

ARDHI UNIVERSITY



PROSPECTUS

2018/2019

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VICE CHANCELLOR

Prof. E. J. Liwa, Dipl. L.S. (ARI), M. App. Sc. (Glasgow), F.R.S. (T), FIST, PhD (Louisiana State University USA)

DEPUTY VICE CHANCELLOR (*Academic Affairs*)

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R.B. Kiunsi, Dipl. URP (ARI), M.A. (Env. Plan) (Nott). PGD (Rural Ecology), MSc (Enschede), PhD. (UCT)

DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND PUBLICATIONS

Acting Director

Dr. Y. Senkondo BSc. Agriculture SUA, MSc. Soil Scie.& Land Mgt (SUA), MSc. (Gent), PhD (Gent)

DIRECTORATE OF UNDERGRADUATE PROGRAMMES

Acting Director

Dr. D.E. Msangi, BSc. URP (Dar), MSc. URPM (ARU), PhD (ARU)

DIRECTORATE OF QUALITY ASSURANCE BUREAU

Acting Director

Dr. S.M.M. Sabai, BSc. Eng., MSc. (Dar), PhD (Eindhoven)

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION

Director

E.S. Swilla, Dipl. Ed. (Mkwawa), BSc., MBA (Dar), Cert. Mgt. (Aarhus)

DIRECTORATE OF PLANNING AND DEVELOPMENT

Acting Director

G. Munisi, B. Com (Dar); MBA (Sheffield); PhD(Agber); CPA(T)

CORPORATE COUNSEL

E. R. Meiludie, LL.B (Dar), Dipl. Mergers & Acquisition (UK), LLM (Dar), ICSA (UK)

INSTITUTE OF HUMAN SETTLEMENT STUDIES (IHSS)

Director

Dr. M. Mdemu, BSc. Agric. Eng, MSc. Agric. Eng. (SUA), PhD (University of Bonn).

UNIVERSITY LIBRARY

Acting Director

Dr. S.R. Lukwale, Dip. Lib (Makerere), M.A. Lib and (Minsk), PhD. (Moscow)

CONSULTANCY UNIT (ACU)

Acting Director

Prof. R. A.M. Mato, Dipl. P.H.E. (Dar), G.T.C. (S.W. Eng) (Tokyo), I.T.C. (ETA), MSc. EE. (New Castle), PhD. (Eindhoven), M.I.A.I.A.

CENTRE FOR CONTINUING EDUCATION (CCE)

Acting Director

Prof. N.J. Marobhe, BSc. (Dar), MSc. (Helsinki), PhD. (KTH)

DISASTER MANAGEMENT TRAINING CENTRE (DMTC)

Acting Director

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CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY (CICT)

Acting Director

Dr. R. Buberwa, Adv. Dipl. MSc. GIS & Informatics, PhD (ARU)

GENDER DIMENSION UNIT (GDU)

Acting Director

Dr. I. Mtani, B. Arch. (Dar), MSc. Eng. Mngt (MEM) (Dar), PhD (TU Dortmund)

ARU PUBLISHING CENTRE (APC)

Acting Manager

Dr. F. Salukele, BSc. Eng., MSc. Eng. (Dar), PhD (Wageningen), Reg. Eng. (T), Reg. Env Expert (T)

LINKS AND INTERNATIONAL AFFAIRS

Head

Dr. S. Phoya, BSc. BE (Dar), MSc (CPUT, Cape Town), PhD (ARU), Reg. QS(T)

SCHOOL DEANS

School of Environmental Science and Technology (SEST)

Dean

Dr. A. Mahenge, BSc. Eng., MSc. Eng., PhD. (Dar)

School of Architecture, Construction Economics and Management (SACEM)

Dean

Prof. L.H. Mosha, Adv. Dipl. Arch. (ARI), Post. Grad. Housing, M. Arch., PhD (Leuven), Registered Architect (AQRB), M.A.A.T.

School of Earth Sciences, Real Estate, Business Studies and Informatics (SERBI)

Dean

Prof. C. Lucian, BSc. Eng. (Dar), M.Civ. Eng. (Hannover), PhD. (KTH)

School of Spatial Planning and Social Sciences (SSPSS)

Dean

Dr. A.H. Namangaya, BSc. URP (Dar), MSc. URPM (Dortmund), PhD (Dortmund)

BURSAR

Mr. H.S. Mangachi, Adv. & PGD Dipl. Acct, C.P.A. (T)

DEAN OF STUDENTS

Ms. Amina Saidi Mmidi, Adv Dipl (SWI, Dar), Postgrad Dipl (SWI, Dar), MSc (SWI, Dar)

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INTRODUCTION TO ARDHI UNIVERSITY

Ardhi University (ARU) is a public academic institution established under the Ardhi University Charter of 2007. Despite its relatively new status as a University, ARU has a long history dating back to the Colonial days when it was established in 1956 and was known as the Survey Training Centre from 1956 to 1972. In 1972, it was renamed Ardhi Institute and remained thus till 1996, when it was transformed into, and called, the University College of Lands and Architectural Studies (UCLAS), a Constituent College of the University of Dar es Salaam. In 2007, UCLAS became Ardhi University.

Currently, ARU is a unique institution, being the only one of its kind in Tanzania and in Africa so far offering integrated training and conducting research in the various matters related to land, the built environment and other environmental related issues, under one roof.

The ARU Vision is to become a centre of excellence in seeking knowledge and disseminating it to a wide spectrum of beneficiaries at national, regional and global levels. The ARU Mission is to provide integrated teaching, research and public services that are geared towards achieving sustainable socio-economic development for Tanzania and the World at large. The Mission of the University, is, among other things, directed to enhancing the Nation's capacity to utilise available opportunities within the Country and elsewhere, and to utilise its resources efficiently and profitably as appropriate, without adversely impacting on the environment.

This Prospectus combines the Undergraduate and Postgraduate Programmes. It provides information on general and specific regulations governing the programmes under the School of Architecture, Construction Economics and Management (SACEM), School of Earth Sciences, Real Estate, Business Sciences and Informatics (SERBI), School of Spatial Planning and Social Studies (SSPSS), School of Environmental Science and Technology (SEST), and Institute of Human Settlements Studies (IHSS). It also provides profile of its academic staff, leadership and the Governing Council.

UNIVERSITY PROGRAMMES FOR WHICH DIPLOMA, DEGREES AND POSTGRADUATE COURSES ARE OFFERED

1. SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT

Bachelor of Architecture (B. Arch)
Bachelor of Science in Interior Design (BSc. ID)
Bachelor of Science in Landscape Architecture (BSc. LA)
Bachelor of Science in Building Economics (BSc. BE)
Bachelor of Science in Civil Engineering (BSc. CE)
Postgraduate Diploma in Architecture (PGD Arch.)
Postgraduate Diploma in Construction Economics and Management (PGD-CEM)
Master of Architecture (M. Arch.)
Master of Science in Construction Economics and Management (MSc. CEM)
Doctor of Philosophy in Architecture (PhD Arch)
Doctor of Philosophy in Construction Economics and Management (PhD CEM)
Doctor of Philosophy in Construction Management (PhD CM)
Doctor of Philosophy in Civil Engineering (PhD CE)

2. SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES

Bachelor of Science in Urban and Regional Planning (BSc. URP)
Bachelor of Science in Regional Development Planning (BSc. RDP)
Bachelor of Science in Housing Infrastructure Planning (BSc. HIP)
Bachelor of Arts in Economics (BA. Econ.)
Bachelor of Arts in Community and Development Studies (BA. CDS)
Postgraduate Diploma in Urban Planning and Management (PGD UPM)
Master of Science in Urban Planning and Management (MSc. UPM)
Master of Science in Urban and Regional Development Planning and Management (MSc. URPM)
Doctor of Philosophy in Urban and Regional Planning (PhD URP)
Doctor of Philosophy in Urban Planning and Management (Housing and Infrastructure)
Doctor of Philosophy in Economics (PhD Econ.)

3. SCHOOL OF EARTH SCIENCES, REAL ESTATES, BUSINESS STUDIES AND INFORMATICS

Diploma in Geo-information Science and Earth Observations (GFM4)
Bachelor of Science in Geomatics (BSc. Gm)
Bachelor of Science in Geoinformatics (BSc. Gi)
Bachelor of Science in Information Systems Management (BSc. ISM)
Bachelor of Science in Land Management and Valuation (BSc. LMV)
Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)
Bachelor of Science in Property and Facilities Management (BSc. PFM)
Bachelor of Science in Accounting and Finance (BSc. AF)
Postgraduate Diploma in Geomatics (PGD Gm)
Postgraduate Diploma in Real Estate (PGD-RE)
Master of Science in Geomatics (MSc. Gm)
Master of Science in Real Estate (MSc. RE)
Master of Science in Land Management (MSc. LM)
Doctor of Philosophy in Geospatial Sciences (PhD GS)
Doctor of Philosophy in Real Estate (PhD RE)

4. SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY

Bachelor of Science in Environmental Engineering (BSc. EE)
Bachelor of Science in Environmental Science and Management (BSc. ESM)
Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)
Postgraduate Diploma in Environmental Technology and Management (PGD-ETM)
Master of Disaster Risk Management (M. DRM)
Master of Science in Disaster Risk Management (MSc. DRM)
Master of Science in Environmental Technology and Management (MSc. ETM)
Doctor of Philosophy in Environmental Engineering (PhD EE)
Doctor of Philosophy in Environmental Technology and Management (PhD ETM)
Doctor of Philosophy in Environmental Science and Management (PhD ESM)
Doctor of Philosophy in Disaster Management (PhD DM)
Doctor of Philosophy in Laboratory Science and Technology (PhD LST)

5. INSTITUTE OF HUMAN SETTLEMENT STUDIES

Postgraduate Diploma in Housing (PGD Housing)
Master of Science in Housing (MSc. Housing)
Master of Science in Public Policy Analysis and Programme Management (MSc PPAPM)
Doctor of Philosophy in Built Environment Analysis (PhD BEA)
Doctor of Philosophy in Climate Change Studies (PhD CCS)
Doctor of Philosophy in Housing and Settlements Studies (PhD HSS)
Doctor of Philosophy in Policy Analysis and Programme Management (PhD PAPM)
Doctor of Philosophy in Development Studies (PhD DS)

UNDERGRADUATE ADMISSION REGULATIONS

1. Applicants with the following direct and equivalent entrance qualifications: "A" level, International Baccalaureate (IB) Diploma, NTA level 6 and FTC can apply directly to the University through an online application system <http://admission.aru.ac.tz/>. All important information and instructions regarding application process, programmes on offer and entry requirements will be available on the University's website.
2. All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.
3. Successful applicants will be registered only after they have paid the requisite University fees.
4. Fees paid will not be refunded.
5. All students, if accepted, are expected to conform entirely to University regulations.
6. The deadline for registration of first year students will be two weeks, from the first day of the orientation week, while for continuing students it will be the Friday of the second week after the beginning of each semester.
7. Except in exceptional circumstances, no student will be allowed to change subjects/courses later than the Friday of the fourth week after the beginning of the first semester. Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme.
8.
 - a) Students discontinued on academic grounds from one school may be allowed to apply into another school provided that the sponsor approves.
 - b) Discontinued students wishing to re-apply in the same school must show evidence of having followed further studies satisfactory to the school.
9. Transfer of credits from other Universities to Ardhi University and the vice-versa is allowed. However, the process will be guided by the Guidelines and Procedures for Student Credit Accumulation and Transfer regulation.
10. Students will be allowed to be away from University studies for a maximum of two years if they are to be allowed to be re-admitted to the same year of studies where they left off.
11. Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for three years. They will be required to re-apply and compete with other applicants for re-admission into first year.
12. No change of names by students will be entertained during the course of study at the University and they will only be allowed to use names appearing on their certificates.
13. No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include:
 - a) Sickness;
 - b) Serious social problems (each case to be considered on its own merit); and
 - c) Severe sponsorship problem.

Admission of Short-Term Students to Undergraduate Degree Courses

1. A short-term student is one, whose duration of studentship at the Ardhi University is one academic year and who is not registered for the certificate, diploma or degree course of the University.
2. Applications will only be considered from those candidates who possess the Ardhi University entrance qualifications or equivalent (B average) or higher qualifications for admission to the undergraduate degree course.
3.
 - a) The application must be submitted through the applicant's University/College, to reach the Director of Undergraduate Programmes at least two months before the beginning of the semester in which admission is being sought.
 - b) The applicant's University/College should, if it supports the application, send a letter of recommendation to this University.
4. Short-term students are required to register as students of the University for one full academic year to any year of study as long as they meet the prerequisites. As registered students, all regulations governing full time students will apply to them unless otherwise stated.
5. Non-Tanzanian students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain a Resident Permit from the nearest Tanzanian Embassy or High Commission before they arrive.
6. Registration for all students, including short-term students, is in August/September of each year unless otherwise specified.
7. At the end of the academic year, they have to sit for University examinations. They may also sit for supplementary examinations in the courses they failed.
8. A short-term student may be discontinued on the following grounds: serious breach of University (including Examination) regulations, abscondment, and/or irregular attendance in classes.
9. Short-term students may transfer to a degree programme provided their performance is satisfactory and to be awarded a degree of this University must have, done most of the work at least 2/3 of the requirements at the Ardhi University.
10. Short-term students may be allowed to change status of registration from audit to credit course by permission and subject to meeting other requirements or prerequisites.
11. Short-term students under special programmes will pay fees as prescribed in the terms governing the respective programmes while fees for other categories of short-term students will be paid proportionately as for regular students. Non- Tanzanian students will pay the fees in convertible foreign currency (e.g. US\$, —, etc.).

Admission of Occasional Students to Undergraduate Degree courses

1. An occasional student is one whose duration of studentship is less than one academic year. Occasional students should normally stay at the University for one or two semesters.
2. The entrance qualifications are the same as for admission to undergraduate degree course or equivalent.
3.
 - a) The application must be submitted through the applicant's University/College, to reach the Director of Undergraduate Programmes at least two months before the beginning of the semester in which admission is being sought.
 - b) The applications must be submitted through the applicant's University College which should, if it supports the application, send a letter of recommendation to this University.
4. Non- Tanzanian students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain Resident Permit from the nearest Tanzania Embassy or High Commission before they arrive.
5. Admission is on a semester basis to any year of study.
6. Occasional students will neither sit for exams nor get transcripts or grades except in special circumstances or where regulations allow a special programme could be set up which is recognized by the University.
7. An occasional student will be discontinued on the following grounds: any serious breach of University regulations, abscondment, or irregular attendance.
8. Occasional students may be allowed to audit courses by permission.
9. Occasional students under special programmes will pay fees as prescribed in the terms governing the respective programmes while fees for other categories of occasional students will be paid proportionately as for regular students. Non-Tanzanian students will pay the fees in convertible foreign currency (e.g. US\$, —etc.).

All correspondences should be addressed to:

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General Minimum Entrance Requirements

A candidate shall be deemed eligible for consideration for admission to a first – degree programme of Ardhi University if the candidate has obtained:

- A. Certificate of Secondary Education Examination (C. S. E. E.) or equivalent, with passes in FOUR approved subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (A. C. S. E. E.) or equivalent

AND

- B. Advanced Certificate of Secondary Education Examination (A. C. S. E. E.), with two principal level passes in appropriate subjects, with total points not below 4.0 based on the following grade to point conversion scale:

i) Before 2014 and 2016 onwards: A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5, F = 0
where; A, B, C, D, E are principal passes; S is a subsidiary pass

ii) For 2014 and 2015: A = 5, B+ = 4, B = 3, C = 2, D = 1; E = 0.5, F = 0
where; A, B+, B, C are principal passes; D is a pass, and E is subsidiary pass

OR

- C. An appropriate equivalent Diploma such as NACTE Ordinary Diploma (NTA level 6) with at least a GPA of 3.0, OR FTC with average of B OR any other Diploma of not less than Upper Second Class/B+ OR a Distinction for unclassified diplomas from recognised institutions and approved by the University Senate.
- D. An appropriate Recognition of Prior Learning Certificate of not less than B+ grade from institutions recognised by Tanzania Commission for Universities (TCU) and approved by the University Senate.

NB: Principal level passes and passes in Religious and General studies are not counted.

Applicants from countries which follow an 8–4–4 education system need to complete at least one year of study at a University in their own countries before they can be considered for admission.

PROGRAMMES AND SPECIFIC ENTRANCE REQUIREMENTS

School of Architecture, Construction Economics and Management (SACEM)

Bachelor of Architecture (B. Arch)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Mathematics, Geography and Fine Art. In addition, a candidate must have at least a subsidiary level pass in Mathematics at A.C.S.E.E. or at least a "C" grade at C.S.E.E.

Bachelor of Science in Interior Design (BSc. ID)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Mathematics, Geography and Fine Art. In addition, a candidate must have at least a subsidiary level pass in Mathematics at A.C.S.E.E. or at least a "C" grade at C.S.E.E.

Bachelor of Science in Landscape Architecture (BSc. LA)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Mathematics, Geography and Fine Art. In addition, a candidate must have at least a subsidiary level pass in Mathematics at A.C.S.E.E. or at least a "C" grade at C.S.E.E.

