills to manage organization,

(ix) Ability to use managerial and leadership skills to develop and manage small and medium enterprises in organization,

(x) Ability to apply local government administration skills to administer local authorities

(xi) Apply human resource management principles and practice in managing personnel in an organization,

(xii) Conduct Research and Consultancy Services.

(b) Purpose of the Qualifications

This qualification is intended for a person who will perform human resource management activities including preparation of departmental budget, human resource plan, training programme and management of performance appraisal systems.

(c) Level Description

The holder of the qualification will be able to apply Human Resource Management skills and knowledge in a broad range of complex technical activities, and a high degree of personal responsibility for work of others.

(d) Total Credits: 240

(e) Mode of Teaching

The programme is taught through lectures, supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals Fieldwork training is undertake at the end of the first and second years of the programme. Fieldwork supervisors are assigned to students for guidance.

(f) Summary of Modules

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	IS	
BHU 07101	Business Communication Skills and Report Writing	4	3	0	3	**10**
BHU 07102	Business Mathematics and Statistics	4	2	0	2	**8**
BHU 07103	Organization Demographic and Environment Studies	4	2	0	2	**8**
BHU 07104	Management Principles and Practice	4	4	0	4	**12**
BHU 07105	Procurement and Supply	4	3	0	3	**10**
BHU 07106	Financial Accounting	4	3	0	3	**10**
	Total	24	17	0	17	**58**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	IS	
BHU 07207	Computer Applications	4	2	0	2	**8**
BHU 07208	Administrative Law and Ethics	4	4	0	2	**10**
BHU 07209	Local Government Administration	4	4	0	2	**10**
BHU 07210	Organizational Psychology	4	4	0	4	**12**
BHU 07211	Marketing Management	4	3	0	1	**8**
BHU 07212	Principles of Economics	3	3	0	2	**8**
	Total	**23**	**20**	**0**	**13**	**56**

SEMESTER III

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	IS	
BHU 07313	Financial Management	4	2	0	2	**8**
BHU 07314	Research Methodology and Consultancy	4	2	0	2	**8**
BHU 07315	Human Resource Management	4	4	0	4	**12**
BHU 07316	Management Information System	4	2	0	2	**8**
BHU 07317	Corporate Governance	4	4	0	4	**12**
BHU 07318	Organization Behavior	4	4	0	3	**11**
	Total	**24**	**18**	**0**	**17**	**59**

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BHU 07419	Entrepreneurship	4	2	0	2	**8**
BHU 07420	Industrial Relations and Labour Law	4	4	0	3	**11**
BHU 07421	Principles and Practice Human Resource Management Planning	4	4	0	4	**12**
BHU 07422	Managerial Skills and Leadership	4	4	0	4	**12**
BHU 07423	Organisational Development	4	4	0	4	**12**
BHU 07424	Field Work Practice	0	0	12	0	**12**
	Total	**20**	**18**	**12**	**17**	**67**

(g)   Award
On successful completion of the course, candidates who would not like to continue with NTA Level 8 are awarded a Higher Diploma in Human Resources Management of the National Institute of Transport.

9.9.1.   Bachelor's Degree (NTA level 8) in Human Resource Management
The programme aims at the following Principle Learning Outcomes:
(a)   Principal Learning Outcomes
   (i)   Ability to apply Human Resource Information Systems in performing management duties of the organization,
   (ii)   Ability to apply decision making Techniques to Develop Human Resource Training Programmes,
   (iii)   Ability to apply Public Policy in Developing Occupational Health and Safety in work places,
   (iv)   Ability to apply Strategic Human Resource Management and Social services skills in work places,
   (v)   Ability to apply International Human Resource and project Management skills in workplace environment,
   (vi)   Ability to apply Managerial Economics Skills in performing management duties.

(b)   Purpose of the Qualifications
This qualification is intended for a person who will perform Human Resource Management duties including formulating policies, appraising projects, preparing strategic plans and managing occupational Health and Safety programs, nationally and internationally.

(c)   Level Description
The holder of the qualification will be able to apply knowledge, skill and understanding in a wide and unpredictable variety of contexts with substantial personal responsibility for the work of others, and responsible for the allocation of resources, policy formulation, planning and evaluation.

(d)   Total Credits: 120

(e)   Summary of Modules
SEMESTER I

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BHU 08101	Human Resource Training and Development	4	4	0	4	**12**
BHU 08102	Performance Management	4	4	0	4	**12**
BHU 08103	Human Resource Information System	4	4	0	4	**12**
BHU 08104	Decision Making Techniques	4	4	0	4	**12**
BHU 08105	Strategic Human Resource Management	4	4	0	4	**12**
	Sub Total	**20**	**20**	**0**	**20**	**60**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BHU 08206	International Human Resource Management	4	3	0	3	**10**
BHU 08207	Project Management	4	3	0	3	**10**
BHU 08208	Public Policy	4	3	0	3	**10**
BHU 08209	Occupational Health and Safety Services	4	3	0	3	**10**
BHU 08210	Managerial Economics	4	4	0	2	**10**
BHU 08211	Research Project Paper	0	0	10	0	**10**
	Sub Total	**20**	**17**	**10**	**15**	**60**

(f)   Award
On successful completion of the course, graduates are awarded a Bachelor's Degree (NTA Level 8) in Human Resources Management of the National Institute of Transport.

9.9.2. Diploma Programmes in Human Resources Management

9.9.3. Diploma (NTA Level 6) in Human Resources Management
This programme is comprised of three levels – NTA Level 4, 5 and 6.

9.9.4. Basic Technician Certificate (NTA Level 4) in Human Resources Management Programme

(a)   Programme Principal Learning Outcomes
The programme aims at the following Principle Learning Outcomes: -
(i)   Ability to Apply commercial knowledge and communication skills in an organization,
(ii)   Ability to Record simple transactions in the books of accounts,
(iii)   Ability to Apply Basic Human Resource Management Skills in Assisting Human Resource Management functions and office practice duties,
(iv)   Ability to Use Labour Law and Psychological Skills to perform organizational duties,
(v)   Ability to Apply basic computer knowledge and commercial arithmetic in organization activities,
(vi)   Ability to Address Social Economic Challenges (HIV/AIDS, Environment, Gender and Child Labour) at work place.

(b)   Purpose of the Qualification
This qualification is intended for persons who will work efficiently and effectively in both the public and private sectors of the economy on issues related to Human Resource Management.

(c)   Level Description
This level is characterized by competences involving application of skills and knowledge at routine level.

(d)   Total Credits: 120

(e)   Summary of Modules

Notional Hours for Diploma in Human Resources Management

For these programme notional hours are distributed among the semesters is shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field Work Attachment Hours	Total Notional Hours
Semester I	360	180	15	-	555
Semester II	150	225	15	320	710
Semester I	450	120	15	-	585
Semester II	420	195	15	320	950
Semester I	480	105	15	-	600
Semester II	480	105	15	-	600
Total Per Programme	2340	930	90	640	4200

SEMESTER I

S/No.	Module Code	Module Name	L/T	P/L	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk				
Core Modules							
1.	BHT 04105	Introduction to Human Resource Management	4		4	120	15
Fundamental Modules							
3.	BHT 04101	Introduction to Communication Skills	4		4	100	11
4.	BHT 04102	Basic Commercial Knowledge	4		4	100	12
5.	BHT 04103	Bookkeeping	2		2	100	10
6.	BHT 04104	Commercial Arithmetic	4		4	100	10
		Total					**58**
7.	Total Contact Hours Per Semester						360
8.	Assignment Hours Per Semester						180
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						-
11.	Notional Hours Per Semester						555

SEMESTER II

S/No.	Module Code	Module Name	L/T	P/L	IS	Total Hrs/Sem	Total Credits
			Scheme of study/hrs/wk				
Core Modules							
1.	BHT 04206	Introduction to Labour Law	2		3	80	15
2.	BHT 04207	Introduction to Organizational Psychology	2		3	80	15
Fundamental Modules							
3.	BHT 04208	Office Practice and Records Management	2		3	80	10
4.	BHT 04209	Introduction to Computer Applications	2		3	80	12
5.	BHT 04210	Introduction to Societal and Environmental Studies	2		3	80	10
6.		Industrial Training Attachment	Eight (8) (Weeks				
		Total					**62**
7.	Total Contact Hours Per Semester						150
8.	Assignment Hours Per Semester						225
9.	End of Semester Examination Hours						15
10.	Field Work Attachment Hours						320
11.	Notional Hours Per Semester						710

(g)   Award
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Human Resources Management.

9.9.5.   Technician Certificate (NTA Level 5) in Human Resources Management
This is a one year NTA Level 5 programme. It is a progression second year programme for a three-year Diploma in Human Resources Management, NTA level 6 programme.

(a)   Programme Principal Learning Outcomes
The Technician Certificate in Human Resources Management has the following Principal Learning Outcomes:
(i)   Ability to perform Public Relation and Customer Care duties,
(ii)   Ability to apply Principles of Costing and Accounting to assist in performing organizational duties,
(iii)   Ability to apply Basic Computer Knowledge Mathematical Principles, Communication Skills and Basic Commercial Knowledge to perform business operations,
(iv)   Ability to apply Principles of Management in routine management activities,
(v)   Ability to apply Entrepreneurship Techniques to initiate and manage small scale business,
(vi)   Ability to apply Human Resource Management and Organizational Behavior skills to perform routine Human Resource Organizational duties.

(b)   Purpose of the Qualification
This qualification is intended for persons who will competently work at technical level positions in the Human Resource Management sector.

(c)   Level Description
The holder of the qualification will be able to apply human resource management skills in a range of activities some of which are non-routine and be able to assume operational responsibilities.

(d)   Total Credit: 120

(e)   Summary of Modules

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	BHT 05105	Public Relations and Customer Care	4	2	4	150	**15**
Fundamental Modules							
2.	BHT 05101	Communication Skills	4		3	100	**10**
3.	BHT 05102	Business Mathematics and Statistics	4		3	100	**10**
4.	BHT 05103	Commercial Knowledge	4		3	100	**10**
5.	BHT 05104	Principles of Accounting and Costing	4		3	100	**10**
Total							**55**
6.	Total Contact Hours Per Semester						450
7.	Assignment Hours Per Semester						120
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						585

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	BHT 05207	Introduction to Principles of Management	4		6	150	**15**
2.	BHT 05208	Human Resource Management	4		3	110	**15**
3.	BHT 05209	Introduction to Organization Behavior	4		6	150	**15**
Fundamental Modules							
4.	BHT 05206	Computer Applications	3	2	2	100	**10**
5.	BHT 05210	Introduction to Entrepreneurship	4		3	100	**10**
Total							**65**
6.	Total Contact Hours Per Semester						420
7.	Assignment Hours Per Semester						195
8.	End Of Semester Examination Hours						15
9.	Field Work Attachment Hours						320
10.	Notional Hours Per Semester						950

(f) **Award**

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Human Resources Management of the National Institute of Transport.

9.9.6. Diploma Programmes in Human Resources Management

9.9.7. Diploma (NTA Level 6) in Human Resources Management

This is a one year NTA Level 6 programme. It is an exit programme for a three-year Diploma in Human Resources Management.

(a)   Programme Principal Learning Outcomes

The Diploma in Human Resources Management has the following principal learning outcomes:

(i)   Ability to apply Labour Law and Industrial Relations in performing organizational duties,

(ii)   Ability to apply Entrepreneurship and business ethics to perform business duties,

(iii)   Ability to apply Occupational Health and Safety methods to create conducive work environment,

(iv)   Ability to apply Principles of Economics and Management Information System to perform business duties,

(v)   Ability to apply Human Resource Management skills to recruit proper employees,

(vi)   Ability to use Human Resource Planning skills to train and develop employees.

(b)   Purpose of the Qualification

This qualification is intended for a person who will work efficiently and effectively in both public and private sectors of the economy on issues related to Human Resource Management.

(c)   Level Description

This level is characterized by competences involving application of skills and knowledge in a broad range of activities most of which are non-routine.

(d)   Total Credits: 120

(e)   Summary of Module

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	BHT 06101	Human Resource Management	4		6	150	**15**
2.	BHT 06102	Labour Law	4		3	120	**12**
3.	BHT 06103	Industrial Relations	4		3	120	**12**
4.	BHT 06104	Human Resource Recruitment	4		3	110	**11**
5.	BHT 06105	Occupational Health and Safety	4		4	120	**12**
Fundamental Modules							
						Total	**62**
6.	Total Contact Hours Per Semester						480
7.	Assignment Hours Per Semester						105
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						600

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	BHT 06208	Staff Training and Development	4		4	120	**12**
2.	BHT 06209	Management Information System (MIS)	4		5	100	**10**
3.	BHT 06210	Human Resource Planning	4		4	120	**12**
Fundamental Modules							
4.	BHT 06206	Entrepreneurship and Business Ethics	4		3	120	**12**
5.	BHT 06207	Principles of Economics	4		3	120	**12**
						Total	**58**
6.	Total Contact Hours Per Semester						480
7.	Assignment Hours Per Semester						105
8.	End of Semester Examination Hours						15
9.	Field Work Attachment Hours						-
10.	Notional Hours Per Semester						600

(f)   Award

On successful completion of the programme candidates are awarded the Diploma in Human Resources Management of the National Institute of Transport.

5.10.   Diploma Programmes in Accounting and Transport Finance

9.10.1. Diploma (NTA Level 6) in Accounting and Transport Finance
This programme is comprised of three levels – NTA Levels 4, 5 and 6.

9.10.2. Basic Technician Certificate (NTA Level 4) in Accounting and Transport Finance (BCATF)
This is a one year NTA Level 4- Programme. It is the first year entry programme for a three-year Diploma (NTA Level 6) in Accounting and Transport Finance Programme.

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes: -
(i)   Ability to apply accounting and taxation knowledge in performing daily business related tasks involving financial data,
(ii)   Ability to apply knowledge of commerce and Entrepreneurship skills to respond to business related problems, execute the duties from supervisor, formulate business ideas, solicit fund, and manage small business,
(iii)   Ability to apply basic mathematics and information technology skills in business context,
(iv)   Ability to apply knowledge of transport finance and Business Communication to respond to business related problems in executing duties from supervisors and presenting information to clients in business environments.

(b)   Purpose of the Qualification
This qualification is intended to persons, who will perform routine works in Accounting and Transport Finance field within industries, companies and could be self-employed.

(c)   Level Description
The holder of the qualification will be able to apply skills and knowledge at routine level.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BAT 04104	Elements of Mathematics and Statistics	4	4	0	4	12
2.	BAT 04105	Introduction to Business Communication	4	2	0	3	9
CORE MODULES							
3.	BAT 04101	Bookkeeping and Accounting I	6	4	3	2	15
4.	BAT 04102	Basic Commercial Knowledge	4	2	0	3	9
5.	BAT 04103	Introduction to Transport Finance	6	4	0	5	15
Sub Total contact hrs/wk			**24**	**16**	**3**	**17**	60
Total contact hrs/wk							
Total credit							

	S/No.	Module Code	Module Name	Scheme of study/hrs /wk	Total Hrs/Sem		Total Credits		
					L/T	P/L	IS		
FUNDAMENTAL MODULES									
1.	BAT 04203	Basic Entrepreneurship		4	2		3	9	
2.	BAT 04204	Basic Computer Applications		4	2	4	2	12	
CORE MODULES									
3.	BAT 04201	Bookkeeping and Accounting Ii		4	4	2	2	12	
4.	BAT 04202	Introduction to Transport		4	4		4	12	
5.	BAT 04205	Introduction to Taxation		4	4	3	4	15	
Sub Total contact hrs/wk									
Total contact hrs/wk									60
Total credit									

Keynote:
L – Lecture, T – Tutorial, P – Practical, IS – Independent Study

(f)   Award
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Accounting and Transport Finance of the National Institute of Transport.

9.10.3. Technician Certificates (NTA Level 5) in Accounting and Transport Finance
This is a one year NTA Level 5 Programme. It is a progression second year programme for a three-year Diploma in Accounting and Transport Finance, NTA Level 6 Programme.
(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes: -
(i)   Ability to apply accounting principles in solving accounting and related problems in business environments,
(ii)   Ability to apply cost concepts and economic theories in transport industry and national economy,
(iii)   Ability to apply skills and knowledge of commerce and English language in managing business,
(iv)   Ability to apply finance and tax principles and concepts in producing investment reports that help in decision making,
(v)   Ability to solve business related problems using computer, mathematical, and Statistical (techniques) knowledge and skills.

(b)   Purpose of the Qualification
This qualification is intended for persons who will competently work at technical level positions in the accounting and transport finance sectors.

(c) Level Description
The holder of the qualification will be able to apply accounting and transport finance skills in a range of activities some of which are non –routine and be able to assume operational responsibilities.

(d) Total Credits: 120

(e) Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BAT 05103	Business Mathematics and Statistics	4	4		4	12
2.	BAT 05104	Elements of Economics	4	2		3	9
3.	BAT 05105	Introduction to Communication Skills	4	4		4	12
Core Modules							
4.	BAT 05101	Introduction to Cost Accounting	4	4		4	12
5.	BAT 05102	Introduction to Accounting	4	5		6	15
Sub Total contact hrs/wk			20	19		21	
Total contact hrs/wk			39				60
Total credit							

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Fundamental Modules							
1.	BAT 05203	Commerce	4	2		3	9
2.	BAT 05205	Introduction to Computer Applications	4	2	4	2	12
Core Modules							
3.	BAT 05201	Introduction to Accounting II	4	5		6	15
4.	BAT 05202	Basics of Corporate Finance and Financial Services	4	4		4	12
5.	BAT 05204	Principles of Taxation	4	4	4	4	12
Sub Total contact hrs/wk			20	17		19	
Total contact hrs/wk			40				60
Total credit							

(f)   Award
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Accounting and Transport Finance of the National Institute of Transport.

9.10.4. Diploma (NTA Level 6) in Accounting and Transport Finance
This is a one year NTA Level 6 programme. It is an exit programme for a three-year Diploma in Accounting and Transport Finance.

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes: -
(i)   Ability to apply principles of accounting, economics and taxation business mathematic and statistics concepts to perform business activities,
(ii)   Ability to apply principles of procurement and logistics to solve transport finance problems and to manage business organizations,
(iii) Ability to apply management principles and auditing principles to manage business organizations,
(iv)   Ability to apply corporate finance, transport technology, and commercial law to perform accounting and transport finance duties.

(b)   Purpose of the Qualification
This qualification is intended for a person who will perform non routine accounting and Transport Finance duties including preparation of financial statements, departmental budget, perform auditing, taxation, manage small enterprise, and manage finance in Transport Organizations

(c)   Level Description
The holder of the qualification will be able to apply skills and knowledge in a broad range of work activities, most of which are non-routine.

(d)   Total Credits: 120

(**e)   Summary of Module**

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
Core Modules							
1.	BAT 06101	Principles of Economics and Taxation	4	4		4	12
2.	BAT 06102	Introduction to Financial Accounting	4	4		4	15
3.	BAT 06105	Introduction to Auditing	4	5		6	15
Fundamental Modules							
4.	BAT 06103	Business Mathematics and Statistics	4	4		4	12
5.	BAT 06104	Principles of Procurement and Logistics	4	2		3	9
Sub Total contact hrs/wk			20	19		21	
Total contact hrs/wk			40				60
Total credit							

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BAT 06201	Principles and practice of Management	4	4		4	12
2.	BAT 06205	Commercial Law	4	4		4	12
CORE MODULES							
3.	BAT 06202	Introduction to corporate Finance	4	5		6	15
4.	BAT 06203	Introduction to micro finance	4	4		4	12
5.	BAT 06204	Transport Technology	4	2		3	9
Sub Total contact hrs/wk			20	21		19	
Total contact hrs/wk			40				60
Total credit							

(g) **Award**

On successful completion of the programme candidates are awarded the Diploma in Accounting and Transport Finance of the National Institute of Transport.

9.11. Diploma Programmes in Marketing and Public Relations

9.11.1. Diploma (NTA Level 6) in Marketing and Public Relations
This programme is comprised of three levels – NTA Levels 4, 5 and 6.

9.11.2. Basic Technician Certificate (NTA Level 4) in Marketing and Public Relations
This is a one year NTA Level 4-Programme. It is the first year entry programme of a three-year Diploma (NTA Level 6) in Marketing and Public Relations Programme.

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes: -
(i)   Ability to apply basic marketing skills, commercial knowledge and communicate properly in business activities,
(ii)   Ability to apply public relations skills in managing small scale business,
(iii)   Ability to record simple transactions in the books of accounts,
(iv)   Ability to assist in office practice and Records Management in the organization routines,
(v)   Ability to assist in procurement and logistics of organization's supplies,
(vi)   Ability to apply basic computer knowledge and commercial arithmetic in business administration

(b)   Purpose of the Qualification
This qualification is intended for a person who will perform routine Marketing duties, communicate properly, and apply basic computer knowledge in business duties.

(c)   Level Description
The holder of the qualification will be able to apply skills and knowledge at routine level.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	**P/L**	**IS**		
FUNDAMENTAL MODULES							
1.	BAT 04101	Introduction to Communication Skills	4	4		4	12
2.	BAT 04103	Bookkeeping	4	3		5	12
	BAT 04104	Commercial Arithmetic	4	3		5	12
CORE MODULES							
3.	BAT 04102	Basic Commercial Knowledge	4	4		4	12
4.	BAT 04105	Elements of Public Relations	4	4		4	12
Sub Total contact hrs/wk			20	18		22	
Total contact hrs/wk			40				60
Total credit							

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BAT 04209	Introduction to Computer Applications	4	4	2	2	12
CORE MODULES							
2	BAT 04206	Introduction to Marketing	4	4		6	12
3.	BAT 04207	Elements of Procurement and Logistics	4	4		2	15
4.	BAT 04208	Office Practice and Records Management	4	4		2	10
5.	BAT 04210	Small Business Management	4	4		6	14
Sub Total contact hrs/wk			20	20		20	
Total contact hrs/wk			40				60
Total credit							

(f)   **Award**
Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Marketing and Public Relations.

9.11.3. Technician Certificate (NTA Level 5) in Marketing and Public Relations
This is a one year NTA Level 5-Programme. It is a progression second year programme for a three-year Diploma in Marketing and Public Relations, NTA Level 6 Programme.
(a)   **Programme Principal Learning Outcomes**
The programme aims at the following principal learning outcomes: -
(i)   Ability to apply Public Relations and Advertising Skills in Organization Operations,
(ii)   Ability to employ Principles of Costing, Procurement and Supply, and Accounting principles to perform business duties,
(iii)   Ability to apply Information Technology, Mathematical Principles and Communication Skills to perform business operations,
(iv)   Ability to apply Principles of Management and Basic Commercial knowledge to perform   business operations,
(v)   Ability to apply Marketing and economics principles to perform business duties.

(b)   **Purpose of the Qualification**
This qualification is intended for a person who will perform routine and non-routine Marketing duties including basic marketing and sales, purchasing, accounting transactions, use computer applications to collect/retrieve process and disseminate information.

(c)   **Level Description**
The holder of the qualification will be able to apply skills and knowledge at routine level

(d)   **Total Credits: 120**

(e)   **Summary of Modules**

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BMT 05101	Communication Skills and Report Writing	4	2		4	10
2.	BMT 05102	Business Mathematics and Statistics	4	2		4	10
3.	BMT 05104	Principles of Accounting and Costing	4	2		4	10
CORE MODULES							
4.	BMT 05103	Commercial Knowledge	4	4		6	14
5.	BMT 05105	Public Relations and Advertising	4	6		6	16
Sub Total contact hrs/wk			20	16		24	
Total contact hrs/wk			39				60
Total credit							

SEMESTER II

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BMT 05206	Principles of Procurement and Supply	4	2		4	10
2.	BMT 05207	Introduction to Computer Applications	4	2		2	10
3.	BMT 05209	Introduction to Principles of Management	4	3		3	10
CORE MODULES							
4.	BMT 05208	Principles of Marketing	4	6		6	14
5.	BMT 05210	Introduction to Principles of Economics	4	4		6	16
Sub Total contact hrs/wk			20	17		21	
Total contact hrs/wk			39				60
Total credit							

(f)   Award

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Marketing and Public Relations of the National Institute of Transport.

9.11.4. Diploma (NTA Level 6) in Marketing and Public Relations

This is a one year NTA Level 6 programme. It is an exit programme for a three-year Diploma in Marketing and Public Relations, NTA Level 6 Programme.

(a)   Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes: -

(i)   Ability to assist in preparation of events and records management in performing public relation campaigns and marketing,

(ii)   Ability to apply customer relations management skills in perform marketing to public relations duties,

(iii) Ability to apply buyer behaviours consumerism skills to perform marketing and public relations duties,

(iv)   Ability to apply Entrepreneurship, integrated marketing communication and sales management to perform public relations duties,

(v)   Ability to apply Business Laws and Information Technology to perform marketing and public relations duties.

(b)   Purpose of the Qualification

This qualification is intended for a person who will perform non routine Marketing duties including assisting in managing small business, perform marketing activities and assist in managing events

(c)   Level Description

The holder of the qualification will be able to apply skills and knowledge in a broad range of work activities, most of which are non-routine.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
FUNDAMENTAL MODULES							
1.	BMT 06101	Introduction to Business Law and Ethics	4	4		4	10
2.	BMT 06102	Principles of Office Practice and Records Management	4	4		2	10
3.	BMT 06105	Business Information Technology	4	4	4	2	10
CORE MODULES							
4.	BMT 06103	Integrated Marketing Communication	4	4		4	12
5.	BMT 06104	Buyer Behaviour and Consumerism	4	4		4	12
Sub Total contact hrs/wk			20	16		24	
Total contact hrs/wk			39				54
Total credit							

S/No.	Module Code	Module Name	Scheme of study/hrs/wk			Total Hrs/Sem	Total Credits
			L/T	P/L	IS		
		CORE MODULES					
1.	BMT 06206	Introduction to Public Relations Campaign	4	4		4	12
2.	BMT 06207	Introduction to Entrepreneurship Development	4	4		4	12
3.	BMT 06208	Sales Management	4	4		4	12
4.	BMT 06209	Introduction to Customer Relations Management	4	4		4	12
5.	BMT 06210	Introduction to Events Management	4	4		6	14
Sub Total contact hrs/wk			20	17		21	
Total contact hrs/wk			39				62
Total credit							

(f)   Award
On successful completion of the programme candidates are awarded the Diploma in Accounting and Transport Finance of the National Institute of Transport.

9.11.5. Bachelor's Degree (NTA Levels 7-8) Programmes
This degree programme comprises two levels: the Higher Diploma (NTA Level 7) and Bachelor degree (NTA Level 8). Higher Diploma has four semesters (equivalent to two academic years) and Bachelor degree has two semesters (equivalent to one academic year). The NTA Level 7 is an entry qualification to NTA Level 8.

9.11.6. Higher Diploma (NTA Level 7) in Accounting and Transport Finance
(a)   Principal Learning Outcome
(i)   Ability to apply accounting and costing concepts to prepare financial reports for various user,
(ii)   Ability to apply theories, principles, concepts and models of economics and address Social economic challenges in managing business organization,
(iii)   Ability to use principles and methods of mathematics and statistics in solving problems and making decisions in various areas of business,
(iv)   Ability to apply management, marketing and entrepreneurship principles and practices in business operations,
(v)   Ability to apply Communication Skills, Management Information Technology and Business Laws and auditing techniques in Business Operations,
(vi)   Ability to apply corporate finance, risks management and investment analysis to evaluate transport projects,
(vii)   Ability to demonstrate ability to conduct scientific research and consultancy services.

(b)   Purpose of the Qualification
This qualification is intended for a person who will perform non routine accounting and Transport Finance duties including preparation of financial statements, departmental budget, perform auditing, taxation, manage small enterprise, and manage finance in Transport Organizations.

(c)   **Level Description**
        The holder of the qualification will be able to apply Accounting and Transport Finance skills and knowledge in a broad range of complex technical activities, and a high degree of personal responsibility for work and others.

(d)   **Total Credits: 240**

(e)   **Mode of Teaching**
        The programme is taught through lectures, supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals Fieldwork training is undertake at the end of the first and second years of the programme. Fieldwork supervisors are assigned to students for guidance.