Bachelor of Science in Building Economics (BSc. BE)

Two principal level passes in any of the following subjects: Mathematics, Physics, Chemistry, Economics, Geography and Accounts. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. and at least a "D" grade in physics at C.S.E.E.

Bachelor of Science in Civil Engineering (BSc. CE)

A principal level pass in Mathematics AND principal level pass in either Physics or Chemistry or Geography. In addition the candidate MUST have taken Physics at A.S.C.E.E. Candidates without principal level pass in Chemistry at A.S.C.E.E. MUST have at least a "D" grade in Chemistry at C.S.E.E.

School of Spatial Planning and Social Sciences (SSPSS)

Bachelor of Science in Urban and Regional Planning (BSc. URP)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Mathematics, Geography, History, Economics, Commerce and Accountancy. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "D" grade at C.S.E.E.

Bachelor of Science in Housing and Infrastructure Planning (BSc. HIP)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Geography, Economics, History, Mathematics, Commerce and Accountancy. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "D" grade at C.S.E.E.

Bachelor of Science in Regional Development Planning (BSc. RDP)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Mathematics, Geography, History, Economics, Commerce and Accountancy. In addition, a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "D" grade at C.S.E.E.

Bachelor of Arts in Economics (BA. Econ.)

Two principal level passes in any of the following: Physics, Chemistry, Mathematics, Geography, Economics, History, Commerce and Accountancy. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "C" grade at C.S.E.E.

Bachelor of Arts in Community and Development Studies (BA. CDS)

Two principal level passes in any of the following subjects: Physics, Chemistry, Biology, Mathematics, Geography, Economics, History, Commerce, Accountancy, Agricultural Science and Nutrition.

School of Earth Sciences, Real Estate, Business Studies and Informatics (SERBI)

Bachelor of Science in Geomatics (BSc. Gm)

A principal level pass in Mathematics and a principal level pass in either Physics or Geography or Chemistry or Computer Science. In case the second principal level pass is not Physics, the candidate MUST have at least a subsidiary level pass in Physics at A.C.S.E.E. in addition to the two principal level passes.

Bachelor of Science in Geoinformatics (BSc. Gi)

A principal level pass in Mathematics and a principal level pass in either Physics or Geography or Chemistry or Computer Science. In case the second principal level pass is not Physics, the candidate MUST have at least a subsidiary level pass in Physics at A.C.S.E.E. in addition to the two principal level passes.

Bachelor of Science in Information Systems Management (BSc. ISM)

Two principal level passes in any of the following subjects: Mathematics, Physics, Geography, Chemistry, Economics or Computer Science. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E.

Bachelor of Science in Land Management and Valuation (BSc. LMV)

Two principal level passes in any of the following subjects: Geography, Economics, Mathematics, History, English Literature, Commerce, Accountancy, Physics, Biology and Chemistry. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "D" grade at C.S.E.E.

Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI)

Two principal level passes in any of the following subjects: Geography, Economics, Mathematics, Commerce, Accountancy, Physics, Biology and Chemistry. In addition a candidate MUST have at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "D" grade at C.S.E.E.

Bachelor of Science in Property and Facilities Management (BSc. PFM)

Two principal level passes in any of the following subjects: Geography, Economics, Mathematics, History, English Literature, Commerce, Accountancy, Physics, Biology and Chemistry. In addition a candidate MUST have at least a subsidiary pass in Mathematics at the A.C.S.E.E. or at least a "D" grade at C.S.E.E.

Bachelor of Science in Accounting and Finance (BSc. AF)

Two principal level passes in any of the following subjects: Commerce, Accountancy, Economics, History, Geography, Mathematics, Physics, Biology and Chemistry. In addition a candidate MUST have at least "D" grade in English at C.S.E.E or at least a subsidiary pass in English/English Literature at A.C.S.E.E., AND at least a subsidiary pass in Mathematics at A.C.S.E.E. or at least a "D" grade at C.S.E.E.

School of Environmental Science and Technology (SEST)

Bachelor of Science in Environmental Engineering (BSc. EE)

Two principal level passes in any of the following subjects: Physics, Mathematics, Chemistry and Biology. In addition an applicant MUST have at least a subsidiary level pass in Physics and Mathematics at A.C.S.E.E.

Bachelor of Science in Environmental Science and Management (BSc. ESM)

Two principal level passes in any of the following subjects: Physics, Mathematics, Chemistry, Geography and Biology. One of the two principal level passes MUST be in Physics or Chemistry or Biology. In addition an applicant MUST have at least a subsidiary level pass in Mathematics at A.C.S.E.E.

Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE)

Two principal level passes in any of the following subjects: Physics, Mathematics, Chemistry and Biology. In addition an applicant MUST have at least a subsidiary level pass in Physics and Mathematics at A.C.S.E.E.

BURSARIES AND FEES FOR UNDERGRADUATE PROGRAMMES

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees for the full first year, by the beginning of the semester before they can be permitted to use the University facilities.

All local payments for fees should be by Bankers Cheques payable to the Bursar, ARU or by other acceptable modes with approval of the Bursar must be receipted.

Tuition Fees

Programme	Amount per year
<ul style="list-style-type: none"> • Bachelor of Science in Environmental Engineering (BSc. EE) • Bachelor of Science in Environmental Science and Management (BSc. ESM) • Bachelor of Science in Municipal and Industrial Services Engineering (BSc. MISE) • Bachelor of Architecture (B. Arch) • Bachelor of Science in Interior Design (BSc. ID) • Bachelor of Science in Landscape Architecture (BSc. LA) • Bachelor of Science in Geomatics (BSc. Gm) • Bachelor of Science in Geoinformatics (BSc. Gi) • Bachelor of Science in Information Systems Management (BSc. ISM) 	Tshs 1,100,000 (locals) \$1,500 (foreigners)
<ul style="list-style-type: none"> • Bachelor of Science in Urban and Regional Planning (BSc. URP) • Bachelor of Science in Regional Development Planning (BSc. RDP) • Bachelor of Science in Housing Infrastructure Planning (BSc. HIP) • Bachelor of Arts in Economics (BA. Econ.) • Bachelor of Arts in Community and Development Studies (BA. CDS) • Bachelor of Science in Building Economics (BSc. BE) • Bachelor of Science in Civil Engineering (BSc. CE) • Bachelor of Science in Land Management and Valuation (BSc. LMV) • Bachelor of Science in Real Estate (Finance and Investment) (BSc. REFI) • Bachelor of Science in Property and Facilities Management (BSc. PFM) • Bachelor of Science in Accounting and Finance (BSc. AF) 	Tshs 1,300,000 (locals) \$2,100 (foreigners)

Direct University Costs (Payable to the University)

Item	Tshs.
Application Fee (once)	10,000
Registration fee	10,000
Examination Fee	12,000
Caution Money	2,000
Student Union	2,500
Graduation Fee (once)	10,000
Identity Card	8,000
Medical Capitation Fee	50,400
Transcript of Records (once)	15,000
Statement of Results (upon request)	5,000
TCU Quality Assurance Fee	20,000
Internal Transfer Fee	10,000
Inter-University Transfer Fee	10,000

Direct Student Costs (Payable Directly to Students)

Item	Tshs.
*Stationary and Book Allowance	200,000
*Meal and Accommodation Allowance	1,800,000

*Amount per year based on the Government rates as provided by High Education Students Loans Board (HESLB)

Appeal Fee for Examinations

T.Shs. 5,000/= per course/decision (For Tanzanian students)
USD 20.00 per course/decision (For foreign students)

Fee for a copy of a lost certificate

T.Shs 30,000/= for a copy

NOTE: All local payments for fees should be made through the Electronic Government Payment Gateway (eGPG) after acquiring a control number from the Office of the Bursar.

SPECIAL SCHOOLS' REQUIREMENTS FOR FIRST YEAR IN UNDERGRADUATE PROGRAMMES

School of Architecture,
Construction Economics and
Management

- *B. Architecture*
- *BSc Interior Design and*
- *BSc Landscape Architecture*

1. Adjustable set square
2. *Calculator*
3. Circle template
4. *Clip board*
5. Clutch pencil
6. Compass set
7. *Fine Liner pencil*
8. Flexible curve
9. French curve set
10. *Furniture stencil 1:50 and 1:100*
11. *Lead sharpener*
12. Lettering stencil set
13. *Mode knife*
14. Scale rule
15. *Technical drawing pens, set of 8 (box)*
16. T-Square

- *BSc in Building Economics*

1. Drawing pens (0.18, 0.25, 0.30, 0.50mm)
2. Clutch pen
3. Pencil leads/refill 0.5
4. Scientific calculator
5. Triangular scale ruler
6. Set square 45 Adjustable
7. Protractor, Linex 920
8. T-Square A Size
9. Measuring tapes (5m)
10. Clip Board
11. Lettering stencils (2.5 – 0.25mm, 3.5-0.55mm, 5-0mm)
12. French Curve St
13. Template

- *BSc Civil Engineering*

1. T-square
2. Set square 45°
3. Set square 60°
4. Scale ruler
5. Calculators – scientific
6. Measuring tapes (5m)
7. *Furniture template (scale 50)*
8. Circular template
9. *French Curve*
10. Clip board
11. Pencil (0.25mm)
12. *Drawing pens*
13. Dusting coat (White lab. Coats)
14. Overall clothing and cap
15. Boots

School of Environmental Sciences and
Technology

1. T-square
2. Set square 45°
3. Set square 60°
4. Scale ruler
5. Calculators – scientific
6. Measuring tapes (5m)
7. Furniture template (scale 50)
8. Circular template
9. French Curve
10. Clip board
11. Pencil (0.25mm)
12. *Drawing pens*
13. *Dusting coat (White lab. Coats)*
14. Overall clothing and cap
15. Boots

School of Earth Science, Real Estate,
Business Studies and Informatics

- *BSc Land Management and Valuation*
- *BSc Real Estates (Finance and Investment)*
- *BSc Property and Facilities Management*

1. T-Square
2. Set square linex 45°
3. Set square linex 60°
4. Protractor line 180°/60°
5. Triangular scale rule
6. Clutch pencil/lead holder 0.5
7. Lettering stencil 0.5
8. Set of Compasses
9. Scientific calculator, fx 9915
10. Clip board
11. Tape measure 30m
12. Tape measure 3m

- *BSc Geomatics*

- *BSc Geoinformatics*

1. Plastic Straight edge of Tenth 50-100 cm with mm graduation
2. Rotring/mars pens (0.18 or 0.20mm), 0.25mm, 0.30 (or 0.35mm), 0.5mm
3. Drawing set (Compas)
4. Set square plastic, rotring 45° (20-30cm), 60° (20-30 cm)
5. Protractor (15-20cm diam.)
6. Triangular scale (plastic, white with mm graduations)
7. Clutch pencil holder (uses 13cm long refills)
8. Lettering stencil 2.5 – 0.5mm, 3.5-0.35mm, 5-0.5mm
9. French curves set (Rotring)
10. Scientific calculator
11. Clip board
12. Boots
13. Overall clothing and cap
14. Jungle hat

School of Spatial Planning and
Social Sciences

- *BSc Urban and Regional Planning*
- *BSc Regional Development Planning*
- *BSc Housing and Infrastructure Planning*

1. Calculator
2. T. Square A Size
3. Set Square 45°
4. Set Square 30°
5. Clip Board
6. Clutch pencil
7. Rotrin 4 pcs
8. Compass set
9. Scale ruler
10. Protractor
11. French curve set
12. Furniture stencil
13. Circular template
14. Drawing Brush
15. Lettering stencil set
16. Lead sharpener
17. Fine liner pencil
18. Pencil leads refill 0.5
19. Drawing brush
20. Flexible curve

 UNDERGRADUATE COURSES OFFERED IN VARIOUS PROGRAMMES

SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)

Bachelor of Architecture,
BSc in Landscape Architecture and
BSc in Interior Design (*1st & 2nd years*)

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
AR 111	Design Studio Project I	5	AR 252	Building Structure II	1
AR 121	Architectural Graphics Communication I	1	AR 262	History and Theory of Architecture II	2
AR 131	Building Construction I	2	AR 266	Environmental Science II	2
AR 141	Building Materials I	1			
GM 171	Basic Mathematics	2			
AR 165	Environmental Science I	2			
CS 101	English Language	2			
IS 151	Introduction to Information Communication Technology	2			
DS 101	Development Perspective I	2			
GM 111	Introduction to Land Surveying	3			

Year 2 Semester 2

AR 214	Design Studio Project IV	5
AR 234	Building Construction IV	2
AR 224	Architectural Graphics Communication IV	1
AR 244	Building Materials IV	2
AR 253	Building Structure III	1
AR 267	Environmental Science III	2
AR 225	Professional Practice I	2
AR 228	Building Economics I	2
AR 271	Settlement Planning I	2
AR 282	Industrial Training II	2

Bachelor of Architecture (*3rd to 5th year*)*Year 3 Semester 1*

AR 151	Building Structure I	1	AR 315	Design Studio Project V	5
AR 142	Building Materials II	2	AR 335	Building Construction V	2
DS 102	Development Perspective II	2	AR 354	Building Structures IV	2
CS 102	Communication Skills	2	AR 363	History and Theory of Architecture III	2
AR 181	Industrial Training I	2	AR 357	Building Services I	2
			AR 326	Professional Practice II	2
			AR 329	Building Economics II	2

Year 3 Semester 2

AR 213	Design Studio Project III	5	AR 316	Design Studio Project VI	5
AR 223	Architectural Graphics Communication III	1	AR 336	Building Construction VI	2
AR 233	Building Construction III	2	AR 355	Building Structures V	2
AR 243	Building Materials III	1			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	BSc in Landscape Architecture (3 rd to 4 th year)		
AR 358	Building Services II	2	<i>Year 3 Semester 1</i>		
AR 372	Settlement Planning II	2	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
AR 373	Urban Design	2	LA 315	Landscape Studio Design Project I	5
AR 383	Industrial Training III	2	LA 335	Landscape Construction I	2
<i>Year 4 Semester 1</i>			LA 363	History of Landscape Design	2
AR 417	Design Studio Project VII	5	LA 373	Botany and plant Ecology I	2
AR 437	Building Construction VII	2	LA 369	Principles of Landscape Architecture Elective I	2
AR 456	Building Structures VI	2	<i>Year 3 Semester 2</i>		
AR 459	Building Services III	2	LA 316	Landscape Studio Design Project II	5
AR 464	History and Theory of Architecture IV	2	LA 336	Landscape Construction II	2
	Elective I	2	LA 374	Botany and Plant Ecology II	2
<i>Year 4 Semester 2</i>			LA 364	Theory of Landscape Design I	2
AR 418	Design Studio Project VIII	5	AR 326	Professional Practice II	2
AR 427	Professional Practice III	2	LM 238	Research Methodology	2
LM 238	Research Methodology	2	LA 383	Industrial Training III	2
BE 447	Entrepreneurship	2		Elective II	2
AR 484	Industrial Training IV	2	<i>Year 4 Semester 1</i>		
	Elective II	2	LA 417	Landscape Studio Design Project III	6
Elective Courses			LA 465	Theory of Landscape Design II	2
AR 491	Architectural Conservation	2	LA 484	Pre-Dissertation	6
AR 492	Urban Development and Housing	2	BE 447	Entrepreneurship	2
AR 493	Architectural Science	2	<i>Year 4 Semester 2</i>		
<i>Year 5 Semester 1</i>			AR 427	Professional Practice III	2
AR 519	Design Studio Project IX	6	LA 485	Dissertation	10
AR 585	Pre- Dissertation	9	Elective Courses		
<i>Year 5 Semester 2</i>			AR 491	Architectural Conservation	2
AR 586	Dissertation	10	AR 492	Urban Development and Housing	2
			AR 493	Architectural Science	2

BSc in Interior Design (3rd to 4th year)*Year 3 Semester 1*

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
ID 315	Interior Studio Design Project I	8
ID 335	Interior Technology I	2
ID 363	History and Theory of Interior Design I	2
	Elective I	2

Year 3 Semester 2

ID 316	Interior Studio Design Project II	5
ID 336	Interior Technology II	2
AR 326	Professional Practice II	2
ID 364	History and Theory of Interior Design II	2
LM 214	Research Methodology	2
ID 383	Industrial Training III Elective II	2

Year 4 Semester 1

ID 417	Interior Studio Design Project III	6
ID 465	Theory and History of Interior Design II	2
ID 484	Pre- Dissertation	6
BE 447	Entrepreneurship	2

Year 4 Semester 2

AR 427	Professional Practice III	2
ID 485	Dissertation	10
	Elective Courses	
AR 491	Architectural Conservation	2
AR 492	Urban Development and Housing	2
AR 493	Architectural Science	2

BSc in Building Economics*Year 1 Semester 1*

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
CS 101	English Language	2
DS 101	Development Perspective I	2
GM 111	Introduction to Land Surveying	3
GM 166	Basic Mathematics	2
IS 151	Introduction to Information and Communication Technology	2
BE 111	Engineering Mechanics	2
BE 121	Building Materials I	2
BE 122	Building Construction I	3
BE 131	Economics I	1

Year 1 Semester 2

CS 102	Communication Skills	2
DS 102	Development Perspective II	2
GM 112	Topographic Surveying	3
BE 112	Mechanics of Materials	1
BE 125	Building Materials II	2
BE 126	Building Construction II	3
BE 139	Economics II	1
BE 151	Project Work I	2
BE 153	Industrial Training I	2

Year 2 Semester 1

BE 212	Design of Structures I	2
BE 222	Building Construction III	3
BE 223	Building Services I	2
BE 232	Measurement of Building Works I	4
BE 241	Management Theory I	1
BE 244	Financial Accounting	1
BE 251	Project Work II	2

<i>Year 2 Semester 2</i>			<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Code</i>	<i>Course Title</i>	<i>Units</i>			
			BE 437	Professional Practice II	3
LM 243	Law I	2	BE 442	Construction Management II	2
BE 213	Design of Structures II	2	BE 447	Entrepreneurship	2
BE 224	Building Services II	1	BE 451	Project Work VI	2
BE 225	Building Construction IV	3			
BE 239	Measurement of Building Works II	3	<i>Year 4 Semester 2</i>		
			BE 452	Dissertation	10
BE 248	Management Theory II	2			
BE 254	Project Work III	2	Elective Courses		
BE 253	Industrial Training II	2	Elective 1		
<i>Year 3 Semester 1</i>			BE 464	Value Management	2
LM 343	Law II	2	CM 348	Human Resources Management	2
BE 324	Civil Engineering Construction	2			
BE 332	Measurement of Building Works III	3	LM 339	Maintenance Management and Technology	2
BE 333	Measurement of Building Services	3	PM 325	Property Development	2
BE 336	Estimating and Price Analysis	1	BS 457	Control and Regulation of Buildings	2
BE 338	Procurement	1	Elective 2		
BE 351	Project Work IV	2	PM 322	Structural and Condition Survey	2
	Elective 1	2	FN 318	Public Finance and Taxation	2
			RE 320	Real Estate Market Analysis	2
<i>Year 3 Semester 2</i>					
BE 334	Measurement of Civil Engineering Works	2			
BE 335	Construction Economics I	3	BSc in Civil Engineering		
BE 337	Professional Practice I	3	<i>Year 1 Semester 1</i>		
BE 339	Measurement of Building Works IV	3	CS101	English Language	2
			DS 101	Development Perspective I	2
BE 342	Construction Management I	2	GM 111	Introduction to Land Surveying	3
BE 354	Project Work V	2	EE 111	Engineering Mathematics I	2
BE 353	Industrial Training III	2	CE 101	Engineering Drawing I	2
	Elective 2	2	CE 111	Statics	2
			CE 152	Building Construction	2
<i>Year 4 Semester 1</i>			EG 100	Workshop Training	2
LM 214	Research Methodology	2	<i>Year 1 Semester 2</i>		
GM 162	Statistics	2			
BE 435	Construction Economics II	3	CS 102	Communication Skills	2

			<i>Year 3 Semester 2</i>		
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
DS 102	Development Perspective II	2	CE 342	Foundation Engineering	2
GM 222	Introduction to	3	CE 318	Design of Masonry Structures	1
	Engineering Surveying		CE 351	Construction Management I	3
GI 152	Computer Programming	2	CE 317	Design of Reinforced Concrete	3
CE 112	Dynamics	2		Structures	
CE 153	Building Design	2	GM 162	Statistics	2
CE 161	Construction Materials I	4		Elective 1	2
CE 185	Industrial Training 1	2		Elective 2	2
<i>Year 2 Semester 1</i>			CE 382	Semester Project III	3
EE212	Engineering Mathematics II	2	CE 385	Industrial Training 3	2
CE 201	Engineering Drawing II	3	<i>Year 4 Semester 1</i>		
CE 211	Mechanics of Materials	2	CE 451	Construction Management II	2
CE 232	Fluid Mechanics	2	CE 452	Construction Technology	2
CE 262	Construction Materials II	4	CE 453	Professional Practice	2
EE 233	Hydrology	2	BE 447	Entrepreneurship	2
<i>Year 2 Semester 2</i>			Elective 3		2
EE 213	Engineering Mathematics III	2	Elective 4		2
CE 222	Traffic Engineering and	2	CE 481	Semester Project IV	3
	Planning		<i>Year 4 Semester 2</i>		
CE 223	Highway Engineering	2	CE 499	Dissertation	10
CE 212	Structural Analysis I	2	Electives		
EE336	Pumps and Pumping Stations	2	Electives in Structural Engineering		
LM 214	Research Methodology	2	CE 415	Finite Element Method	2
EE 132	Soil Mechanics and Geology	2	CE 417	Design of Bridges	2
CE 282	Semester Project I	3	CE 416	Structural Dynamics and	2
CE 285	Industrial Training 2	2		Earthquake Engineering	
<i>Year 3 Semester 1</i>			Electives in Transportation Engineering		
CE 315	Design of Timber Structures	2	CE 425	Pavement Maintenance and	2
CE 316	Design of Steel Structures	2		Rehabilitation	
CE 312	Structural Analysis II	2	CE 426	Pavement Management Systems	2
EE 337	Hydraulic Structures	2	CE 427	Labour Based Road Engineering	2
EE 497	Wastewater Treatment	4	CE 428	Airport, Harbour and Railway	2
	Technology			Engineering	
CE 381	Semester Project II	3	CE 429	Transportation Economics	2
EE 223	Water Resources and Water	3			
	Transportation Engineering				

Electives in Water/Environmental Engineering			<i>Code</i>	<i>Course Title</i>	<i>Units</i>
			EE 352	Solid Waste Management and Technology	3
<i>Code</i>	<i>Course Title</i>	<i>Units</i>			
CE 435	Irrigation Engineering	2	MI 416	Environmental Pollution	2
EE 342	Environmental Health and Epidemiology	3		Prevention and Control	
			Electives	in Geotechnical Engineering	
			CE 445	Special Foundations	2

SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)

BSc in Urban and Regional Planning,

BSc in Housing and Infrastructure Planning

and BSc in Regional Development Planning

(1st and 2nd years)

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
UP 121	Building Design Studio	6
UP 161	Building Design, Materials and Construction	2
GM 162	Statistics	2
CS 151	Introduction to Information and Communication Technology (ICT)	2
CS 101	English Language	2
GM 111	Introduction to Land Surveying	3
DS 101	Development Perspectives I	2
UP178	Principles of Economics	2

Year 1 Semester 2

UP 122	Site Planning Studio	6
UP 111	Site Planning and Design Theory	2
UP 141	Computer Application I	2
GM112	Topographic Surveying	3
CS 102	Communication Skills	2
DS 102	Development Perspectives II	2
UP 181	Industrial Training I	2

Year 2 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
UP 223	Neighbourhood Planning and Regularization Planning Studio	6
UP 212	Urban Planning and Design Theory I	2
UP 263	Housing	2
UP 271	Quantitative Methods I	2
UP 242	Computer Application II	2
UP 252	Land and Planning Laws	2
UP 231	Landscape Planning Design	2

Year 2 Semester 2

UP224	Urban General Planning Scheme Studio	6
UP213	Urban Planning & Design Theory II	2
UP 273	Urban Economics	2
UP232	Urban Planning and Ecology	2
UP243	Computer Application III	2
UP264	Urban Transport Planning and Traffic management	2
UP 234	Planning and Management for Climate Change	2
UP 282	Industrial Training II	2

BSc in Urban and Regional Planning
(3rd to 4th year)*Year 3 Semester 1*

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
UP 326	Regional Planning Studio	6
UP 315	Regional Planning Theory	2
UP 365	Regional Transport Planning and Management	4
UP 375	Project Planning and Management I	2
LM 353	Property Investment I	2

Year 3 Semester 2

UP 325	Urban Design Studio	6
LM 214	Research Methodology	2
UP 314	Urban Planning & Design Theory III	2
UP 376	Project Planning and Management II	2
UP 362	Urban Infrastructure Planning & Management	2
UP 383	Industrial Training III	2

Year 4 Semester 1

UP 426	Urban Strategic Planning Studio	6
UP 416	Environmental Planning and Management Theory	2
UP 454	Local Governance	2
UP 453	Professional Practice	2
UP 477	Project Planning and Management III	2
BE 447	Entrepreneurship	2
UP 491	Dissertation I	2

Year 4 Semester 2

UP 492	Dissertation II	10
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BSc in Housing and Infrastructure Planning (3rd to 4th year)*Year 3 Semester 1*

<i>Code</i>	<i>Course Title</i>	<i>Units</i>
HI 301	Housing Development Planning Studio	6
HI 311	Housing Theories and Policies	2
LM 353	Property Investment I	2
UP 375	Project Planning and Management I	2
HI 313	Housing Finance	2
HI 314	Land Delivery for Housing	2
HI 317	Gender and Housing	2

Year 3 Semester 2

LM 214	Research Methodology	2
HI 302	Infrastructure Planning and Design Studio	6
HI 321	Infrastructure Planning and Management Theories	2
HI 322	Infrastructure Economics and Financing	2
UP 376	Project Planning and Management II	2
BE 324	Civil Engineering and Construction	2
UP 383	Industrial Training III	2

Year 4 Semester 1

HI 403	Housing Strategic Planning Studio	6
HI 418	Housing and Infrastructure Planning Theory	2
BE 447	Entrepreneurship	2
HI 453	Professional Practice	2
UP 477	Project Planning and Management III	2
UP 454	Local Governance	2
UP 491	Dissertation I	2

<i>Year 4 Semester 2</i>			<i>Code</i>	<i>Course Title</i>	<i>Units</i>
UP 499	Dissertation II	10	BE 447	Entrepreneurship	2
			UP 491	Dissertation I	2
BSc in Regional Development Planning					
<i>Year 3 Semester 1</i>			<i>Year 4 Semester 2</i>		
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	UP 492	Dissertation II	10
RP 301	Regional Planning Studio	6			
RP 311	Regional Development Planning Theory	2			
RP 331	Demography and Development	2	BA in Economics		
			<i>Year 1 Semester 1</i>		
RP 321	Regional Infrastructure Planning and Management	2	EC 111	Introductory Microeconomics I	3
RP 333	Financing and Development Budgeting	2	EC 121	Introductory Macroeconomics I	3
RP 314	Regional Settlement Patterns and Linkages	2	EC 131	Mathematics for Economics	2
UP 375	Project Planning and Management I	2	DS 101	Development Perspectives I	2
			CS 101	English Language	2
			IS 151	Introduction to Information and Communication Technology (ICT)	2
			BB 111	Accounting Fundamentals	2
<i>Year 3 Semester 2</i>			<i>Year 1 Semester 2</i>		
UP 302	Village Development Planning Studio	6	EC 112	Introductory Microeconomics II	3
RP 312	Village Development Planning Theory	2	EC 122	Introductory Macroeconomics II	3
RP 332	Agriculture and Development	2	EC 132	Introduction to Statistics	2
RP 322	Rural Industries Planning	2	DS 102	Development Perspectives II	2
LM 214	Research Methodology	2	UP 106	Computer Application II	2
UP 376	Project Planning and Management II	2	BB 112	Principles of Accounting I	2
			CS 102	Communication Skills	2
UP 383	Industrial Training III	2	<i>Year 2 Semester 1</i>		
<i>Year 4 Semester 1</i>			EC 213	Intermediate Microeconomics I	3
RP 403	Ecological Planning Studio	6	EC 223	Intermediate Macroeconomics I	3
RP 413	Ecological Planning Theory	2	EC 233	Quantitative Methods I	2
UP 453	Professional Practice	2	EC 235	Econometrics I	2
UP 477	Project Planning and Management III	2	EC 262	Development Economics	2
UP 454	Local Governance	2	EC257	Managerial Economics I	2
			EC 268	Urbanization and Urban Growth	2

<i>Year 2 Semester 2</i>			Electives/Optional Courses		
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Semester 1</i>		
EC 214	Microeconomics II	3	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EC 224	Macroeconomics II	3	EC 355	Industrial and Production Economics I	2
EC 234	Quantitative Methods II	2			
EC 236	Econometrics II	2	EC 353	Human Resources and Labour Economics I	2
EC 265	History and Economics of Development	2	EC 341	Agricultural Economics I	2
LM 214	Research Methodology	2	EC 366	Public Sector Economics I	2
EC 258	Managerial Economics II	2	EC 351	Health Economics I	2
EC 270	Industrial Training (Fieldwork)	2	EC 363	Financial Economics I	2
<i>Year 3 Semester 1</i>			<i>Semester 2</i>		
UP 333	Project Planning and Management I	2	EC 354	Human Resources and Labour Economics II	2
EC 325	International Economics I	2	EC 342	Agricultural Economics II	2
EC 361	Contemporary Issues in Economic Development	2	EC 367	Public Sector Economics II	2
EC 359	Transport Economics and Industrial Location	2	EC 364	Financial Economics II	2
EC 337	Applied Quantitative Methods	2	EC 352	Health Economics II	2
EC 343	Natural resources and Environmental Economics I	2	EC 356	Industrial and Production Economics II	2
	Elective I	2	BA in Community and Development Studies		
	Elective II	2	<i>Year 1 Semester 1</i>		
<i>Year 3 Semester 2</i>			CD 111	Social Development Theories	3
EC 369	Urban Economics and Regional Growth	2	CD 112	Political Economy	3
EC 326	International Economics II	2	EC 111	Introductory Microeconomics I	3
UP 334	Project Planning and Management II	2	UP 103	Quantitative Methods I	2
EC 360	Urban Governance and Public Finance	2	LS 106	Communication Skills I	2
EC 344	Natural Resources and Environmental Economics II	2	CD 114	Community Development Theories and Practice I	2
	Elective I	2	UP 107	Computer Applications I	2
	Elective II	2	<i>Year 1 Semester 2</i>		
EC 382	Dissertation	4	CD 115	Management, Organization and Development	3
			CD 141	Urbanisation and Development	3
			EC 121	Introductory Macroeconomics I	3
			UP 113	Quantitative Methods II	2

<i>Year 3 Semester 1</i>					
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
LS 107	Communication skills II	2	DS 305	Gender and Development	3
CD 113	Sociology	2	UP 316	Ethics and Development	2
CD 116	Community Development Theories and Practice II	2	UP 334	Project Planning and Management II	3
<i>Year 2 Semester 1</i>			CD 321	Community Development and Facilitation Skills II	3
CD 251	Rural and Urban Development	3	CD 322	Community Leadership, Organization and Development	2
CD 221	Community Development and Facilitation Skills I	2	CD 361	Project Paper I	4
CD 224	Science, Technology and Industrial Development	2		Elective course	2
CD 252	Population, Environment and Development	3	<i>Year 3 Semester 2</i>		
CD 232	Development Economics	3	CD 327	Governance, Civil Society and Development	3
BE 447	Entrepreneurship	2	CD 317	Labour and Development	3
<i>Year 2 Semester 2</i>			CD 362	Project Paper II	4
CD 223	Politics of International Development	3	CD 318	Poverty Analysis and Alternatives Strategies of Development	3
CD 228	Globalisation and Development	3		Elective course	2
CD 225	Small and Medium Enterprises and Development	3	<i>Electives Courses</i>		
RP 315	Rural Industrial Planning	2	<i>Semester 1</i>		
UP 300	Research Methods	3	UP 313	Regional Development Planning	2
CD 226	Community Empowerment and Participation	2	RP 363	Agricultural Development Planning	2
UP 333	Project Planning and Management I	3	CD 355	Regional Integration and Cooperation	2
			CD 356	Conflicts, Peace Building and Development	2
			<i>Semester 2</i>		
			CD 329	Social Service Delivery and Development	2
			CD 319	Planning, Public Policy and Development	2
			CD 343	Urban Safety and Crime	2

SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY (SEST)

BSc in Environmental Engineering

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EE 111	Engineering Mathematics I	2	GM 111	Introduction to Land	3
ES 112	Basic Chemistry	2		Surveying	
EE 143	Project I: Technical Report Writing	2	<i>Year 2 Semester 2</i>		
EE 161	Engineering Drawing I	2	EE 213	Engineering Mathematics III	2
IS 151	Introduction to Information and communication technology	2	EE 239	Fluid Mechanics II	3
DS 101	Development Perspectives I	2	EE 214	Foundation Engineering	2
CS 101	English Language	2	ES 124	Environmental Microbiology	3
EG 100	Workshop Training	2	EE 223	Sewerage and Drainage Engineering	2
			EE 224	Project IV: Design of Sewerage and Drainage Systems for a Township	2

Year 1 Semester 2

EE 117	Engineering Mechanics I	2			
EE 115	Soil Mechanics and Geology	2	GM 221	Introduction to Engineering Surveying	3
EE 116	Construction Materials and Technology	2	EE 264	Industrial Training II	2
EE 121	Introduction to Environmental Engineering	3	<i>Year 3 Semester 1</i>		
EE 122	Project II: Preliminary Design of a Low Cost Sanitation System	2	EE 337	Hydraulic Structures	2
EE 162	Engineering Drawing II	2	EE 319	Structures	2
DS 102	Development Perspectives II	2	EE 325	Unit Operations and Processes in Environmental Engineering	3
CS 102	Communication Skills	2	BE 365	Introduction to Quantity Surveying	2
EE 163	Industrial Training I	2			