(f)   **Summary of Modules**

SEMESTER I

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BAU 07101	Financial Accounting I	4	5		6	15
BAU 07102	Business Mathematics	4	2		4	10
BAU 07103	Communication Skills	4	2		3	09
BAU 07104	Micro economics	4	4		4	12
BAU 07105	Development Studies	4	2		3	09
	Total	**20**	**15**	**0**	**20**	**60**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BAU 07207	Business Statistics	4	2		4	10
ITU 07208	Management Information Technology	4	2		4	10
BAU 07209	Management Principles and Practices	4	2		4	10
BAU 07206	Financial Accounting – II	4	5		6	15
BAU 07210	Corporate Finance	4	5		6	15
	Total	**20**	**16**	**0**	**24**	**45**

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BAU 07311	Cost Accounting	4	5		6	12
BAU 07312	Marketing Management	4	2		4	9
BAU 07313	Risks Management	4	5		5	12
BAU 07314	Research Methodology and Consultancy	4	2		4	9
BAU 07315	Business Law	4	3		5	12
	Total	**20**	**17**	**0**	**24**	**54**

SEMESTER IV

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BAU 07416	Investment Analysis	4	4		4	12
BAU 07417	Intermediate Financial Accounting	4	5		6	12
BAU 07418	Auditing Theory and Practice	4	5		5	12
BAU 07419	Entrepreneurship	4	2		4	9
BAU 07420	Macro economics	4	2		4	9
BAU 07421	Field work Practice					12
	Total	**20**	**18**	**0**	**23**	**66**

(g)   Award

On successful completion of the course, candidates who would not like to continue with NTA Level 8 are awarded a Higher Diploma in Accounting and Transport Finance of the National Institute of Transport.

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9.11.7. Bachelor's Degree (NTA level 8) in Accounting and Transport Finance

(a)   Principal Learning Outcomes

The programme aims at the following principal learning outcomes: -

(i)   Ability to apply financial and management accounting principles, standards and practices in preparing managerial and financial reports for various users,

(ii)   Ability to interpret and apply domestic and international principles and practices in taxation and Auditing,

(iii)   Ability to apply concepts and principles of business and strategic management in the business environment,

(iv)   Ability to apply international finance to understand the global financial and economic environment and various types of risks faced by the firm, evaluate consequences of strategic investment and financing decisions, and observe ethical issues on international business operations,

(v)   Ability to apply knowledge and skills of mathematical and quantitative techniques, concepts and tools in the day to day accounting and business functions and decision making,

(vi)   Ability to ability to apply information technology (IT) and various IT applications in trading and in generating various online transactions and reports.

(b)   Purpose of the Qualifications

This qualification is intended for a person who will perform non routine accounting and Transport Finance duties including preparation of financial statements,

departmental budget, perform auditing, taxation, manage small enterprise, and manage finance in Transport Organizations.

(c) **Level Description**

The holder of the qualification will be able to apply skills and knowledge in a broad range of work activities, most of which are non-routine.

(d) **Total Credits: 120**

(e) **Summary of Modules**

SEMESTER I

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BAU 08101	Strategic Management	4	4		4	12
BAU 08102	Financial reporting I	4	4	4	4	**16**
BAU 08103	Taxation	4	4	4	4	**16**
BAU 08104	Quantitative Methods for decision making	4	4		4	12
BAU 08105	Auditing	4	4	4	4	**16**
	Total	**20**	**20**	**12**	**20**	**72**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**IS**	
BAU 08206	Financial reporting II	4	4	4	4	**16**
BAU 08207	Business Management	4	4		4	12
BAU 08208	International Finance	4	4	4	4	**16**
BAU 08209	Management accounting	4	4	4	4	**16**
BAU 08210	Electronic Business (E-Business)	4	4		4	12
	Total	**20**	**20**	**12**	**20**	**72**

(f) **Award**

On successful completion of the course, graduates are awarded a Bachelor's Degree (NTA Level 8) in Accounting and Transport Finance of the National Institute of Transport.

9.12. **Higher Diploma (NTAL level 7) in Marketing and Public Relations**

(a) **Principal Learning Outcomes**

The programme aims at the following principal learning outcomes: -

(i) Ability to apply business accounting and costing principles to perform marketing and public relations duties,

(ii) Ability to apply communication skills, business information technology and business media law in marketing and public relations duties,

(iii) Ability to demonstrate public relations skills and address social economic challenges in organization operations,

(iv) Ability to apply Business mathematics, statistics, and quantitative methods to solve business problems,

(v) Ability to apply managerial economics in decision making to manage organization operations,

(vi) Ability to conduct public relations writing, marketing research and consultancy services,

(vii) Ability to apply business environment, entrepreneurship and organizational behavioral skills to perform business operations,

(viii) Ability to apply marketing management and consumer behaviour skills in business operations,

(ix) Ability to apply public relations strategies, advertising and promotion skills and principles of management to manage business,

(x) Ability to use media relations and customer relationship management to conduct business activities,

(xi) Ability to use campaign management skills to manage events in public and private organizations.

(b) **Purpose of the Qualifications**

This qualification is intended for a person who will: (1) Perform broad range of complex technical marketing and public relations activities including applying Marketing management and consumer behaviour skills (2) Manage Events and Public Relations (3) Conducting Advertising and promotion as well as research and consultancy.

(c) **Level Description**

The holder of the qualification will be able to apply Marketing and Public Relation skills and knowledge in a broad range of complex technical activities, and a high degree of personal responsibility for work of others.

(d) **Total Credits: 240**

(e) **Mode of Teaching**

The programme is taught through lectures, supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals Fieldwork training is undertake at the end of the first and second years of the programme. Fieldwork supervisors are assigned to students for guidance.

(f) Summary of Modules

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BMU 07101	Business Communication and Report Writing	4	2	1	2	9
BMU 07102	Development Studies	4	1	1	3	9
BMU 07103	Business Mathematics and Statistics	3	2	1	4	9
BMU 07104	Public Relations	4	2	2	2	9
BMU 07105	Business and Media Law	4	3	1	4	12
	Total	**19**	**10**	**6**	**15**	**48**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BMU 07206	Business Information Technology	4	1	4	1	9
BMU 07207	Marketing Management	4	3	1	2	9
BMU 07208	Principles of Management	4	2	1	2	9
BMU 07209	Managerial Economics	4	1	1	1	7
BMU 07210	Public Relations Writing	4	3	1	2	9
BMU 07211	Entrepreneurship Development & business environment	4	4	2	2	9
	Total	**24**	**14**	**10**	**10**	**57**

SEMESTER III

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BMU 07312	Business Accounting and Costing	4	2	2	4	9
BMU 07314	Quantitative Methods for Business	4	3	1	3	9
BMU 07315	Research Methodology and Consultancy	4	1	1	2	9
BMU 07315	Customer Relationship Management	4	3	1	1	12
BMU 07316	Marketing Research	4	4	2	2	9
BMU 07317	Organizational Behaviour	4	4	2	2	9
	Total	**24**	**17**	**9**	**14**	**57**

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BMU 07418	Consumer Behaviour	4	2	2	2	9
BMU 07419	Media Relations	4	2	2	2	9
BMU 07420	Public Relations Campaign Management	4	2	2	2	9
BMU 07421	Advertising and Promotion	4	2	4	2	9
BMU 07422	Events Management	4	4	2	2	9
BMU 07423	Public Relations Strategies	4	2	2	2	9
BMU 07424	Field work Project					
	Total	**24**	**14**	**14**	**12**	**54**

(g)   Award

On successful completion of the course, candidates who would not like to continue with NTA Level 8 are awarded a Higher Diploma in Marketing and Public Relations of the National Institute of Transport.

9.12.1. Bachelor's Degree (NTA level 8) in Marketing and Public Relations

(a)   Principal Learning Outcomes

The programme aims at the following principal learning outcomes: -

(i)   Ability to apply corporate relations skills, issues and crisis management techniques to manage operations,

(ii)   Ability to apply international marketing and financial management skills to manage business operations

(iii)   Ability to apply Business Ethics in managing Business in an organization,

(iv)   Ability to assess and apply corporate social responsibility in business operations,

(v)   Ability to assess contemporary issues in marketing and public relations to manage business operations,

(vi)   Ability to apply Strategic and Human Resource Management skills in managing business operations,

(vii)   Ability to apply service marketing, e-marketing and e-public relations to perform business operations.

(b)   Purpose of the Qualifications

This qualification is intended for a person who will perform a wide range of strategic managerial duties including: - managing crisis, handling corporate public relations issues, service marketing, and managing organization resources.

(c)   Level Description

The holder of the qualification will be able to apply knowledge, skill and understanding in a wide and unpredictable variety of contexts with substantial personal responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation.

(d)   Total Credits: 120

(e)   Summary of Modules

SEMESTER I

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BMU 08101	Strategic Management	4	2	0	2	8
BMU 08102	Issues and Crisis Management	4	4	0	4	12
BMU 08103	Corporate Public Relations	4	4	0	4	12
BMU 08104	Business Ethics	4	2	0	2	08
BMU 08105	International Marketing	4	4	0	4	12
BMU 08106	Human Resource Management	4	2	0	2	8
	Total	**24**	**18**	**0**	**18**	**60**

SEMESTER II

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	**T**	**P**	**AS**	
BMU 08207	Contemporary Issues in Marketing and Public Relations	4	4	0	2	10
BMU 08208	Service Marketing	4	4	2	2	12
BMU 08209	Corporate Social Responsibility	4	2	0	4	10
BMU 08210	E-Marketing and E-Public Relations	4	4	0	4	12
BMU 08211	Financial Management	4	2	0	2	8
BMU 08212	Project Paper	2	2	4	0	08
	Total	**22**	**18**	**06**	**14**	**60**

(f)   Award

On successful completion of the course, graduands are awarded a Bachelor's Degree (NTA Level 8) in Marketing and Public Relations of the National Institute of Transport.

9.12.2. Academic Staff

Head of Department

Mr. Bahati K. Mabina — Msc. PSCM (Mzumbe), CPSP (PSPTB), BBA (UDSM), Diploma in Ed (Dar es Salaam Teachers' College), International Certificate in Humanitarian Logistics, Kuehne - Foundation (Switzerland)

Assistant Head

*Mr. Francis Muya — BBA- Marketing Msc - MIT UDSM

Lecturers

Dr. Haidari P. Misafi — PhD Ghent University, MPA (Human Resource Mgt) – (MU),B.A. (Public Administration) UDSM,

Assistant Lectures

Mr. Chacha Ryoba — Master of International Trade (UDSM), CPA (T) (NBAA). B. Com (Accounting) (Hons) (UDSM) International Certificate in Humanitarian Logistics, Kuenhne- Stiftung (Foundation)

Ms.Maureen Kabugimila — Masters of Commerce (Madras University) B. Com with Computer Application (Madural Kamaraj University) India

Mr. Benignus Otmar — MSc. A & F (MU), Adv. Dipl. Accountancy (TIA)

*Mr. Daud Katopola — MSc HRM (MU) BHRM (ISW)

Mr. Hussen Senzighe — MBA (Finance). CPA (T), PGDA (IFM), ADA (IFM)

Mr. Jordson Mwesigwa — MSc A & F (MU), BBA (OUT)

Mr. Mamboleo Seif — MBA – Finance (Cardiff Metropo Litan University London Post Graduate Program in Finance),

Mr. William Mboma — MBA (Teofilo Kisanji University), Bachelor of Audit Community Development (Institute of Adult Communication – DSM)

Mr. Daud Kitomo — MBA (Finance) Daystar University- Kenya, Bachelor of Commerce in Accounting

Mr. Lonjino Edward — MSc (Economics), B.A (Education- Economics & Geography) ; Diploma in Education

Mr. Anold Binagwa — Master in Entrepreneurship and Enterprise Development (MEED), UDSM Bachelor of Commerce in Human Resource Management University UDOM.

Mr. Oscar Lova — MBA- Corp Mgt (SJUT), BAF (SJUT), Dip. Ed. (DTC).

Ms. Adela F. Kimario	MBA – (UDOM), BA Ed. (UDSM)
Ms. Beatrice George	MSc. HRM (MU), BA Political Science Pub.Admin (UDSM)
Ms. Doreen Ngaiza	MBA Corporate Management (MU)
Ms. Cornelio Swai	MSc Accounting –St John's University of Tanzania
Ms.Londaga Ipyana	MBA- HRM St John University, Bachelor of Arts in Cultural Anthropology and Tourism - Iringa
Mr. Nyangi Masanja	MBA (UDOM), Bachelor of Arts in Cultural Anthropology and Tourism – Iringa
Mr. Faustine Masunga	MBA CM (MU), ADA (TIA), IATA (Beijing China), Certificate in Customer care and Leadership (Kampala Uganda)
Mr.Yoen Silas Kaniki	MA – Economics (UDSM), B.A. Education (UDSM)
Mr. Khalid Khalfan Kichawele	MSc A & F (MU), BBA Accounting (Iringa), CPA
Ms. Mwanaisha Ally Mhalule	MSc. A & F (MU), BAF (MU)
Ms. Tulizo Chusi	MSc Marketing (MU), BAJ (TU)

Senior Instructor I

Mr. Deus Shatta	MSc. PSCM (MU), CPSP (PSPTB), PGDE (UCA), PGDSC (UDSM), ADTM, DAE, (NIT) ICHL (Kuhne- Stiftung, Switzeland.
Mr. Cornel Zawadi	MPA (HRM), (MU), BA (Public Admin, & International Relations UDSM, PGDL-UDSM, Certificate in Training& Development, Aathus, Denmark.

Tutorial Assistant

Ms. Vioteth Nyambe	MSc.- HRM (MU), B-HRM(ISW)
Mr. Jafari Ruge	B. Ed in Commerce (UDOM)
Mr. Uswege Ibrahim	BCPLM – UDOM, Master of science in Procurement and Supply Chain Management (Mzumbe)
Mr. Bundala Kate	BA- Public Relation and Marketing (SAUT)
Mr. Abdallah Sadiki	Bachelor of Commerce in Accounting (UDOM), CPA(T)

Ms. Adelina Karugaba   MBA- CM -(MU), BBA Ed

Ms. Gladness G.
Lushakuzi   B.Com- HRM (UDOM)

Mr. Ntoneji Onesmo
Yegela   BBA- Procurement and Logistics Management (SAUT)

Mr. Romanus Mapunda   BBA- (UDOM), Master of International Business (UDSM)

Ms. Emilia Mkosamali   BHRM (Tumaini University)

Mr. Juma Mandai   BA - Public Relations and Advertising (UDSM)

Mr. Martin Mfinanga   Bachelor Degree of Finance and Banking (AAA – Arusha),

9.13.   RESEARCH PUBLICATION AND POSTGRADUATE STUDIES DEPARTMENT
9.13.1. Postgraduate Diploma in Logistics and Transport Management
(a)   ProgrammeObjectives

The Postgraduate Diploma programme in Logistics and Transport Management aims at:
- (i)   Developing the students' ability to independently assess, integrate and Use knowledge in the logistics and transport field,
- (ii)   Developing students with knowledge based approach to handle complex phenomena, problems and situations,
- (iii) Developing the students' opportunities for both a career in the logistics-and transport field, which calls for independent thinking, and for R & D work.

(b)   Modules Summary:

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PTE 101	Fundamentals of Transport Economics	30
2.	PTE 102	Management Concepts and Organizational Behavior	30
3.	PTE 103	Business statistics	30
4.	PTE 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PLT 201	Marketing Management	30
2.	PLT 202	Projects and Finance	30
3.	PLT 203	International Law of Carriage	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module Name	Contact Hours
1.	PPT 301	Procurement Management	30
2.	PLT 302	Warehousing Management	30
3.	PLT 303	Transport Planning and Policy	30
4.	PLT 304	Public Transport Management	30
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module Name	Contact Hrs
1.	PLT 401	**Project/Research**	120
		Project/ /Research areas: (i) Humanitarian Logistics (ii) Reverse Logistics (iii) Green Logistics	
		Total	**120**

(c) **Award**

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Logistics and Transport Management of the National Institute of Transport.

9.13.2. Post Graduate Diploma in Transport Economics

(a) **ProgrammeObjectives**

The Postgraduate Diploma programme in Transport Economics aims at:

(i) Developing the students' ability to independently assess, integrate and use knowledge in the transport economics fields,

(ii) Developing students with knowledge based approach to handle complex phenomena, problems and situations,

(iii) Developing the students' opportunities for both a career in transport and economics fields, which call for independent thinking, and for R & D work.

(b) **ModulesSummary:**

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PTE 101	Fundamentals of Transport Economics	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business Statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PLT 102	Marketing Management	30
2.	PLT 202	Projects and Finance	30
3.	PLT 203	International Law of Carriage	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module Name	Contact Hours
1.	PTE 301	Principles of Transport Economics	30
2.	PTE 302	Transport Econometrics	30
3.	PTE 303	Principles of Transport Modeling	30
4.	PTE 304	Economics of Transport Appraisal	30
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module Name	Contact Hours
1.	PTE 401	**Project/Research**	120
		Project/ /Researchareas: (i) Welfare Economics and Cost-Benefit Analysis (ii) Economics of Transport Regulation (iii) Public Transport Projects (iv) Transport in Development	
		TOTAL	**120**

(c) Award

On successful completion of the programme, graduates are awarded the Postgraduate Diploma in Transport Economics of the National Institute of Transport.

9.13.3. Postgraduate Diploma in Shipping and Port Management

(a) Programme Objective

The objective of the programme it provide relevant qualifications to meet the needs of individuals who wish to follow a career in Shipping and Port Management. The programme aim sat developing effective professionals in Shipping and Port Management.

Students with this qualification will be able enter or shift their careers in Shipping Companies, Shipping Agencies, Ports, Consultancy activities and other related careers. The market demand for this course is high and the programe has been framed to meet market expectations.

(b) Modules Summary:

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PTE 101	Fundamentals of Transport Economics	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business Statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PLT 201	Marketing Management	30
2.	PLT 202	Projects and Finance	30
3.	PLT 203	International Law of Carriage	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module	Contact Hours
1.	PSP 301	Shipping Management	30
2.	PSP 302	Marine Insurance	30
3.	PSP 303	Management of Ports and Terminals	30
4.	PSP 304	Marine Operation and Conservancy	30
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module	Contact Hours
1.	PSP 401	Project/Research	120
		Project/ /Researchareas: (i) Port Operations Management (ii) Maritime Commercial and Shipping Law	
Total contact hours			**120**

(c) Award

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Shipping and Port Management of the National Institute of Transport.

9.13.4. Postgraduate Diploma in Logistics and Procurement Management

(a) Programme objective

The overall objective of the proposed program is to establish at the local level a sustainable, effective and cost-efficient capacity to produce Logistics Management professionals in numbers and quality big enough to satisfy sector demand.

Students with this qualification will be able enter or shift their careers in Logistics and procurement Companies, Agencies, Consultancy activities and other related careers. The market demand for this course is high and the programme has been framed to meet market expectations.

(b) Modules Summary:

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PPL 101	Public Procurement	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PPL 201	Negotiation and contract preparation	30
2.	PLT 202	Projects and Finance	30
3.	PPL 203	Managing International Logistics	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module Name	Contact Hours
1.	PPT 301	Procurement Management	30
2.	PLT 302	Warehousing Management	30
3.	PPL 303	Environment Procurement	30
4.	PPL 304	E – Procurement	30
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module Name	Contact Hours
1.	PLT 401	**Project/ /Research**	
		Project/ /Research areas: Humanitarian Logistics	**120**
		TOTAL	**120**

(c) Award

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Logistics and Procurement Management of the National Institute of Transport.

9.13.5. Postgraduate Diploma in Transport and Tourism Management

(a) Programme Objective

The proposed programme is envisaged to provide relevant qualification to meet the needs of individuals who wish to follow a career in Transport and Tourism Management. The course is framed on research based skills and practical fundamentals to develop effective professionals in Transport and Tourism Management. Students with this qualification can enter directly into tourism industry. The market demand for this course is high and the course is framed to meet market expectations.

(b) Module Summary

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PTE 101	Fundamentals of Transport Economics	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PLT 201	Marketing Management	30
2.	PLT 202	Project and Finance	30
3.	PLT 203	International Law of Carriage	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
Total contact hours			**120**

Quarter Three

S/No.	Code	Module Name	Contact Hours
1.	PTT 301	Geography and International Tourism Management	30
2.	PTT 302	Contemporary Issues in Tourism	30
3.	PTT 303	Sustainable Tourism Management	30
4.	PTT 304	Soft Skills Laboratory	30
Total contact hours			**120**

Quarter Four

S/No.	Code	Module Name	Contact Hours
	PTT 401	**Project/Research**	
		Project/ /Research areas: (i) Tourism Concepts and Impact (ii) Tourism Products (iii) Travel Agency Management (iv) Tour guiding & Operations (v) Tourism Concepts and Impact (vi) Dangerous & Live Animal Regulations (vii) Basic Air Fare & Calculation (viii) Basic Cargo, Rating and Handling (ix) Export Import Policy & Documentation (x) Hospitality Management (xi) Event Organization and Management (xii) Tourism Business Development (xiii) Tourism Supply Chain	**120**
Total contact hours			**120**

(c)   Award

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Transport and Tourism Management of the National Institute of Transport.

9.13.6. Postgraduate Diploma in Air Transport Management

(a)   Programme objective

The overall objective of the proposed program is to establish at the local level a sustainable, effective and cost-efficient capacity to produce Air Transport Management professionals in numbers and quality big enough to satisfy sector demand.

To achieve this objective, the PGDATM programme is strategically designed, and will be operated, on the basis of IATA-FIATA, IATA-UFTAA, and ICAO recommended/required syllabi so as to attract recognition and accreditation by TCAA and other Aviation Stakeholders.

(b)   Module Summary

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PTE 101	Fundamentals of Transport Economics	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PLT 201	Marketing Management	30
2.	PLT 202	Projects and Finance	30
3.	PLT 203	International Law of Carriage	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module Name	Contact Hours
1.	PAT 301	Introduction to Air Transport Industry	30
2.	PAT 302	Airport Operations	30
3.	PAT 303	Civil Aviation Safety and Security Management	30
4.	PAT 304	Passenger Handling Skills and Services	30
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module	Contact Hours
1.	PTT 401	**Project/ /Research**	
		Project/ /Research areas: (i) Handling of Dangerous Goods in Air (ii) Transport Air Cargo Handling Skills Procedures	120
		Total contact hours	**120**

(c)   Award

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Air Transport Management of the National Institute of Transport

9.13.7. Postgraduate Diploma in Rail Transport Management

(a)   Programme Objective

The objective of the programme is to provide relevant qualification to meet the needs of individuals who wish to follow a career in Rail Transport Management. The programme aim sat developing effective professionals in Rail Transport Management.

Students with this qualification will be able enter or shift their careers in Railway Companies, Railway Agencies, Consultancy activities and other related careers. The market demand for this course is high and the programme has been framed to meet market expectations.

(b)   Modules Summary

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PLT 101	Fundamentals of Transport Economics	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business Statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PLT 201	Marketing Management	30
2.	PLT 202	Projects and Finance	30
3.	PLT 203	International Law of Carriage	30
4.	PLT 204	Research Methodology/Project write-up guidelines	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module	Contact Hours
1.	PRT 301	Railway Transport Sector	30
2.	PRT 302	Railway Equipment and Facilities	30
3.	PRT 303	Railway Operation	30
4.	PRT 304	Railway Commercial Practice	30
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module	Contact Hours
1.	PRT 401	**Project/ /Research**	
		Project/ /Research areas: (i) Application of Railway Concession to SADC (ii) Railways Principle Issues in Railways Restructuring	120
		Total contact hours	**120**

(c) Award

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Rail Transport Management of the National Institute of Transport.

9.13.8. Postgraduate Diploma in Transportation Engineering

(a) Programme Objective

The Postgraduate Diploma programme in Transportation Engineering aims at
Developing the students' ability to independently assess, integrate and use knowledge in the developing effective professionals in road, port, airways, pipeline and railways transport.
Developing students with knowledge based approach to handle complex phenomena, problems and situations.
Develop the students' opportunities for both Transportation Engineering, which calls for independent thinking, and for R & D work.

(b) Modules Summary

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PTE 101	Fundamentals of Transportation Economics	30
2.	PTE 102	Environmental Impact in Transportation	30
3.	PTE 103	Business Statistics	30
4.	PTE 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PTE 201	Transport Planning, operating costs and Policy	30
2.	PTE 202	Transportation Safety Engineering	30
3.	PTE 203	Transport Furniture and Station Equipment	30
4.	PTE 204	Research Methodology	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module Name	Contact Hours
1.	PTE 301	Road design, construction and maintenance	24
2.	PTE 302	Railway design, construction and maintenance	24
3.	PTE 303	Port design, construction and maintenance	24
4.	PTE 304	Airport design, construction and maintenance	24
5.	PTE 305	Pipeline design, construction and maintenance	24
		Total contact hours	**120**

Quarter Four

S/No.	Code	Module	Contact Hours
1.	PTE 401	**Project/ /Research**	120
		Project/ /Research areas: (i) Roads Design Project /Research (ii) Railway Design Project /Research (iii) Ports Design Project /Research (iv) Airport Design Project /Research (v) Pipeline Design Project /Research	
		Total contact hours	**120**

(c) Award

On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Transportation Engineering of the National Institute of Transport.

5.13.9. Postgraduate Diploma in Road Safety Management

(a)   Programme Objective

The objective of the Programme is to provide relevant qualification to meet the needs of individuals who wish to follow a career in Road Transport and Traffic Safety Management.

OR who intend to pursue further studies in the transport sector. The Programme aims at developing effective professionals in Road Transport Safety Management.

(b)   Modules Summary

Quarter One

S/No.	Code	Module Name	Contact Hours
1.	PST 101	Legislation in Road transport	30
2.	PLT 102	Management Concepts and Organizational Behavior	30
3.	PLT 103	Business Statistics	30
4.	PLT 104	Information and Communication Technology	30
		Total contact hours	**120**

Quarter Two

S/No.	Code	Module Name	Contact Hours
1.	PST 201	Road Transport Operations Management	30
2.	PST 202	Transport Management Information System (TMIS)	30
3.	PST 203	Road Design and Furniture	30
4.	PST 204	Project Management & Research Methodology	30
		Total contact hours	**120**

Quarter Three

S/No.	Code	Module	Contact Hours
1.	PST 301	Road Crashes Investigation and Reporting	30
2.	PST 302	Vehicle Maintenance Management	30
3.	PST 303	Road Safety Public Education and Information	30
4.	PLT 304	Public Transport Management	30
		Total contact hours	**120**

S/No.	Code	Module	Contact Hours
1.	PST 401	**Project/ /Research**	120
		Project/ /Research areas: (i) Freight Safety Project/ Research (ii) Passenger safety Project/ Research	
		Total contact hours	**120**

(c) Award
   On successful completion of the programme, graduands are awarded the Postgraduate Diploma in Road Safety Management of the National Institute of Transport.

9.14. MASTER OF BUSINESS ADMINISTRATION IN TRANSPORT AND LOGISTICS IN COLLABORATION WITH OPEN UNIVERSITY OF TANZANIA

(a) Educational aims of the Programme
   The main educational aim of the MBA programme is to prepare and equip graduates with general training in cross-organizational functions of business and specialized training in career–oriented management professions such as Accountancy, Finance, Marketing, Human Resource Management, Governance and Leadership.

(b) Intended Learning Outcomes
   The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas:

(c) Knowledge and Understanding:
   (i)   Knowledge and understanding of the preparation, analysis, and interpretation of financial statements of various entities and how to apply management accounting knowledge to facilitate decision making process,
   (ii)   Knowledge and understanding of the underlying theories and practices of financial management as well as financial markets and institutions focusing on both local and international perspectives,
   (iii) Knowledge and understanding of the tools and theories used in strategic marketing, management of sales force, marketing distribution systems, specific issues in marketing of services and international aspects of marketing,
   (iv)   Knowledge and understanding of theories, laws and practices in managing multicultural workforce and organizational behaviour dynamics,
   (v)   Knowledge and understanding of the frameworks used in analyzing business environments, theories of enterprise development, job creation and the provision of good governance and leadership,
   (vi)   Knowledge and understanding of the business research process, tools and frameworks for analysis and decision making including the use of ICT,
   (vi)   Knowledge and understanding of theories, laws and practices in Transport and Logistics management processes, systems and flow of transport and transportation of people, goods and related information in the supply chain.