Year 2 Semester 1

EE 212	Engineering Mathematics II	2	EE 342	Environmental Health and Epidemiology	2
EE 218	Engineering Mechanics II	2	ES 223	Environmental Chemistry	3
EE 238	Fluid Mechanics I	2	EE 344	Project V: Assessment and Engineering Control of Communicable Diseases	2
EE 229	Building Services Engineering	2		Elective Course	2
EE 231	Water Resources and Transportation Engineering	3	<i>Year 3 Semester 2</i>		
EE 233	Hydrology	2	EE 334	Water Treatment	2
EE 232	Project III: Design of Water Supply and Wastewater Collection Systems for a Building and Community	2	EE 336	Pumps and Pumping Stations	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EE 347	Ecology	2	BSc in Municipal and Industrial Services Engineering		
EE 352	Solid Waste Management and Technology	3	<i>Year 1 Semester 1</i>		
EE 356	Land and Water Pollution Prevention and Control	2	EE 111	Engineering Mathematics I	2
EE 335	Project VI: Design of Water Treatment and Municipal Solid Waste Management Systems for Community/Township	2	ES 112	Basic Chemistry	2
EE 359	Project Management for Construction	2	EE 143	Project I: Technical Report Writing	2
EE 355	Environmental Systems Analysis	2	EE 161	Engineering Drawing I	2
EE 365	Industrial Training III	2	IS 151	Introduction to Information and Communication Technology	2
<i>Elective Courses</i>			DS 101	Development Perspectives I	2
EE 353	Thermofluids	2	CS 101	English Language	2
EE 326	Industrial Wastewater Treatment	2	EG 100	Workshop Training	2
<i>Year 4 Semester 1</i>			<i>Year 1 Semester 2</i>		
EE 427	Wastewater Treatment Technology	4	EE 117	Engineering Mechanics I	2
ES 455	Environmental Planning & Impact assessment	2	EE 162	Engineering Drawing II	2
ES 457	Environmental policies and Legislation	2	DS 102	Development Perspectives II	2
EE 457	Air Pollution Prevention and Control	2	MI 111	Basic and ecological sanitation	2
BE 447	Entrepreneurship	2	MI 135	Fundamentals of Industrial operations and processes	2
ES 464	Research methodology	2	MI 121	Fundamentals of Mining and Mineral processing	2
EE 428	Project VII: Design of Domestic and Industrial Wastewater Treatment Facilities	2	EE 116	Construction Materials and Technology	2
<i>Year 4 Semester 2</i>			EE 122	Project II: Preliminary Design of a Low Cost Sanitation System	2
EE 466	Dissertation	10	CS 102	Communication Skills	2
			MI 141	Industrial Training I	2
			<i>Year 2 Semester 1</i>		
			EE 212	Engineering Mathematics II	2
			EE 238	Fluid Mechanics I	2
			EE 229	Building Services Engineering	2
			EE 218	Engineering Mechanics II	2
			EE 231	Water Resources and Transportation Engineering	3

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Year 3 Semester 2</i>		
EE 233	Hydrology	2	MI 312	RS & GIS Application in MISE	3
EE 232	Project III: Design of Water Supply and Wastewater Collection Systems for a Building and Community	2	MI 336	Operation and Maintenance of Municipal and Industrial Infrastructure	3
GM 111	Introduction to Land Surveying	3	MI 313	Renewable Energy and Alternative Energy	2
<i>Year 2 Semester 2</i>			MI 314	Solid and Hazardous Waste Management and Technology	3
MI 233	Municipal and Industrial Recreational and Aesthetic Services	2	MI 315	Natural waste Management Technologies	2
EE 239	Fluid Mechanics II	3	EE 335	Project VI: Design of Water Treatment and Municipal Solid Waste Management Systems for Community/Township	2
EE 223	Sewerage and Drainage Engineering	2			
EE 214	Foundation Engineering	2			
EE 224	Project IV: Design of Sewerage and Drainage Systems for a Township	2	MI 343	Industrial Training III Elective Courses	2
GM 221	Introduction to Engineering Surveying	3	EE 353	Thermofluids	2
			ES 334	Soil Pollution and Remediation	2
<i>Year 3 Semester 1</i>			<i>Year 4 Semester 1</i>		
MI 234	Occupational Health and Safety	2	EE 497	Wastewater Treatment Technology	4
MI 242	Industrial Training II	2	MI 416	Environmental Pollution Prevention and Control	2
EE 319	Structures	2	ES 455	Environmental Planning and Environmental Assessment	2
EE 337	Hydraulic structures	2	ES 473	Disaster Risk Reduction Management	2
MI 331	Industrial Utility and Safety services Engineering	3	MI 424	Investigation, Risk Assessment and Management of Chemicals in Geo-Environment	2
MI 323	Mining and Mineral Processing Waste Management	2	EE 428	Project VII: Design of Domestic and Industrial Wastewater Treatment Facilities	2
MI 322	Acid Mine Drainage	2			
MI 332	Industrial Ecology	2	ES 464	Research methodology	2
MI 337	Project V: Occupational Health and Safety Elective	2	BE 447	Entrepreneurship	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>					
<i>Year 4 Semester 2</i>			EE 233	Hydrology	2		
MI 444	Dissertation	10	ES 229	Project III: Low Cost Sanitation	2		
			<i>Year 2 Semester 2</i>				
BSc in Environmental Science and Management			ES 232	Scientific Experimental Design	2		
			ES 243	Environmental Health and Epidemiology	2		
<i>Year 1 Semester 1</i>			MI 234	Occupation Health and Safety	2		
ES 116	Mathematics I	2	ES 242	Toxicology and Risk Management	3		
ES 112	Basic Chemistry	2	ES 251	Principles of Economics	2		
ES 113	Fundamentals of Biology	2	ES 226	Environmental Chemodynamics	3		
IS 151	Introduction to information and communication technology	2	ES 246	Project IV: Occupational Health and Safety	2		
ES 114	Principles of Physics	2	ES 282	Industrial Training II	2		
CS 101	English language	2	<i>Year 3 Semester 1</i>				
DS 101	Development Perspectives I	2	ES 338	Principles of Environmental Biotechnology	2		
EE 143	Project I: Technical Report Writing	2	ES 325	Environmental Ecology	2		
<i>Year 1 Semester 2</i>			ES 352	Environmental Economics and Management	2		
ES 117	Mathematics II	2	ES 356	Surface Water Quality Monitoring and Management	2		
CS 102	Communication Skills	2	ES 371	Meteorology	2		
ES 121	Introduction to Environmental Science	2	MI 322	Acid Mine Drainage	2		
DS 102	Development Perspectives II	2	ES 335	Industrial and Municipal Wastewater Management	2		
ES 122	Environmental Physics	2	ES 334	Soil Pollution and Remediation	2		
ES 127	Environmental Geology	2	ES 358	Project V: Waste Management	2		
ES 124	Environmental Microbiology	3	<i>Year 3 Semester 2</i>				
ES 128	Project II: Water Pollution Characterization	2	EE 352	Solid Waste Management and Technology	3		
ES 181	Industrial Training I	2	ES 353	Groundwater Quality Monitoring and Management	2		
<i>Year 2 Semester 1</i>			ES 362	Mining and Environment	2		
ES 231	Water Supply and Sanitation	3	ES 354	Air Quality Monitoring & Management	2		
ES 233	Remote Sensing and Environment	2	ES 363	Soil Conservation and Management	2		
ES 223	Environmental chemistry	3					
ES 236	Geographical Information Science	2					
ES 215	Environmental statistics	2					
ES 211	Instrumental Methods of Analysis	3					

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
ES 361	Introduction to Natural Resources Conservation and Management	2	ES 455	Environmental Planning & Environmental Assessment	2
ES 339	Project VI: Contaminated Site Remediation	2	ES 474	Hazard Modeling	2
	Elective	2	ES 447	Hazardous Waste Management	2
ES 383	Industrial Training III	2	BE 447	Entrepreneurship	2
			ES 475	Project VII: Disaster Risk Reduction	2
<i>Year 4 Semester 1</i>			<i>Year 4 Semester 2</i>		
ES 457	Environmental Policies and Legislation	2	ES499	Dissertation	10
ES 464	Research Methodology	2	Elective Courses		
ES 472	Climate Change Impact, Mitigation and Adaptation	2	MI 313	Renewable and Alternative Energy	2
ES 473	Disaster Risk Science and Management	2	EE 355	Environmental Systems Analysis	2

SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS (SERBI)

BSc in Geomatics and

BSc in Geoinformatics (*1st and 2nd years*)

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
DS 101	Development Perspectives I	2	GM 112	Topographic Surveying	3
GI 111	Principles of Cartography	3	GM 162	Statistics	2
GM 111	Introduction to Land Surveying	3	GT112	Fundamentals of Electronics	2
GM 161	Mathematics	2	CS 102	Communication Skills	2
GT 111	Physics	2	GM 184 (BSc Gm)	Industrial Training I	2
IS 151	Introduction to Information and Communication Technology (ICT)	2	GI 163 (BSc Gi)		

Year 2 Semester 1

CS 101	English Language	2	GI 224	Remote Sensing Principles	2
<i>Year 1 Semester 2</i>			GI 231	Database Management Systems	2
DS 102	Development Perspectives II	2	GI 212	Fundamentals of GIS and LIS	2
GI 121	Introduction to Photogrammetry	3	GM 213	Electronic Surveying	3
GI 151	Computer Programming	2	GM 231	Adjustment Theory	3

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
GM 221	Introduction to Engineering	3	<i>Year 4 Semester 1</i>		
	Surveying		GM 422	Engineering Surveying	3
GM 241	Spherical and Ellipsoidal	2	GM 453	Geophysics	2
	Geometry		GM 454	Earth Gravity Field and its	2
GT 221	Land Administration	2		Applications	
<i>Year 2 Semester 2</i>			GM 491	Pre - Dissertation	2
GI 225	Remote Sensing Applications	2	BE 241	Management Theory I	2
GM 214	Cadastral Surveying	3	UP 376	Project Planning and	2
GM 232	Control Surveys	2		Management I	
GM 265	Vector Calculus and Differential equations		GM 483	Project III: Engineering	3
				Surveying	
GT 292	Scientific Writing and Reporting	1	<i>Year 4 Semester 2</i>		
LM 232	Land Law	2	GM 493	Dissertation II	10
UP 212	Urban Planning and Design	2			
	Theory I		<i>BSc in Geoinformatics (3rd to 4th year)</i>		
GM 281	Project I: Cadastral Surveying	3	<i>Year 3 Semester 1</i>		
GM 284 (BSc Gm)	Industrial Training II	2	BE 447	Entrepreneurship	2
GI 263 (BSc Gi)			GI 322	Photogrammetry	3
			GI 327	Advances in Remote Sensing	2
				Techniques	
<i>BSc in Geomatics (3rd to 4th year)</i>			GI 341	Spatial Statistics and	2
<i>Year 3 Semester 1</i>				Analysis	
BE 447	Entrepreneurship	2	GI 343	GIS Principles and	2
GM 355	Satellite Surveying	3		Applications	
GM 323	Hydrographic Surveying	3	GI 315	Thematic Cartography and	2
GM 371	Industrial Metrology	2		Map Production	
GM 341	Geometrical Geodesy	2	GM 371	Industrial Metrology	2
GM 351	Space Geodetic Techniques	2	<i>Year 3 Semester 2</i>		
GM 364	Numerical Methods	2	GI 323	Advanced Photogrammetry	2
GM 382	Project II: Control Surveying	3	GI 314	Land Information Systems	2
<i>Year 3 Semester 2</i>				and Management	
GM 324	Mining Surveying	3	GI 352	Web GIS Development	2
GM 333	Applied Adjustment Theory	3	GI 326	Digital Image Processing	2
GM 342	Map Projections	2	GI 313	Digital Mapping and Geo-	3
GM 352	Physical Geodesy	2		Visualization	
GM 363	Differential Geometry	2	LM 214	Research Methodology	2
LM 214	Research Methodology	2	GM 342	Map Projections	2
GM 384	Industrial Training III	2			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
GI 361	PROJECT II: Photogrammetry and Remote Sensing	3	IS 143	Linear Algebra	2
GI 363	Industrial Training III	2	ES 112	Introduction to Environmental Science	3
<i>Year 4 Semester 1</i>			IS 191	Project I: Information Systems Management	2
GI 444	Spatial Data Infrastructure	2	<i>Year 2 Semester 1</i>		
GI 445	Advances in Geographic Information Systems	2	GI 241	Fundamentals of GIS and LIS	2
GI 453	Web – Based programming	3	IS 261	Operating Systems	2
GI 442	Spatial Data Modeling and Analysis	2	IS 241	Logic and Set theory	2
GI 471	Pre - Dissertation	2	IS 232	Databases II	3
BE 241	Management Theory I	2	IS 225	Object Oriented Programming	3
UP 376	Project Planning and Management I	2	IS 281	Computer Networks	3
GI 462	PROJECT III: Integrated Geo-Informatics	3	BE 447	Entrepreneurship	2
<i>Year 4 Semester 2</i>			<i>Year 2 Semester 2</i>		
GI 472	Dissertation II	10	IS 256	Fundamentals of Computer Systems Security	2
BSc in Information Systems Management			IS 271	Systems analysis and Design I	3
<i>Year 1 Semester 1</i>			IS 212	Business administration and Management	2
CS101	English Language	2	IS 215	Legal aspects of Information Technology	2
DS 101	Development Perspectives I	2	IS 252	Computerized Accounting	2
IS 124	Computer Programming	3	IS 214	Enterprise Information System and business Intelligence	2
IS 162	Introduction to Digital Systems	3	IS 292	Project II: Systems Analysis Design and Implementation	2
IS 142	Discrete Mathematics	3	GT 293	Industrial training	2
IS 151	Introduction to Information and Communication Technology	2	<i>Year 3 Semester 1</i>		
<i>Year 1 Semester 2</i>			IS 372	Systems analysis and Design II	3
IS 116	Information Systems Management	2	IS 353	Multimedia	3
CS 102	Communication Skills	2	IS 313	E-Government, E-Business and E-Commerce	3
DS102	Development Perspectives II	2	IS 318	Marketing Principles and Practices	2
IS 123	Data Structure and algorithms	3	IS 317	Project Management in Systems Development	3
IS 131	Databases I	2	GI 315	Web Based Programming	3
GM 162	Statistics	2	IS 355	Strategic Information Systems	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Year 3 Semester 2</i>			IS311	Organizational behavior	3
IS354	Computer Modeling and Simulation	2	IS382	Distributed systems	2
			IS394	Dissertation	10
IS321	Formal Languages	2			

BSc in Land Management and Valuation,
 BSc in Real Estate Finance and Investment, and
 BSc in Property and Facilities Management
 (*1st year and 2nd year semester 1*)

Year 1 Semester 1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
DS 101	Development Perspectives I	2	LM 246	Housing	2
GM 171	Basic Mathematics	2	LM 232	Land Administration I	2
IS 151	Introduction to Information and Communication Technology	2	LM 222	Basics of Quantity Surveying	1
			PM 226	Construction	3
LM 141	Principles of Economics	3			
LM 161	Introduction to Valuation	2	BSc in Land Management and Valuation (<i>2nd year semester 2 to 4th year</i>)		
CS 101	English Language	2			
LM 171	Elements of Law	1	<i>Year 2 Semester 2</i>		
GM 111	Introduction to Land Surveying	3	LM 276	Land Policy	2

Year 1 Semester 2

DS 102	Development Perspectives II	2	LM 257	Property Taxation	1
CS 102	Communication Skills	2	LM 279	Land Law	2
LM 121	Architectural Studies and Construction	3	RE 259	Business Accounts	2
LM 131	Principles of Management	1	PM 223	Building Materials	2
LM 178	Business Law	2	LM 262	Principles and Methods of Valuation	2
LM 143	Land Economics	2	LM 249	Agricultural Economics	2
LM 112	Statistics	2	LM 293	Industrial Training	2
LM 182	Environmental Studies	2	<i>Year 3 Semester 1</i>		
LM 193	Industrial Training I	2	LM 374	Conveyancing and Disposition	2

Year 2 Semester 1

LM 284	Urban and Rural Planning	2	LM 339	Maintenance Management and Technology	3
LM 214	Geographic Information Systems	2	LM 332	Land Administration II	2
LM 247	Urban Economics	2	LM 335	Rural Land Studies	2
LM 238	Research Methodology	2	LM 383	Planning Law	1
LM 217	Land Information Systems	2	LM 363	Applied Valuation I	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
	Elective	2	BSc in Real Estate (Finance and Investment) (2 nd year semester 2 to 4 th year)		
LM 391	Semester Project	3			
<i>Year 3 Semester 2</i>			<i>Year 2 Semester 2</i>		
PM 322	Structural and Condition Surveys	2	RE 258	Financial Markets	2
LM 364	Applied Valuation II	2	RE 211	Financial Mathematics	2
RE 337	Procurement and Logistics Management	2	LM 279	Land Law	2
RE 326	Project Management	2	RE 242	Econometrics	3
RE 353	Property Investment I	2	RE 254	Corporate Finance	2
RE 322	Real Estate Market Analysis	3	RE 259	Business Accounts	2
LM 393	Industrial Training III	2	RE 250	Elements of Banking	1
Elective Courses Year 3			RE 293	Industrial Training II	2
RE 355	Real Estate Finance 1	2	<i>Year 3 Semester 1</i>		
RE 350	Elements of Banking	2	RE 316	Quantitative Methods	2
<i>Year 4 Semester 1</i>			RE 355	Real Estate Finance I	2
LM 413	Computer Application to Real Estate	2	LM 329	Maintenance Technology and Management	3
BE 447	Entrepreneurship	2	RE 351	Investment Analysis	2
RE 448	Business Ethics	2	RE 325	Property Development	2
LM 495	Pre-Dissertation Study	2	LM 383	Planning Law	1
LM 465	Business Valuation	2		Elective	2
LM 494	Professional Casework	2	RE 391	Semester Project	3
LM 479	Public Policy Analysis	2	<i>Year 3 Semester 2</i>		
LM 477	Administrative Law	1	RE 352	Development Appraisal	2
LM 429	Real Estate Marketing and Agency	2	RE 356	Real Estate Finance II	2
	Elective	2	RE 322	Real Estate Market Analysis	3
<i>Year 4 Semester 2</i>			RE 337	Procurement and Logistics Management	2
LM 419	Dissertation	10	RE 326	Project Management	2
Elective Courses Year 4			RE 318	Scientific Report Writing	1
LM 431	Philosophy	2	RE 357	Taxation	1
LM 435	Forest Economics	2	RE 353	Property Investment I	2
			RE 393	Industrial Training III	2
			Elective Courses Year 3		
			PM 335	Corporate Real Estate Management	2
			LM 332	Land Administration II	2

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Year 4 Semester 1</i>			PM 324	Infrastructural and Building Service Management	2
RE 413	Computer Applications to Real Estate	2	RE 325	Property Development	2
RE 453	Property Investment II	2	PM 337	Facilities Management 1	3
BE 447	Entrepreneurship	2	LM 383	Planning Law	1
RE 448	Business Ethics	2		Elective	2
LM 465	Business Valuation	2	PM 391	Semester Project I	3
RE 498	Pre-Dissertation Study	2	<i>Year 3 Semester 2</i>		
LM 479	Public Policy Analysis	2	PM 338	Facilities Management II	3
LM 429	Real Estate Marketing and Agency	2	PM 330	Rehabilitation and Space Management	3
RE 494	Professional Casework	2	PM 322	Structural and Condition Surveys	2
	Elective	2	RE 337	Procurement and Logistics Management	2
<i>Year 4 Semester 2</i>			RE 326	Project Management	2
RE 492	Dissertation	10	PM 335	Corporate Real Estate Management	2
<i>Elective Courses Year 4</i>			RE 353	Property Investment 1	2
FN 312	Derivative Securities and Risk Management	2	PM 393	Industrial Training III	2
LM 431	Philosophy	2	<i>Elective Courses Year 3</i>		
BSc in Property and Facilities Management (2nd year semester 2 to 4th year)			RE 355	Real Estate Finance I	2
<i>Year 2 Semester 2</i>			RE 351	Investment Analysis	2
PM 223	Building Materials	2	<i>Year 4 Semester 1</i>		
PM 244	Construction Economics	2	PM 413	Computer Applications to Real Estate	2
PM 233	Estate Management	3	BE 447	Entrepreneurship	2
PM 273	Landlord and Tenant Law	2	RE 448	Business Ethics	2
FN 318	Public Finance and Taxation	2	PM 494	Professional Casework	2
PM 215	Scientific Report Writing	1	PM 418	Pre-Dissertation Study	2
LM 279	Land Law	2	RE 429	Real Estate Marketing and Agency	2
PM 293	Industrial Training II	2	PM 436	Contract Management	2
<i>Year 3 Semester 1</i>			LM 479	Public Policy Analysis	2
LM 329	Maintenance Technology and Management	3		Elective	2
AC 323	Management Accounting	2			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Year 4 Semester 2</i>			BB 243	Strategic Management	2
PM 492	Dissertation	10	<i>Year 2 Semester 2</i>		
Elective	Courses Year 4		FN 318	Public Finance and Taxation	2
FN 219	Financial Management	2	FN 222	Portfolio and Fund Management	2
BE 464	Value Management	2	FN 221	Project Planning and Financial Analysis	2
BSc in Accounting and Finance			AC 252	Financial Accounting I	2
<i>Year 1 Semester 1</i>			RE 242	Econometrics	3
BB 111	Accounting Fundamentals	2	AC 256	Cost Accounting	2
CS 101	English Language	2	RE 254	Corporate Finance	2
DS 101	Development Perspectives I	2	FN 243	Industrial Training	2
IS 151	Introduction to Information and Communication Technology (ICT)	2	<i>Year 3 Semester 1</i>		
LM 141	Principles of Economics	3	AC 355	Auditing	2
BB 141	Production and Operations Management	2	FN 326	Business Values and Ethics	1
LM 171	Element of Law	1	AC 357	Financial Reporting	2
BB 151	Business Mathematics	2	AC 353	Financial Accounting II	2
<i>Year 1 Semester 2</i>			AC 323	Management Accounting	2
DS 102	Development Perspectives II	2	AC 358	International Accounting and Taxation	2
BB 153	Information Systems Management and Security	3	FN 313	Financial Markets and Institutions	2
LM 178	Business Law	2	BE 447	Entrepreneurship	2
BB 112	Principles of Accounting I	2	RE 355	Real Estate Finance I	2
BB 121	Principles of Finance I	1	FN 342	Semester Project	4
CS 102	Communication Skills	2	<i>Year 3 Semester 2</i>		
LM 131	Principles of Management	1	AC 351	Auditing and Assurance Services	2
GM 162	Statistics	2	AC 354	Financial Accounting III	2
<i>Year 2 Semester 1</i>			AC 325	Asset Valuation and Management	1
BB 223	Money and Banking	2	FN 314	International Trade and Finance	3
LM 238	Research Methodology	2	FN 327	Marketing of Financial Services	1
BB 224	Principles of Marketing	1	RE 351	Investment Analysis	2
RE 316	Quantitative Methods	2	Optional Courses		
BB 214	Principles of Taxation	2	FN 312	Derivative Securities and Risk Management	2
FN 219	Financial Management	2	FN 315	Investment Analysis and Capital Markets	2
BB 244	Organisational Behaviour	2	RE 337	Procurement and Logistics Management	2

Schedule for Research Projects, In-semester Fieldwork, Industrial Training and Dissertation

S/N	Name of Programme	In Semester Field work (No of Days)								Research									Industrial Training (IT) – (No. of Days)				
		1st Year		2nd Year		3rd Year		4th Year		1st Year		2nd Year		3rd Year		4th Year	Dissertation		1st Year	2nd Year	3rd Year	4th Year	5th Year
																	4th Year	5th Year					
		1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	2	2	2	2	2	2
School of Architecture, Construction Economics & Management																							
1	Bachelor of Architecture	14		14		14		14		P	P	P	P	P	P	P		D	42	42	42	42	
2	Bachelor of Science in Landscape Architecture	14		14		14				P	P	P	P	P	P	P	D		42	42	42		
3	Bachelor of Science in Interior Design	14		14		14				P	P	P	P	P	P	P	D		42	42	42		
4	B.Sc. in Building Economics										P	P	P	P	P	P	D		56	56	56		
5	B.Sc. in Civil Engineering											P	P	P	P	P	D		56	56	56		
School of Spatial Planning and Social Sciences																							
6	B.Sc. in Urban and Regional Planning	10	10	10	10	10	10	10									D		36	36	36		
7	B.Sc. in Housing & Infrastructure Planning	10	10	10	10	10	10	10									D		36	36	36		
8	B.Sc. in Rural Development Planning	10	10	10	10	10	10	10									D		36	36	36		
9	Bachelor of Arts in Economics													D						56			
10	BA in Community and Development Studies												P	P									
School of Earth Sciences, Real Estate, Business and Informatics																							
11	B.Sc. in Geoinformation				14		14	14									D		56	42	42		
12	B.Sc. in Geomatics				14		14	14									D		56	42	42		
13	B.Sc. in Information Systems Management									P		P		D						56	56		
14	B.Sc. in Land Management & Valuation											P		P	P	D			56	56	56		
15	B.Sc. in Real Estate (Finance & Investment)												P		P	D			56	56	56		
16	B.Sc. in Property and Facilities Management												P		P	D			56	56	56		
17	B.Sc. in Accounting and Finance											P								56			
School of Environmental Sciences & Technology																							
18	B.Sc. in Environmental Engineering									P	P	P	P	P	P	P	D		56	56	56		
19	B.Sc. in Municipal & Industrial Services Engineering									P	P	P	P	P	P	P	D		56	56	56		
20	B.Sc. in Environmental Science Management									P	P	P	P	P	P	P	D		56	56	56		

D-final year research dissertation

P-semester research project

UNDERGRADUATE ACADEMIC PRIZES OFFERED BY VARIOUS DONORS

Academic Prizes Offered Across the University

1. Ministry of Education, Science and Technology Prize
Awarded to the best final year degree student in each School based on overall performance.
2. University Prizes
Awarded to the best student in the final year degree examinations with best dissertation in each School.
3. Council Chairperson's Prize
Awarded to the best final year degree student in *each School* based on overall performance in final year examinations.
4. The Vice Chancellor's Prize 1
Awarded to the Best student in first year examinations based on overall performance in *each Department*.
5. The Vice Chancellor's Prize 2
Awarded to the best student in second year examinations based on overall performance in each Department.
6. The Vice Chancellor's Prize 3
Awarded to the best continuing student in 3rd year examinations based on overall performance in each Department.
7. The Vice Chancellor's Prize 4
Awarded to the best continuing student in 4th year examinations based on overall performance in the Department of Architecture.
8. School Dean's Prize
Awarded to the best final year degree *female* student in *each School* based on overall performance in final year examinations.
9. The Mrs Siwale Prize
Awarded to the final year female student with the best degree dissertation in each Department.
10. The Horsens Polytechnic Prize
Awarded to the final year female student with the best degree dissertation in each Department.
11. INSIGNIA GALAXY Paints LTD Prize
Awarded to the best ARU final year student as judged by overall performance.
12. The Allan Mugisha Prize
Awarded to the best ARU overall final year student.

Academic Prizes Offered in the School of Architecture, Construction Economics and Management (SACEM)

In addition to the prizes offered across the University, SACEM also has specific prizes offered by various donors.

1. K & M ARCHPLANS (T) LTD Prize
Awarded to the best fifth year degree student in Dissertation Part II
2. BEN AND FORT Prize
Awarded to the best first year student in the free hand sketching.
3. The Architecture Association of Tanzania (AAT) Prize
Awarded to the best final year degree student in Design Dissertation in the Department of Architecture.
4. NASUTO Associates Prize
Awarded to the best fourth year degree student in the subject "Building Technology"
5. Envirolink Architects Prize
Awarded to the best first year degree student in the subject "Environmental Science"
6. Mekon Prize
Best student in the final year degree examinations in the School as judged by overall performance in Studio
7. The Tanzania Institute of Quantity Surveyors (TIQS) Prize
Awarded to the best final year degree student in the subject, "Professional Practice" in the Department of Building Economics.
8. The CQS Services LTD Prize
Awarded to the best third year degree student in Measurement of Building Services.
9. The Ntiyakunze Prize
Award to the best second year degree student in Measurement of Building works.
10. The WEBB URONU and Partners LTD Prize
Awarded to the best final year degree student in the subject "Construction Economics" in the Department of Building Economics.
11. The Architects and Quantity Surveyors Registration Board (AQRB) Prize
Awarded to:-
 - a) Best fourth year student in the subject "Professional Practice" in the Department of Architecture.
 - b) Best final year degree student with highest average mark of the following subjects:-
 - i) Building Construction I, II, III, IV and V
 - ii) Measurement of Building Works I, II, III, IV and V
 - iii) Measurement of Building Services and
 - iv) Measurement of Civil Engineering Works
 - c) Best final year degree student in Building Survey programme as judged by overall performance.
 - d) Best final year degree student in Construction Management programme as judged by overall performance.

Academic Prizes Offered in the School of Environmental Science and Technology (SEST)

In addition to the prizes offered across the University, SEST also has specific prizes offered by various donors.

1. The M-Konsult Prize

Awarded to:-

- i) Best third year student in the subject "Environmental Pollution Control" in the Department of Environmental Engineering
- ii) Best final year student in the Department of Environmental Engineering in the subject "Waste Water Treatment Technology"

2. The IPP Ltd. Prize

Awarded to the best final year degree student in School of Environmental Science and Technology as judged by overall performance.

3. Kahama Mining Corporation Ltd

Awarded to:

- i) Best fourth year student in overall performance in the School of Environmental Science and Technology.
- ii) Best second year student in overall performance in the subject "Sewage and Drainage Engineering".
- iii) Best third year student in the subject "Water Treatment Engineering"
- iv) Best fourth year student in the subject "Environmental Planning and Impact Assessment".

4. The National Environmental Management Council (NEMC) Prize

Awarded to the best second year degree student in the Department of Environmental Engineering as judged by overall performance

5. The Gauff Ingeniure (H.P. Gauf Ingenieure) Prize

Awarded to the best first year degree student in the Department of Environmental Engineering as judged by overall performance

6. Prof. Gupta Prize

Awarded to the best fourth year student in the subject "Industrial Wastewater Treatment"

7. The Environmental Resources Consultancy Prizes

Awarded to:

- i) Best third year student in the subject, "Solid Waste Management"
- ii) Best third year student in the subject "Land and Water Pollution Prevention and Control"
- iii) Best third year student in the subject "Environmental Systems Analysis and Techniques"
- iv) Best fourth year student in the subject "Environmental Planning and Impact Assessment"
- v) Best fourth student in the subject "Waste Water Treatment Technology."

8. Tanzania Association of Environmental Engineers (TAEEs) Prizes

Awarded to :-

- i) Best overall female student in the first year of study in the School of Environmental Science and Technology
- ii) Best second year student in the subject "Water Resource and Transportation Engineering" in the Department of Environmental Engineering
- iii) Best second year student in the subject "Water Supply and Sanitation" in the Department of Environmental Science and Management
- iv) Best third year degree student in the subject "Environmental Health and Epidemiology" in the Department of Environmental Engineering
- v) Best third year student in Project V: "Waste Management" in the Department of Environmental Science and Management
- vi) Best fourth year student in the subject "Climate Impact Mitigation and Adaptation" in the Department of Environmental Science and Management
- vii) Best fourth year student in the subject "Environmental Planning and Environmental Assessment" in the Department of Environmental Engineering

Academic Prizes Offered in the School of Earth Sciences, Real Estate, Business Studies and Informatics (SERBI)

In addition to the prizes offered across the University, SERBI also has specific prizes offered by various donors.

1. Supply Well Prize

Awarded to the best third year degree student in Engineering Surveying.

2. Royal Mark Suppliers Co. Ltd Prize

Awarded to:-

- i) Best first year degree student in BSc. Information Systems Management
- ii) Best second year degree student in BSc. Information Systems Management

3. Job Asheri Chaula's Prize

Awarded to:-

- i) Best second year degree student in the BSc. Information Systems Management.
- ii) Best third year degree student in the BSc. Information Systems Management.

4. The Knight Frank Prizes

Awarded to:-

- i) Best first degree student in the Department of Land Management and Valuation as judged by overall performance
- ii) Best second year student in the subject "Principles of Valuation" in the Department of Land Management and Valuation
- iii) Best third year student in the subject "Applied Valuation" in the Department of Land Management and Valuation
- iv) Best fourth year student in the subject "Valuation Casework" in the Department of Land Management and Valuation

5. Property Bureau (T) Prize

Awarded to best third year student in the subject "Property Management I" in the Department of Land Management and Valuation

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6. Tanzania Institute of Valuers and Estate Agents Prize
Awarded to best final year degree student in the Department of Land Management and Valuation as judged by the overall performance
 7. Proper Consult (T) LTD Prize
Awarded to best third year student in the subject "Property Finance" in the Department of Land Management and Valuation
 8. Real Estate, Surveyors and Associates Ltd. Prize
Awarded to best third year student in the subject "Property Management II" in the Department of Land Management and Valuation
 9. Majengo Estate Developers Ltd. Prizes
Awarded to:-
 - i) Best third year student in the subject "Maintenance of the Built Environment" in the Department of Land Management and Valuation
 - ii) Best fourth year degree student in the subject "Business Ethics"
 10. National Housing Cooperation (NHC) Prizes
Awarded to:-
 - i) Best first year student as judged by overall performance in the Department of Property and Facilities Management
 - ii) Best first year student as judged by overall performance in the Department of Real Estate (Finance and Investment)
 - iii) Best second year degree student in the subject "Housing"
 - iv) Best third year degree student in the subject Corporate Real Estate Management in BSc in Real Estate (Finance and Investment)
 - v) Best third year degree student in the subject Corporate Real Estate Management in BSc in Real Estate (Finance and Investment)
 - vi) Best third year degree student in the subject Real Estate Market Analysis in BSc in Property and Facilities Management
 - vii) Best fourth year student in the subject Professional Casework in BSc in Real Estate (Finance and Investment)
 - viii) Best final year degree student in BSc. Real Estate (Finance and Investment) as judged by overall performance
 - ix) Best final year degree student in BSc. Property and Facilities Management as judged by overall performance
 11. Africa Property Ltd. Prize
Awarded to best third year student in the subject "Valuation Casework" in the Department of Land Management and Valuation
 12. Tryphone Rwechungura Prize
Awarded to:-
 - i) Best first year student in the subject "Land Economics"
 - ii) Best second year student in the subject "Urban Economics"
 13. The Allan Mugisha Prizes
Awarded to:
 - i) Best final year degree student with 1st class in the BSc. Land Management and Valuation.
 - ii) Best final year degree student in the BSc. Land Management and Valuation.