(d) Intellectual Skills:

(i) Ability to prepare and interpret financial statements and extract relevant information for decision making purposes,

(ii) Ability to take key financial management decisions, evaluate financial strategies, and manage the interactions between corporations and the financial markets and institutions,

(iii) Ability to apply relevant tools and theories in marketing to design and implement various marketing strategies, manage distribution systems, sales force and international marketing operations,

(iv) Ability to apply theories and laws in managing work force and dynamics in organizations,

(v) Ability to analyse business environments, apply theories of enterprise development, and to practice and influence the adoption of good governance in achieving business success,

(vi) Ability to apply tools and frameworks of analysis in improving the quality of business decisions and to conduct quality research that contributes to knowledge and business solutions,

(vii) Ability to apply theories and laws in managing and handling phenomena, problems and situations related to transportation and logistics.

(e) Professional/ Practical Skills:

(i) Competence in designing, implementing and reviewing accounting and internal control systems, managing business risks and financial reporting relationships,

(ii) Competence in taking investment, financing, dividend and working capital decisions, evaluating financial strategies and in managing the relationship between corporations and the financial markets and institutions,

(iii) Competence in designing, implementing and evaluating various marketing plans and strategies, managing distribution systems, sales force, and international marketing operations,

(iv) Competence in designing and implementing theoretically sound and law-compliant systems of managing workforce and dynamics in organizations,

(v) Competence in identifying and analyzing value enhancing opportunities, developing and implementing business plans and in providing effective leadership.

(f) Core Courses

Code	Title	Units
OLG 611	Strategic Human Resource Management	1
OLG 614	Management Decision Making Processes	1
OLG 615	ICT in Business Management	1
OME 611	Strategic Marketing	1
OAF 611	Financial Management	1
OAF 612	Managerial and Financial Accounting	1
OBM 699	Business Research Methodology/Dissertation	6

Transport and Logistics

Code	Title	Units
OME 626	Transport and Logistics Management	1
OME 627	Transport Economics and Planning	1
OME 628	Transport Economics and Planning	1

9.15. HEAD OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (RP& PS) DEPARTMENT

Dr. Simon Lushakuzi – PhD in Transport Marketing (MU), MBA in Marketing (MU), ADTM (NIT), CMCILT (UK).

Assistant Head

Mr.Salum Mihayo-MSc. in Procurement and Supply Chain Management (MU), Advanced Diploma in Freight Clearing and Forwarding (NIT), MCILT.

9.16. MATHEMATICS, HUMANITIES AND SOCIAL SCIENCES (MHSS) DEPARTMENT

The Department is responsible for managing and teaching of general modules, which are taught to different programmes which are in other departments.

9.16.1. The modules which are managed by this Department are:
(a) Mathematics,
(b) Development Studies,
(c) Communication Skills,
(d) Quantitative Methods,
(e) Law,
(f) Statistics and Survey Methods,
(g) Research Methods, and
(h) Education.

9.16.2 Bachelor of Education in Mathematics and Information Technology (NTA Level 7-8)

This degree programme comprises two levels; the Higher Diploma (NTA Level 7) and Bachelor degree NTA Level 8. Higher Diploma has four semesters (equivalent to two academic years) and Bachelor degree has two semesters (equivalent to one academic year). The NTA Level 7 is an entry qualification to (NTA Level 8).

9.16.3. Higher Diploma of Education in Mathematics and Information Technology (NTA Level 7)
(a)   Programme Principal Learning Outcomes
The principal learning outcomes of the programme are as follows:
(i) Apply skills in education profession,
(ii) Demonstrate competence in development, analysis and implementation of curriculum,
(iii) Demonstrate competence in reasoning and analyzing mathematical problems,
(iv) Apply advanced mathematical skills in tackling practical applications problems,
(v) Analyze various computer system components required by organizations,
(vi) Apply Information Technology skills in designing, programming and tackling practical application problems.

(b) Purpose of the qualification

This qualification is intended to persons, who will teach Mathematics and Information Technology subjects in Secondary Schools at an Ordinary level; A level and training Colleges at Certificate level with ability to demonstrate acumen in a broad range of complex educational issues in the area of the holder's specialization.

(c) Level Description

The holder of the qualification will apply knowledge, skills and understanding in variety of contexts with substantial personal responsibility, responsibility for the work of others, and responsibility for the allocation of resources, policy planning, execution and evaluation.

(d) Total credits: 311

(e) Summary of modules

Notional hours for Bachelor of Education in Mathematics and Information Technology.

For this programme notional hours distributed among the semesters as shown below:

Semester	L	IS	P	SE	TP	Total notation hours
Semester I	480	180	180	27	0	867
Semester II	360	150	165	18	240	933
Semester III	360	120	120	18	0	618
Semester IV	300	60	285	18	240	903
Total hours per programme	1500	510	750	81	480	3321

SEMESTER I

Core Modules		Contact Hours				
Module Code	Module Name	L	IS	P	T	Credits
EDU 07101	Principles of Education	4	1	0	1	9.0
EDU 07102	Education Psychology	4	1	0	1	9.0
MTU 07101	Fundamentals of Mathematical Analysis	6	1	0	1	12.0
MTU 07102	Introduction to Linear Algebra	4	1	0	1	9.0
MTU 07103	Introduction to Statistics	4	1	0	1	9.0
ITU 07102M	Introduction to Microcomputers and Applications	4	1	1		9.0
ITU 07101M	Fundamentals of Computer Programming	4	0	1	1	9.0
GSU 07101M	Communication Skills	4	1	0	1	9.0
Total Cores Credits Hours for Semester One						**75.0**
Electives Modules		Contact Hours				
Module Code	Module Name	L	IS	P	T	Credits
ITU 07103M	Basics in Digital Circuitry	2	1	4		9.0
Total Electives Credits Hours for Semester One						**9.0**
Total Credits Hours for Semester One						**84.0**

SEMESTER II

Core Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**	**T**	**Credits**
EDU 07203	Education Media and Technology	4	1	0	1	9.0
EDU 07204	Teaching Practice I	0	0	7		16.0
EDU 07205	Mathematics and IT Methods	4	1	0	1	9.0
MTU 07204	Functions of a Single Variable	6	2	0		12.0
MTU 07205	Introduction to Numerical Analysis	4	2	0		9.0
ITU 07205M	Fundamentals of Computer Networks	4	1	1		9.0
ITU 07204	Computer Architecture	4	2	0		9.0
GSU 07201M	Development Studies	2	1	0	1	6.0
Total Cores Credit Hours for Semester Two						**91.0**
Electives Modules		Contact Hours				
Module Code	**Module Name**	**L**	**S**	**P**	**T**	**Credits**
Total Electives Credit Hours for Semester Two						**0.0**
Total Credits Hours for Semester Two						**91.0**

SEMESTER III

Core Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**	**T**	**Credits**
EDU 07306	Curriculum Development and Teaching	4	1	0	1	9.0
EDU 07307	Educational Research	4	1	0	1	9.0
MTU 07307	Functions of Several Variables	4	3	0	1	12.0
MTU 07308	Mathematical Statistics	4	1	0	1	9.0
ITU 07306M	Database Concepts	4	1	1	1	12.0
ITU 07307M	Introduction to Computer Graphics and Image Processing	2	0	4		9.0
MTU 07305	Linear Programming	2			1	6.0
Total Cores Credits Hours for Semester Three						**60.0**
Electives Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**		**Credits**
Total Electives Credits Hours for Semester Three						**0.0**
Total Credits Hours for Semester Three						**60.0**

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Core Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**	**T**	**Credits**
EDU 07412	Educational Ethics and Professionalism	4	1		1	9.0
EDU 07408	Guidance and Counseling	4	1	0		9.0
EDU 07409	Teaching Practice II	0	0	7		16.0
MTU 07408	Ordinary Differential Equations	6	2	0		12.0
ITU 07308M	Database Technologies	4	0	4		12.0
ITU 07409M	Internet Programming	2	0	4		9.0
ITU 07410M	Information Storage and Retrieval	2	0	4		9.0
Total Cores Credits Hours for Semester Four						**65.0**
Electives Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**	**T**	**Credits**
ITU 07411M	Research Methods in Computing and Information Management	2	1	4	1	6.0
Total Electives Credits Hours for Semester Four						**9.0**
Total Credits Hours for Semester Four						**76.0**

(f)   Awards
On successful completion of the programme, candidates who would not like to continue with NTA Level 8 studies are awarded the Higher Diploma of Education in Mathematics and Information Technology of the National Institute of Transport.

9.16.4. Bachelor of Education in Mathematics and Information Technology (NTA Level 8)
(a)   Programme Principal Learning Outcomes
The principal learning outcomes of the programme are as follows:
(i)   Ability to apply skills of children with special needs, child development and sociology of education,
(ii)   Ability to demonstrate advanced mathematical skills and proficiency in reasoning and tackling practical applications problems,
(iii)   Ability to demonstrate more advanced Information Technology skills and proficiency in designing, programming and tackling practical applications problems.

(b)   Purpose of the qualification
This qualification is intended to persons, who will teach Mathematics and Information Technology subjects in Secondary Schools at all levels. The holder can also teach in the Teachers' Training Colleges at Diploma level, and may become a Tutorial Assistant in a Higher Learning Institution with the ability to demonstrate acumen in a broad range of complex educational issues in the area of the holder's specialization.

(c)   Level Description
The holder of the qualification will apply knowledge, skills and understanding in a wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation.

(d)   Total Credits:144

(e)   Summary of modules

Notional hours for Bachelor of Education in Mathematics and Information Technology

For this programme notional hours distributed among the semesters as shown below:

Semester	L	IS	P	SE	TP	Total notional hours
Semester I	480	180	120	24	0	804
Semester II	450	120	180	21	0	771
Total hours per programme	**930**	**300**	**300**	**45**	**0**	**1575**

SEMESTER I

Core Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**	**T**	**Credits**
EDU 08101	Psychology of Exceptionalities	4	2	0		09.0
EDU 08102	Child Health Education	4	2	0		09.0
MTU 08101	Complex Analysis	6	2	0		12.0
MTU 08102	Abstract Algebra	4	2	0		09.0
ITU 08101	Information Systems Analysis and Design	2	0	4		09.0
ITU 08102	Network Design and Administration	4	0	4		12.0
Total Cores Credits Hours for Semester One						**60.0**
Electives Modules		Contact Hours				
Module Code	**Module Name**	**L**	**IS**	**P**	**T**	**Credits**
MTU 08103	Numerical Analysis	4	2	0		09.0
Total Electives Credits Hours for Semester One						**09.0**
Total Credits Hours for Semester One						**69.0**

SEMESTER II

Core Modules						Contact Hours	
Module Code	**Module Name**	**L**	**IS**	**P**	**T**		**Credits**
EDU 08203	Sociology of Education	4	2	0			09.0
EDU 08204	Education Measurement and Evaluation	4	2	0			12.0
MTU 08204	Functional Analysis	6	2	0			12.0
MTU 08206	Operational Research	2	0	4			09.0
ITU 08204	Object Oriented Programming	4	0	4			09.0
ITU 08205	Information Technology Security	4	0	4			12.0
Total Cores Credits Hours for Semester One							**48.0**
Electives Modules						Contact Hours	
Module Code	**Module Name**	**L**	**S**	**P**	**T**		**Credits**
MTU 08205	Partial Differential Equations	6	2	0			12.0
Total Electives Credit Hours for Semester One							**12.0**
Total Credit Hours for Semester One							**66.0**

Key

L - Lecture
IS - Independent Study
P - Practical
T - Tutorials

(f) Awards

On successful completion of the programme, candidates are awarded the Bachelor of Education in Mathematics and Information Technology of the National Institute of Transport.

9.16.5. Academic Staff

Head of Department

Mr. Daudi M.N. Lung'wecha	M.A (DS) (UDSM), PDG in Shipping Management (NORWAY), B.A. Ed. (UDSM), MCILT (UK).

Assistant Heads

Ms. Kagemulo Muhaya	MSc. Mathematical modeling (UDSM), BED in Mathematics (University of Tumaini), Dip. Ed. (Morogoro T.T.C)
Mr. Bakari I. Pandu	M.A. Development Management (UDSM), B.A. Ed (UDSM).

Lecturers

Dr. Zainabu M. Mshana	PhD – Development Studies – (UDOM), MA – Development Studies (UDSM), BSc. Agriculture General (SUA).
Ms. Jane Joseph	M.A. (UDSM), B.A. Ed. (UDSM).
*Mr. Hans Luambano	M.A. (UDSM), B.A. Ed. (UDSM), Advanced in Logistics (Dresden International University – Germany).

Assistant Lecturers

Mr. Daudi M.N. Lung'wecha	M.A. (UDSM), PDG in Shipping Management (NORWAY), B.A. Ed. (UDSM), MCILT (UK).
Mr. Bakari I. Pandu	M.A. Development Management (UDSM), B.A. Ed. (UDSM).
Mr. Clashon Onesmo	M.A Natural Resource Management (UDOM), B.A. Archeology and History (UDSM).
Mr. Gibson Mahenge	M.A. Development Studies (UDSM), B.A. Ed (UDSM)
*Ms. Mary Mashoke	M.A.(DS) (UDSM), B.A. Ed. (UDSM), Dip. Ed. (Kigurunyembe T.T.C), Advanced Cert. in Logistics (Dresden Int.Univ-Germany)
Ms. Kagemulo D. Muhaya	MSc. Mathematical Modeling (UDSM), BED in Mathematics (University of Tumaini), Dip. Ed. (Morogoro T.T.C)
Mr. Salamida D Ngulyati	MSc. Mathematical modeling (UDSM), BED in Mathematics (TumainiUniversity)
*Mr. John M. Buzza	M.A. Education (UDSM), BEd in Mathematics (Tumaini University), Dip. Ed. (Monduli T.T.C)
Mr. Swaibu S.Yarro	M.A. Psychology (UDSM), B.A Ed. (UDSM), PGD

HRM (IFM)

Ms. Honesta Msaki	M.A. Education (UDSM), BED Arts (UDSM).
Mr. Patroba E. Mgonya	M.A. Education Management and Planning (SAUT Mwanza), B.A Ed. (UDOM), Dipl. Ed. (Butimba T.T.C).
Ms. Getruda M. Challe	M.A. Education (UDSM), BED Arts (UDSM).
Mr. Emmanuel M. Kishombo	M.A Education Management and Administration (UDSM), B.A. Ed. (UDSM-DUCE)

Senior Tutor II

Mr. Mathias P. Malegesi	MSc. HRM (Mzumbe University), PGD HRM (IFM), B.A. Ed. (UDSM)
Ms. Sarah W. Mwakyusa	MSc. HRM (Mzumbe University), B.A. Ed (UDSM), Dip. Ed. (Morogoro T.T.C)
Mr. Aristides M. Angelo	M.A. Education (UDSM), BED Linguistics (UDSM), Certificate in teaching (Katoke T.T.C)
Ms. Janeth M. Mtabazi	MSc. Mathematical modeling (UDSM), BSc. Ed. (UDSM), Dipl. Ed. (Dar es salaam T.T.C)
Ms. Doroth Manoza	MSc. Mathematical modeling (UDSM), BED in Mathematics (Tumaini University), Dipl. Ed. (Dar es Salaam T.T.C)
Mr. Justine W. Kira	MSc. Mathematical modeling (UDSM), BSc. Ed. Mathematics and Physics (UDSM)
*Ms. Olipa Mahenge	LLM (UDSM), LLB (UDSM).

Tutorial Assistant

Mr. Aggrey M. Senzige	B.A .Ed. Language and Management (Mzumbe University) Dipl. Ed. (Korogwe T.T.C).
Mr. Diocles Kyobya	B.A. Ed. (St. Augustine University of Tanzania)
Mr. Ernest Mapunda	BEd in English and IT (Mount Meru University)
Mr. John Gweba	BSc. Mathematics (UDSM – DUCE), Dipl. Ed. (Korogwe T.T.C).
Mr. Fabian I. Kisuka	LLB (Mzumbe University, PGDLP (Law School of Tanzania, Dipl. Law (IJA Lushoto)

Tutor

*Mr. Daniel D. Mwakalonge	BEd in Mathematics (Tumaini University – Iringa), Dipl. Ed. (Kleruu T.T.C)
Mr. Thomas J. Machumu	BEdin Mathematics (Tumaini University – Iringa), Teaching Licence (Chang'ombe T.T.C)

* On Study Leave

9.17. THE INFORMATION FOR SCHOOL OF AVIATION TECHNOLOGY

The School of Aviation Technology is responsible for planning, organizing and conducting aviation related programmes. The School of Aviation Technology has endeavoured to develop its performance and ensure excellence in training, scientific research and consultancy services in the field of aviation. It creates an intellectual forum for various disciplines of aeronautical engineering, aircraft maintenance, piloting, flight operations, ground handling, air transport management, air freight travel and tourism, and cabin crew services.

Currently, the School of Aviation Technology conducts certificate, diploma and Bachelor's Degree programmes in Aircraft Maintenance Engineering.

9.17.1. Bachelor's Degree (NTA Level 7-8) in Aircraft Maintenance Engineering

The programme comprises two levels – NTA Levels 7 and 8.Higher Diploma (NTA Level 7) and Bachelor degree (NTA Level 8). Higher diploma has 6 semesters (equivalent to 3 years) and NTA Level 8 has 2 semesters (equivalent to one year). Therefore, NTA Level 7 is an entry qualification to NTA level 8.

9.17.2. Higher Diploma (NTA Level 7) in Aircraft Maintenance Engineering

This is an entry point to the Bachelor's programme. Its duration is two/three years.

(a) **Principal Learning Outcomes**
- **(i)** Ability to apply scientific and technological principles in designing and developing Aircraft maintenance and engineering,
- (ii) Ability to apply technological principles to conduct experiments and tests related to aircraft design and performance,
- (iii) Ability to use management principles in repair and maintenance of aircraft and related equipments aircraft maintenance,
- **(iv)** Ability to apply scientific and mathematical principles in solving computational problems in aircraft maintenance engineering,
- **(v)** Ability to communicate and respond to industry and customer's needs by written, verbal, graphical and electronic means.

(b) **Purpose of the Qualification**
This qualification is intended to persons, who will conduct a variety of aircraft engineering activities including design of aircraft, components, tools, maintenance equipment as well as organizing and directing the maintenance of the same in collaboration with other specialists in compliance with the technological changes.

(c) **Level Description**
NTA Level 7 is characterized by competence involving application of knowledge, skills and aptitude in broad range of complex technical activities, a high degree of personal responsibility and some responsibility for work of others.

(d) **Total Credits:** 386

(e) **Mode of Teaching**
The programme is taught though lectures supplemented by seminars, group discussion, internet surfing, video shows, industrial study tours, field work training and occasional lectures by practicing professionals. Field work training is undertaking at the end of the first and second years of the programme. Field work supervisors are assigned to the students for guidance.

(f) **Summary of Modules**

Notional hours for bachelor's Degree in Aircraft Maintenance Engineering.

For this course the notional hours are distributed among the semester as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field work Attachment Hours	Total notation hours
Semester I	405	225	21	0	651
Semester II	390	180	18	320	908
Semester III	525	195	30	0	750
Semester IV	510	165	30	320	1025
Semester V	495	210	30	0	735
Semester VI	390	105	30	320	845
Semester I	495	255	24	0	774
Semester II	405	255	18	0	678
Total hours per programme	**3615**	**1590**	**201**	**960**	**6366**

SEMESTER I

Module Code	Module Name	Scheme of Study, hrs./week				Total Hrs/ Sem	Credits
		L	T	P	IS		
Fundamental Modules							
GSU 07101	Technical Communication Skills	2	0	0	2	60	6
GSU 07102	Linear Algebra	2	2	0	2	90	9
Core Modules							
AMU 07101	Physics	2	2	0	2	90	9
AMU 07102	Chemistry	2	1	0	1	60	6
AMU 07103	Electrical Fundamentals	2	2	2	0	90	9
AMU 07104	Electronic Fundamentals	2	2	2	0	90	9
AMU 07105	Manual Aircraft Technical Drawing	2	2	2	0	90	9
AMU 07106	Aircraft Shop Theory and Practice	2	0	3	1	90	9
Total credit Hours for Semester One						**660**	**66**

Module Code	Module Name	Scheme of Study, hrs./wk.				Credits
		L	T	P	IS	
Fundamental Modules						
GSU 07201	Integral Calculus and Complex Variables	2	2	0	2	9
GSU 07202	Development Perspectives	2	1	0	1	6
Core Modules						
AMU 07201	Human Factors	2	1	0	1	6
AMU 07202	Digital Techniques	2	2	2	0	9
AMU 07203	Aerodynamics	2	2	0	2	9
AMU 07204	Basic Aircraft Internal Combustion Engines	2	2	0	2	9
AMU 07205	Aircraft Engineering Materials	2	2	0	0	6
AMU 07206	Aircraft Shop Maintenance and Practice	2	0	3	1	9
Total credit Hours for Semester Two						**63**

SEMESTER III

Module Code	Module Name	Scheme of Study, hrs./wk.				Credits
		L	T	P	IS	
Fundamental Modules						
GSU 07301	Differential Equations	2	2	0	2	9
Core Modules						
AMU 07301	Engineering Thermodynamics	2	1	2	1	9
AMU 07302	Basic Fluid Mechanics	2	0	1	1	6
AMU 07303	Aircraft Piston Engine Construction	2	2	2	2	12
AMU 07304	Strength of Material	2	2	0	2	9
AMU 07305	Computer Aided Drafting	2	1	2	1	9
AMU 07306	Industrial Practical Training I					12
Total credit Hours for Semester Three						**66**

* Details of sub-enabling outcomes of these modules are found in the respective department.

Module Code	Module Name	Scheme of Study, hrs./wk.				Credits
		L	**T**	**P**	**IS**	
Fundamental Modules						
GSU 07401	Probability and Statistics	2	2	0	2	9
Core Modules						
AMU 07401	Aircraft Gas Turbine Engines	2	1	2	1	9
AMU 07402	Aircraft Structures	2	1	2	1	9
AMU 07403	Electric Machines	2	2	1	1	9
AMU 07404	Aircraft Instruments and Integrated Systems	2	1	2	1	9
AMU 07405	Basic Aerospace Engineering and Aero-thermo propulsion	2	2	1	1	9
AMU 07406	Applied Mechanics	2	1	2	1	9
Total credit Hours for Semester Four						**63**

* Details of sub-enabling outcomes of these modules are found in the respective department.

SEMESTER V

Module Code	Module Name	Scheme of Study, hrs./wk.				Credits
		L	**T**	**P**	**IS**	
Core Modules						
AMU 07501	Aircraft Piston Engine Maintenance	2	1	2	1	9
AMU 07502	Aircraft Landing Gear and Brakes	2	2	1	1	9
AMU 07503	Propellers	2	3	2	1	12
AMU 07504	Composite Materials	2	1	0	1	6
AMU 07505	Aircraft Communication, Radio and Navigation System	2	2	1	1	9
AMU 07506	Aircraft Element and Design	2	1	0	1	6
AMU 07507	Industrial Practical Training II					12
Total credit Hours for Semester Five						**63**

* Details of sub-enabling outcomes of these modules are found in the respective department.

Module Code	Module Name	Scheme of Study hrs./wk.				Credits
		L	T	P	IS	
Core Modules						
AMU 07601	Aircraft Fabric	2	2	0	2	9
AMU 07602	Hydraulic and pneumatic system	2	1	2	1	9
AMU 07603	Auxiliary Systems	2	2	0	2	9
AMU 07604	Airframe Systems	2	2	0	2	9
AMU 07605	Wooden Structures	2	2	0	2	9
AMU 07606	Avionic Systems	2	2	0	2	9
AMU 07607	Air Law-Aviation Legislation	2	0	0	2	6
Total credit Hours for Semester Six						**60**

* Details of sub-enabling outcomes of these modules are found in the respective department.

(g)   Award

On successful completion of the course, candidates who would not like to continue with NTA Level 8 studies are awarded the Higher Diploma in Aircraft Maintenance Engineering of the National Institute of Transport.

9.17.3. Bachelor Degree (NTA – Level 8) in Aircraft Maintenance Engineering

(a)   Programme Principal Learning Outcomes

The principal learning outcomes of the programme are as follows:

(i)   Ability to conduct research on development of Advanced Aircraft Systems and related technological issues to improve their performance,

(ii)   Ability to apply management principles and procedures to establish, develop, and deploy Aircraft Maintenance Engineering resources according to establish policies, budget and business needs,

(iii)   Ability to analyze the improvements made on advanced aircraft engineering systems and enhance their performance,

(iv)   Ability to analyze the impact of aircraft maintenance practices to the environment and society

(v)   Ability to use the information on Aircraft Maintenance Engineering and related technology to produce quality reports.

(b)   Purpose of the Qualification

This qualification is intended to persons, who will independently integrate Aircraft Maintenance engineering principles in variety of activities and establish and use criteria to judge processes and outcomes.

(c)   Level Description

This level is characterized by competences involving application of knowledge, skills and aptitude in wide and unpredictable variety of context with substantial personal responsibility for the work of others and responsibility for effective allocation and utilization of resources, policy, planning, execution and evaluation.

(d)   Total Credits: 141

(e) **Mode of Teaching**

The programme is taught through lectures supplemented by seminars, group discussions, video shows, industrial study tours, and occasional lectures by practicing professionals and fieldwork training. Fieldwork supervisors are assigned to students for guidance.

(f) **Summary of Modules**

SEMESTER I

Module Code	Module Name	Scheme of study, hours/week					Credits
		L	**S/T**	**AS**	**IS**	**P**	
GSU 08101	Research Methodology	2	2	0	2	0	9
AMU 08101	Helicopter Aerodynamics, Structures and Systems	2	1	1	2	2	12
AMU 08102	Aircraft Maintenance Planning and Management	2	2	0	2	0	9
AMU 08103	Aeroplane Aerodynamics Structure and Systems	2	1	1	2	2	12
AMU 08104	Aircraft Troubleshooting Technique	2	1	1	2		9
AMU 08105	Industrial Practical Training	0	0	0	360	0	12
AMU 08106	Project Phase I	0	0	0	2	4	9
Total Credits per Semester							**72**

* Details of sub-enabling outcomes of these modules are found in the respective department.

SEMESTER II

Module Code	Module Name	Scheme of study, hours/week					Credits
		L	**S/T**	**AS**	**IS**	**P**	
AMU 08201	Project Phase II	0	0	0	0	22	33
AMU 08202	Internship	0	0	0	0	18	27
Total Credits per Semester							**60**

* Details of sub-enabling outcomes of these modules are found in the respective department.

(h) **Award**

On successful completion of the programme, graduands will be awarded the Bachelor's Degree in Aircraft Maintenance Engineering of the National Institute of Transport.

9.17.4. Diploma Programmes

9.17.5. Diploma in Aircraft Maintenance Engineering
This Diploma Programme comprises three levels – NTA Levels 4, 5 and 6

9.17.6. Basic Technician Certificate (NTA Level 4) in Aircraft Maintenance Engineering
It is the first year entry programme for a three-year Diploma in Aircraft Maintenance
Engineering

(a)   Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
(i)   Ability to perform simple repairs and maintenance of aircraft systems and com-
ponents,
(ii)   Ability to use simple trouble shooting instruments,
(iii) Ability to communicate routine information effectively,
(iv)   Ability to apply the basic principles of Aircraft technology,
(v)   Ability to apply mathematical and engineering principles in aircraft engineering
practice,

(vi)   Ability to apply basic entrepreneur skills.

(b)   Purpose of the Qualification
These qualifications are intended for individuals who will diagnose faults/troubles on
aircrafts and carry out simple routine repairs and maintenance services efficiently and
effectively.

(c)   Level Description
Competence involving application of skills and knowledge at routine level.