POSTGRADUATE STUDIES

POSTGRADUATE ENTRY REQUIREMENTS

School of Architecture, Construction Economics and Management (SACEM)

Postgraduate Diploma in Architecture (PGD-Arch)

Entry Qualifications

Holders of 3 years Diploma in Building Design or Advanced Diploma in Architecture of the former Ardhi Institute; or equivalent qualification from a recognized institution of higher learning.

Postgraduate Diploma in Construction Economics and Management (PGD CEM)

Entry Qualifications

An Advanced Diploma in Building Economics, Architecture, Land Management and Valuation, Urban and Rural Planning of the former Ardhi Institute Dar es Salaam or any other relevant advanced Diploma from a recognized institution of Higher Learning.

OR

A first degree in the field of Building Economics, Building Survey, Construction Management, Architecture of Ardhi University or other relevant first degree from a recognized institution of Higher Learning.

Master of Architecture (M. Arch) (Coursework & Dissertation)

Entry Qualifications

Holders of Bachelor of Architecture of at least a Second Class Lower division from Ardhi University or from any other recognized Institution of Higher Learning.

OR

Graduate Diploma in Architecture of at least a Second Class Lower division of the former Ardhi Institute or Postgraduate Diploma in Architecture from Ardhi University or from any other recognized Institution of Higher Learning.

Master of Science in Construction Economics and Management (MSc CEM) (Coursework & Dissertation)

Entry Qualifications

A first degree of second class grade or above in Building Economics, Construction Management, Building Survey or related fields of Ardhi University or any other relevant first degree from a recognized institution of Higher Learning.

OR

A relevant Postgraduate Diploma in Construction Economics and Management or related fields of Ardhi University or any other recognized institution of Higher Learning.

*Doctor of Philosophy in Architecture (PhD Arch)**Entry Qualifications*

A Master's Degree in Architecture from Ardhi University or any other relevant Masters Degree from Ardhi University or from a recognized University.

*Doctor of Philosophy in Construction Economics and Management (PhD CEM),
Doctor of Philosophy in Construction Management (PhD CM),
Doctor of Philosophy in Civil Engineering (PhD CE)*

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University.

School of Spatial Planning and Social Sciences (SSPSS)

*Postgraduate Diploma in Urban Planning and Management (PGD UPM)**Entry Qualifications*

- (i) Advanced Diploma in Urban and Rural Planning or Architecture or Land Management and Valuation or Environmental Engineering, Building Economics and other related fields from a recognized University or institution of higher learning approved by Senate.
- (ii) Positive recommendations from two referees, one from the academic institution from where the candidate graduated and one from the practice.
- (iii) A working experience of at least two years in a relevant field.

*Master of Science in Urban Planning and Management (MSc. UPM) (Coursework & Dissertation)**Entry Qualifications*

- (i) First or Second Class Bachelor's Degree in Urban and Regional Planning (URP), Regional Development Planning (RDP) and Housing and Infrastructure Planning (HIP); or relevant qualifications from Programs offered by the Schools at ARU, Economics and Economic Planning.
- (ii) Upper Second Class or above Postgraduate Diploma in Urban and Regional Planning or Architecture or Land Management and Valuation or Environmental Engineering or from relevant Programs offered by the Schools at ARU, other related subject from a recognized university or institution of higher learning.
- (iii) Working experience of at least two years in a relevant field will be an added advantage.
- (iv) Positive recommendations from two referees one from an academic institution where the candidate graduated and one from the practice. Candidates without sufficient background in urban and regional planning profession may be required to take additional courses offered in the undergraduate programs.

*Master of Science in Urban and Regional Planning and Management (MSc. URPM) (Coursework & Dissertation)**Entry Qualifications*

First or Second Class Honours Bachelor's Degree in Urban and Regional Planning or Architecture or Land Management and Valuation or Environmental Engineering or Building Economics or Land Surveying/Geomatics or Geography or Economics or Economic Planning

or Public Administration or Business Administration and Postgraduate Diploma of the University of Dar es Salaam or any other recognised institution or any other relevant field.

- (i) Experience of at least two years in a relevant field would be an added advantage.
- (ii) Positive recommendations from two referees.
- (iii) This programme is currently supported by DAAD. Therefore, Tanzanian candidates aspiring for the DAAD scholarships would have their applications for sponsorship further scrutinised by a joint committee of SPRING partner universities and a DAAD representative or any sponsoring organization /institution as situation emerges.

*Doctor of Philosophy in Urban and Regional Planning (PhD URP),
Doctor of Philosophy in Urban Planning and Management (Housing and Infrastructure),
Doctor of Philosophy in Economics (PhD Econ)*

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University.

School of Earth Sciences, Real Estate, Business Studies and Informatics (SERBI)

Postgraduate Diploma in Geomatics (PGD Gm)

Entry Qualifications

A Bachelors Degree in Geomatics or Land Surveying from Ardhi University or any other relevant from a recognized University or Institution of Higher Learning.

OR

An Advanced Diploma in Land Surveying of the former Ardhi Institute, Dar es salaam or any other relevant Diploma from Ardhi University or a recognized University or Institution of Higher Learning.

Postgraduate Diploma in Real Estate (PGD-RE)

Entry Qualifications

A first degree in the field of Land Management and Valuation of Ardhi University or any other relevant first degree from a recognized institution of Higher Learning.

OR

An advanced Diploma in Land Management and Valuation, Urban and Rural Planning, Building Economics, Architecture, Land Surveying of Ardhi Institute or any other relevant Advanced Diploma from a recognized institution of higher Learning.

Master of Science in Geomatics (MSc. Gm) (Coursework & Dissertation)

Entry Qualifications

A second class or above BSc. Degree in Geomatics or Land Surveying or any other relevant degree from Ardhi University or a recognized University or Institution of Higher Learning.

OR

A Postgraduate Diploma in Geomatics or Land Surveying from Ardhi University or any other relevant degree from a recognized University or Institution of Higher Learning.

*Master of Science in Geomatics (MSc. Gm) (Thesis)**Entry Qualifications*

A Second Class Upper Division, Bachelor of Science degree in Geomatics or Land Surveying from Ardhi University or its equivalent from Ardhi University or any other recognized University or Institution of Higher Learning.

*Master of Science in Real Estate (MSc RE) (Coursework & Dissertation)**Entry Qualifications*

At least a second class grade or above Bachelor's Degree in Land Management and Valuation, Urban and Regional Planning, Building Economics, Architecture, Land Surveying, Environmental Engineering, Geography, Economics, Commerce, or Civil Engineering from Ardhi University or any other relevant degree from a recognized University or Institution of Higher Learning.

OR

A relevant Postgraduate Diploma of the Ardhi University or other relevant diploma from a recognized University or Institution of higher Learning.

*Master of Science in Real Estate (MSc RE) (Thesis)**Entry Qualifications*

A minimum of a Second Class Upper Division, Bachelor's Degree in Land Management and Valuation of the Ardhi University or any other relevant degree from Ardhi University or any other degree from a recognized University or Institution of Higher Learning.

*Doctor of Philosophy in Geospatial Science (PhD. GS)**Entry Qualifications*

A Master Degree in Geomatics or Land Surveying or Geoinformatics or Geodetic Science from Ardhi University or any other relevant Masters Degree from a recognized University

*Doctor of Philosophy in Real Estate (PhD. RE)**Entry Qualifications*

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University.

*School of Environmental Science and Technology (SEST)**Postgraduate Diploma in Environmental Technology and Management (PGD-ETM)**Entry Qualifications*

A Bachelor's degree in Environmental Engineering of the Ardhi University or any other relevant Bachelor's degree from any recognized University or institution of higher learning.

OR

An Advanced Diploma in Environmental Engineering of the former Ardhi Institute Dar es salaam or any other relevant advanced diploma from a recognized University or Institution of Higher Learning

Master of Science Degree in Environmental Technology and Management (MSc ETM) (Coursework and Dissertation)

Entry Qualifications

At least a Second Class Lower division Bachelor's Degree in Environmental Engineering of the Ardhi University or any other relevant degree from a recognized University or Institution of higher learning.

OR

A Postgraduate Diploma in Environmental Engineering of the Ardhi University or other Postgraduate Diploma from a recognized University or Institution of higher learning.

Master of Science Degree in Environmental Technology and Management (MSc ETM) (Thesis)

Entry Qualifications

A minimum of a Second Class Upper Division, Bachelor's Degree in Environmental Engineering of the Ardhi University or any other relevant degree of the Ardhi University or any other relevant degree from a recognized University or Institution of higher learning.

Master of Disasters Risk Management (M. DRM) (Coursework & Dissertation)

Entry Qualifications

A second or higher class bachelor's degree or post graduate diploma in any of the programmes offered by Ardhi University and similar programmes offered by other universities as approved by Senate. Other admission requirements are similar to the general entry requirements for ARU postgraduate programmes.

Master of Science in Disaster Risk Management (MSc. DRM) (Coursework & Dissertation)

Entry Qualifications

Second or higher class bachelor's of science degree or postgraduate diploma in programmes offered by recognized universities as approved by ARU Senate. It is also open to holders of equivalent qualifications in science or engineering programmes offered by recognised higher learning institutions. Other admission requirements are similar to the general entry requirements for ARU postgraduate programmes.

Master of Science in Disaster Risk Management and Engineering (MSc DRM Eng.) (Coursework and Dissertation)

Entry Qualifications

A second or higher class bachelor's of science degree or post-graduate diploma in any of the engineering and technology (environmental engineering, municipal and industrial services engineering, environmental laboratory science and technology, and civil engineering) programmes offered by ARU. Holders of bachelor's degrees in similar programmes offered by other recognised universities or higher learning institutions, as approved by ARU Senate also qualify. Applicants who have a first degree in branches of engineering other than the ones mentioned above may be considered for admission into the programme as shall be approved by the university senate. Other admission requirements are similar to the general entry requirements for ARU postgraduate programmes.

*Doctor of Philosophy in Environmental Engineering (PhD EE),
 Doctor of Philosophy in Environmental Technology and Management (PhD ETM),
 Doctor of Philosophy in Environmental Science and Management (PhD ESM),
 Doctor of Philosophy in Disaster Management (PhD DM),
 Doctor of Philosophy in Laboratory Science and Technology (PhD LST)*

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University.

Institute of Human Settlement Studies (IHSS)

Postgraduate Diploma in Housing (PGD Housing)

Entry Qualifications

- (i) Advanced Diploma in Urban and Rural Planning or Architecture or Land Management and Valuation or Environmental Engineering or Building Economics or other related fields from a recognized University or Institution of higher Learning.
- (ii) Bachelor degree in relevant fields from a recognized University or Institution of higher learning.
- (iii) Positive recommendations from two referees, at least one from the academic institution from where the candidate graduated and one from the practice.
- (iv) A working experience of at least two years in the relevant field will be an added advantage.

Candidates without sufficient background in Human Settlements related fields will be required to take additional courses offered in the undergraduate programmes in the relevant Schools at ARU.

Master of Science in Housing (MSc Housing)

Entry Qualifications

- (i) Bachelor degree with a minimum GPA of 2.7, or equivalent qualification as shall be approved by the University Senate, in the fields of urban planning; housing and infrastructure, urban development planning, architecture, urban geography, urban sociology, urban designers, environmental and civil engineering, geomatics, land management and valuation, building economics, construction economists and management, urban economics and other related fields.
- (ii) Work experience of 2 years in the respective fields is an added advantage.
- (iii) Recommendation from at least two referees – one academician and one practicing professional.

Master of Science in Public Policy Analysis and Programme Management

Entry Qualifications

- (i) Bachelor degree with a minimum of lower second class or equivalent qualifications as shall be approved by the University Senate, in the fields offered at ARU or any other related fields.
- (ii) Work experience of 2 years in the respective fields is an added advantage.
- (iii) Recommendation from at least two referees – one academician and one practicing professional.

*Doctor of Philosophy in Built Environment Analysis (PhD BEA),
Doctor of Philosophy in Climate Change Studies (PhD CCS),
Doctor of Philosophy in Housing and Settlements Studies (PhD HSS),
Doctor of Philosophy in Policy Analysis and Programme Management (PhD
PAPM),
Doctor of Philosophy in Development Studies (PhD DS)*

Entry Qualifications

Relevant Master's Degree of the Ardhi University or holder of equivalent standing Master's Degree from a recognised University.

BURSARIES AND FEES FOR POSTGRADUATE PROGRAMMES

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and University fees for the full first year, by the beginning of the term/semester before they can be permitted to use the University facilities.

All local payments for fees should be made through the Electronic Government Payment Gateway (eGPG) after acquiring a control number from the Office of the Bursar.

FEE STRUCTURE FOR POSTGRADUATE PROGRAMMES (Under Review)

(i) Direct University Costs (Payable to the University)

Programme	First Year	Subsequent Years	
		6 months	12 months
Postgraduate Diploma			1,947,500
Masters by Coursework and Dissertation	1,877,500	1,452,500	2,052,500
Masters by Thesis	1,997,500	1,402,500	2,302,500
PhD by Coursework and Dissertation	2,347,500	2,152,500	2,602,500
PhD by Thesis	2,397,500	2,202,500	3,002,500

(ii) Direct Student costs (Payable to the student)

Description	Postgraduate Diploma	Masters by C/work and Dissertation	Masters by Thesis	PhD by Coursework & Dissertation	PhD by Thesis
Stationery	50,000	100,000	100,000	100,000	100,000
Books	350,000	400,000	400,000	400,000	400,000
Thesis Projection	0	250,000	300,000	400,000	400,000
Independent/Study / Practical Training/ Research paper/ Teaching Practice for Postgraduate Diploma Students	500,000	0	0	0	0
Stipend	3,600,000	3,600,000	3,600,000	3,600,000	3,600,000
Total	4,500,000	4,350,000	4,400,000	4,500,000	4,500,000

(iii) Research Funds

Programmes	By Coursework and Dissertation	By Thesis
Masters	3,000,000	5,000,000
PhD.	6,000,000	7,000,000

(iv) Foreign Students

1. Application Fee

	US \$
Application fee for Master's and Postgraduate Diploma candidates	20
Application fee for PhD candidates	30

2. Direct University Costs

Programme	First Year	Subsequent Years	
		6 months	12 months
Postgraduate			US \$ 2,952
Masters by Coursework and Dissertation	US \$ 2,950	US \$ 2,874	US \$ 3,877
Masters by Thesis	US \$ 4,352	US \$ 3,523	US \$ 4,527
PhD by Coursework and Dissertation	US \$ 6,452	US \$ 5,327	US \$ 6,827
Ph.D by Thesis	US \$ 6,452	US \$ 5,327	US \$ 7,327

Research Funds

Programmes	By Coursework and Dissertation	By Thesis
Masters	US \$ 3000	US \$ 4000
PhD.	US \$ 6000	US \$ 7000

Short Term and Occasional Students

1. Tuition Fee

Programme	Fee per Course Registered per Semester
	US \$ 150

Other University Direct Costs

Description	Proposed Rates (US \$)
Application fee	20
Registration fee	100
Examination fee*	100
Supervision fee**	0
Medical capitation fee**	300
Caution money	100
Student Union	20
Student Identity Card	5
Total	845

* Examination fee US \$ 100 per exam

** Medical capitation fee and Special Faculty Requirements US \$ 30 per months

Student Cost for Foreigners

Description	Postgraduate Diploma (US \$)	Masters by Coursework & Dissertation (US \$)	Masters by Thesis (US \$)	PhD by Coursework & Dissertation (US \$)	PhD by Thesis (US \$)
Stationery	100	150	150	150	150
Books	300	400	400	600	600
Thesis Projection	0	300	300	400	500
Independent/Study / Practical Training/ Research paper/ Teaching Practice	500	0	0	0	0

Description	Postgraduate Diploma (US \$)	Masters by Coursework & Dissertation (US \$)	Masters by Thesis (US \$)	PhD by Coursework & Dissertation (US \$)	PhD by Thesis (US \$)
for Postgraduate Diploma Students					
Stipend	3,600	3,600	3,600	3,600	3,600
Total	4,500	5,950	7,450	8,750	9,850

Student stipend is calculated on the basis of US \$ 300 per month. This is a minimum living cost and therefore sponsors may raise the allowances.

Appeal Fee for Examinations

T.Shs.5,000/= per course/decision (For Tanzanian students)

USD 20.00 per course/decision (For foreign students)

Fee for a copy of a lost certificate

T.Shs 30,000/= for a copy

POSTGRADUATE COURSES OFFERED IN VARIOUS PROGRAMMES
School of Architecture, Construction Economics and Management (SACEM)**Postgraduate Diploma in Architecture**

<i>Code</i>	<i>Course Title</i>	<i>Units</i>			
<i>Semester 1</i>			CM 635	Project Planning and Administration	2
AR 601	Design Studio	5	CM 641	Project Management	2
AR 611	Building Construction and Materials	2	CM 642	Total Quality Management	2
AR 612	Building Structures	2	Option II: Housing and Conservation		
AR 613	Building Services	1	AR 705	Design Studio: Design Studio in Housing and Conservation	5
AR 651	Application of ICT in Architecture	2			
AR 661	Urban Design	2	AR 722	Housing Policies in Architecture	3
CM 642	Communication Skills	2			
<i>Elective Subjects</i>			AR 723	Architectural Anthropology in Housing	3
AR 621	Architectural Science	4	AR 724	Architectural Conservation	4
AR 662	Landscape Design	4	AR 641	Project Management	2
AR 641	Urban Housing	4	Option III: Urban Design		
AR 663	Interior Design	4	AR 703	Design Studio: Applied Design Studio in Urban Design	5
AR 664	Architectural Conservation	4	AR 741	Advanced Urban Design	4
<i>Semester 2</i>			AR 742	Theory and Elements of Urban Design	3
AR 652	Research Methodology	2			
AR 631	Professional Practice	2	AR 743	Urban Sociology	3
AR 602	Final Project	6	CM 641	Project Management	2
Master of Architecture			Option IV: Landscape Architecture		
<i>Year 1 Semester 1</i>			CM 641	Project Management	2
AR 701	Design Studio: Critical Architectural Project Analysis	7	AR 702	Design Studio: Applied Design Studio Landscape Architecture	5
AR 732	Research Methodology	2	AR 751	Advanced Landscape	4
AR 721	Architectural Urban Form	2	AR 752	Landscape Architectural Elements and Analysis	3
AR 731	Application of ICT in Architecture	2	AR 753	Landscape Management and Environmental Impact Assessment	3
<i>Year 1 Semester 2</i>			<i>Year 2 Semester 1</i>		
Option I: Architectural Management			AR 799	Dissertation	6
AR 704	Design Studio: Design Studio in Architectural Management	5			
AR 712	Project Management and Professional Practice	3			
AR 713	Project Procurement	3			

PGD in Construction Economics and Management			<i>Year 1 Semester 2</i>		
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	CM 723	Project Appraisal	4
<i>Semester 1</i>			CM 731	Project Procurement	4
CM 622	Civil Engineering Construction	2	CM 737	Risk Management in Construction	2
CM 612	Information and Communication Technology	2	CM 738	Regulatory Framework in Construction	2
CS 601	Communication Skills	2		Elective	2
LM 722	Research Methodology	2	<i>Year 2 Semester 1</i>		
CM 613	Quantitative Methods	2	CM 751	Dissertation	10
CM 623	Building Services Technology	2	Elective Courses		
CM 641	Project Management	4	CM 742	Total Quality Management	2
<i>Semester 2</i>			CM 744	Value Management	2
CM 632	Project Appraisal	4	School of Spatial Planning and Social Sciences (SSPSS)		
CM 633	Professional Practice	4	PGD in Urban Planning and Management		
	Elective 1	2	<i>Semester 1</i>		
	Elective 2	2	UP 612	Urban Planning and Management Studio	4
CM 661	Final Paper	4	UP 611	Principles and Theories of Spatial Planning and Management	3
Elective 1 Courses			UP 622	Professional Practice 1	2
CM 651	Maintenance Management	2	LM 722	Research Methodology	3
CM 654	Measurement of Building Services	2	GM 612	Introduction to GIS	2
Elective 2 Courses			CS 601	Communication Skills	2
CM 653	Measurement of Civil Engineering Works	2	<i>Semester 2</i>		
CM 652	Value Management	2	UP 63	Professional Practice II	2
MSc in Construction Economics and Management			UP 632	Infrastructure Economics	2
<i>Year 1 Semester 1</i>			UP 631	Environmental Impact Assessment	2
LM 722	Research Methodology	3	UP 621	Project Appraisal	2
CM 712	Quantitative Methods	2	UP 641	Final Paper II	4
CM 721	Principles of Construction Economics	4	Elective/Optional Courses		
CM 732	Management of Construction Projects	4	LM 751	Comparative Land Law	2
CM 734	Project Financial Management	4	CM 651	Maintenance Management	2

MSc in Urban Planning and Management			MSc in Urban and Regional Development Planning and Management		
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
<i>Year 1 Semester 1</i>			<i>Year 1 Semester 1</i>		
UP 721	Urban Planning and Management Studio	6	UP 601	Development Theories and Strategies I	1
UP 711	Theories and Principles of Urban Planning and Management	4	UP 602	Regional Settlement Pattern I	1
UP 743	Urban Land Development and Property Market	2	UP 603	Social Infrastructure and Demography I	1
UP 742	Project Appraisal and Financing	4	UP 604	Ecology and Environmental Planning I	1
UP 751	Planning and Management Information Systems	2	UP 605	Financing and Budgeting I	1
<i>Year 1 Semester 2</i>			UP 606	Promotion of Small Scale Industries I	1
UP 712	Environmental Planning Management theories	2	UP 607	Agricultural Development Planning I	1
UP 701	Gender Issues in Urban Planning	2	UP 608	Transport Planning	1
UP 702	Participation and Community Empowerment	2	UP 609	Organisation and Management	2
UP 731	Environment and Development	2	UP 610	Planning Workshop I (Analysis)	2
LM 722	Research Methodology	2	UP 611	Planning Workshop II (Planning)	2
UP 762	Dissertation I	2	SV 612	Cartography and Aerial Photography	0.5
UP 722	Urban Environmental Planning and Management Studio	6	SV 613	Microcomputer Workshop	0.5
<i>Electives</i>			<i>Year 1 Semester 2</i>		
AR 741	Urban Design	2	UP 604	Ecology and Environmental Planning II	1
AR 702	Landscape Planning & Design	2	UP 612	Regional Settlement Pattern II	0.5
UP 744	Urban Housing Infrastructure Planning and Management	2	UP 613	Social Infrastructure and Demography II	1
<i>Year 2 Semester 1</i>			UP 615	Financing and Budgeting II	1
UP 763	Dissertation II	6	UP 616	Promotion of Small Scale Industries II	0.5
			UP 617	Agricultural Development Planning II	1
			UP 618	Transport Planning II	1
			UP 619	The European Planning System	1

<i>Code</i>	<i>Course Title</i>	<i>Units</i>			
			LM 633	Applied Valuation	4
UP 620	Planning Workshop III (Implementation)	2	LM 632	Statutory Valuation	3
			LM 611	Information and Communication	2
UP 621	Final Paper Workshop	1		Technology (ICT) in Valuation	
UP 622	Final Paper (Individual Research)	5	<i>Semester 2</i>		
			LM 635	Professional Practice	2
<i>Year 2 Semester 1</i>			LM 699	Project	4
UP 791	Urban Planning and Management Theory	2		Elective 1	4
				Elective 2	4
UP 792	Urban Planning and Management Studio	5	Elective Courses		
			PM 226	Construction*	4
UP 794	Professional Practice	2	LM 143	Land Economics*	2
UP 796	Research Methods	2	LM 272	Land Law and Administration*	3
UP 788	Dissertation I	2	LM 365	Business Valuation*	2
Electives (One Subject to be Selected)			LM 612	Geographic Information Systems (GIS) Applications to Valuation	4
SV 795	Elective 1: Planning and Management Information Systems	2	LM 742	Real Estate Investment Analysis	4
UP 793	Elective 2: Urban Infrastructure Planning and Management	2	LM 733	Government Finance	3
			<i>*Elective from BSc. Programme</i>		
UP 797	Elective 3: Urban Housing Development and Management	2	MSc in Real Estate		
			<i>Year 1 Semester 1</i>		
LM 793	Elective 4: Urban Land Management and Development	2	LM 715	Comparative Land Law	2
			LM 721	Business Management	3
UP 751	Elective 5: Gender Issues in Planning	2	LM 732	Property Development and Finance	3
<i>Year 2 Semester 2</i>			LM 724	Land Resources Management	3
UP 799	Dissertation II	15	LM 731	Real Estate Economics	2
			LM 725	Environmental Management	2
				Elective 1	2-4
School of Earth Sciences, Real Estate, Business Studies and Informatics					
PGD in Real Estate			<i>Year 1 Semester 2</i>		
<i>Semester 1</i>			LM 741	Advanced Valuation	4
LM 631	Valuation Principles and Techniques	4	LM 722	Research Methodology	3
			LM 752	Land Administration Casework	3
LM 621	Real Estate Marketing and Agency	3		Elective 2	3-4
				Elective 3	3-4

<i>Code</i>	<i>Course Title</i>	<i>Units</i>		
<i>Year 2 Semester 1</i>			MSc. in Geomatics	
LM 799	Dissertation	6	<i>Year 1 Semester 1</i>	
Elective Courses			GM 701	Advanced Estimation & Analysis 4
LM 328	Maintenance of the Built Environment*	2	GM 702	GIS Operational Procedures 4
LM 711	ICT in Land Management	4	GM 703	Entrepreneurship in Engineering 3
LM 733	Government Finance	3	GM 704	Research Methods & Graduate Seminar 3
LM 723	Estate Management and Agency	3		
LM 742	Real Estate Investment Analysis	4	<i>Year 1 Semester 2</i>	
PM 226	Construction*	4	Surveying Specialization Core Courses	
UP 714	Theories and Principles of Spatial Planning and Mngt.	4	GM 711	Cadastral Systems 4
*Elective from a BSc. Programme			GM 712	Visualization in Geomatics 4
PGD in Geomatics			GM 754	Advanced Hydrographic Surveying & Ocean Mapping 4
<i>Semester 1</i>			Geodesy Specialization Core Courses	
GM 611	Database Management System and GIS	2	GM 723	Advanced Positioning 4
GM 621	Electronic and satellite Surveying	3	GM 724	Geodynamics 4
GM 631	Remote Sensing	2	GM 753	Advanced Geodesy 4
GM 641	Computer Programming	2	Geoinformatics Specialization Core Courses (Electives for Surveying and Geodesy Specialisation)	
GM 651	Survey Adjustments	3	GM 735	Close Range & Digital Photogrammetry 4
GM 661	Surveying	2	GM 736	Advanced GIS Applications 4
GM 671	Research Methods	2	GM 752	Modern Trends in GIS 4
<i>Semester 2</i>			GM 755	Imaging Techniques & Data Acquisition 4
GM 612	Engineering & Mining Surveying	2	GM 756	Advances in Photogrammetry 4
GM 622	Mapping Technology	2	GM 757	Advances in Remote Sensing 4
GM 632	Land Information System and Management	2	GM 751	Advances in Engineering Surveying 4
GM 642	Geodesy	3		
GM 652	Positioning			
GM 699	Project	2	<i>Year 1 Semester 1</i>	
		4	GM 799	M.Sc. Dissertation 6

School of Environmental Science and Technology (SEST)

			<i>Year 1 Semester 2</i>	
PGD in Environmental Sciences and Technology			EI 705	Soil and ground water pollution prevention and control 3
			EI 706	Air Quality Monitoring and Management 3
<i>Code</i>	<i>Course Title</i>	<i>Units</i>	EI 707	Hazardous Waste Management and Technology 3
<i>Semester 1</i>			EI 708	Environmental Systems Management 3
EI 611	Environmental Statistics	2	EI 709	Research Methodology 2
EI 612	Environmental Microbiology	2		Elective 3 3
EI 613	Environmental Chemistry	2	<i>Year 2 Semester 1</i>	
EI 614	Environmental Law and Policy	2	EI 799	Dissertation 6
EI 615	Engineering Mathematics	2	<i>Optional Subjects/Electives</i>	
EI 616	Fluid mechanics	2		
EI 617	Ecology	2	EI 711	Advanced Topics in Environmental Health and Epidemiology 3
<i>Semester 2</i>			EI 712	Ecological and Decentralized Sanitation 3
EI 621	Environmental Planning and Impact Assessment	2	EI 713	Storm Water Management 3
EI 622	Water Supply	2	EI 714	Gender, Poverty and Environment 2
EI 623	Wastewater Treatment	2	EI 721	Air Pollution Engineering 3
EI 624	Solid Waste Management	2	EI 722	Industrial Utility and Services Engineering 3
EI 625:	Land and Water Pollution prevention and control	2	EI 723	Advanced Environmental Modeling 3
EI 626	Air Pollution Control	2	EI 724	Ecological Modeling 3
EI 629	Project	4	EI 725	Renewable and Alternative Energy technologies 3
MSc in Environmental Technology and Management			EI 726	Aquatic Chemistry 3
			EI 727	Surface Water Pollution, Prevention and Control 3
<i>Year 1 Semester 1</i>			EI 728	Occupational Health and Safety 3
EI 701	Chemodynamics	3		
EI 702	Wastewater Treatment Plant Design	3		
EI 703	Environmental Biotechnology	3		
EI 704	Toxicology and Risk Assessment	3		
	Elective 1	3		
	Elective 2	3		

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>
EI 729	Environmental Impact Assessment	2	DM 704	Research Methods in Disaster Risk Management	2
EI 731	Advanced Wastewater Treatment	3	DM 791	Disaster Risk Management Project	2
EI 732	Advanced Industrial Wastewater Treatment	3	<i>Year 1 Semester 2</i>		
EI 733	Natural Waste Treatment Systems	3	DM 705	Disaster Management Settlement Planning	3
EI 734	Solid Waste Management and Technology	3	DM 706	Introduction to Disaster Science and Management	3
EI 735	Water Treatment Plant Design	3	DM 707	Theories and Management of Risk and Crisis	3
EI 736	Sludge and Septage management Technology	3	DM 708	Case Studies in Disaster Risk Management	2
EI 741	Environmental Remediation and Restoration Technology	3		Specialization Elective 1	3
EI 742	Soil Science	3		Specialization Elective 2	3
EI 743	Recreational and Aesthetic Services Engineering	3	<i>Year 2 Semester 1</i>		
EI 751	Application of GIS in Environmental Management	3	DM 799	Dissertation Electives	6
EI 752	Application of Remote sensing in Environmental Management	3	DM 709	Case Studies in Emergency Planning Management	3
EI 753	Disaster Science and Management Technology	3	DM 711	Introduction to GIS Application in Disaster Management	3
EI 754	Computer Applications in Environmental Engineering	3	DM 712	Models of Risk, Crisis and Disaster	3
SV 703	Entrepreneurship in Engineering	3	DM 713	Disaster Science and Management Seminars	3
Master of Disaster Risk Management			DM 714	Diversity, Poverty and Environment	3
<i>Year 1 Semester 1</i>					
DM 701	Introduction to Disaster Risk Management	8			
DM 702	Principles of Disaster-Time Occupational Health and Safety	3			
DM 703	Emergency Planning Management	2			

MSc in Disaster Risk Management			Code	Course Title	Units
Code	Course Title	Units	DP 706	Special Topics in Disaster Science and Management	3
<i>Year 1 Semester 1</i>					
DM 701	Introduction to Disaster Risk Management	8	MSc in Disaster Risk Management and Engineering		
DM 702	Principles of Disaster-Time Occupational Health and Safety	3	<i>Year 1 Semester 1</i>		
DM 703	Emergency Planning Management	2	DM 701	Introduction to Disaster Risk Management	8
DM 704	Research Methods in Disaster Risk Management	2	DM 702	Principles of Disaster-Time Occupational Health and Safety	3
DM 791	Disaster Risk Management Project	2	DM 703	Emergency Planning Management	2
<i>Year 1 Semester 2</i>					
DM 705	Disaster Management Settlement Planning	3	DM 704	Research Methods in Disaster Risk Management	2
DP 701	Disaster Science and Management-Natural Disasters	3	DM 791	Disaster Risk Management Project	2
DP 702	Disaster Science and Management-Anthropogenic Disasters	3	<i>Year 1 Semester 2</i>		
DP 791	Disaster Science and Management Project	2	DP 701	Disaster Science and Management-Natural Disasters	3
	Specialization Elective 1	3	DP 702	Disaster Science and Management – Anthropogenic Disasters	3
	Specialization Elective 2	3	DE 701	Disaster-Time Sanitary and Environmental Infrastructure Engineering	3
<i>Year 2 Semester 1</i>					
DP 799	Dissertation	6	DE 702	Design and Construction of Disaster Resistant Infrastructure and Facilities	2
Electives				Specialization Elective 1	3
DM 713	Disaster Science and Management Seminars	3		Specialization Elective 2	3
DP 703	GIS and RS Application in Disaster Management	3	<i>Year 2 Semester 1</i>		
DP 704	Principles of Disaster – Time Physical Planning	3	DE 799	Dissertation	6
DP 705	Principles of Disaster – Time Shelter Provision	3	Electives		
EI 704	Toxicology and Risk Assessment	3	DP 703	GIS and RS Application in Disaster Management	3
EI 729	Environmental Impact Assessment	3			