(d)   Total Credits: 117

(e)   Summary of Modules

Notional hours for Diploma in Aircraft Maintenance Engineering

For this course the notional hours are distributed among the semester as shown below: -

Semester	Contact Hours	Assignment Hours	End of Semester Examination Hours	Field work Attachment Hours	Total notation hours
Semester I	465	225	27	0	747
Semester II	195	60	12	480	747
Semester I	420	210	21	0	651
Semester II	510	60	27	480	1077
Semester I	330	180	18	0	528
Semester II	0	0	0	640	640
Total hours per programme	**1920**	**765**	**105**	**1600**	**4390**

SEMESTER I

S/No.	Module Code	Module Name	L	T	P	IS	Credits
		Fundamental Modules					
1.	AMT 04101	Aviation Mathematics	1	1	1	1	6
2.	AMT 04102	Aviation Physics	2	1	2	1	9
3.	AMT 04103	Aviation Chemistry	1	1	1	1	6
4.	AMT 04104	Aircraft Technical Drawing	1	1	1	1	6
5.	AMT 04105	Communication Skills	1	1	1	1	6
		Core Modules					
6.	AMT 04106	Aerodynamics-Theory of Flight	2	1	2	1	9
7..	AMT 04107	Aircraft Shop Theory and Practice 1- Machines and Tools	2	1	2	1	9
8	AMT 04108	Aircraft Materials and Process	4	1	2	1	12
Total Credits per Semester							**63**

SEMESTER II

S/No.	Module Code	Module Name	L	T	P	IS	Credits
		Fundamental Modules					
1.	AMT 04201	Entrepreneurship Skills	2	1	0	1	6
		Core Modules					
2.	AMT 04202	Aircraft Shop Theory and Practice 2- Sheet Metal and Tools	4	1	2	1	12
3.	AMT 04203	Electricity and Digital Technology- Electric Machines	2	1	2	1	9
4.	AMT 04204	Aircraft Design and Construction- Light Aircraft	1	1	1	1	6
5.	AMT 04205	Piston Engine Design and Construction	1	1	1	1	6
6.	AMT 04206	On Job Training					24
Total Credits per Semester							**63**

(f)   Award

Candidates who have successfully completed the programme and would not like to continue with NTA Level 5 studies are awarded the Basic Technician Certificate in Aircraft Maintenance of the National Institute of Transport.

9.17.7. Technician Certificate (NTA – Level 5) in Aircraft Maintenance Engineering

(a)   Programme Principal Learning Outcomes

This is a one year NTA – Level 5 programme. It is a progression of first year programme to Second year, for a three-year Diploma in Aircraft Maintenance Engineering (NTA Level 6).

(b)   Purpose of the Qualification
The graduate is intended to perform non-routine maintenance services, troubleshooting and repair and component replacement on an aircraft.

(c)   Level Description
This level is characterized by competences involving application of skills and knowledge in Aircraft Maintenance engineering at routine level

(d)   Total Credits: 140

(e)   Summary of Modules

SEMESTER I

Module Code	Module Title	Scheme of Study, hrs./wk.			No of credit /semester
		L	**P**	**IS**	
Fundamental Module					
AMT 05101	Aircraft Environment Systems	2	1	1	6
Core Modules					
AMT 05102	Aircraft Flight Control	2	1	1	6
AMT 05103	Aircraft Landing Gear	2	0	2	6
AMT 05104	Engine Lubrication and Cooling System	2	1	1	6
AMT 05105	Engine Fuel Control and Induction System	2	1	1	9
AMT 05106	Engine Ignition and Starting System	2	1	1	9
AMT 05107	Engine Exhaust System	2	1	1	6
AMT 05108	Aircraft Fuel Systems	2	1	1	6
AMT 05109	Aircraft Power Systems	2		2	6
Sub Total hrs./wk.					**60**

SEMESTER II

Module Code	Module Title	Scheme of Study, hrs./wk.			No of credit /semester
		L	**P**	**IS**	
Core Module					
AMT 05201	Aircraft Electrical System	2	1	1	6
AMT 05202	Aircraft Instruments Systems	2	1	1	6
AMT 05203	Engine Instruments Systems	2	1	1	6
AMT 05204	Aircraft Fire Protection	2	2	8	6
AMT 05205	Aircraft Equipment	2	1	1	6
AMT 05206	Aircraft Propulsion Systems	2	1	1	6
AMT 05207	Aircraft Gas Turbine Engine	2	1	1	6
AMT 05208	On Job Training				18
Sub Total hrs./wk.					**60**

(f) Award

Candidates who have successfully completed the programme and would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Aircraft Engineering of the National Institute of Transport.

9.17.8. Diploma in Aircraft Maintenance Engineering

This is a one year NTA Level 6 programme. It is a progression from a one year NTA Level 5 (Technician Certificate in Aircraft Maintenance Engineering) programme and a one year NTA Level 4 (Basic Technician Certificate in Aircraft Maintenance Engineering) programme.

(a)   Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

(i)   Ability to carry out diagnosis of aircraft and perform routine and non-routine repairs and maintenance works of all types to be performed on aircraft,

(ii)   Ability to apply basic principles of workshop management and ICT in relation to aircraft maintenance engineering practices,

(iii)   Ability to apply knowledge of business principles to establish and run a small enterprise,

(iv)   Ability to apply technical knowledge and understanding in observing high, standards of quality, safety and environmental protection while performing air-craft maintenance works.

(b)   Purpose of the Qualification

The graduate is intended to be able to perform a broad range of activities most of which being non-routine. The activities carried out are of maintenance, production, service and repair, installation, estimation of resources required in maintaining an aircraft.

(c)   Level Description

This level is characterized by competences involving application of skills and knowledge in Aircraft Maintenance Engineering at routine and non-routine level.

(d)   Total Credits: 115

(e)   Summary of Modules

SEMESTER I

Module Code	Module Name	Scheme of Study Hours/week				No of Credits/ Semester
		L	P	T	IS	
AMT 06101	Air Law and Regulations	2	0	1	1	6
AMT 06102	Human Performance	2	0	1	1	6
AMT 06103	Aircraft Navigation System	2	2	2	2	12
AMT 06104	Aircraft Maintenance and Repair	4	2	2	2	15
AMT 06105	Power Plant Maintenance and repair	4	2	2	2	15
AMT 06106	Applied Practical Maintenance	4	2	2	2	15
Total Credit Hours for Semester One						**69**

Module Code	Module Name	Scheme of Study Hours/week				No of Credits/ Semester
		L	**P**	**T**	**IS**	
AMT 06201	Entrepreneurship for Technician	4	0	2	2	12
AMT 06207	Aircraft Field repair and Maintenance on Job Training	0	15	0	5	30
AMT 06208	Project	0	0	0	12	18
Total Credit Hours for Semester Two						**60**

(f)   Award

On successful completion of the programme, candidates are awarded the Diploma in Aircraft Maintenance Engineering of the National Institute of Transport.

9.17.9. Academic Staff

Principal of School of Aviation Technology

Dr. Batholomew B. Rufunjo
PhD, MSc. Econ. (Air Transport Management) – Kiev Institute of Civil Aviation Engineers (KICAE) – Kiev, Ukraine; FTC – Electronics and Communication Engineering (DTC)

Headof Department Aeronautical Engineering

Eng. Aziz Mdimi
Msc. Mech. Eng. (RUSSIA)

Senior Lecturers

Eng. Prof. Zacharia M.D. Mganilwa
PhD in Agricultural Science (Kagoshima University Japan), MSc in Agriculture machinery – (Miyazaki University Japan), BSc in Mechanical Engineering (UDSM), FTC in Mechanical Engineering (DIT).

Lecturers

Eng. Dr. Salum K. Chang'waro
PhD in Mech. Eng. (Dortmund, Germany) MSc. In Mech. Eng. (Karl-Marx-Stadt, Chemnitz-Germany), Higher Dip. in Mech. Eng. FTC in Mech. Eng. (Kenya Polytechnic, Nairobi, Kenya), P.Eng (T), MIET, MCILT.

Eng. Dr. Ethel D. Kasembe
PhD in Energy Eng. (UDSM-CoET), MEM (UDSM), Bsc. in Mech. Eng.

Assistant Lecturers

Mr. Robert F.Lyimo
Msc. Transport Eng. (Netherlands), B. Tech Mechanical (India)

Eng. Dr. Amon C. Mwasandube
PhD in Farm Machinery and Mechanization (SUA), MSc. Mech. Eng. (GDANSK, POLAND)

Mr. Frank P. Kapombe
MSc. in Airplane and Helicopters Engineering – Kharkov National Aerospace University (Ukraine), BA Aeronautics and Astronautics Engineering – Kharkov National Aerospace University (Ukraine)

Tutorial Assistants

Mr. Abubakar K. Noor
BSc. in Aeronautical Engineering; Aircraft Propulsion (Uni of Blida, Algeria)

Mr. Paul Wilson
BSc. In Telecommunication Eng.(UDSM)

Mr. Jairos Kagoma
B.Eng. in Electronics and Communication (SJUT)

Mr. Walter Sifuel

BSc. in Electronics & Communication Eng. (SJCET).

Tutor I
Instructor II

Mr. Makene Zabrone
Mr. Ibrahim Shamte

Bachelor of Tourism Management (SUA), Ab – initio Cabin Crew Certificate (ATC)

FTC in Electrical Eng. (Dar Tech.), Cert. in Electrical Eng. (HPTC), Grade I Armature &Motor winding (NVTC-DSM), Power Plant Tech (TPDC)

Ms. Neema Lauwo

Bachelor of Cultural Anthropology and Tourism (Tumaini University), Ab – initio Cabin Crew Certificate (ATC)

Assistant Instructors

Mr. Fikeni Mpungu

Dip. in Auto Eng. (NIT)

Head of Department of Flying and Operations Management

Mr. Denis W. Mwageni

Bachelor in Tourism Management (SUA), Ab – Initio Cabin Crew Certificate (ATC)

Tutorial Assistant

Fabian P. Mongo

Bachelor in Logistic and transport Management(NIT) Accounting Technician Certificate(NBAA) Flight Operations Officer /Flight Dispatcher Certificate (TCAA-CATC)

9.18. TRANSPORT SAFETY AND ENVIROMENTAL STUDIES (TSES) DEPARTMENT

9.18.1. Organization of Short Courses
The Department of Transport Safety and Environmental Studies organizes and co-ordinates short duration courses which are run by the Institute. The courses are tailor made to suit customer requirements.

The problems are first identified either by the companies/organizations themselves or through the assistance of the Academic Staff of the Institute. Then seminars and short courses are organized to deliberate on solutions. The duration of each particular course depends on the nature of the identified problem and time clients can spare for the training. However, some of the short courses are conducted regularly and appear on the Institute's calendar for each year as per details contained in section 4.7. Teaching of participants in different courses is done by Lecturers/Tutors from other departments.

9.18.2. Short Courses Conducted by the Department

(a)   Drivers and Transport Officers Course

Objective
To impart knowledge and skills to participants so as to enable them to operate and supervise vehicle operations effectively and efficiently.

Duration
Four weeks

(b)   Advanced Drivers' Course Grade II (for Industrial Vehicle Drivers)

Objective
To impart knowledge, skills and correct attitude to enable participant to handle Industrial vehicles efficiently and effectively.

Duration
Four weeks

(c)   Advanced Drivers' Course Grade II (for VIP Drivers)
Objective

To impart knowledge, skills and values for correct attitudes so as to enable participants to provide proper services to VIPs and to handle vehicles safely and effectively.

Duration
Four weeks

(d)   Advanced Drivers' Course Grade I

Objective
To impart knowledge, skills and values for correct attitudes so as to enable participants to handle vehicles and to exercise some degree of responsibility to their subordinates effectively and efficiently.

Duration
Four weeks

(e)   Passenger Service Vehicle (PSV) Drivers Course

Objective

To impart knowledge, skills and values for correct attitudes to enable participants to provide services to passengers, observe safer driving and handle vehicles more efficiently and effectively.

Duration
Ten days

(f) **Engine Overhaul (Petrol and Diesel)**

Objective
To impart knowledge and skills on engine overhaul for both petrol and diesel engines.

Duration
40 Hours

(g) **EFI (Electronic fuel Injection)**

Objective
To impart knowledge and skills necessary to enable participants to identify fuel faults, electronic components (Senor, ECU, Actuators) faults, diagnosis and rectify them.

Duration
40 ours

(h) **Fuel Control and Safety Tools Usage**
Objectives
• To impart knowledge and skills on fuel operational characteristics, control fuel usage for effective operation
• To Impart knowledge and skills on how to use safety all important tools to be carried during vehicle trips

Duration
3days or 24 hours

(j) **Tyre Care and Maintenance**

Objective
To impart knowledge on tyres and maintenance and create tyre awareness for vehicle cost effective operation

Duration
5days or 40 hours

(k) **Vehicle Safety Management and Control**

Objective
To impart knowledge on safety and comfort for vehicle user to enable participants to identify and perform safety on vehicle
Duration
5 days

(l) **Vehicle Inspection and Driver Examination Course**

Objective

To equip participant with skills, procedure, awareness and positive attitude on proper techniques of vehicle inspection and drivers' examination within the provision of vehicle inspection and drivers' examination regulation.

Duration
300 hours

(m) **Vehicle Inspection and Appraisal**
- Possession of Certificate of Secondary Education Examinations or above or any and equivalent qualification and be able to read and write in both English and Kiswahili
- Possession of Bachelor's Degree, Diploma or Trade Test grade I in Automobile engineering
- Possession of valid Driving license

Duration
300 Hours

(n) **Heavy Goods Vehicles (HGV) Course**

Objective
- To improve road safety in Tanzania by reducing number of road crashes involving heavy goods vehicle's in order to reduce the number of fatalities and injuries
- To reducing vehicles operating cost.
- To increase reliability.

Duration – 10 days.

9.18.3. Awards
Two types of awards are offered to participants depending on the nature of the course attended. Courses that are examined through approved examinations lead to an award of a Certificate of Competence to those who pass examinations. Participants who attend courses which are not examined, at the end of the course are given Certificates of Attendance. Such courses have durations ranging between one day and two weeks.

9.19 **CONSULTANCY AND PRODUCTION BUREAU (CPB) DEPARTMENT**
The Department is responsible for coordinating research, consultancy and publication activities dedicated to the growth of knowledge in the transport and communications sectors. It provides expert/professional advice in relevant fields of sectoral needs.
The Institute charges reasonable fees for consultancy services that it renders to its clients.

9.20 **NATIONAL TRANSPORT RESOURCE CENTRE (NTRC)**
Previously, the National Transport Resource Center was known as The Library Service Department. The National Institute of Transport is the main and only Institute focused on training personnel to work in the transport sector. It has been noted that the Institute has the responsibility of collecting and providing transport information to the general public. Following this, we have decided to take advantage of the technological advancement to become the main provider of transport information hence, the name National Transport Resource Center.

Size of the Stock
Currently, the center has a collection of more than 9,500 volumes which include books and journals. In addition to that, there is a collection of more than 500 CD ROMs.

Core Functions

(i)   To acquire, process and preserve various materials related to transportation and make them accessible to the public.

(ii)   To support the learning and training activities of the Institute.

9.21   DIRECTORATE OF PLANNING AND ADMINISTRATION

The Directorate of Planning and Administration has three Departments dealing with Personnel and Administration, Finance and Students Welfare.

9.22   PERSONNEL AND ADMINISTRATION DEPARTMENT

The Personnel and Administration department serves the Institute in the provision of the following services: -

(a)   Staff Recruitment,

(b)   Staff Training,

(c)   Secretarial Services,

(d)   Security,

(e)   Staff Welfare,

(f)   Registry,

(g)   Equipment Maintenance.

9.23.   FINANCE DEPARTMENT

This Department has two sections under it: Accounts and Stores. The role of this Department is to provide financial management services that include provision of:

(a)   Day to day financial services,

(b)   Financial reports, payment of workers' salaries and other emoluments,

(c)   Collection of fees and other charges,

(d)   Storage and issuance of supplies.

9.24.   STUDENTS' WELFARE DEPARTMENT

The Department of students' welfare is responsible for all activities in connection with students' welfare. These include Students guidance and support, students counseling, accommodation, effective and timely provisions of learning support, Students safety, sports, policy and procedures for resolving students' complaints and students' general welfare.

10.0. EXAMINATION RULES AND REGULATIONS 2011
10.1. BACKGROUND

The National Institute of Transport (NIT) was established by the Act ofParliament, Number 24 of 1982.It is fully accredited by the National Council for Technical Education (NACTE) with the certificate of registration number REG/EOS/009 of 2002.

Detailed herein are the Examination Rules and Regulations, Assessment System and Examination Approval Procedures. Also it includes the Grading System and Conditions for Awards. The rules and regulations are meant to inform stakeholders academic staff, students and other interested parties on how the Institute conducts its examinations, assessment and conditions for awards.

10.2. DEFINITION OF TERMS

(a) **"Institute"** means the National Institute of Transport (NIT).

(b) **"Academic Staff"** means a full time or part time teacher, tutor, lecturer or professor and invited expert who is identified to facilitate the teaching and learning of the module(s) or part of it. Academic staff shall be eligible for being appointed to set the examination question paper(s).

(c) **"Student"** means an individual who is admitted for any programme of study conducted by the Institute.

(d) **"Candidate"** means a registered student who intends to study at the Institute and be examined after having fulfilled the Institute registration and programme eligibility requirements.

(e) **"Module"** means an independent package of learning related matters which constitute any academic programme of study. The student is required to study for a fixed number of hours during a semester that can be credited towards the final award at any given level of study.

(f) **"Core Module"** means an independent package of learning matters specifically related to the programme of study. A candidate who fails the core modules is not legible for being promoted to the next level of study.

(g) **"Re-Sit"** means to repeat the end of semester examination for the failed module(s). The candidate(s) will not repeat the continuous assessment.

(h) **"Fundamental Module"** means an independent package of learning matters not directly related to the programme of study. Candidate(js) who fails fundamental module(s) may be promoted to the next level of study after fulfilling other promotion criteria and re-sit the failed module(s) at the time planned for the end of semester examinations.

(i) **"Semester"** means an academic period in which one set of programme modules in each discipline is taught and examined.

(j) **"Programme"** means the totality of modules to be taught towards final awards

(k) **"Continuous Assessment"** means any form of summative evaluation made during the semester. This evaluation may constitute but not limited to classroom tests, homework, project and field work attachment which contributes to the final score of the examination of the module.

(l) **"Examination"** means a measurement of academic or professional achievement attempted at but not limited to the assessment of the semester which assists to give accurate predictions for future academic success or future professional competence of a candidate. For practical purpose, 'examination' would include continuous assessment, end of semester examination, field and research work.

(m) **"Special Examination"** means an examination administered to a candidate who did not do a specified number of modules during the regular end of semester examinations.

(n) **"Supplementary Examination"** means an examination administered to a candidate who failed in a specified number of modules during the regular end of semester examination. A candidate is eligible to sit for the supplementary examination after getting a GPA of 2.0 and above. For a candidatewho obtains an average of a GPA below 2.0 shall not dosupplementary examination but shall be discontinued from studies.

(o) **"Grade Point**" means a number of points represented by a letter grade scored by a candidate in a module of end of semester examination.

(p) **"Semester Grade Point Average (Sem GPA)"** means the summation of each grade point times the credits of each module divided by total credit hours taken by a candidate during the semester.

(q) **"Cumulative Grade Point Average (Cum GPA)"** means the summation of each grade point times the credits of each module divided by the total credit hours taken by the candidate during the programme of study.

(r) **"Invigilator"** means an officer in charge of candidate(s) during the examination session.

(s) **"Supervisor"** means an officer in charge of candidates and invigilators at any examination rooms and premises to make certain that, all examinations are conducted in accordance with the examination rules and regulations of the Institute.

(t) **"Oral Examination "**means organized examination interview conducted by more than one examiner.

(u) **"Elective module"** Means non-core module.

10.3. EXAMINATION RULES AND REGULATIONS

10.3.1. Statutory Examination Mandate
The Institute has the mandate to make the examination rules and regulations governing the conduct of its programmes and grant appropriate awards as empowered by part (iv) of the Parliamentary Act No.24 of 1982.

10.3.2. Primacy of the Examination Rules and Regulations
The Institute examination rules and regulations take precedence over any other rules and regulations including those of external institution and /or professional bodies.

10.3.3. Application of Examination Rules and Regulations
The examination rules and regulations set the course of actions to be pursued by the Institute on all matters related to examination conduct and its awards. The rules and regulations apply to programmes leading to the qualifications under National Technical Awards (NTA) from level four (4) to level eight (8).

All candidates by virtue of being registered as students at the Institute are expected to be conversant with the examination rules and regulations and agree to abide in totality.

10.3.4. Registration of Modules
(a) Registration of modules per semester shall be subject to payment of tuition fee and fulfilling any other obligations,
(b) At the start of each semester of any programme of study, each student shall be required to register for the required core and non-core modules as would be directed by respective heads of department. Non-core modules shall be registered at the department offering the modules and be endorsed by the head of department conducting the programme of study. Each candidate shall be examined in all modules registered for,
(c) For non-core modules to be offered the minimum number of students registered shall be not less than fifteen (15).Where variation of number of students is not in favor, the decision to offer such module shall be managed by the head of department after consultation with the Registrar and Deputy Rector Academics, Research and Consultancy.

10.3.5. Examination Components
(a) The module examination shall have two components. The components are continuous assessment and end of semester examination.
(b) There shall be a written examination and where the module demands otherwise, a practical or oral examination shall be administered to serve as end of semester examination.
(c) The examination shall be conducted on such dates and at such time as would be determined by the Institute. End of Semester examination would be conducted during the last two weeks of the semester and the timing of the examination shall be three (3) hours.
(d) Special and supplementary examination shall be conducted before the beginning of the next semester of study or before the start of field work.

103.6. Eligibility for Semester Examination
(a) No candidate shall be eligible for any semester examination in any module unless the head of department has been satisfied that, the candidate has attended at least 80% of lectures and practical time allocated,
(b) Candidate(s) with compelling reasons may be granted permission to be absent from classroom attendance or end of semester examination by the Rector.

The following may be considered to be the genuine reasons for the candidate to be granted the permission;
(i) Prolonged illness supported by a certificate issued by a competent medical officer recognized by the Institute and forwarded to Rector in the material time and place.
(ii) Loss of parent, guardian or sponsor and or any other grave incident leading to being absent from studies at the Institute which merits special consideration.
(iii) Any other reason(s) of serious nature or concern for which the Rector may determine to be appropriate for action.

(c) Notwithstanding the provision in subsection 1.3.6. (b) such candidate shall be required to complete the modules lectures and continuous assessment before being allowed to sit for the required end of semester examination.

10.3.7. Absent from Examination
(a) The Examination Board through its appropriate procedures shall discontinue from studies any candidate who deliberately absents himself/herself from doing continuous

assessment, semester, special and /or supplementary examination without acceptable reasons,

(b) Candidate(s) absent from the examination due to participation in extracurricular activities shall have the actual days spent in such events counted on and shall be subject to submission of satisfactory evidence as to the attendance of the candidate to such events before the candidate is admitted to the end of semester examination.

(c) Notwithstanding any matter contained in these rules and regulations no candidate(s) who had been expelled or suspended or barred from taking any module examination for being involved in examination irregularity or criminal offenses or any other reasons or act thought of being unethical or unacceptable by the Institute shall be admitted to any module examination.

10.3.8. Examination of Candidates with Disability

Notwithstanding any matter contained in any other regulation the Institute shall determine in the case of a candidate with disabilities or any other candidate who falls to be with disabilities;

(a) To provide with services of a competent amanuensis free of charge for writing out the answers at the examination session,

(b) To permit the answers to be type-written by the amanuensis if the examination requirements demand so,

(c) To determine any other means or method which deems appropriate for assessing the candidate and declare the examination results,

(d) In each case provided in 6.3.8 (a) - (c) the candidate shall produce such evidence to the satisfaction of the Institute as it may deem necessary in proof of the statement that, his disability is such that, the candidate deserves to be considered for the above service.

11.0. EVALUATION SYSTEM

11.1. ASSESSMENT OF CANDIDATES

There shall be formative and summative assessment to each candidate. Unless it is stated in the module assessment plan curriculum and determined by the module facilitator(s) the assessment of the candidates shall be as follows:

(a) Formative Assessment

This assessment is administered as part of teaching to enhance training. It comprises questions and assignments set to help the students learn effectively. The performance of students in this assessment shall not be used to evaluate their final grade results.

(b) Summative assessment

This shall be the end of semester examination. Each candidate shall be examined by the way of;

(i) Written examination questions which they shall be required to answer in writing,

(ii) Practical and oral examination as determined in the curriculum for the respective modules. The assessment will be conducted by more than two examiners, in case one examiner is to conduct oral interview recording of the interviewed questions and response shall be done through tapping,

(iii) Project reports, dissertation and theses as determined by the respective departments.

(c) **Industrial Training Attachment, Research and Fieldwork**
    (i) Every candidate shall be required to complete the period of industrial training attachment, research or field work. Unsatisfactory completion of industrial training attachment, research or fieldwork shall render the candidate liable for supplementary of industrial training attachment, research or fieldwork during the following vacation at the candidates' own expenses. In the case of failure, the candidate shall be discontinued from studies,
    (ii) A candidate who fails to submit the industrial training attachment, research or fieldwork report within the given time frame shall be required to inform the Rector in writing providing detailed explanation and evidence for the failure to submit the report,
    In case the reasons are acceptable, the candidate shall be given a maximum of additional time of two (2) semesters to complete the work.
    (iii) A candidate who fails to submit the industrial training attachment, research or fieldwork report within the given time frame without informing the head of department shall be discontinued from studies.

11.2. CONDITIONS FOR PASSING MODULE(S)
The score of coursework and end of semester examination shall be recorded in whole number with one decimal point. The final assessment score vis-a-vis letter grade for each candidate in a module shall be rounded off to the nearest whole number and determined by the scale from 0% to 100%.The letter grade shall comply with the grading system. Unless it is specifically stated in the module(s), the assessment of final score shall be as follows;
(a) For NTA levels 4 and 5 the minimum pass score for each module shall be 50%
(b) For NTA levels 6, the minimum pass score for each module shall be 45%.
(c) For NTA levels 7 and 8, the minimum pass score shall be 40%.
(d) Each candidate who fails the continuous assessment shall be deemed to have failed the module and shall be barred from doing the end of semester examination.
(e) Each candidate who fails the total final score of module examination shall be deemed to have failed the module and shall sit for supplementary examination provided the GPA is 2.0 or above.

11.3. CONDITIONS FOR DOING SUPPLEMENTARY EXAMINATION
(a) Each candidate who fails in some modules and having achieved a GPA of 2.0 or above of the attempted Modules shall be allowed to do supplementary examinations.
(b) Supplementary examination shall be conducted within two weeks devoted for the examinations and specifically after the date of the declaration of provisional semester examination results.
(c) Each candidate who sits for the special examination at the time of supplementary examination as the first sitting and fails, shall do the supplementary examination when next offered.
(d) Candidates who fails in not more than two(2) modules of supplementary examinations shall be promoted to the next level of study and carry-over the failed modules provided that, they are optional modules.
(e) Candidates who fails the supplementary examination of core and fundamental modules shall be required to re-sit the end of semester examination and that, the candidate shall not be promoted to the next level of study unless the failed end of semester examination have been passed. Re-sitting for core modules shall be allowed only once and shall be subject to submission of evidence of tuition fee payment.
(f) Each candidate who fails the end of semester examination for the re-sit or carry-over of core, fundamental or optional module(s) shall be allowed to do supplementary examination. If the candidate fails the supplementary examination of re-sit or carryover module(s) shall be allowed to repeat the year at the level of study.

11.4. CONDITIONS FOR DOING SPECIAL EXAMINATION

(a) Special examination shall be administered to candidate who by the reason of illness or circumstances of serious nature was unable to do or complete end of semester examination. The candidate shall have submitted sufficient evidence prior to the start of end of semester examination and had been approved by the Rector. Candidates appearing for special examination shall be treated as doing the examination for the first time.

(b) Special examination shall be conducted at time and date coincident supplementary with examination.

11.5. CONDITIONS FOR POSTPONEMENT OF STUDIES

(a) Candidate(s) may be granted permission to postpone studies for reasons of serious nature with proven evidence or for any other reasons which in the opinion of the Examination Board would be strong enough to prevent the student from pursuing studies.

(b) The maximum duration for a student to postpone studies is four (4) semesters. At the expiry of the first two (2) semesters the student shall apply to seek afresh for the second term of two semester's postponement.

(c) Upon successful readmission the student shall pay the tuition fee in force and other financial obligations as would be determined by the Institute procedures.

11.6. CONDITIONS FOR DISCONTINUATION

(a) Candidates who fails modules at the end of the academic year and gets a GPA less than 2.0 shall be discontinued from studies.

(b) Candidates found cheating in any manner as prescribed in the examination rules and regulations shall be discontinued from studies.

(c) Absence from any examination without compelling reasons and sufficient evidences communicated to the Rector in advance before commencement of the end of semester examination shall be discontinued from studies.

11.7. CONDITIONS FOR EXAMINATION APPEALS

(a) All appeals concerning the continuous assessment shall be forwarded to the Head of department and shall be discussed and concluded by Departmental Examination Committee one week before the start of the end of Semester Examination.

(b) As soon as the Examination Committee releases the provisional End of Semester Examination results, any candidate who has been aggrieved by the examination results and has a valid and sufficient ground shall appeal to the Rector within five (5) working days counted from the day the provisional examination results are published.

(c) Any appeal shall have to be on material issues, and be in written form accompanied by all relevant and substantive evidences documented and addressed to the Rector. An appeal requiring re-checking or re-marking of the examination paper script(s) shall be accompanied by evidence of remarking fee payment. Such fee shall be non-refundable and shall be revised from time to time. Nonpayment of the appeal fee shall render the appeal not to be processed.

(d) Upon receiving such appeal the Rector shall seek consultation from the Deputy Rector Academics, Research and Consultancy as it deems appropriate and make recommendations. The Rector shall forward the appeal case to the Registrar for processing and submission to the Examination Appeals Committee.

(e) The recommits the Examination Board for deliberation of the Examination Appeals Committee shall be submitted

(f) The decision of the Examination Board shall be final and conclusive and shall be communicated to the concerned candidate(s) through the Rector.

(g) All academic problems shall be treated on individual basis and by following the Institute's procedures.

11.8. CONDITION FOR RE-ADMISSION INTO STUDIES

(a) Candidate who has been discontinued from studies based on poor academic performance shall not be re-admitted until after two (2) semesters have elapsed from the year of discontinuation. The candidate shall apply afresh to seek admission together with other new applicants.

(b) Candidates who have been discontinued based on examination irregularity shall not be readmitted until after six (6) semesters have elapsed. The year of readmission shall be determined by the Institute's procedures and shall be subject to submission of satisfactory evidence of commitment to the Rector that, the candidate shall not repeat to commit any of the examination irregularities.

(c) In both cases 7.8 (a) and (b) where appropriate, re-admission shall be determined by a completion of entry examination, oral interview or any other appropriate procedures to be determined by the Institute. This privilege shall not apply to students discontinued on non-academic matters.

12.0. EXAMINATION APPROVAL PROCEDURES

The Institute shall use the following systems to approve examination results and ensure that, the academic standards, quality and integrity are maintained:

12.1. DEPARTMENTAL EXAMINATION COMMITTEE

The Departmental Examination Committee shall be constituted by all academic staff members of the respective department. They shall ensure that, all examinations are conducted according to the examination rules and regulations. The Departmental Examination Committee shall be responsible to the Examination Committee.

12.2. RESPONSIBILITIES OF DEPARTMENTAL EXAMINATION COMMITTEE

(a) Evaluate Coursework of each candidate including classroom attendance and approve one (1) week before the start of End of Semester Examinations.

(b) Review the performance in every **module** of study in respect to approved curriculum.

(c) Provide a written report containing appropriate recommendations to the Examination Committee to rectify anomalies found in any examination and curriculum

(d) Deliberate on **External Examiner's** recommendations for each module

(e) Report any findings and recommendations to the Examination Committee.

12.3. EXAMINER'S COMMITTEE

The following members shall constitute the Examiners' Committee:-

(a) Deputy Rector, Academics, Research and Consultancy - C/person
(b) Heads of Academic Department - Member
(c) Internal Examiners - "
(d) External Examiners - "
(e) Two co-opted members from outside the Examiners Committee - Members
(f) Registrar - Secretary

12.3.1. Responsibilities of the Examiners' Committee
(a) To review the setting of examinations in relation to the Assessment Plans and Curriculum,
(b) To give an opportunity to exchange ideas between internal and external examiners on the general conduct of examinations,
(c) To review the marking and performance of the students,
(d) To deliberate on the examiners' recommendations,
(e) To report on findings and recommendations to the Examination Committee.

12.3.2. Standing Examination Irregularity Committee
The following members shall form the Standing Examination Irregularity Committee:
(a) Manager Quality Control and Quality Assurance   -   Chairperson
(b) Dean of Students   -   Member
(c) President SONIT   -   Member
(d) Any other officer to be co-opted as it deems necessary.
(e) Registrar   -   Secretary

12.3.3. Responsibilities of the Standing Examination Irregularity Committee
(a) To investigate and ascertain the truth on the cases of examination irregularity immediately as the case may happen and propose suitable penalty according to the Examination Rules and Regulations,
(b) Recommend an immediate action to be taken against the candidate pending considerations by the Examination Committee,
(c) Submit a report with recommendations to the Examination Committee.

12.4. EXAMINATION COMMITTEE
The following members shall constitute the Examination Committee:
(a) Deputy Rector-Academics, Research and Consultancy   –   Chairperson
(b) Heads of Academic Department   –   Members
(c) Dean of Students   –   Member
(d) One appointed member of staff from each Core Academic Department
(e) President SONIT   -   Member
(f) Registrar   -   Secretary

12.4.1. Responsibilities of the Examination Committee
(a) To deliberate on the general examination performance of the Students as submitted by the Departmental Examination Committee,
(b) To receive, discuss and recommend on any problems established in relation to the conduct of examinations,
(c) To declare provisional end of semester examination results,
(d) To receive and discuss a report on the recommendations submitted by the Standing Examination Irregularity Committee,
(e) To submit recommendations to the Examination Board.

12.5. EXAMINATION APPEALS COMMITTEE
The following members shall constitute the Examination Appeals Committee:
(a) Rector - Chairperson
(b) Deputy Rector, Academics, Research and Consultancy - Member
(c) Deputy Rector, Planning, Administration and Finance - Member
(d) All members of the Examination Committee - Member
(e) Two co-opted members outside the Examination Committee
(f) Any other invited member as would be appropriate
(g) Registrar - Secretary

12.6. RESPONSIBILITIES OF THE EXAMINATION APPEALS COMMITTEE
(a) Receive candidates' examination results appeals,
(b) Investigate, discuss and submit recommendations to the Examination Board,
(c) To provide any opportunity for the students to be heard.

12.7. EXAMINATION BOARD
The following members shall constitute the Examination Board:
(a) Chairman – any member of the Governing Council provided that, s/he is not one of the Institute's employees
(b) Two Governing Council members from outside the Institute's Members
(c) Deputy Rector, Academics, Research and Consultancy - Member
(d) Deputy Rector, Planning, Administration and Finance - Member
(e) Registrar – Member
(f) Heads of Academic Department – Members
(g) Dean of Students – Member
(h) Chairperson ASANIT – Member
(i) One appointed member from outside the Institute - Member
(j) President SONIT – Member
(k) Rector - Secretary

12.7.1. Responsibilities of the Examination Board

(a) To approve End of Semester Examination results as submitted by the Examination Committee,
(b) To deliberate on cases of examination irregularities as submitted by the Examination Committee,
(c) To deliberate on the examination appeals as submitted by the Examination Committee.
(d) To deliberate on the selection of new applicants and approve,
(e) To approve various academic issues as submitted by the Examination Committee,
(f) To oversee, maintain and enhance the required academic standards, quality and integrity at the Institute,
(g) Examination Board Decision shall be final and conclusive and shall be communicated by the secretary to the students,
(h) The Examination Board shall report its resolutions to the Governing Council.

12.8. RESPONSIBILITIES OF THE RECTOR
(a) Overall in charge of all academic and examination matters,
(b) Chairs the Examination Appeals Committee,
(c) Shall approve student's postponement of examinations as may be proposed by the Dean of Students, Registrar or the Head of Department,
(d) Shall appoint the external examiners,
(e) Approve examination time tables,
(f) Secretary to the Examination Board.

12.9.   RESPONSIBILITIES OF DEPUTY RECTOR, ACADEMICS, RESEARCH AND CONSULTANCY
(a)   Shall be Chief Examinations Officer,
(b)   Shall recommend the appointment of External Examiners as proposed by Heads of Department,
(c)   Shall recommend the postponement of studies for respective students,
(d)   Shall oversee the review and development of curriculum.

12.10.   RESPONSIBILITIES OF REGISTRAR
(a)   Preparation of general and examination time-tables,
(b)   Preparation of the Prospectus,
(d)   Processing admission and registration of students,
(e)   Preparation of the Academic Calendar,
(f)   Displaying of names of candidates eligible for examinations.

12.11.   RESPONSIBILITIES OF HEADS OF ACADEMIC DEPARTMENT
(a)   Compiles examination results of their respective departments,
(b)   Proposes the names of individuals to be recruited as External Examiners,
(c)   Ensures that External Examiners are paid accordingly,
(d)   Assessment of individual modules,
(e)   Coordinates curriculum reviews and preparation of Assessment plans and submit the same to NACTE through Curriculum Coordinator,
(f)   Submit all departmental recommendations to the Examination Committee,
(g)   Posting End of Semester Examination results into SARIS,
(h)   Custodian of all examination materials, examinations and final marked scripts,
(i)   Submission and collection of final examination scripts from respective External Examiners.

13.0.   EXAMINATION TIME-TABLES
(a)   Examinations in all departments shall be held at a time indicated on the semester timetable approved by the Rector according to the approved Academic Calendar.
(b)   Candidates shall read the examination timetable and if they need any assistance on the timetable, they shall be required to consult the Examination Officer as soon as they discover a problem for immediate solution.

14.0.   CONDUCT OF EXAMINATIONS
(a)   Examinations shall be conducted under the supervision and control of the Heads of Department/Schools,
(b)   End of Semester Examinations (theoretical and practical) shall be assessed by Internal and External Examiners,
(c)   Individuals involved in the whole process of handling examinations shall be required to observe secrecy and expected practices as required by the Examination Rules and Regulations and Code of Good conduct.

15.0.   CONDUCT OF CANDIDATES
(a)   Candidates must be in their respective examination rooms at least fifteen (15) minutes before the start of the examination. No candidate shall be admitted into the examination room after the first half an hour of an examination session commencement,
(b)   No candidate shall be permitted out of the examination room during the first half hour after the examination session has commenced,
(c)   No candidate shall be allowed to leave the examination room temporarily without an escort of the invigilator or supervisor when examinations are in progress,
(d)   No candidate shall be allowed to communicate with any other candidate without a permission and approval by the invigilator,

(e) Under circumstances that a candidate is unable to do a paper or the entire examination, should communicate in writing through the Dean of Students, the Heads of Department/School to the Rector before the start of the respective examination,

(f) Candidates have to write answers to examination questions on the answer booklets provided. All used and unused examination stationery must be returned to the invigilator as soon as it is declared that the examination is over and shall hand it to the Heads of Department/School,

(g) Candidate(s) shall be required to observe all instructions shown on the examination booklet including those given by examiners, invigilators, supervisors or any other authority responsible for conduct of examination,

(h) No candidate shall be allowed to possess any unauthorized material in the examination room such as mobile phones, purse, notes, audio or visual and books which one knows , believes , suspects or reasonably ought to have known, that the same could be used to assist in cheating in the examination or intimidating or scaring the invigilators and supervisors,

(i) Once the invigilator catches a student with unauthorized material inside the examination room, it shall not be a defense to argue that one did not intend to use the material referred in part (h) ,

(j) Candidates are strictly forbidden to carry written materials while examination is in progress and place them around the proximity where examination is being conducted.

16.0. ROLE OF INVIGILATORS AND SUPERVISORS

(a) Examination invigilators shall be appointed by the Heads of Department/School and be informed in writing; Lecturers who taught the module(s) are expected to be part of invigilators,

(b) Each invigilator shall be given specific number of booklets according to the number of candidates and shall sign a specific form according to the given instructions from the Head of Department/School. Each room shall have a minimum of two invigilators,

(c) Invigilators shall be required to carefully observe the time and be punctual to the place of the examination,

(d) Invigilator(s) shall maintain security in the examination room when examination is in progress,

(e) The invigilators and supervisors shall inspect each student before entering into the examination room and ensure that all unauthorized materials such as books, notes or other materials including bags, brief cases, mobile phones, non-authorized ICT equipment are removed outside the examination room before distributing the examination question papers and answer booklets,

(f) Invigilators and supervisors shall ensure that the sitting plan is maintained in such a way that, each candidate occupies one desk and there is a reasonable distance between one candidate and the other,

(g) Invigilators shall not be allowed to explain any question to candidates or communicate with them in any way that may assist candidates to answer the questions.

(h) Invigilators shall not leave the examination room unless has asked another Invigilator to take place on behalf,

(i) Invigilators shall ensure that, only approved examination items are allowed in the examination room,

(j) Invigilators shall perform random checks of answer booklets should they suspect any unauthorized material being hidden inside the booklet(s),

(k) Invigilators shall not stay in one place for too long.They shall move around and strategically observe the candidates,

(l) Invigilators shall record attendance by circulating an attendance sheet on which each candidate shall sign against the examination number before and after the examination session,

(m) Invigilators and supervisors shall count the examination scripts and compare them to the attendance sheet in order to ensure that all examination paper scripts have been collected,

(n) Invigilators shall submit a report of the conduct of the examination immediately after the examination session to the Head of Department/School,

(o) Invigilators shall invigilate properly and all the time without concentrating to other businesses such as mobile chatting, reading newspapers and magazines and marking examination scripts,

(p) In case of any examination irregularity, invigilators shall act accordingly to the procedure of handling examination irregularity as prescribed in Regulation 14 below,

(q) Upon completion of the examination session the invigilator shall report in writing to the Head of Department/School and hand in used and unused examination answer booklets and stationery.

17.0. ROLE OF EXAMINATION SETTERS

(a) All End of Semester Examinations shall be set by members of academic staff teaching the respective module(s) or such other persons appointed by the Rector,

(b) Examination setters are supposed to set two examination question papers and marking scheme(s)/guide(s) as per module assessment plan and submit the same both in hard and soft copies to the Head of Department/School two weeks before the commencement of examination,

(c) All examinations offered by the Institute shall bear instructions stating categorically which materials are authorized to be used in the examination room. These instructions shall be prepared by the examination setters and shall be read together with instructions in the examination answer booklet which are to be provided during the examination.

(d) Any examination having no proviso for aid materials shall be strictly so construed.

(e) The examination setter shall be required to observe high level of confidentiality and the examination paper set shall be subject to external moderation. Where there is leakage of examinations the Institute shall nullify the examination and plan for sitting afresh within the examination time.

18.0. ROLE OF EXAMINATION MODERATORS

(a) The Deputy Rector, Academics, Research and Consultancy shall recommend to the Rector the appointment of examination moderators in collaboration with the respective Academic Heads of Department,

(b) The terms of appointment of examination moderators shall be as stipulated in the letter of contract,

(c) All examination moderators shall be appointed on merit for the knowledge and experience appropriate to the module and normally shall be, or recently have been engaged in the examining at the level of module concerned,

(d) All examination set by internal setters or examiners shall be moderated once for each semester,

(e) The external moderator shall not be a person employed by the Institute or performs part time work with the Institute and shall be appointed by the Rector,

(f) Moderating examination papers and marking schemes according to the standard of examination set by the National Technical Award qualification as prescribed by National Council for Technical Education (NACTE), Tanzania Commission of Universities (TCU) and Institute,

(f) Make sure the validated and approved curriculums of respective modules offered by the Institute are appropriate in line with the professional and statutory body requirements.

19.0.   ROLE OF EXAMINATION MARKERS

(a)   Examinations markers shall mark tests, assignments and other forms of assessment made during the semester before the start of End of Semester Examination,

(b)   Shall return Continuous Assessment answer papers to candidates indicating the marks awarded before the start of end of semester examination,

(c)   Provide Continuous Assessment to each candidate before the start of the End of Semester Examination,

(d)   Shall mark examination in accordance with the timetable and venue planned by the Heads of Department/School,

(e)   Report noted anomaly or any matter raising a reasonable suspicion to the Registrar/Head of Department/School promptly.

(f)   Shall fill marks for each question on the booklet, in examination marks/score sheet, and submit the same to the Heads of Department/School.

(g)   Examination markers shall not commit any serious case of negligence and misconduct or misplace examination answer script(s) during the marking process.

20.0.   ROLE OF EXTERNAL EXAMINERS

(a)   External examiners shall be appointed for the examination to which is an expert,

(b)   External examiners shall be present at the Examiners meeting, at which the examination results for all papers shall be tabled,

(c)   In case of differences in marks awarded to the candidates' answer scripts between the External and Internal Examiners, the following rule shall apply:

   (i)   Where the difference does not exceed 5 marks, the External Examiner's marks shall be taken.

   (ii)   Where there is a difference of 6 to 10 marks, an average of the two marks shall be taken.

   (iii)   Where the difference is above 10 marks the two examiners shall meet in the presence of the Head of Department for a compromise. Where a compromise is not secured, the matter shall be settled between the Internal Examiner, External Examiner and the Deputy Rector, Academics, Research and Consultancy.

(d)   External Examiners shall present their reports to the Examination Committee with respect to relevance of examination questions and materials or tasks covered in relation to the assessment plan, make critical comments in each question, recommend on areas of improvement and submit a conclusion.

(e)   External Examiners shall discuss with the Internal Examiners during the meeting any aspect of the examination proceedings.

21.0. DECLARATION AND PUBLICATION OF SEMESTER EXAMINATION RESULTS

(a) The power to declare the End of Semester Examination results is absolutely vested in the Examination Board.

(b) The Secretary to the Examination Committee may publish provisional examination results subject to a subsequent formal approval and declaration by the Examination Board.

(c) The Secretary to the Examination Board shall publish the End of Semester Examination results not later than a week following the declaration and approval of the same by the Examination Board.

22.0. EXAMINATION IRREGULARITY AND THEIR PENALTIES

Examination irregularity is an inappropriate conduct by a candidate, which impairs academic standards, quality and integrity. Such examination irregularities can include, but not limited to:

TABLE 1: SUMMARY OF EXAMINATION IRREGULARITIES AND THEIR PENALTIES

S/NO	EXAMINATION IRREGULARITY	PENALTY
1.	Leakage of the examination	Nullification of the examination
2.	Caught with the examination question(s)/paper(s) before sitting for the examination.	Nullification of the candidates' respective examination.
3.	Possession of an unauthorized material in the examination room such as books, notes, mobile phones, pagers or any other device (other than an approved device) capable of storing text or restricted information and pieces of written/printed materials.	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
4.	Rendering or receiving assistance to or from another candidate in solving questions or part of it during the examination session	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
5.	Communicating with other candidates, inside and/or outside the examination room when the examination is in progress without permission from the invigilator(s) or supervisor(s).	(i) Nullification of the candidate'sexamination results at the level of study (ii) Discontinuation from studies for a period of six (6) semesters.
6.	Removing examination answer booklets from the examination room or detaching the answer sheets from the booklet	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
7.	Destroying evidence related to any suspected examination irregularity such as swallowing or attempt to swallow a note or suspected written/printed material or running away with it or causing the disappearance of such materials.	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.

S/NO.	EXAMINATION IRREGULARITY	PENALTY
8.	Found consulting a fellow candidate's books, note books or papers or any other matter found with the candidate while outside the examination room but during the examination session and before the candidate has handed over his answer booklet to the invigilator(s) or supervisor(s).	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
9.	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part of it or a solution of a question set in the question paper to anyone.	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
10.	Possession of solution to a question set in the examination paper.	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
11.	Hiring an agent(s) to do examination on behalf of the candidate(s) or any type of impersonation.	(i) Nullification of the candidate's examination results at the level of study. (ii) Discontinuation from studies (iii) The agent shall be reported to the police.
12.	Misbehaving towards the invigilator(s), supervisor(s) or fellow candidates during the examination session or using abusive language both oral and written in the answer booklet.	(i) Nullification of the candidate' examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
13.	Distortion and/or violation of officially arranged sitting plan in the examination room, beginning the examination before being authorized and continuing the examination after being told to stop.	(i) Nullification of examination Results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
14.	Failure or refusal by any candidate to sign on the invigilators' report of facts sheet in any discovered irregularity.	(i) Nullification of examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
15.	Borrowing or exchanging of materials such as calculators, rulers, rubber and pens among candidates while the examination is in progress	(i) Nullification of examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
16.	Candidate proven to have committed plagiarism in any part of examination	(i) Nullification of examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.

17.	Entering the examination rooms knowingly and/or negligently without a valid Institute's Identity Card.	(i) Nullification of examination results at the level of study. (ii) Discontinuation from studies for a period of six (6) semesters.
18.	For cases of misconduct and/or unfair means not covered by these conducts of examination irregularities the Institute through its procedures shall determine and impose any punishment which appears to be appropriate vis-a-vis the nature of the irregularity.	The Institutes shall determine the punishment in relation to the gravity of the irregularity.

23.0. HANDLING EXAMINATION IRREGULARITIES

If a student is suspected of an examination irregularity, the following procedures shall be followed:

(a) The invigilator(s) shall approach the candidate immediately.

(b) The invigilator shall have the power to confiscate all unauthorized materials together with the respective answer booklet from the candidate. All confiscated materials shall be fastened or pinned with the booklet withdrawn from the candidate.

(c) The candidate shall be required to sign on the invigilator's written facts on the irregularity issue on the material time and place in front of the invigilator(s). In other words the candidate and one or more Invigilators shall be required to sign an Examination Irregularity form together with other evidences as the case may be.

(d) Failure to sign on the invigilator's Irregularity form or facts sheet shall mean accepting commotion in the Examination room, which is tantamount to violation of examination regulations, and this, may lead to discontinuation from studies.

(e) The candidate shall be given another booklet to continue writing the examination. After the examination is over the second booklet shall be collected and submitted together with the first booklet found with irregularity to the Registrar.

(f) The Registrar shall process and submit the case of examination irregularity to the Standing Examination Irregularity Committee for investigation and recommendation.

(g) The Standing Examination Irregularity Committee shall submit a report on the findings and recommendations on possible penalties to the Examination Committee.

(h) The Examination Committee shall deliberate on the case(s) of examination irregularity and make recommendation to the Examination Board.

(i) If it is established that, the candidate committed an examination irregularity the Examination Board shall discontinue the candidate from studies. Otherwise candidate shall be reinstated.

24.0. GRADING SYSTEM

24.1. Introduction

The raw score for the Continuous Assessment and End of Semester Examination shall be recorded to a whole number with one decimal point. The final score for grading purpose shall be rounded off to the nearest whole number.

24.2. The Grading of Examination Results
(a) NTA Levels 4 and 5

Table 2: Summary of Grade, Grade Points, Score Range and their Definition

GRADE	GRADE POINT	SCORE RANGE	DEFINITION
A	4	80% - 100%	Excellent; accurate work of outstanding quality.
B	3	65% - 79%	Good; sound grasp of most important goals of the module. The work is described as careful and competent
C	2	50% - 64%	Satisfactory; competence which its work is described as adequate.
D	1	40% - 49%	Poor; marginal and barely satisfies the minimum requirement.
F	0	0% - 39%	Failure

NB: Grades A, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

(b) NTA Level 6

Table 3: Summary of Grade, Grade Points, Score Range and their Definition

GRADE	GRADE POINT	SCORE RANGE	DEFINITION
A	5	75 % - 100%	Excellent; work of outstanding quality, rare talent for the module and an original or incisive mind.
B+	4	65% - 74%	Very good; comprehensive accurate work, flair for and comprehension of the module.
B	3	55 % - 64%	Good; sound grasp of most important goals of the module. The work is described as careful and competent without being distinguished.
C	2	45% - 54%	Satisfactory; competence which its work is described as adequate.
D	1	35% - 44%	Poor; marginal and barely satisfies the minimum requirement.
F	0	0% - 34%	Failure

NB: Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

(c)   NTA Levels 7 and 8

Table 4:   Summary of Grade, Grade Points, Score Range and Their Definition

GRADE	GRADE POINT	SCORE RANGE	DEFINITION
A	5	70 %- 100%	Excellent; work of outstanding quality, rare talent for the module and an original or incisive mind.
B+	4	60% - 69%	Very good; comprehensive accurate work, flair for and comprehension of the module.
B	3	50 % - 59%	Good; sound grasp of most important goals of the module. The work is described as careful and competent without being distinguished.
C	2	40% - 49%	Satisfactory; competence which its work is described as adequate.
D	1	35% - 39%	Poor; marginal and barely satisfies the minimum requirement.
F	0	0% - 34%	Failure

NB: Grades A, B+, B and C shall be regarded as pass in ascending order of merit where A will be the highest pass grade and C would be the minimum pass grade while grade D and F shall be regarded as fail.

(d)   Calculation of the Cumulative Grade Point Average (GPA)
The calculation of the cumulative Grade Point Average (GPA) shall be based on the following formula.

$$\text{GPA} = \frac{\Sigma\ (\text{Grade Points}\ \text{x}\ \text{Credits})}{\Sigma\ \text{Credits}}$$

The final value of the GPA shall be truncated to one decimal point.

25.0. CONDITIONS OF AWARD

(a) NTA Levels 4 and 5

The awards for NTA levels 4 and 5 shall be granted to a candidate who satisfies the following conditions;

(i) Completed and passed all prescribed credit modules at grade A, B or C.

(ii) Obtains the overall cumulative Grade Point Average (GPA) equivalent to pass as classified below:

Table 5: Summary of classification for awards

Class of Award	Cumulative GPA
First Class	3.5 - 4.0
Second Class	3.0 - 3.4
Pass	2.0 - 2.9

(b) NTA levels 6, 7 and 8

The awards for the NTA levels 6, 7 and 8 shall be granted to a candidate who satisfies the following conditions;

(i) Completed and passed all prescribed credit modules at grades A,B+, B or C.

(ii) Obtains the overall cumulative grade point (GPA) equivalent to pass as classified below;

Table 6: Summary of Classification for Award

Class of Award	Cumulative GPA
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

26.0. PROGRESSION AND EXIT

Candidate who satisfies the examiners by attaining the pass mark in modules in any academic year shall:

(a) Be promoted to the next subsequent level of study.

(b) For a candidate who wishes to exit at the level of study shall be awarded Higher Diploma, Technician Certificate and Basic Technician Certificate in the respective programme of study.

27.0. CERTIFICATION

(a) Candidate who has appeared in the examination and passed all the programme modules shall be given a transcript with a photograph affixed on it and a certificate.

(b) If for some reasons a candidate wishes to leave the Institute before completing the programme shall be issued with a transcript.

(c) In the event of loss of the original certificate a candidate shall provide with police loss report and that, one has to stay for one year to oversee the possibility of recovery of the original certificate. After one year a candidate shall be served with a confirmation letter to his programme attendance.

28.0. APPROVAL OF EXAMINATION AND DECLARATION FOR AWARDS

The Examination Board shall approve and declare for the awards and its decisions shall be final and conclusive.

29.0. POWER TO REVOKE ACADEMIC AWARD
The Examination Board shall have the power to revoke the academic award and withdraw the certificate from the graduate if it is established that the candidate violated one of the examination and admission rules and regulations.

30.0. AMENDMENT AND REVIEW OF EXAMINATION RULES AND REGULATIONS
The amendment and review of examination rules and regulations shall be done from time to time as deems necessary by the Examination Committee and shall be approved by the Examination Board and reported to the Governing Council. The approved examination rules and regulations shall be submitted to National Council for Technical Education (NACTE) for custody.

31.0. REGULATIONS AND GUIDELINES FOR POSTGRADUATE DIPLOMAPROGRAMMES

31.1. Delivery modes and Categories of Postgraduate Programmes
(i) Postgraduate programmes shall be delivered by both evening and regular modes as the situation permits.
(ii) The Postgraduate Diploma shall be offered by coursework and dissertations/project works.
(iii) The coursework category shall be offered to the candidate who may benefit more from a broader range of studies than from the preparation of dissertations/project works.
(iv) Individuals who are following this category must demonstrate their ability to conduct and report the results of original research in the appropriate area by preparing a paper as part of the course.

31.2. Administration of the Postgraduate Programmes
The Head of Research and Postgraduate Department shall be responsible for overall...
The day to day administration of the programmes shall be under the Programmes coordinators who will be working under respective Heads of Department.
The Programmes' coordinators will be appointed by the Head of respective Department in consultation with the Head of Research and Postgraduate Department and shall be among the senior academic staff.

31.3 Postgraduate Committee (PC)
In order to facilitate and advise on the proper administration of the Postgraduate Diploma programmes, there shall be a Postgraduate Committee (PC).
(a) The PC shall constitute the following members:
   (i) The Deputy Rector Academics, Research and Consultancy who will be the Chairperson
   (ii) The Head of RPPS who will be the secretary
   (iii) Postgraduate programme coordinators from respective departments
   (iv) Respective Heads of Department
   (v) Registrar
   (vi) Curriculum Coordinator
   (vii) Quality Control and Quality Assurance Manager
   (viii) Dean of Students
   (ix) Chief Accountant
   (x) Postgraduate Diploma Students' Representative
(b) The PC functions
   The PC will meet to deliberate on all matters pertaining to Postgraduate Diploma and its roles shall include:
   (i) To scrutinize the qualifications of PGD applicants in order to determine their suitability for admission into the respective programmes and recommend to the Examination Board,

(ii) Propose Project/Research supervisors and PGD candidates and submit their respective CVs to the HRPS,

(iii) To approve Project/Research proposals before commencement of research work.

(iv) To discuss and direct the departments on the action to be taken on candidates' progress and performance including overall supervision,

(v) To deliberate and recommend the PGD examination results to the Examination Board for approval.

31.4 ENTRY QUALIFICATIONS

A candidate for admission to a Postgraduate Diploma (PGD) shall hold at least a Lower Second Class Bachelor's degree, Advanced Diploma in any field of study from a reputable Institution or equivalent qualifications as prescribed in their respective programmes.

31.5 REGISTRATION AND DE-REGISTRATION

(i) Registration and de-registration in all Postgraduate Studies shall be done by the Department of Research and Postgraduate Studies (DRPS),

(ii) All postgraduate candidates shall be required to register with the DRPS each quarter,

(iii) A candidate shall be registered for the Postgraduate Diploma programmes upon presenting proof of possession of the required entry qualifications and evidence of fee payment and other dues,

(iv) A candidate who produces unauthentic certificates during registration process shall not be registered and legal actions shall be taken against him or her,

(v) A candidate who fraudulently secures admission into any postgraduate programme shall be deregistered from studies and legal action shall be taken against him or her.

(vi) Registration deadline for the selected candidates shall be at the end of the first week of the quarter concerned,

(vii) Maximum duration of active programme registration (including extensions if any) shall not exceed three (3) consecutive years,

(viii) A student may be allowed to postpone studies for reasons of proven continued ill health supported by a doctor's medical certificate, financial problems, or for any other reason which, in the opinion of the Postgraduate Committee (PC), is strong enough to prevent one from pursuing studies effectively,

(ix) Postponement of studies shall be approved by the HRPS and shall be for a period of a quarter or more within one academic year as the case may be provided that this postponement is limited to a maximum of three years' time frame,

(x) Student requesting for postponement of studies shall seat for special examination for modules he/she is entitled to seat after resuming studies,

(xi) Student may apply for extension to the HRPS at least three months before the end of programme period and the same shall be approved by the HRPS,

(xii) Student shall be allowed to extend duration of studies for a period of six (6) weeks for the first time, and three (3) weeks for additional extension and shall be required to pay 30% of the proportionate fees for the extended period. A student who fails to complete his or her studies within the specified period without any reasonable cause shall be deregistered.

(xiii) Student shall be served with a letter of deregistration by the HRPS upon the approval of the Examination Board,

(xiv) Candidate who passes his or her coursework but fails to complete his or her project within the period of three (3) years shall be discontinued from studies,

(xv) Student who fails in not more than six (6) modules shall be allowed to sit for supplementary examinations after quarter three. The candidate who fails supplementary examinations shall be allowed to repeat the failed modules in the respective quarters at his or her own costs,

(xvi) Student (s) who fails the repeated module(s) shall be allowed to do supplementary and if fails thereof he/she shall be discontinued from studies.

31.6 EXAMINATION REGULATIONS

(a) Time of Examinations

All examinations shall be conducted at the end of each quarter.

(b) Registration for Examination

There shall be no special registration of candidates for examination. Every person registered as a student shall be deemed to be registered for the appropriate examination in the relevant programme of study.

(c) Eligibility

Candidate pursuing Postgraduate Diploma Studies shall be admitted to an examination room on condition that:

(i) The candidate does not owe the Institute fees required and/or other financial dues;

(ii) The overall attendance of the candidate in every module must not be less than 80% of the time allocated to the module in that Quarter;

(iii) The candidate has done his/her coursework for the module being examined;

(iv) The candidate is not barred by any lawful order or law.

(d) Non eligibility for Examination

(i) Where a student is discontinued from a programme of study on disciplinary grounds in accordance with the Institute Students' By-Laws, and the execution of such discontinuation is not stated, he/she shall not be eligible for any form of assessment under these regulations.

(ii) Subject to these regulations, the Examination Board, with the recommendation of the Postgraduate Committee, prescribes any requirements to be complied by every student eligible for the assessment of performance during the quarter of the academic year.

(iii) Student(s) who without reasonable cause fail(s) or refuses to comply with any such requirement shall be disqualified for assessment of performance during the period in question.

(e) Examinations Invigilation

The Invigilation of Examinations shall be conducted in the following manners:

(i) Lecturer(s) of respective modules shall be appointed as invigilators to a particular examination and will be informed in writing one week in advance.

(ii) Each invigilator shall be given a specific number of answer booklets and shall sign a special form according to the instructions given by the Head of Department. He/she will have to sign again on returning the booklets at the end of the examination in accordance with the instructions given by the relevant authority.

(iii) The invigilator shall ensure that all candidates admitted into the examination room have the following items:
- The student identification card;
- A special card indicating the examination number;
- Authorized working tools relevant to the examination such as calculators, statutes and tables;

(iv) The invigilator shall ensure that:
- Any communication deems necessary among the candidates or any other person in the examination room is strictly channeled through him or her.
- The sitting arrangement is in such a way that each candidate occupies space with reasonable distance between one candidate and another, and the students

shall adhere to the sitting arrangements made by relevant examination authority.

(v) Once candidates are seated, prior to commencement of the examination, the invigilator shall make the following announcements:
- The obligation for each student to sign the attendance register;
- That candidates possess the question paper which is in accordance with the examination time table and withdraw once in case a wrong paper has been distributed;
- Candidates to carefully read the instructions on the answer books and on the particular examination question paper;
- Commencement and finishing time of the examination;

(vi) The invigilator shall maintain maximum security in the examination room when the examination is in progress, and shall see to it that all books, notes or other materials including bags, brief cases, mobile phones and any other material likely to aid the candidate on one way or another are removed before distributing the examination papers;

(vii) The invigilator shall:
- At no time leave the examination room without an appropriate replacement;
- Not allow a candidate into the examination room half an hour after the examination commencement.
- No candidate shall be allowed to leave the examination room in the last thirty (30) minutes.

(viii) The invigilator shall record attendance by circulating an attendance sheet on which each candidate shall sign against his/her examination number;

(ix) The invigilator shall ensure that at the end of the examination the candidate:
- Hands in his/her answer script;
- Surrenders all unused answer script;
- Signs the attendance sheet for the second time;

(x) Where there is an irregularity as per these Regulations, the invigilator shall withdraw the examination answer script from the candidate and he/she shall be allowed to continue with examination on a fresh answer script after signing the examination irregularity form.

(xi) Upon the completion of the examination the invigilator shall immediately fill in the examination irregularity form to be submitted together with evidence of irregularity detected to the Head of Research and Postgraduate Studies Department.

(xii) The report shall be detailed enough, explaining the irregularity in full. The invigilator shall also attach any material, if available to clarify the issue where necessary;

(xiii) All invigilators shall fill in the invigilator's report and sign a special examination form upon returning all used and unused examination materials to the Head of Research and Postgraduate Studies Department.

(f) Examination Irregularities

    (i)   No candidate shall be allowed to communicate in whatever manner possible, with another candidate in the examination room without seeking prior permission from the invigilator.

    (ii)   No candidate shall be allowed in the examination room to possess any unauthorized material, such as mobile phones, notes, books, et cetera, which are known or reasonably believed or suspected could assist a candidate to cheat in the examination. It shall not be a defense to argue that one did not intend to use the material.

    (iii)   Any candidate who contravenes this regulation shall be deemed to have failed in that examination for that year and shall be discontinued from studies, subject to confirmation by the Examination Board.

(g) Supplementary and Special Examinations

There shall be supplementary and special examinations to be conducted after publication of quarter three examination results as follows:

    (i)   Student(s) who scores less than 50% marks in each module work component (coursework and final examination) at the end of quarter examinations shall be required to seat for supplementary examinations;

    (ii)   Student(s) shall not be allowed to supplement more than six (6) modules for the whole three-quarter period;

    (ii)   Special examinations shall be conducted at such time, coincident with supplementary examinations as provided for under regulation (27.6(g)) of these regulations;

(h) Extended Supplementary

A final year candidate, who fails in only one module during supplementary examinations may be allowed to re-sit the examination in that module as an external student during examinations conducted at the end of the following academic year.

    (i)   Candidate(s) who fails to attend the whole or part of the supplementary examination under circumstances which are beyond the control of the student, such a student shall produce an authentic evidence to be approved by the Head of Research and Postgraduate Studies Department before he/she is allowed to seat for special examinations;

    (ii)   A candidate who appears for special examinations under sub-regulation [27.6.h(i)] of these regulations shall be treated as if he/she is sitting for the examinations for the first time;

    (iii)   No further examinations shall be administered by the Department after conducting Special and Supplementary Examinations which shall be administered only once following the declaration of overall examination results.

31.7. EVALUATION CRITERIA FOR POSTGRADUATE DIPLOMA PROGRAMMES

Every postgraduate candidate shall be evaluated on two components for each module i.e. coursework which shall comprise one assignment (20%), one test (30%) and a written end of quarter Examination (50%).

    (a)   Candidate (s) will be considered to have passed the examinations where he/she maintains an overall average of at least 50% in every Quarter i.e. for each subject taken and examined a student must score at least 25 marks out of 50 for the Course-Work and 25 marks out of 50 for the end of Quarter Examination;

    (b)   The candidate (s) pass mark will be 50% taking both assessable components into account with a minimum score of 25 out of 50 for each component.

    (c)   No absolute grade shall be assigned to a Research/Project but letter grades shall be assigned.

    (d)   The key to the grading of end of Quarter Examinations and Research/Project is as follows:

Table 1: Grading system of end of Quarter Examination Results and Research Report

S/No.	Grade	Range of Marks	Weight Interpretation
1.	A	75-100	Excellent
2.	B+	65-74	Very Good
3.	B	55-64	Good
4.	C	50-54	Pass
5.	F	Less than 50	Fail

(e) Candidate (s) who obtains a letter grade of C or above will be considered to have passed the Research/Project;

(f) Candidate (s) shall be considered to have failed in a Research/Project where he/she obtains less than a C.

31.8 **DISCONTINUATION AND DE-REGISTRATION**

(a)   Discontinuation
Discontinuation or De-registration of a candidate on the basis of academic performance shall be as follows:-
  (i)   A student who fails in more than five (5) modules at any point of study shall be discontinued from studies;
  (ii)   A student who is found guilty of examination irregularities as provided for under section 27.6 (f) of these Regulations shall be discontinued from studies;
  (ii)   A student who is found guilty of cheating in relation to Research/Project shall be discontinued from studies.

(b)   Admission after Discontinuation
  (i)   A student who has been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be re-admitted to any programme offered by the Institute, subject to having satisfied the applicable entry requirements.
  (ii)   A student who is discontinued from studies due to examination irregularity may be re-admitted either in the same study programme or in another study programme at the National Institute of Transport after two academic years.

31.9.   AWARDS
  (a)   The Institute shall have power to grant Postgraduate Diploma to candidates who have successfully completed a course of study lasting not less than one academic year;
  (b)   Every award of the Institute granted in pursuant to these Regulations shall be of such shape, size and form as the Council may approve.
  (c)   The Institute shall have powers to withdraw any award fraudulently obtained from the Institute.

31.10. THE EXAMINATION BOARD, POSTGRADUATE COMMITTEE AND APPEALS COMMITTEE

(a) Power of the Examination Board

For the purpose of these regulations, the conduct of the Institute programmes, the setting of academic standards, including the standards for the assessment of the academic performance of students shall lie with the Examination Board.

(i) The composition of the Examination Board shall be as per the National Institute of Transport structure.

(ii) There shall be the Postgraduate Committee for the Institute which shall consider and decide on any examination irregularity reported and recommended and/or impose action on persons found responsible for or guilty of such irregularity.

(ii) The Committee shall have powers to co-opt any other person who, in the committee's discretion, will assist the proceedings at such a sitting and shall have power to summon any candidate allegedly involved in an Examination irregularity.

(b) Appeals against Examination Results

(i) All appeals against examination results shall be lodged within ten working days of results from the day of results' release or publications.

(ii) All examination appeals shall lie with the Examination Board.

(iii) Appeals against examination results shall be allowed only on material issues.

(iv) No appeal whatsoever pertaining to the conduct of any Institute examinations and the marking of scripts thereof shall be entertained unless such an appeal is lodged with the appropriate Institute Authorities within sixty (60) days of the date of publication of the results by or under the Authority of the Examination Board.

(v) The Examination Board shall deliberate and determine all appeals lodged.

(vi) The Secretary to the Examination Board shall immediately after the determination of appeal, inform the appellant in writing of the decision of the Examination Board.

31.11. NON-REFUNDABLE APPEAL FEE

All appeals must be accompanied by a non-refundable appeal fee which shall be determined by the Institute from time to time.

31.12. DECLARATION AND PUBLICATION OF EXAMINATION RESULTS

All Postgraduate Examination results shall be deliberated and recommended by the Postgraduate Committee to the Examination Board for approval.

31.13 REVIEW OF THESE REGULATIONS

These regulations may be reviewed from time to time as would be appropriate when need arises.

NB: Without prejudice, for the proper administration and management of these Guidelines and Regulations, the Department may make sub-regulations stipulating specific issues and requirements relevant to their exigency.

32.0. PHYSICAL FACILITIES

32.1. Available Physical Facilities
(a) The National Institute of Transport has the following physical facilities to enable it carry out its activities
(b) Classrooms
(c) A Library
(d) A Cafeteria
(e) A Dispensary/Health Centre
(f) Students Halls of residence
(g) Academic staff offices
(h) Mosque
(i) Recreation facilities Footballplayground and basketball, volleyball, pool table etc.
(j) A Training Workshop
(k) A Computer Laboratory
(l) A Learning Resource Unit

32.2. Descriptions of some of the Physical Facilities

32.2.1. The Library
The Institute has a library which accommodates a variety of books, journals, periodicals and other items such as newspapers and unpublished materials. The library has an outstanding collection in relation to transport education and could be one of the best in Tanzania.

Being one of the most important facilitations in the Institution, the Library is a centre of knowledge creation and development and a centre of learning.

The Library therefore provides the following services:
• Collection development (Acquisitions)
• Processing and packaging information needs for students, staff and NIT community Information dissemination process.
• Maintaining both card catalogues and the online catalogue (WEB LIS)

32.2.2. Cafeteria
The Institute has privatized the catering services and some meals on a cafeteria service system are served. All customers are required to pay cash at the counter. Also meals can be prepared and served on a pre-arranged agreement.

32.2.3. Dispensary/Health Centre/Hospital
The Institute has a Dispensary where the services of a medical officer are available for students, members of NIT Staff and their families and any person who is a member of the National Health Insurance Fund. Students and members of staff and their families also get medical services from government and private hospitals which provide the services to members of the fund.

32.2.4. Students' Halls of Residence
Students are housed in two buildings i.e. Nyerere and Moringe Halls of Residence. Capacity of these two buildings is limited to only 250 residents at any one moment for both females and males. With assistance from the Dean of Students, students are advised to arrange for accommodation outside the Institute.

32.2.5. Playgrounds
Games and sports are organized by the Office of the Dean of Students. All students are encouraged to participate in sports and games and are eligible to take part in sport events and

competitions such as inter-hall and interim institutional competitions. Currently there are playgrounds for football, volleyball and Netball.

32.2.6. Mosque

The Institute has a mosque for Muslims which can accommodate up to fifty (50) persons at any one time. For Christians, churches exist within the neighborhood.

32.2.7. Training Workshops

The workshop provides facilities for practical training of Automobile Technicians in automobiles systems and components repairs and maintenance. Graduates through the workshops are able to gain necessary practical skills to enable them to undertake diagnosis, repairs and maintenance challenges associated with modern and contemporary vehicles. The critical skills gained through the workshop practices include engine overhaul, wheel alignment, panel beating and spraying, nozzle and injector pump servicing.

The workshop is expected to launch a comprehensive Vehicle Road Worthiness testing services using modern facilities for brake testing, wheel sideslip tester alignment, head light tests, axle-load and body dimensions, under body inspection and emission control tests.

33.0. STUDENT RULES

These rules have been drafted under the authority of and approved by the Governing Council of the National Institute of Transport. The Rector is responsible to the Council for ensuring their observance. Rules 1-2 apply in particular to students residing in the Institute campus during semester time and vacation alike. Rules 3-8 apply to all students who are residents. The rules are:

33.1. Out Of Bound and Guests

(a) Students are required to be on the campus not later than 11.00 pm.
(b) Students may entertain visitors in their rooms between 2.00 p.m. and 10.00 p.m. on weekdays, and between 9.00 a.m. and 10.00 p.m. on weekends and holidays.
(c) Students wishing to take visitors into Institute's buildings other than the halls of residence must obtain prior permission from the relevant Institute authority.

Leave of Absence

Students may obtain leave of absence of up to 10 days during a semester time on application to the Dean of Students. Such application should be accompanied with written approval of the student's Head of Department.
Any leave longer than 10 days shall need the approval of the Rector.
No student shall absent oneself from the Institute during semester time without permission as under this rule.

33.2. Driving of Self Propelled Vehicles

Any Student wishing to keep and drive a motor vehicle (including scooters and motor cycles) on the Institute campus must first register the vehicle with the Transport Officer.
(a) Registration must include the production for inspection of:
    (i) The motor vehicle registration number,
    (ii) The motor vehicle road license,
    (iii) The current certificate of insurance where requested, certificate of road worthiness.
    (iv) Such registration must be renewed annually.
    At the time of registration of the motor vehicle the students must also produce a clean current driving license for inspection in one's own name.

(b) A student's rights to drive a motor vehicle on the Institute campus may be withdrawn after any driving regarded by the Institute's Administration as reckless or dangerous.

33.3. Paid Employment

No student may undertake paid employment of any kind or attend courses offered by other Institutes during semester time without prior permission from the Rector. Assurance will need to be provided that the student's academic work will not suffer through such employment.

33.4. Students' Conduct

The Institute is concerned with students' conduct both on and outside the Institute Campus, and reserves the right to take disciplinary action in respect of any misconduct, whether it occurs on or off the campus by referring to the Student By-Laws 2012.

33.4.1. Damages to and Losses of Institute's property

Students shall report without delay, loss and damages whether accidental or otherwise directly to the appropriate officer in charge of the section.

The cost of replacement of any loss or damage to the Institute's property arising out of malicious, reckless or negligent act shall be borne by the student(s) concerned.

Where damage or loss is caused by student whose identities are not known the cost of repair or replacement shall be shared by all the students involved.

33.4.2. Student's Debts to the Institute

Any student who has outstanding debts to the Institute out of either credits or loss or damage of property of the Institute, shall not be allowed to sit for the semester examinations unless he/she clears the debt or enters into written agreement with the Institute that he/she will clear the debt after the examinations. Any damage or loss caused during and after the last semester examination(s) will have to be settled before the results of the last examination (s) are released to the student and employer, in case the liability exceeds the amount of caution money.

33.4.3. Smoking

Smoking is not permitted in the Library or elsewhere during lectures, seminars and laboratory classes, or in any other places that will be specified by the Deputy Rector – Planning, Financial Administration from time to time.

33.4.4. Telephone

Institute's telephone may not be used for students' private calls.

33.4.5. Institute's Transport Services

No student may use Institute's transport services for his or her own private purposes; provided that where it is necessary for a student to receive urgent medical attention, the use of Institute's transport may be authorized.

Officials of the student's union or of student's societies or clubs may, with prior written permission from the Transport Officer, make use of the Institute's transport in accordance with conditions specified by the Transport Officer.

33.4.6. Residence

Students are expected to live in the Institute's halls of residence or off campus as conditions shall determine.

33.4.7. Student Rooms

Students are required to take good care of the rooms they occupy. They are responsible for the daily cleaning of these rooms. Students may not fix nails or paper on the walls of their rooms. They may not move furniture from other parts of the Institute premises into their own rooms or furniture from their own rooms into other parts of the Institute premises. A student wishing to supplement the furniture or furnishings provided by the Institute in his/her own rooms may do so only after obtaining the prior consent of the DR-PFA. A student wishing to have an

outside material installed must consult the DR-PFA who will arrange for the work to be done. No electrical appliances other than reading-lamp, electric razor, hair dryer, radio or record players may be used in the student's rooms. It should be noted that plug points are on the lighting circuits, and will not take power appliances without damage. Students should report to the Deputy Rector Planning Finance and Administration (DR PFA) without delay any damage (whether accidental or otherwise).

33.4.8. Musical Instruments and Noise

Musical instruments (i.e. record-players, radio sets and instruments which students play), must not be used in the Institute's premises between the hours of 11.15p.m. and 7.00 a.m.
At no time must musical instruments be played with excessive noise.
Any noise or disorderly conduct that could cause inconvenience to other students will be regarded as an offence.

29.4.9. Vacation of Residence

Permission to stay in the halls of residence during vacation is in every case contingent upon the payment in advance of all residence charges at the rate currently in force as stated in Student By-Laws 2012, Chapter 1.5 section (1) and (2).

33.4.10. Institute's Staff

The services of members of the Institute's staff (including the staff of the student's union premises) may not be used by students either in personal or in an official capacity without authorization of the Deputy Rector Planning, Finance and Administration.

33.4.11. Correspondence

The Rector or the person to whom this power has been delegated by him is the only spokesman for the Institute.
An individual student may write to or otherwise communicate with the press only in his individual capacity and shall clearly sign so.
Students may not write to or communicate with a foreign government representative here or abroad and our mission abroad provided that the Rector can arrange to communicate with foreign governments and representatives and our mission abroad on behalf of the students in case of necessity.

33.4.12. Student's Marriages

Married students, like any other students, shall be required to comply with the Institute's students' rules and regulations.
No separate family accommodation shall be provided by the Institute to married couples.

33.5. STUDENTS' DISCIPLINARY COMMITTEE

33.5.1. Functions of the Students' Disciplinary Committee
The Student s' Disciplinary Committee shall investigate and hear charges of misconduct against students, save for misconduct relating exclusively to examination matters.

33.5.2. Composition of the Students' Disciplinary Committee
The Student Disciplinary Committee shall consist of the following persons:
(a) The Deputy Rector Planning Finance and Administration who shall be the Chairman;
(b) The Registrar;
(c) The Head of the Department in which the student concerned is studying;
(d) The Chairman of Academic Staff Association;
(e) President of Students' Organization; or his/her representative
(f) A Law Staff member (if any);
(g) The Dean of Students shall be the secretary of the committee.
(h) Any other member or members of staff to be appointed by the Rector as the situation permits.

33.5.3. Notice to Accused Student
For the purpose of a hearing by the Students' Disciplinary Committee, the Dean of Students (the Disciplinary Committee) shall, in consultation with the staff member referred to in paragraph 5.10 (in so far as it is applicable) prior to the date of the hearing give the accused student at least 'two (2) or five (5) working days as specified in paragraph 4.5' written notice of the date, time and place appointed for his appearance before the Students' Disciplinary Committee, together with a statement informing him of:-
(a) The charge against him and giving adequate particulars of his alleged misconduct;
(b) His right to;
    (i) Attend the hearing when evidence is led and arguments are adduced;
    (ii) Answer to the charge in writing at least four working days before the hearing;
    (iii) Be assisted, if he is a minor, by his parent or guardian or, at the discretion of the Students' Disciplinary Committee, by any other person appointed by such parent or guardian; and
    (iv) Be represented by a staff member appointed by the accused student if he so wishes.

33.5.4. Notice of Urgency
In an urgency situation, the period of the notice for the accused student to respond and appear before the Disciplinary Committee can be shortened to a shorter period as the situation dictates.

33.5.5. Rights of the accused Student and Powers of the Prosecutor
(a) The accused student shall have the right to:
    (i) Examine any written documentation, or acceptable copies thereof, which relate to the hearing and, subject to such conditions as may be laid down by the Dean of students or a person authorized by him, any other exhibit;
    (ii) Give evidence himself/herself;
    (iii) Call witnesses or have them called by the person assisting him;
    (iv) Examine, or have examined, the witness (es) testifying against him;
    (v) Re-examine, or have re-examined, his own witness (es);
    (vi) Argue his own case or have it argued after all the evidence has been led; and/or
    (vii) Lead evidence in mitigation of any disciplinary measure(s);
    (viii) Address the Student Disciplinary Committee, or have it addressed, on any disciplinary measure(s) which may be imposed upon him in terms of paragraph 6.6.

(b)   The person conducting a disciplinary case against an accused student or the prosecutor referred to in paragraph 5.10 may:-
     (i)   Call witnesses and examine and re-examine the witness(es) giving evidence against the accused student;
     (ii)   Examine the accused student, if he gave evidence, as well as any other person who testified on behalf of the accused student; and
     (iii)   Argue the disciplinary case after all the evidence have been read, but before the accused student has been given the opportunity to argue his own case or to have it argued by the person assisting him.

33.5.6. Disciplinary measures

(a)   Deprival of a right or privilege resulting from his enrolment as a student at the Institute that is summary dismissal /de-registration from studies and not be allowed for re-enroll with the Institute for at least two years.

(b)   Suspension of the period to be determined by the Rector which will not be less than one month but not more than 12 months.

(c)   A written reprimand and/or warning;

(d)   A fine amounting to not more than twice the annual tuition fee for a full respect course he is pursuing.

(e)   Payment of compensation or the reparation of damage caused by his misconduct;

(f)   Denial of the right or privilege to register for a particular study unit or units, and/or the withdrawal of a credit or credits obtained in a study unit or units;

(g)   Denial of the privilege to register again as a student at the Institute for particular period.

(h)   Any other disciplinary measure which the Students'Disciplinary Committee deems suitable in the particular circumstances.

(i)   Provided that if a student is temporarily or permanently deprived in terms of this code of a right or privilege which he enjoys as a student or if he is temporarily or permanently denied admission to the Institute, such student shall forfeit any claim for repayment, reduction or remission of moneys related to fees/admission process paid or payable to the Institute.

33.5.7. Student's Disciplinary Actions on Criminal Acts

(a)   Where a Student commits a Criminal act, the Disciplinary Committee shall on consultation with the Institute Management convene a meeting to establish whether the act committed by a student is a criminal or not and if it is a criminal whether the Institute should wholly surrender the case to the relevant legal authorities or proceed pursuing the case on a part of misconduct aspect.

(b)   For the purpose of this provision, a criminal act shall be defined as: - all those acts which violate the Penal Code Act Cap 16 or any other law that provide for Criminal acts.

(c)   Where it is established that a student has committed a crime, the Management shall report the matter to Police force the necessary action, notwithstanding that the Institute will not be barred to continue with internal disciplinary proceeding as deems appropriate.

(d)   The Management shall immediately suspend the student from studying pending investigation, and conclusive determination by Court of Law.

33.5.8. Students' Disciplinary Appeals Committee
The Institute shall have the Disciplinary Appeals Committee

33.5.9. Functions of the Committee
Appeals against findings of a disciplinary committee shall be heard by the Disciplinary Appeals Committee and shall be disposed off with the provisions contained in this chapter.

33.5.10. Composition of the Disciplinary Appeals Committee
The Disciplinary Appeals Committee shall consist of the following persons:
  (a) The Chairman of the Disciplinary Appeals Committee shall be the Rector.
  (b) The Deputy Rector Planning, Finance and Administration shall be the Secretary;
  (c) The Deputy Rector Academic Research and Consultancy;
  (d) The Chairman of Academic Staff Association;
  (e) The President of Students' Organization;
  (f) Two members from Institutions of Higher Learning nominated by the Rector.
  (g) Two other senior members of staff not present in the first disciplinary committee preferably a Lawyer to be included.

  Note: The majority of members to this committee are not members of the disciplinary committee which tried the student concerned.

33.5.11. General procedures of conducting Appeals Committee

  (a) A student who has been found guilty of misconduct may, within 14 days of being informed in writing of the findings of the disciplinary committee concerned, appeal to the Disciplinary Appeals Committee by lodging a written notice of appeal with the Rector and shall pay a fee to be determined by the Rector; Provided that a student who has been found guilty of misconduct after having pleaded guilty to the charge against him shall have no right of appeal in the notice of appeal. The appeals fee shall be reviewed from time to time.
  (b) On receipt of a notice of appeal a copy of such notice shall be forwarded to the Chairman of the disciplinary committee that heard the charge, where upon the disciplinary committee, where necessary with the assistance of the person referred to in paragraph 5.10, may within a reasonable period draw up a reply to the grounds for appeal and submit it to the Chairman of the Disciplinary Appeals Committee.
  (c) An appeal shall be heard solely on the grounds of the record of the hearing concerned, together with any document(s) and exhibit(s) placed before the disciplinary committee concerned in the course of the hearing, except where the appeal is based on a material irregularity that is alleged to have occurred in the cause of the proceedings but does not appear as such from the record.
  (d) For the purposes of an appeal the appellant, or the person assisting him, or any other person allowed by the Disciplinary Appeals Committee, or the disciplinary committee concerned, may make written or with the leave of the Disciplinary Appeals Committee, verbal representations to the Disciplinary Appeals Committee.
  (e) After considering an appeal, the Disciplinary Appeals Committee may uphold it either wholly or in part and set aside or amend the decision of the disciplinary committee concerned, or may disallow the appeal and confirm the decision either wholly or in part, or, before reaching a final decision concerning the appeal, refer any question pertaining to the hearing back to the disciplinary committee concerned and order that a report be submitted. The disciplinary measure imposed by the disciplinary committee shall not, however, be increased, unless the Disciplinary Appeals Committee has given the student found guilty of misconduct prior and reasonable written notice of its intention to do so and has considered the appellant's written representations, if any, in this regard.

(f)　　　After disposing of an appeal the Disciplinary Appeals Committee shall submit a report to the Council and, if it deems necessary, to the Executive Committee of the Management for their information.

33.5.12.　Disclosure of Findings
The provisions of paragraph 8.6 shall apply *mutatis mutandis* to the disclosure of a finding of the Disciplinary Appeals Committee.
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34.0.　DEVELOPMENT PROJECTS
The Institute has got two ongoing projects all aiming at achieving the Institute's objectives. The Projects are:
(a)　Center for Professional Development (CPD)
(b)　Automobile Workshop services.

34.1.　Centre for Professional Development (CPD)
The centre is responsible for administering and managing evening classes, professional development programmes, Part-time programmes, tailor-made courses, seminars, short courses, and workshops.

The CPD offers the courses that are scheduled to make it possible for employees to attend and complete them on a part-time basis or during the evening sessions. The centre plays a leading role in opening up opportunities for working Tanzanians, business people and other interested nationals to further their education and training.

The Centre co-ordinates initiatives by individuals of the academic staff and non-academic but professionally sound staff to conduct the continuing education programmes in various areas including transport and logistics, automobile engineering, freight clearing and forwarding, human resources management, procurement and supply, business administration and entrepreneurship.

34.2.　Automobile Workshop Services
The Workshop provides automotive repairs and maintenance services to the Institute's vehicles and for the public vehicles at large at reasonable fees. Some of the services provided by this Workshop include engine overhaul, wheel alignment, panel beating and spraying, nozzle and injector pump servicing.

The Workshop is expected to launch a comprehensive Vehicle Road Worthiness Testing Services using modern facilities for brake testing, wheel sideslip tester alignment, head light tests, axle-load and body dimensions, under body inspection and emission control tests

35.0. FEE STRUCTURE FOR VARIOUS PROGRAMMES AT THE INSTITUTE 2017/2018 – 2019/2020 ACADEMIC YEARS

35.1. FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA (NTA LEVELS 4 – 6) PROGRAMMES
1. LOGISTICS &TRANSPORT MANAGEMENT
2. FREIGHT CLEARING AND FORWARDING
3. BUSINESS ADMINISTRATION
4. HUMAN RESOURCE MANAGEMENT
5. PROCUREMENT AND LOGISTICS MANAGEMENT
6. ACCOUNTING AND TRANSPORT FINANCE
7. MARKETING AND PUBLIC RELATION

35.1.1. Local Students

(a) Direct Payment to the Institute in (Tshs)

S/No.	Item	NTA Level 4	NTA Level 5	NTA Level 6
1.	Tuition Fee	660,000.00	660,000.00	760,000.00
2.	Institute Examination Fee	40,000.00	40,000.00	40,000.00
3.	NACTE Examination Fee	15,000.00	15,000.00	15,000.00
4.	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5.	Registration Fee	20,000.00	20,000.00	20,000.00
6.	Identity Card	20,000.00	20,000.00	20,000.00
7.	Caution Money	20,000.00	20,000.00	20,000.00
8.	Library Membership Fee	15,000.00	15,000.00	15,000.00
9.	Sport and Games	10,000.00	10,000.00	10,000.00
10.	ICT Services	40,000.00	40,000.00	40,000.00
11.	*Certificate and Examination Results Transcript	50,000.00	50,000.00	50,000.00
12.	Field Work Supervision	100,000.00	100,000.00	-
	SUB-TOTAL	**1,000,000.00**	**1,000,000.00**	**1,000,000.00**

* Payable by students who wish to exit

(b)   Direct Payments to Student in Tshs.

S/No.	Item	NTA Level 4	NTA Level 5	NTA Level 6
1.	Field Work (10,000/= x 56 Days)	560,000.00	560,000.00	-
2.	Books and Stationery Allowance	200,000.00	200,000.00	200,000.00
3.	Meals (7500 x 252Days)	1,890,000.00	1,890,000.00	1,890,000.00
4.	*Accommodation (700/=x252 Days)	176,400.00	176,400.00	176,400.00
5.	Calculator	25,000.00	25,000.00	25,000.00
6.	**Health Insurance Cover	50,400.00	50,400.00	50,400.00
	SUB-TOTAL	**2,901,800.00**	**2,901,400.00**	**2,341,800.00**
	TOTAL	**3,901,800.00**	**3,901,800.00**	**3,341,800.00**

NOTE:

*   Figure applicable for those who will be accommodated at the Institute residential halls.

**   Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

35.1.2. Foreign Students

(a)   Direct payments to the Institute in US $.

S/No.	Item	NTA Level 4	NTA Level 5	NTA Level 6
1.	Tuition Fee	1,600.00	1,600.00	1,660.00
2.	Institute Examination Fee	40.00	40.00	40.00
3.	NACTE Examination Fee	30.00	30.00	30.00
4.	Students' Organization (SONIT) Fee	15.00	15.00	15.00
5.	Registration Fee	45.00	45.00	45.00
6.	Identity Card	20.00	20.00	20.00
7.	Caution Money	70.00	70.00	70.00
8.	Library Membership Fee	20.00	20.00	20.00
8.	Sport and Games	10.00	10.00	10.00
10.	ICT Services	40.00	40.00	40.00
11.	*Certificate and Examination Results Transcript	50.00	50.00	50.00
12.	Field Work Supervision	60.00	60.00	-
	SUB-TOTAL	**2,000.00**	**2,000.00**	**2,000.00**

* Payable by students who wish to exit

(b)   Direct Payments to the Student in US $.

S/No.	Item	NTA–Level 4	NTA–Level 5	NTA–Level 6
1.	Vacation Allowance	720.00	720.00	720.00
2.	Stipend (12 x52 Weeks)	624.00	624.00	624.00
3.	*Field Work ($ 15x 56 Days)	840.00	840.00	-
4.	Books and Stationery Allowance	155.00	155.00	155.00
5.	** Meals ($10 x 252 Days)	2,520.00	2,520.00	2,520.00
6.	** Accommodation ($ 5 x252 Days)	1,260.00	1,260.00	1,260.00
7.	Resident Class C Permit	120.00	-	-
8.	***Health Insurance Cover	40.00	40.00	40.00
	SUBTOTAL	**6,279.00**	**6,159.00**	**5,319.00**
	TOTAL	**8,279.00**	**8,159.00**	**7,319.00**

NOTE: *   Minimum recommended figure.
              ** Figure applicable for those who will be accommodated at the Institute and US $ as
                  per Current Exchange Rate.
              ***Health Insurance Cover: Students will arrange with their respective
                  sponsors/Guardian/Parents beforejoining the Institute.

35.2.   FEE STRUCTURE FOR CERTIFICATE AND ORDINARY DIPLOMA (NTA LEVELS 4-6) PROGRAMMES
   1.   AUTOMOBILE ENGINEERING
   2.   MECHANICAL ENGINEERING
   3.   COMPUTINGAND INFORMATION COMMUNICATION TECHNOLOGY

35.2.1. Local Students
   (a)   Direct Payment to the Institute in (Tshs)

S/N.	Item	NTA–Level 4	NTA–Level 5	NTA–Level 6
1.	Tuition Fee	660,000.00	660,000.00	660,000.00
2.	Institute Examination Fee	40,000.00	40,000.00	40,000.00
3.	NACTE Examination Fee	15,000.00	15,000.00	15,000.00
4.	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5.	Registration Fee	20,000.00	20,000.00	20,000.00
6.	Identity Card	20,000.00	20,000.00	20,000.00
7.	Caution Money	20,000.00	20,000.00	20,000.00
8.	Library Membership Fee	15,000.00	15,000.00	15,000.00
9.	Sports and Games	10,000.00	10,000.00	10,000.00
10.	ICT Services	40,000.00	40,000.00	40,000.00
11.	*Certificate and Examination Results Transcript	50,000.00	50,000.00	50,000.00
12.	Final Project	-	-	100,000.00
13.	Field Work Supervision	100,000.00	100,000.00	-
	SUB-TOTAL	**1,000,000.00**	**1,000,000.00**	**1,000,000.00**

* Payable by students who wish to exit

(b)   Direct Payments to the Student in Tshs

S/No.	Item	NTA–Level 4	NTA–Level 5	NTA–Level 6
1.	Field Work (10,000/= x 56 Days)	560,000.00	560,000.00	-
2.	Books and Stationery Allowance	200,000.00	200,000.00	200,000.00
3.	Meals (7500 x 252Days)	1,890,000.00	1,890,000.00	1,890,000.00
4.	*Accommodation(700/=x252 Days)	176,400.00	176,400.00	176,400.00
5.	Scientific Calculator	75,000.00	75,000.00	75,000.00
6.	**Health Insurance Cover	50,400.00	50,400.00	50,400.00
7.	Project	-	-	400,000.00
	SUB-TOTAL	**2,951,800.00**	**2,951,800.00**	**2,791,800.00**
	TOTAL	**3,951,800.00**	**3,951,800.00**	**3,791,800.00**

NOTE:
*   Figure applicable for those who will be accommodated at the Institute residential halls.
**   Health Insurance Cover: Students will arrange with their respective
         sponsors/Guardian/Parents before joining the Institute.

35.2.2. Foreign Students

(a)   Direct payments to the Institute in US $.

S/No.	Item	NTA–Level 4	NTA–Level 5	NTA–Level 6
1.	Tuition Fee	1,600.00	1,600.00	1,600.00
2.	Institute Examination Fee	40.00	40.00	40.00
3.	NACTE Examination Fee	30.00	30.00	30.00
4.	Students' Organization (SONIT) Fee	15.00	15.00	15.00
5.	Registration Fee	45.00	45.00	45.00
6.	Identity Card	20.00	20.00	20.00
7.	Caution Money	70.00	70.00	70.00
8.	Library Membership Fee	20.00	20.00	20.00
9.	Sport and Games	10.00	10.00	10.00
10.	ICT Services	40.00	40.00	40.00
11.	Certificate and Examination Results Transcript	50.00	50.00	50.00
12.	Field Work Supervision	60.00	60.00	-
	SUB-TOTAL	**2,000.00**	**2,000.00**	**2,000.00**

* Payable by students who wish to exit

(b) **Direct Payments to the Student in US $.**

S/No.	Item	NTA–Level 4	NTA–Level 5	NTA–Level 6
1.	Vacation Allowance	720.00	720.00	720.00
2.	Stipend (12 x52 Weeks)	624.00	624.00	624.00
3.	*Field Work ($ 15x 56 Days)	840.00	840.00	-
4.	Books and Stationery Allowance	155.00	155.00	155.00
5.	** Meals ($10 x 252 Days)	2,520.00	2,520.00	2,520.00
6.	** Accommodation ($ 5 x252 Days)	1,260.00	1,260.00	1,260.00
7.	Resident Class C Permit	120.00	-	-
8.	***Health Insurance Cover	40.00	40.00	40.00
	SUBTOTAL	**6,279.00**	**6,159.00**	**5,319.00**
	TOTAL	**8,279.00**	**8,159.00**	**7,319.00**

NOTE:

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US $ as per Current Exchange Rate.

***Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

35.3. **FEE STRUCTURE FOR HIGHER DIPLOMA AND BACHELOR'S DEGREE (NTA LEVELS 7-8) PROGRAMMES IN:**
  1. BACHELOR'S DEGREE IN AUTOMOBILE ENGINEERING
  2. BACHELOR'S DEGREE IN MECHANICAL ENGINEERING
  3. BACHELOR'S DEGREE IN COMPUTING AND INFORMATION TECHNOLOGY
  4. BACHELOR'S DEGREE IN COMPUTER SCIENCE

35.3.1 Local Students

(a) **Direct Payment to the Institute in (Tshs.)**

S/No.	Item	1st year	2nd year	3rd year	4th year
1	Tuition Fee	1,205, 00.00	1,205, 00.00	1,155,000.00	1,105,000.00
2	Institute examination Fee	40,000.00	40,000.00	40,000.00	40,000.00
3	NACTE Examination Fee	20,000.00	20,000.00	20,000.00	20,000.00
4	Student Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	20,000.00	20,000.00	20,000.00
6	Identity Card	20,000.00	20,000.00	20,000.00	20,000.00
7	Caution Money	20,000.00	20,000.00	20,000.00	20,000.00
8	Library Membership Fee	15,000.00	15,000.00	15,000.00	15,000.00
9	Sports and Games	10,000.00	10,000.00	10,000.00	10,000.00
10	Computer Lab	40,000.00	40,000.00	40,000.00	40,000.00
11	Certificate and Examination Results Transcript			50,000.00	50,000.00
12	Field Work Supervision	100,000.00	100,000.00	100,000.00	
13	Final Project Supervision				150,000.00
	Sub Total	**1,500,000.0**	**1,500,000.00**	**1,500,000.0**	**1,500,000.00**

		0		0	

(b)   Direct Payments to the Student in (Tshs)

S/No.	Item	1st year	2nd year	3rd year	4th year
1.	Field Work (10000/= x 56 Days)	560, 000.00	560, 000.00	560, 000.00	
2.	Books and Stationery Allowance	240,000.00	240,000.00	240,000.00	240,000.00
3.	Meals (7500 x 252 Days)	1890,000.00	1890,000.00	1890,000.00	1890,000.00
4.	*Accommodation (700 x 252 Days)	176,400.00	176,400.00	176,400.00	176,400.00
5.	Scientific Calculator	75,000	75,000	75,000	75,000
6.	Special Requirements	400,000.00	400,000.00	400,000.00	400,000.00
7.	Final Project Realization				1,000,000.00
8.	Study Tour Visit	50,000.00	50,000.00	50,000.00	50,000.00
9.	**Health Insurance Cover	50,000.00	50,000.00	50,000.00	50,000.00
	Sub Total	**3,441,800.00**	**3,441,800.00**	**3,441,800.00**	**3,441,800.00**
	Total	**4,941,800.00**	**4,941,800.00**	**4,941,800.00**	**5,381,800.00**

35.3.2 Foreign Students

(a)   Direct Payment to the Institute in (US $.)

S/No.	Item	NTA – Level 7-I	NTA – Level 7-II	NTA – Level 7-III	NTA – Level 8
1.	Tuition Fee	2,420.00	2,420.00	2,370.00	2,390.00
2.	Institute examination Fee	40.00	40.00	40.00	40.00
3.	NACTE Examination Fee	25.00	25.00	25.00	25.00
4.	Student Organization (SONIT) Fee	15.00	15.00	15.00	15.00
5.	Registration Fee	45.00	45.00	45.00	45.00
6.	Identity Card	20.00	20.00	20.00	20.00
7.	Caution Money	70.00	70.00	70.00	70.00
8.	Library Membership Fee	15.00	15.00	15.00	15.00
9.	Sports and Games	10.00	10.00	10.00	10.00
10.	ICT Services	40.00	40.00	40.00	40.00
11.	*Certificate and Examination Results Transcript	-	-	50.00	50.00
12	Field Work Supervision	100.00	100.00	100.00	
13	Final Project Supervision				80.00
	Sub Total	**2,800.00**	**2,800.00**	**2,800.00**	**2,800.00**

* Payable by students who wish to exit

(b)   Direct Payments to the Student in (US$)

S/No.	Item	NTA – Level 7-I	NTA –Level 7-II	NTA – Level 7-III	NTA – Level 8
1.	Vacation Allowance	720.00	720.00	720.00	720.00
2.	Stipend (12 x52weeks)	624.00	624.00	624.00	624.00
3.	*Field work (15 x 56 Days)	840.00	840.00	840.00	-
4.	Books and Stationery	155.00	155.00	155.00	155.00
5.	**Meals (10 x 252 Days)**	2,520.00	2,520.00	2,520.00	2,520.00
6.	**Accommodation (5 x 252 Days))	1,260.00	1,260.00	1,260.00	1,260.00
7.	Scientific Calculator	50.00	50.00	50.00	50.00
8.	Resident Class C Permit	120.00	-	-	-
9.	***Health Insurance Cover	40.00	40.00	40.00	40.00
	Sub Total	**6,329.00**	**6,209.00**	**6,209.00**	**5,369.00**
	Total	**9,129.00**	**9,009.00**	**9,009.00**	**8,169.00**

NOTE:

* *   Minimum recommend figure
* **   Figure applicable for those who will be accommodated at the Institute and as per Current Exchange Rate
* *** Health Insurance Cover Students will arrange with their respective Sponsors/Guardian/Parents before joining the Institute

35.3.3. Local Students

(a)   Direct Payment to the Institute in (Tshs)

S/No.	Item	NTA–Level 7-I	NTA–Level 7-II	NTA–Level 7-III	NTA–Level 8
1.	Tuition Fee	1,205,000.00	1,205,000.00	1,155,000.00	1,105,000.00
2.	Institute Examination Fee	40,000.00	40,000.00	40,000.00	40,000.00
3.	NACTE Examination Fee	20,000.00	20,000.00	20,000.00	20,000.00
4.	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00	10,000.00
5.	Registration Fee	20,000.00	20,000.00	20,000.00	20,000.00
6.	Identity Card	20,000.00	20,000.00	20,000.00	20,000.00
7.	Caution Money	20,000.00	20,000.00	20,000.00	20,000.00
8.	Library Membership Fee	15,000.00	15,000.00	15,000.00	15,000.00
9.	Sport and Games	10,000.00	10,000.00	10,000.00	10,000.00
10.	ICT Services	40,000.00	40,000.00	40,000.00	40,000.00
11.	*Certificate and Examination Results Transcript	-	-	50,000.00	50,000.00
12.	Field Work Supervision	100,000.00	100,000.00	100,000.00	-
13.	Final Project Supervision	-	-	-	150,000.00
	SUB-TOTAL	**1,500,000.00**	**1,500,000.00**	**1,500,000.00**	**1,500,000.00**

* Payable by students who wish to exit

(b) **Direct Payments to the Student in Tshs.**

S/No.	Item	NTA–Level 7-I	NTA–Level 7-II	NTA–Level 7-III	NTA–Level 8
1.	Field Work (10,000/= x 56 Days)	560,000.00	560,000.00	560,000.00	-
2.	Books and Stationery Allowance	240,000.00	240,000.00	240,000.00	240,000.00
3.	Meals (7500 x 252Days)	1,890,000.00	1,890,000.00	1,890,000.00	1,890,000.00
4.	*Accommodation(700/=x252 Days)	176,400.00	176,400.00	176,400.00	176,400.00
5.	Scientific Calculator	75,000.00	75,000.00	75,000.00	75,000.00
6.	Special Requirements	400,000.00	400,000.00	400,000.00	400,000.00
7.	Final Project Realization	-	-	-	1,000,000.00
8.	Study Tour/Visit	50,000.00	50,000.00	50,000.00	50,000.00
9.	**Health Insurance Cover	50,400.00	50,400.00	50,400.00	50,400.00
	SUB-TOTAL	3,441,800.00	3,441,800.00	3,441,800.00	3,881,800.00
	TOTAL	4,941,800.00	4,941,800.00	4,941,800.00	5,381,800.00

NOTE:
* Figure applicable for those who will be accommodated at the Institute residential halls.
** Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

35.3.4. Foreign Students

(a) **Direct payments to the Institute in US $.**

S/No.	Item	NTA–Level 7-I	NTA–Level 7-II	NTA–Level 7-III	NTA–Level 8
1.	Tuition Fee	2,420.00	2,420.00	2,370.00	2,390.00
2.	Institute Examination Fee	40.00	40.00	40.00	40.00
3.	NACTE Examination Fee	25.00	25.00	25.00	25.00
4.	Students' Organization (SONIT) Fee	15.00	15.00	15.00	15.00
5.	Registration Fee	45.00	45.00	45.00	45.00
6.	Identity Card	20.00	20.00	20.00	20.00
7.	Caution Money	70.00	70.00	70.00	70.00
8.	Library Membership Fee	15.00	15.00	15.00	15.00
9.	Sport and Games	10.00	10.00	10.00	10.00
10.	ICT Services	40.00	40.00	40.00	40.00
11.	*Certificate and Examination Results Transcript	-	-	50.00	50.00
12.	Field Work Supervision	100.00	100.00	100.00	-
13.	Final Project Supervision	-	-	-	80.00
	SUB-TOTAL	2800.00	2800.00	2800.00	2800.00

* Payable by students who wish to exit

(b) **Direct Payments to the Student in US $.**

S/No.	Item	NTA–Level 7-I	NTA–Level 7-II	NTA–Level 7-III	NTA–Level 8

1.	Vacation Allowance	720.00	720.00	720.00	720.00
2.	Stipend (12 x52 Weeks)	624.00	624.00	624.00	624.00
3.	*Field Work ($ 15x 56 Days)	840.00	840.00	840.00	-
4.	Books and Stationery Allowance	155.00	155.00	155.00	155.00
5.	** Meals ($10 x 252 Days)	2,520.00	2,520.00	2,520.00	2,520.00
6.	** Accommodation ($ 5 x252 Days)	1,260.00	1,260.00	1,260.00	1,260.00
7.	Scientific Calculator	50.00	50.00	50.00	50.00
8.	Resident Class C Permit	120.00	-	-	-
9.	***Health Insurance Cover	40.00	40.00	40.00	40.00
	SUBTOTAL	**6329.00**	**6209.00**	**6209.00**	**5369.00**
	TOTAL	**9,129.00**	**9,009.00**	**9,009.00**	**8,169.00**

NOTE:

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US $ as per Current Exchange Rate.

***Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

35.4. FEE STRUCTURE FOR HIGHER DIPLOMA & BACHELOR'S DEGREE (NTA-LEVELS 7-8) PROGRAMMES IN
1. LOGISTICS & TRANSPORT MANAGEMENT
2. PROCUREMENT AND LOGISTICS MANAGEMENT
3. BUSINESS ADMINISTRATION
4. HUMAN RESOURCE MANAGEMENT
5. ACCOUNTING AND TRANSPORT FINANCE
6. EDUCATION IN MATHEMATICS AND INFORMATION TECHNOLOGY
7. MARKETING AND PUBLIC RELATION

35.4.1. Local Students

(a) Direct Payment to the Institute in (Tshs)

S/No.	Item	NTA–Level 7-I		NTA–Level 7-II		NTA–Level 8	
		SEMESTER I	SEMESTER II	SEMESTER I	SEMESTER II	SEMESTER I	SEMESTER II
1.	Tuition Fee	620,000.00	590,000.00	595,000.00	565,000.00	645,000.00	615,000.00
2.	Institute Examination Fee	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
3.	NACTE Examination Fee	15,000.00	-	15,000.00	-	15,000.00	-
4.	Students' Organization (SONIT) Fee	10,000.00	-	10,000.00	-	10,000.00	-
5.	Registration Fee	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
6.	Identity Card	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
7.	Caution Money	20,000.00	-	20,000.00	-	20,000.00	-
8.	Library Membership Fee	15,000.00	-	15,000.00	-	15,000.00	-
9.	Sport and Games	10,000.00	-	10,000.00	-	10,000.00	-
10.	ICT Services	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
11.	*Certificate and Examination Results Transcript	-	-	25,000.00	25,000.00	25,000.00	25,000.00
12.	Field Work and Research	50,000.00	50,000.00	50,000.00	50,000.00	-	-
	SUB-TOTAL	**800,000.00**	**700,000.00**	**800,000.00**	**700,000.00**	**800,000.00**	**700,000.00**
	GRAND-TOTAL	**1,500,000.00**		**1,500,000.00**		**1,500,000.00**	

* Payable by students who wish to exit

(b) Direct Payments to Student in Tshs

S/No.	Item	NTA–Level 7-I	NTA–Level 7-II	NTA–Level 8
1.	Field Work (10,000/= x 56 Days)	560,000.00	560,000.00	-
2.	Books and Stationery Allowance	240,000.00	240,000.00	240,000.00
3.	Meals (7500 x 252Days)	1,890,000.00	1,890,000.00	1,890,000.00
4.	*Accommodation (700/=x252 Days)	176,400.00	176,400.00	176,400.00
5.	Calculator	30,000.00	30,000.00	30,000.00
6.	Special Requirements	400,000.00	400,000.00	400,000.00
7.	Study Tour/Visit	50,000.00	50,000.00	50,000.00
8.	**Health Insurance Cover	50,400.00	50,400.00	50,400.00
	SUB-TOTAL	**3,396,800.00**	**3,396,800.00**	**2,836,800.00**
	TOTAL	**4,896,800.00**	**4,896,800.00**	**4,336,800.00**

NOTE:

*　　Figure applicable for those who will be accommodated at the Institute residential halls.

**　　Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

35.4.2. Foreign Students

(a) Direct payments to the Institute in US $.

S/No.	Item	NTA Level 7-I		NTA–Level 7-II		NTA–Level 8	
		SEMESTER I	SEMESTER II	SEMESTER I	SEMESTER R II	SEMESTER I	SEMESTER II
1.	Tuition Fee	1,210.00	1,210.00	1,180.00	1,190.00	1,230.00	1,240.00
2.	Institute Examination Fee	20.00	20.00	20.00	20.00	20.00	20.00
3.	NACTE Examination Fee	15.00	10.00	15.00	10.00	15.00	10.00
4.	Students' Organization (SONIT) Fee	15.00	-	15.00	-	15.00	-
5.	Registration Fee	25.00	20.00	25.00	20.00	25.00	20.00
6.	Identity Card	10.00	10.00	10.00	10.00	10.00	10.00
7.	Caution Money	70.00	-	70.00	-	70.00	-
8.	Library Membership Fee	15.00	-	15.00	-	15.00	-
9.	Sport and Games	10.00	-	10.00	-	10.00	-
10.	ICT Services	20.00	20.00	20.00	20.00	20.00	20.00
11.	Certificate and Examination Results Transcript	-	-	30.00	20.00	30.00	20.00
12.	Field Work Supervision	50.00	50.00	50.00	50.00	-	-
	SUB-TOTAL	**1,460.00**	**1,340.00**	**1,460.00**	**1,340.00**	**1,460.00**	**1,340.00**
	GRAND-TOTAL	**2,800.00**		**2,800.00**		**2,800.00**	

* Payable by students who wish to exit

(b) Direct Payments to the Student in US $.

S/No.	Item	NTA–Level 7-I	NTA–Level 7-II	NTA–Level 8
1.	Vacation Allowance	720.00	720.00	720.00
2.	Stipend (12 x52 Weeks)	624.00	624.00	624.00
3.	*Field Work ($ 15x 56 Days)	840.00	840.00	-
4.	Books and Stationery Allowance	155.00	155.00	155.00
5.	** Meals ($10 x 252 Days)	2,520.00	2,520.00	2,520.00
6.	** Accommodation ($ 5 x252 Days)	1,260.00	1,260.00	1,260.00
7.	Resident Class C Permit	120.00	-	-
8.	***Health Insurance Cover	40.00	40.00	40.00
	SUBTOTAL	**6,279.00**	**6,159.00**	**5,319.00**
	TOTAL	**9,079.00**	**8,959.00**	**8,119.00**

NOTE:

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US $ as per Current Exchange Rate.

***Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

35.5. FEE STRUCTURE FOR CERTIFICATE AND ORDINARY DIPLOMA (NTA LEVELS4-6) PROGRAMES IN AIRCRAFT MAINTENANCE ENGINEERING

    (a)   Local Students
    (i)   Direct Payment to the Institute in (Tshs)

S/No.	Item	1st Year	2nd Year	3rd Year
1.	Tuition Fee	3,500,000.00	3,500,000.00	3,500,000.00
2.	Institute Examination Fee	40,000.00	40,000.00	40,000.00
3.	NACTE fee	15,000.00	15,000.00	15,000.00
4.	Student Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5.	Registration Fee	20,000.00	20,000.00	20,000.00
6.	Identity Card	20,000.00	20,000.00	20,000.00
7.	Caution Money	50,000.00	50,000.00	50,000.00
8.	Library Membership Fee	30,000.00	30,000.00	30,000.00
9.	Sports and Games	50,000.00	50,000.00	50,000.00
10.	ICT Services	100,000.00	100,000.00	100,000.00
11.	*Certificate and Examination Result Transcript	50,000.00	50,000.00	50,000.00
12.	Final Project	-	-	200,000.00
13.	Field work supervision	150,000.00	150,000.00	
	SUB-TOTAL	**4,035,000.00**	**4,035,000.00**	**4,085,000.00**

* Payable by students who wish to exit

    (ii)   Direct Payment to the Institute in (Tshs.)

S/No.	Item	1st Year	2nd Year	3rd Year
1.	Field work (15,000/= x 60 days)	900,000.00	900,000.00	-
2.	Books and stationery Allowance	300,000.00	300,000.00	300,000.00
3.	Meals (10,000 x 252Days)	2,520,000.00	2,520,000.00	2,520,000.00
4.	*Accommodation (700 x 252 Days)	176,400.00	176,400.00	176,400.00
5.	Scientific Calculator	75,000.00	75,000.00	75,000.00
6.	**Health Insurance Cover	50,400.00	50,400.00	50,400.00
7.	Special Faculty Requirement	200,000.00	200,000.00	200,000.00
8.	Field work (20,000/= x 90days)	-	-	600,000.00
	SUB-TOTAL	**4,221,800.00**	**4,221,800.00**	**3,921,800.00**
	TOTAL	**8,256,800.00**	**8,256,800.00**	**8,006,800.00**

(b)   Foreign Students

(i)   Direct Payment to the Institute in USD

S/No.	Item	1st Year	2nd Year	3rd Year
1.	Tuition Fee	2,916.00	2,916.00	2,916.00
2.	Institute Examination Fee	33.00	33.00	33.00
3.	NACTE fee	12.00	12.00	12.00
4.	Student Organization (SONIT) Fee	8.00	8.00	8.00
5.	Registration Fee	16.00	16.00	16.00
6.	Identity Card	16.000	16.00	16.00
7.	Caution Money	41.00	41.00	41.00
8.	Library Membership Fee	25.00	25.00	25.00
9.	Sports and Games	41.00	41.00	41.00
10.	ICT Services	83.00	83.00	83.00
11.	Certificate and Examination Result Transcript	41.00	41.00	41.00
12.	Final Project	-	-	166.00
13.	Field work supervision	125.00	125.00	-
	SUB-TOTAL	**3,357.00**	**3,357.00**	**3,398.00**

* Payable by students who wish to exit

(ii)   Direct Payment to the Institute in (Tshs.)

S/No.	Item	1st Year	2nd Year	3rd Year
1.	Field work (15,000/= x 60 days)	750.00	750.00	-
2.	Books and stationery Allowance	250.00	250.00	250.00
3.	Meals (10,000 x 252Days)	2,100.00	2,100.00	2,100.00
4.	*Accommodation (700 x 252 Days)	147.00	147.00	147.00
5.	Scientific Calculator	62.00	62.00	62.00
6.	**Health Insurance Cover	42.00	42.00	42.00
7.	Special Faculty Requirement	166.00	166.00	166.00
8	Field work (20,000/= x 90days)	-	-	500.00
	SUB-TOTAL	**3,571.00**	**3,571.00**	**3,267.00**
	TOTAL	**6,874.00**	**6,874.00**	**6,665.00**

NOTE:

*   Figure applicable for those who will be accommodated at the Institute residential halls

** Health Insurance Cover: Students will arrange with their respective sponsor/Guardians/Parents before joining

the Institute.

35.6. FEE STRUCTURE FOR HIGHER DIPLOM AAND BACHELORS DEGREE (NTA LEVELS 7-8) PROGRAMMES IN AIRCRAFT MAINTENANCE ENGINEERING

(a)   Local Students

(i)   Direct Payment to the Institute in (Tshs)

S/No.	Item	1st Year	2nd Year	3rd Year	4th Year
1.	Tuition Fee	10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
2.	Institute Examination Fee	30,000.00	30,000.00	30,000.00	30,000.00
3.	Student Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00	10,000.00
4.	Registration Fee	40,000.00	40,000.00	40,000.00	40,000.00
5.	Identity Card	20,000.00	20,000.00	20,000.00	20,000.00
6.	Caution Money	100,000.00	100,000.00	100,000.00	100,000.00
7.	Library Membership Fee	30,000.00	30,000.00	30,000.00	30,000.00
8.	NACTE fee	20,000.00	20,000.00	20,000.00	20,000.00
9.	Recreation	100,000.00	100,000.00	100,000.00	100,000.00
10.	ICT Services	100,000.00	100,000.00	100,000.00	100,000.00
11.	Certificate and Result transcript	-	50,000.00	50,000.00	50,000.00
	SUB-TOTAL	**10,450,000.00**	**10,500,000.00**	**10,500,000.00**	**10,500,000.00**

* Payable by students who wish to exit

(ii)   Direct Payment to the Student in Tshs.

S/No.	Item	1st Year	2nd Year	3rd Year	4th Year
1.	Books and stationery Allowance	500,000.00	500,000.00	500,000.00	500,000.00
2.	Meals (20,000 x 252Days)	5,040,000.00	5,040,000.00	5,040,000.00	5,040,000.00
3.	Accommodation	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00
4.	Special Faculty Requirement	800,000.00	800,000.00	800,000.00	800,000.00
5.	Field work (20,000/= x 90days)	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00
	SUB-TOTAL	**9,940,000.00**	**9,940,000.00**	**9,940,000.00**	**9,940,000.00**
	TOTAL	**20,390,000.00**	**20,440,000.00**	**20,440,000.00**	**20,440,000.00**

(b) **Foreign Students**

(i) **Direct Payment to the Institute in USD**

S/No.	Item	1st Year	2nd Year	3rd Year	4th Year
1.	Tuition Fee	8,500.00	8,500.00	8,500.00	8,500.00
2.	Institute Examination Fee	25.00	25.00	25.00	25.00
3.	Student Organization (SONIT) Fee	15.00	15.00	15.00	15.00
4.	Registration Fee	35.00	35.00	35.00	35.00
5.	Identity Card	20.00	20.00	20.00	20.00
6.	Caution Money	100.00	100.00	100.00	100.00
7.	Library Membership Fee	25.00	25.00	25.00	25.00
8.	NACTE fee	25.00	25.00	25.00	25.00
9.	Recreation	100.00	100.00	100.00	100.00
10.	ICT Services	100.00	100.00	100.00	100.00
11.	Certificate and Result transcript	-	50.00	50.00	50.00
	SUB TOTAL	**8,945.00**	**8,995.00**	**8,995.00**	**8,995.00**

* Payable by students who wish to exit

(ii) **Direct Payment to the Student in USD**

S/No.	Item	1st Year	2nd Year	3rd Year	4th Year
1.	Books and stationery Allowance	415.00	415.00	415.00	415.00
2.	Meals (20,000 x 252Days)	4,000.00	4,000.00	4,000.00	4,000.00
3.	Accommodation	1,500.00	1,500.00	1,500.00	1,500.00
4.	Special Faculty Requirement	600.00	600.00	600.00	600.00
5.	Field work (20,000/= x 90days)	1,500.00	1,500.00	1,500.00	1,500.00
	SUB TOTAL	**8,015.00**	**8,015.00**	**8,015.00**	**8,015.00**
	TOTAL	**16,960.00**	**17,010.00**	**17,010.00**	**17,010.00**

35.7.   FEE STRUCTURE FOR POSTGRADUATE DIPLOMA PROGRAMMES IN:
1.   Logistics and Transport Management (PGLTM)
2.   Transport Economics (PGTE)
3.   Shipping and Port Management (PGSPM)
4.   Procurement and Logistics Management
5.   Transport and Tourism Management (PGTTM)
6.   Air transport Management (PGATM)
7.   Rail Transport Management (PGDRTM)
8.   Road Safety Management (PGDRSM)
9.   Transportation Engineering (PGDTE)

35.7.1. Local Students
(a)   Direct Payment to the Institute in (Tshs)

S/No.	Item	Amount
1.	Tuition Fee	2,400,000.00
2.	Students' Organization (SONIT) Fee	10,000.00
3.	Registration Fee	20,000.00
4.	Identity Card	8,500.00
5.	Library Membership Fee	5,000.00
	SUB-TOTAL	**2,443,500.00**

(b)   Direct Payments to Student in Tshs.

S/No.	Item	Amount
1.	Project Work	500,000.00
2.	Books and Stationery Allowance	450,000.00
3.	Stipend	5,475,000.00
4.	**Health Insurance Cover	100,000.00
	SUB-TOTAL	**6,525,000.00**
	TOTAL	**8,968,500.00**

35.7.2. Foreign Students in US $.
(a)   Direct Payment to the Institute in (Tshs)

S/No.	Item	Amount
1.	Tuition Fee	1,965.00
2.	Students' Organization (SONIT) Fee	8.00
3.	Registration Fee	16.00
4.	Identity Card	7.00
5.	Library Membership Fee	4.00
	SUB-TOTAL	**2,000.00**

(b) **Direct Payments to Student in Tshs.**

S/No.	Item	Amount
1.	Project Work	500.00
2.	Books and Stationery Allowance	285.00
3.	Stipend	3371.31
4.	**Health Insurance Cover	65.00
	SUB-TOTAL	**4,221.31**
	TOTAL	**4,221.31**

35.8. **FEE STRUCTURE FOR CARRY-OVER AND RETAKE MODULE(S) AS FROM 2016/2017 ACADEMIC YEAR**

S/No.	FEE ITEM	NTA LEVEL				
		4	**5**	**6**	**7**	**8**
1.	Tuition Fee Per Module	66,000	66,000	76,000	118,500	126,000
2.	Institution Examination	10,000	10,000	10,000	10,000	10,000
3.	NACTE Fee	15,000	15,000	15,000	20,000	20,000
4.	Student's Organization (SONIT)	10,000	10,000	10,000	10,000	10,000
5.	Registration	10,000	10,000	10,000	10,000	10,000
6.	Identity Card	20,000	20,000	20,000	20,000	20,000
7.	Library Membership	10,000	10,000	10,000	10,000	10,000
10.	Total	141,000	141,000	151,000	198,500	206,000

Other cost (Penalty items payable to the Institute

S/No.	COST ITEM	Tanzanian (Tsh)	Non-Tanzanian (US$) Dollar
1.	Late registration; registering in the third week after the commencement of semester	10,000/= per day	5 per day
2.	Extension of registration period	50,000/= per month	45 per month
3.	Late submission and approval of research, Industrial Training Report/Project/Work; e.g. Beyond the set deadline	50,000/= per month	45 per month
4.	Late submission of Industrial/Fieldwork report(s)	50,000/= per month	45 per month
5.	Provisional Examination Results	5,000/=	5 (US$)

36.0.   2017/2018 ACADEMIC CALENDAR

STARTING DATE	ENDING DATE	TRAINING ACTIVITIES	PROGRAMME
30 Oct. 2017	12th Nov. 2017	Reporting, Registration and Orientation	First year Students
6th Nov. 2017	10th Nov. 2017	Registration into SIMS	Continuing Students
6th Nov. 2017	11th Feb. 2018	1st Semester Lectures	NTA (4 -8)
11th Dec. 2017	15th Dec. 2017	Conduct of 1st Test	NTA (4 – 8)
15th Jan. 2018	19th Jan. 2018	Conduct of 2nd Test	NTA (4 – 8)
12th Feb. 2018	25th Feb. 2018	1st Semester Examinations	NTA (4 -8)
26th Feb. 2018	11th March 2018	Marking of 1st Semester Examination and posting the same into SIMS	NTA (4 – 8)
26th Feb. 2018	11th March 2018	2nd Semester Registration into SIMS	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
26th Feb. 2018	10 June, 2018	2nd Semester Lectures	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
26th Feb. 2018	22nd April 2018	Fieldwork/IPT	NTA 4, 5 and 7I, II, III (Except BAME ,BEMIT, BIT, BCS)
15th March 2018	16th March 2018	Departmental Meeting to Deliberate on 1st Semester Examination Results	NTA (4 – 8)
21st March 2018	22nd March 2018	Examination Committee Meeting and publication of 1st Semester Examination Results	NTA (4- 8)
23rd March 2018	5th April 2018	Processing 1st Semester Examination Results Appeal	NTA (4 – 8)
9th April 2018	13th April 2018	Conduct of 1st Test	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
11th April 2018	12th April 2018	Examination Appeals Committee Meeting to Deliberate 1st Semester Examination Results Appeal	NTA (4 – 8)
23rd April 2018	29th April 2018	Vacation	NTA 4, 5 and 7I, II, III (Except BAME ,BEMIT, BIT, BCS)
30th April 2018	12th Aug. 2018	2nd Semester Lectures	NTA 4, 5 and 7I, II, III (Except BAME ,BEMIT, BIT, BCS)
14th May 2018	18th May 2018	Conduct 2nd Test	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
21st May 2018	25th May 2018	Submission of Field work/IPT Reports	NTA 4, 5 and 7I, II, III (Except BAME ,BEMIT, BIT, BCS)
11th June 2018	15th June 2018	Conduct of 1st Test	NTA 4, 5 and 7(I, II, III) (Except BAME, BEMIT, BIT, BCS)
11th June 2018	24th June 2018	2nd Semester Examinations	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8

25th June 2018	-	Deadline of Submission of Research Project/work Reports	NTA 8, NTA 6
25th June 2018	8th July 2018	Marking – 2nd Semester Examination and posting the same into SIMS	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
30th June 2018	-	Deadline of Posting Research Project/work Results into SIMS	NTA 8
12th July 2018	13th July 2018	Departmental Meeting to Deliberate on 2nd Semester Examination Results	NTA 6, 7(BAME , BEMIT, BIT, BCS) and 8
16th July 2018	20th July 2018	Conduct of 2nd Test	NTA 4, 5, and 7 (I, II, III) (Except BAME, BEMIT, BIT, BCS)
16th July 2018	9th Sept. 2018	Teaching Practice/IPT	NTA 7 (BAME, BEMIT,BIT, BCS)
18th July 2018	19th July 2018	Examination Committee Meeting and Publication of 2nd Semester Examination Results	NTA 6, 7 (BAME & BEMIT,BIT, BCS) and 8
20th July 2018	2nd Aug. 2018	Processing 2nd Semester Examination Result Appeals	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
7th Aug. 2018	8th Aug. 2018	Examination Appeals Committee Meeting to Deliberate on 2nd Semester Examination Result Appeals	NTA 6, 7 (BAME, BEMIT, BIT, BCS) and 8
13th Aug. 2018	24th Aug. 2018	2nd Semester Examinations	NTA 4,5 and 7I, II, III (Except BAME, BEMIT, BIT, BCS)
25th Aug. 2018	2nd Sept. 2018	Marking 2nd Semester Examinations and posting the same into SIMS	NTA 4, 5 and 7 (I, II, III) (Except BAME , BEMIT, BIT, BCS)
5th Sept. 2018	6th Sept. 2018	Departmental Meeting to Deliberate on 2nd Semester Examination Results	NTA 4, 5, 7 (I,II, III) (Except BAME , BEMIT, BIT, BCS)
12th Sept. 2018	13th Sept. 2018	Examination Committee Meeting and publication of 2nd Semester Examination Results	NTA 4, 5 and 7 (I, II,III) (Except BAME, BEMIT, BIT, BCS)
14th Sept. 2018	27th Sept. 2018	Processing 2nd Semester Examination Result Appeals	NTA 4, 5 and 7(I, II, III)

17th Sept.2018		Deadline of submission of Teaching Practice/IPT reports	NTA 7 (BAME, BEMIT, BIT, BCS)
18th Sept. 2018	21st Sept. 2018	Posting Teaching Practice /IPT Results into SIMS	NTA 7 (BAME, BEMIT, BIT, BCS)
24th Sept.2018	28th Sept. 2018	Special and Supplementary Examinations	NTA (4 – 8)
3rd Oct. 2018	4th Oct. 2018	Examination Appeals Committee Meeting to Deliberate on 2nd Semester Examination Result Appeals	NTA 4, 5 and 7(I, II, III)
29th Sept. 2018	5th Oct. 2018	Marking of Special/Supplementary	NT (4 – 8)

		Examination and Posting the same into SIMS	
9th Oct. 2018	-	Departmental Meeting to Deliberate on Special/Supplementary Examination Results	NTA (4 – 8)
16th Oct. 2018	-	Examination Committee Meeting to Deliberate on and Publication of Special/Supplementary Examinations Results	NTA (4 – 8)

Source: Registrar's Office

37.0. ALMANAC 2017/2018

OCTOBER 2017

Friday 6th	Audit Committee Meeting
Tuesday 10th	Finance Planning and Staff Development Committee Meeting (FPDC)
Saturday 14th	Nyerere Day (Public Holiday)
Friday 13th	Governing Council Meeting
Monday 30th Oct– Sunday 12th Nov	Registration and orientation

NOVEMBER

Monday 6th	First semester classes
Thursday 30th	SONIT Students Meeting

DECEMBER

Monday 4th	Curriculum Development Meeting
Thursday 7th	Research Consultancy and Publication Committee
Saturday 9th	Independence Day
Monday11th	Quality Control and Assurance Committee Meeting
Monday11th - Friday 15th	Conduct of 1st Test
Monday 25th	Christmas Day
Tuesday 26th	Boxing Day
Friday 29th	Examination Board Meeting

JANUARY 2018

Monday 1st	New Year
Thursday 4th	Finance Planning and Staff Development Committee Meeting (FPDC)
Friday 5th	Research Consultancy and Publication Committee
Friday 12th	Zanzibar Revolution Day
Monday 15th	Governing Council Meeting
Monday 15th - Friday 19th	Conduct of 2nd Test
Friday 19th	Quality Control and Assurance Committee Meeting
Thursday 25th	Appointment and Staff Development Committee Meeting (ASDC)
Friday 26th	Audit Committee Meeting

FEBRUARY

Monday 5th	Research, Consultancy and Publication Committee
Thursday 8th	Quality Control and Assurance Committee Meeting
Friday 9th	Curriculum Development Meeting
Monday 12th – Sunday 25th	1st Semester Examination (Level 4 - 8)
Monday 26th	Academic Heads of Department Meeting
Monday 26th –Sunday 11th March	Marking of 1st Semester Examination and posting the same into SIMS (NTA Level 4-8)
Monday 26th –Sunday 11th March	1st Semester Registration into SIMS NTA Level 6,7,8 (BAME, BEMIT, BIT and BCS)
Monday 26th – Sunday 22th April	Field/IPT Level 4 and 7I,II,III (Except BAME, BEMT,BIT,BCS)
Monday 26th – Sunday 10th June	2nd Semester lectures NTA Level 6,7,8(BAE,BEMT, BIT and BCS)
Tuesday 27th	Executive Committee for Workers Council Meeting
Wednesday 28th	Workers Council Meeting

MARCH

Friday 2nd · Academic Assembly Meeting
Monday 5th · Research, Consultancy and Publication Committee
Monday 12th · Quality Control and Assurance Committee Meeting
Wednesday 14th · Curriculum Development Meeting
Thursday 15th – Friday 16th · Departmental Meeting to deliberate on 1st Semester Examination Results NTA Level 4-8
Monday 19th · Quality Control and Assurance Committee Meeting
Wednesday 21th – Thursday 22th · Examination Committee Meeting and Publication of 1st Semester
Examination Results NTA Level 4-8
Friday 23rd – Thursday 5th April · Processing 1st Semester Examination Results Appeal NTA Level 4-8
Friday 30th · Academic Heads of Department Meeting

APRIL

Tuesday 3rd · Audit Committee Meeting
Thursday 5th · Finance Planning and Staff Development Committee Meeting (FPDC)
Monday 9th – Friday 13th · Conduct 1st Test NTA Level 6, 7(BAME,BEMIT,BIT and BCS)and8
Tuesday 10th · Governing Council Meeting
Wednesday 11th - Thursday12th · Examination Appeal Committee Meeting to Deliberate 1st Semester Examination Appeal
Friday 13th · Research, Consultancy and Publication Committee Meeting
Monday 16th · Quality Control and Assurance Committee Meeting
Wednesday 18th · Appointment and Staff Development Committee Meeting (ASDC)
Thursday 19th · Curriculum Development Meeting
Friday 20th · Academic Heads of Department Meeting
Monday 23rd– Sunday 29th · Vacation-NTA Level 4,5and 7I,II,III (Except BAME,BEMIT,BIT and BCS)
Monday 30th – Sunday 12th August · 2nd Semester lectures NTA Level 4,5 and 7I,II,III (Except BAME, BEMIT, BIT and BCS)

MAY

Tuesday 1st · Workers day (May Day) Public Holiday
Monday 7th · Research, Consultancy and Publication Committee
Tuesday 8th · Examination Committee Meeting
Friday 11th · Quality Control and Assurance Committee Meeting
Monday 14th – Friday 18th · Conduct 2nd Test NTA Level 6, 7 (BAME, BEMIT, BIT and BCS)and 8
Monday 21st · Research, Consultancy and Publication Committee Meeting
Monday 21st – Friday 25th · Submission of Field work /IPT Reports NTA Level 4, 5 and 7I,II,III (Except BAME,BEMIT,BIT and BCS)
Tuesday 22nd · Academic Heads of Department Meeting

JUNE

Monday 4th · Research, Consultancy and Publication Committee
Friday 8th · Quality Control and Assurance Committee Meeting
Monday 11th – Friday 15th · Conduct 1st Test NTA Level 4,5and 7I,II,III (Except BAME,BEMIT,BIT and BCS)
Monday 11th – Sunday 24th · 2nd Semester Examination NTA Level 6,7 and 8 (BAME,BEMIT,BIT and BCS)

Monday 25th	Deadline of submission of research project/work report NTA Level 8, NTA Level 6
Monday 25th – Sunday 8th July	Marking 2nd Semester Examination and posting the same into SIMS NTA Level 6,7 and 8 (BAME,BEMIT, BIT, and BCS)
Tuesday 26th	Workers Council Day
Friday 29th	Academic Heads of Department Meeting
Saturday 30th	Deadline of posting research project/work results into SIMS

JULY

Monday 2nd	Management Committee Meeting
Wednesday 4th	Audit Committee Meeting
Saturday7th	Public Holiday – Saba Saba
Wednesday 11th	Finance Planning and Staff Development Committee Meeting (FPDC)
Thursday12th - Friday 13th	Departmental Examination Committee Meeting for 2nd Semester
Friday 13th	Sub Appointment Committee Meeting (SAC)
Monday 16th	Governing Council Meeting
Monday 16th – Friday 20th	Conduct of 2nd Test NTA Level 4,5and 7I,II,III (Except BAME,BEMIT,BIT, and BCS)
Monday 16th	Start of teaching practice/IPT for NTA Level 7 (BAME, BEMIT, BIT, and BCS)
Wednesday 18th- Thursday 19th	Examination Committee Meeting and Publication of 2nd Semester results NTA Level 6,7 (BAME, BEMIT ,BIT, and BCS)and 8
Wednesday 18th	Quality Control and Assurance Committee Meeting
Friday 20th	Processing 2nd Semester Examination Results Appeals for NTA Level 6,7 (BAME,BEMIT, BIT and BCS)and 8
Monday 23rd	Senior Staff Appointment Committee Meeting (SSAC)

AUGUST

Wednesday 1st	Research, Consultancy and Publication Committee Meeting
Thursday 2nd	End of processing 2nd Semester Examination Results Appeals NTA Level 6, 7 (BAME,BEMIT,BIT and BCS)and 8
Tuesday 7th –Wednesday 8th	2nd Semester Examination Appeals Meeting
Friday 10th	Management Committee Meeting
Monday 13th – Friday 24th	2nd Semester Examinations
Friday 17th	Examination Board Meeting
Saturday 25th	Marking 2nd Semester Examination and posting the same into SIMS
Monday 27th	Academic Heads of Department Meeting

SEPTEMBER

Sunday 2nd	End of Marking 2nd Semester Examination and posting the same into SIMS
Wednesday 5th - Thursday 6th	Departmental Examination Committee Meeting for 2nd Semester for NTA Level 4,5and 7I,II,III (Except BAME,BEMIT,BIT and BCS)
Wednesday 12th – Thursday 13th	Examination Committee Meeting and publication of 2nd Semester Examination Results NTA Level 4, 5, and 7 (Except BAME, BEMIT, BIT and BCS)
Friday 14th –Thursday 27th	Processing of 2nd Semester Examination Results Appeal NTA Level 4, 5 and (7I, II, III)
Monday 17th	Deadline of submission of Teaching Practice IPT Reports
Tuesday 18th-Friday 21st	Posting Teaching Practice /IPT Results into SIMS
Monday 24th –Friday 28th	Special and Supplementary Examination NTA Level 4-8
Tuesday 25th	Quality Control and Assurance Committee Meeting

Wednesday 26th	Curriculum Development Meeting
Thursday 27th	Academic Heads of Department Meeting
Saturday 29th	Begin of Marking of Special Supplementary Examination and posting the same into SIMS

OCTOBER

Monday 3th –Tuesday 4th	Examination Appeal Committee Meeting to Deliberate 2nd Semester
	Examination Results Appeals NTA Level 4, 5 and 7 (I, II, III)
Wednesday 5th	End of Marking of Special Supplementary Examination and posting the same into SIMS
Tuesday 9th	Departmental Meeting to Deliberate on Special /Supplementary Examination Results NTA Level 4-8
Tuesday 16th	Examination Committee Meeting to deliberate on the publication of Special/Supplementary Examination Results NTA Level 4-8
Friday 23rd	Audit Committee Meeting
Friday 23rd	End of Field Work for L4
Thursday 25th	Quality Control and Assurance Committee Meeting
Wednesday 30th	Academic Heads of Department Meeting