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Semester 2</i>			
DP 704	Principles of Disaster – Time Physical Planning	3	HS 651	Housing Infrastructure Provision and Management	2	
DP 705	Principles of Disaster – Time Shelter Provision	3	HS 622	Professional Practice	2	
			HS 652	Land Property Valuation and	2	
DE 703	Disaster – Time Sanitary Services Engineering	3	HS 612	Management Housing Finance	2	
DE 704	Disaster Forensic Engineering	3	HS 653	Demography, Gender and	2	
DE 705	Special Topics in Disaster – Time Engineering	3	HS 672	Environment in Housing Final Paper II	6	
DE 706	Hazardous Waste Operations and Emergency Response	3	MSc. in Housing			
DE 707	Health and Environmental Risk Analysis	3	<i>Year 1 Semester 1</i>			
DE 708	Disaster – Time Environmental Health and Epidemiology	3	HS 711	Housing Theories and Concepts	2	
			HS 713	House Design and Construction Technology	4	
EI 712	Ecological and Decentralised Sanitation	3	UP 796	Research Methodology	2	
Institute of Human Settlements Studies (IHSS)			HS 731	ICT in Housing	4	
			HS 714	Housing Delivery	2	
			HS 721	Institutional Framework for Housing	2	
			HS 752	Land Development Management	2	
<i>Semester 1</i>			<i>Year 1 Semester 2</i>			
HS 611	Housing Theories	2				
HS 613	Theoretical Aspects of House Design and Construction Tech.	2				
HS 621	Housing Policies and Legislations	2	HS 751	Housing and Infrastructure	2	
			HS 722	Professional Practice	2	
HS 661	Scientific Writing	2	HS 715	Property Valuation and	2	
HS 631	ICT in Housing Surveys and Analysis	2	HS 712	Management Housing Economics and	2	
HS 641	Housing Project Planning and Management	2	HS 761	Financing Social Housing, Gender and	2	
CM 642	Communication Skills	2		Environmental Aspects		
HS 671	Final Paper I	2	HS 762	Population and Housing Development	6	
			HS 788	Dissertation I	2	
				Elective	2	

<i>Code</i>	<i>Course Title</i>	<i>Units</i>	<i>Code</i>	<i>Course Title</i>	<i>Units</i>	
Electives			HS 788	Developing a Research Proposal-Dissertation 1	2	
HS 753	Housing Heritage and Conservation	2	2 Electives			4
HS 723	Housing and Livelihood	2	Electives			
HS 741	Housing Project Planning and Management	2	HS 756	Public Finance and Welfare Economics	2	
<i>Year 2 Semester 1</i>			HS 757	Government Budget and Expenditure	3	
HS 789	Dissertation II	6	HS 744	Environmental Economics	2	
MSc in Public Policy Analysis and Programme Management			<i>Year 2 Semester 1</i>			
<i>Year 1 Semester 1</i>			HS 789	Dissertation II	6	
HS 716	Public Policy Development Theories, Concepts and Strategies	2				
HS 717	The Informal Sector and Development	2				
HS 718	Decentralisation and Institutional Development	2				
HS 723	Public Policy Analysis and Management	3				
HS 732	ICT and Statistical Analysis for Development	4				
HS 742	Programme Appraisal and Risk Management	2				
HS 719	Development Policy and Poverty Reduction	2				
HS 796	Research Methodology	3				
<i>Year 1 Semester 2</i>						
HS 724	Public Policy Seminar	3				
HS 754	Public Policy Economics and Finance for Development	2				
HS 755	Human Resource Management and Development	2				
HS 743	Programme Development and Management	2				
HS 763	Gender and Development	2				

POSTGRADUATE ACADEMIC PRIZES OFFERED BY VARIOUS DONORS

Academic Prizes offered by the University

1. Council Chairperson's Prize

The name of the award is "Best Masters Student in Dissertations" and will be awarded to the best Masters student in each of the schools and the Institute of Human Settlements studies

THE LIBRARY SERVICES

The ARU Academic Library is an integral part of the University. The Library serves the information needs of undergraduate and postgraduate students, lecturers, researchers and practicing professionals within range of the framework of the existing six schools and other academic units. The services offered in the library include lending, reference, internet and photocopying; others include current awareness, selective dissemination of information and user instructions. The library provides information service for the university to approximately 4,000 undergraduate students, 178 postgraduate students and 446 full time Academic/Administrative staff members.

There are also departmental libraries such as those of Urban and Regional Planning, and Land Management and Valuation. These libraries offer specialized materials falling under the departments mentioned above. There is also a Library for the Institute of Human Settlement Studies (IHSS) which caters for information needs of researchers in the aspects of human settlements studies.

The University library has a rich collection of materials in relation to Land subjects. The broad subject areas covered are Architectural studies, Urban and Regional Planning, Building and Construction Management, Environmental Science, Geomatics and Land Survey, Real Estates Studies, Community Development Studies and Economic related disciplines. The Library has a close link with worldwide known books and journals as well as donors such as Book Aid International (London) and ICT. The library collections and resources consists of print, none print materials and various ICT equipments which are mostly acquired through purchases from the University budget and donations. The recent stock taking shows that the library has 13,233 volumes of books and periodical titles and 10 newspaper titles.

The library has 76 computers connected to the Internet facility where as Adlib Library System is used in the database operation. Some of these computers are used for browsing materials from databases; internet and email services for students and staff and a few of them are used for administrative purposes. There is also a photocopy service which is privately owned.

The University Library also subscribes to a variety of about 26 electronic journals databases via the Consortium of Tanzania University and Research Libraries (COTUL) through the International Network for the Availability of Scientific Publications (INASP) programme. Apart from that the Library also provides links to a number of free Journal and books open sources and Institutional repository.

Users are also advised to visit other academic and public libraries like University of Dar es Salaam Library, Central Library, the Muhimbili University of Health and Allied Sciences Library and the United States Information Services Library as well as visit the Electronic subscribed and open source databases in case of unavailability of some materials within the library.

Library Opening Hours

Duration	Days	Opening Hours
Semester	Monday-Friday	09:00-22:00
	Saturdays	09:00-18:30
	Sundays & Public Holidays	09:30-16:00
Vacation	Monday-Friday	09:00-16:00
	Saturdays, Sundays & Public Holidays	CLOSED

INSTITUTE AND CENTRES

Institute of Human Settlement Studies (IHSS)

Historical Background

The Institute of Human Settlement Studies (IHSS) was founded in 1979 as a joint project between the Governments of Tanzania and the Netherlands, under the name Centre for Housing Studies (CHS).

The CHS was renamed the Institute of Human Settlement Studies (IHSS) in June 1996. Despite the change of name, the mandate of the Institute remained the same that is, to train, carry out research, consultancy and community outreach in the fields of land, housing and human settlements.

Mandate

The main goal of the Institute is to contribute to the improvement of human settlement and the overall living conditions of people in the rural and urban areas. The main objectives are the following:-

- i) The realization of research in the fields of land management, housing, building and planning to support professional training programmes and inform policy-making, and implementation,
- ii) Develop research capacities pertinent to the contemporary social, economic and physical environment in Tanzania,
- iii) The provision of consultancy and community – outreach services on land management, housing, building and planning to central and local governments, parastatal organizations, the private and popular sectors, international agencies and non-governmental organizations,
- iv) The Provision of continuing education mostly to middle and high level personnel working in the fields of housing, land management, planning, development and management of human settlements, with the ultimate aim of improving their technical and managerial competence,
- v) The dissemination to the public at large of documentation and information on land management, housing, building and human settlements, development planning and management.

Major Research, Training and Consultancy Areas

Settlements Development and Management

- Housing Market
- Land and Property Management
- Housing Infrastructure Analysis
- Governance and Service Provision
- Urban and Rural Poverty Alleviation Strategies
- Urban and Transportation and Livelihoods
- Social Policies Analysis

Housing Development, Building Materials and Technology

- Building Materials and Construction Technology
- Architectural Design
- Construction Management
- Housing Provision and Consumption

Environmental Management

- Environmental Impact Assessment (E.I.A.)
- Water Supply and Sanitation
- Pollution
- Solid/Liquid Waste Management
- Disaster Management
- Sustainable Energy

Short Courses

- Water Supply and Low Cost Sanitation
- Application of GIS and Remote Sensing Techniques in Human Settlements Analysis
- Cooperative Housing Development
- Investment Appraisal and Evaluation
- Project Planning and Management for Artisans
- Informal Settlements Regularisation
- Technician Course on Housing Development and Maintenance
- Gender and Human Settlements Development
- Construction Management for Urban Managers
- Participatory Urban Environmental Planning and Management
- MDGs and Urban Poverty in Sub-Saharan Africa
- Transparency in Land Administration

Centre for Continuing Education (CCE)

The Centre coordinates initiatives by individual members of the Academic staff in the faculties and the Institute to conduct continuing education programmes.

The programmes include short courses, seminars and workshops covering the fields of Architecture, Building Economics (Quantity Surveying), Environmental Engineering, Land Management and Valuation, Geomatics and urban and Rural Planning. Continuing education programmes offered through the Centre are geared toward refreshing the ARU alumni and other relevant practitioners on professional advancement as well as equipping them with the necessary skills for computer application in their professional operations.

Hence the aim is to provide not only up-to-date professional know how but also hands-on experience in professional computing with a view to making programme finalists more efficient and productive at their workplaces.

Given the academic and professional experiences of members of the academic staff, its computing centers, classrooms and lecture theaters, workshops, laboratories and libraries, ARU provides an ideal environment for the participation in continuing education programmes. However, depending on the geographic composition of programme participants and type of training resources required, programme venues can be arranged at the ARU campus in Dar es Salaam or any other suitable locations. Tuition fees for any other continuing education programme, payable to ARU Chancellor, are competitive and negotiable.

Centre for Information and Communication Technology (CICT)

Centre for Information and Communication Technology (CICT) provides ICT services to administrative and academic departments of the college including maintenance and support of ARU computer systems, training in ICT to students, the entire college community and general public. The centre also provides Geo Information services to undergraduate and postgraduate programmes including training, research and public services delivery in the application of Geographical Information System (GIS) and Information Technology. Over the years, the centre has gradually strengthened its capacity into a position where the centre now has several consultancy projects and couple of international links, the CICT has also established itself as a centre of Excellence in Information Technology: training in GIS and Remote Sensing and Research roles into a position where the centre now undertakes several consultancy projects and couple of international links.

Disaster Management Training Centre (DMTC)

The mission of DMTC is integrated training, research, consultancy and information dissemination in disaster management and risk reduction, with the vision of becoming a centre of excellence in disaster management and risk reduction through the creation of relevant knowledge and its applications. As such, DMTC strives

- (i) To contribute in lessening community vulnerability to disasters.
- (ii) To improve community preparedness, response capabilities and recovery mechanisms.
- (iii) To enhance human resource disaster management capacity through training, research and consultancy.

The main activities of DMTC are:

- (i) To impart quality training in disaster management.
- (ii) To impart knowledge and raise awareness in disaster management issue at all levels (National, regional and international).
- (iii) To provide support in developing and teaching emergency plans.
- (iv) To create platform for the exchange of ideas and the sharing of experiences on disaster management.
- (v) To sustain staff capacity in disaster management via sectoral and professional training/staff development.
- (vi) To establish international, regional and national networking and cooperation in sharing knowledge and experiences.
- (vii) To carry out research and consultancy in disaster risk management related issues.
- (viii) To disseminate information on disaster risk management.

- (ix) To take part in preparedness, mitigation, response and recovery phases.

STUDENTS WELFARE SERVICES

Accommodation

One of the most important welfares to the students is accommodation. The University has an accommodation policy in order to operationalize students' accommodation. However, the University has limited number of beds and space to accommodate all students on campus. The situation necessitates undergraduate and postgraduate students who do not get on campus accommodation to look for off-campus accommodation in residential areas near the University or elsewhere. There are a number of good private student hostels near the University catering for both female and male students.

Food services

There are a number of on-campus Cafeterias' and open Cafés to cater for food services. Many offer a variety of meals that can be afforded by students. The cafeterias/café is regularly evaluated for food safety and quality standards and control of the prices. There are also many off-campus cafés and restaurants nearby the University.

Health services

Ardhi University has a well-established Dispensary where students can access health services in 24 Hours a day. The services offered include medical consultation, laboratory services, HIV test and voluntary counseling, minor surgery, family planning, reproductive and child health services. The dispensary accepts National Health Insurance Fund Cards.

Student counseling and general psychosocial support

The University Management understands that there may be a problem of adjustment to university social life and that students may also face difficulties during the course of academic studying. Students who are in need of counseling on non-academic or academic matters may consult the Dean of Students (DoS) or their Academic Advisors.

At the University, students may be guided or counseled by the relevant offices in the following areas:

- i) General guidance and counseling;
- ii) Spiritual guidance and counseling;
- iii) Counseling on health related problems;
- iv) Career guidance and counseling; and
- v) Peer education.

Students are advised to consult the DoS for further information on the services mentioned above. Any matter/conflict that arises due to unlawful actions which are linked to any student should be reported to the DoS. This includes police or similar cases.

Religious services

Worship at ARU is done through various religious places. Off-campus services are available at the University of Dar es Salaam and Mwenje area among others. There is also spiritual guidance and counseling done by volunteer students.

Sports and games

Sports and Games activities are coordinated by the office of Dean of Students under the Sports and Games Department. Ardhi University has facilities for sports and recreation activities allowing students to participate in popular indoor and outdoor games. There are several clubs for football, basketball, volleyball, netball, pool table, swimming, athletics, table tennis, darts and traditional games. A student can choose games that he/she is interested in.

The University has four play grounds located around the University compound, these include:

- i. Soccer pitch
- ii. Volleyball and netball court
- iii. Standard basketball court
- iv. One common room for indoor games like; pool table, table tennis, darts and traditional games like draft and playing cards.

Non-sport entertainment outlets

While studying is students' first priority, there are several entertainment venues close to the University which may meet their recreational needs. These include the Cinema at the Mlimani City Mall as well as several music venues along the university road in Savei Area. Students may also visit cultural venues in Mwenje Village and the Museum in the City Centre.

Shopping

When students need to shop for personal items or food, there are many convenient shops along the University road in the Savei area. A large supermarket is located in the Mlimani City Mall where they can also buy food and other personal items. If they need stationery items and PC accessories they may get them in outlets within the campus or at the Mlimani City Mall.

The Ardhi University Student's Organisation (ARUSO)

ARUSO is Ardhi University Students Organisation that is established with the main purpose of safeguarding students' interests. ARUSO government is composed of ARUSO President, Vice President, Prime Minister and Ministers for various ministries who form the ARUSO Cabinet. On the other hand, the Parliament is composed of the Ardhi University Students Representative Council (AUSRC) Speaker, Deputy Speaker, Clerk and Members of parliament. ARUSO President and Vice President, Members of parliament, AUSRC Speaker, Deputy Speaker and Clerk who are elected annually in the General Students' Elections. ARUSO offices are located at the ground floor of Block A in the ARU halls of residence.

ARDHI UNIVERSITY SENIOR STAFF LIST**OFFICE OF THE VICE CHANCELLOR***Associate Professor and Vice Chancellor*

E.J. Liwa, Dipl. L.S. (ARI), M. App. Sc. (Glasgow), F.R.S. (T), FIST, PhD (Louisiana State University, USA)

Senior Lecturer and Acting Director, Quality Assurance Bureau

S.M.M. Sabai, BSc. Eng., MSc. (Dar), PhD (Eindhoven)

Chief Internal Auditor

M. Said, CPA (T), MBA (Dar),

Assistant to Vice Chancellor

D. Semeo, BA Econ. & Statistics (Dar), MSc Econ. & Fin. Dev. (UK)

Corporate Counsel

E.R. Meiludie, LL.B (Dar), Dipl. Mergers & Acquisition (UK), LLM (Dar), ICSA (UK)

Head, Marketing and Public Relations

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OFFICE OF THE DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS*Professor and Deputy Vice Chancellor (Academic Affairs)*

G.R. Kassenga, F.T.C. W.R.E. (Dar), Dipl. P.H.E. (ARI), MSc. (Oldenburg), PhD. (Baton Rouge), M.I.E.E., (USA), Reg. Env. Expert (T)

Senior Lecturer and Acting Director of Postgraduate Studies, Research and Publications

Y. Senkondo BSc. Agriculture SUA, MSc. Soil Scie. & Land Mgt (SUA), MSc. (Gent), PhD (Gent)

Research Fellow and Acting Director of Undergraduate Programmes

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Head of Academic Affairs

E.T. Mwangomango, Adv. Dipl. Labour Studies (ISW), MPA-HRM (MU)

Professor and Acting Director, ARU Consultancy Unit

R. A.M. Mato, Dipl. P.H.E. (Dar), G.T.C. (S.W. Eng) (Tokyo), I.T.C. (ETA), MSc. (New Castle), PhD. (Eindhoven), M.I.A.I.A.

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Associate Professor and Acting Director, Disaster Management Training Centre

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R. Buberwa, Adv. Dipl. MSc. GIS & Informatics, PhD (ARU)

Senior Librarian and Acting Director, Library Services

S.R. Lukwale, Dip. Lib. (Makerere), M.A. Lib. & Bibliog. (Minsk), PhD. (Moscow)

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Director of Human Resource Management and Administration

E.S. Swilla, Dipl. Ed. (Mkwawa), BSc., MBA (Dar), Cert. Mgt. (Aarhus)

Head, General Administration

A. J. Mushi LLB (Dar), PGD HRM (IFM), MSc HRM (MU), Registered Advocate

Bursar

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Estates Manager

M. Banyani, BSc. LMV (Dar), MSc. LM (ARU), PhD (FM Hk Poly U), MTIVEA

ACADEMIC STAFF ASSEMBLY (ARISA)

Chairperson

F. Salukele, BSc. Eng., MSc. Eng. (Dar), PhD. (Wageningen), Reg. Eng. (T), Reg. Env Expert (T)

UNIVERSITY DISPENSARY

Head

E. Chubwa, Adv. Dipl. Clinical Medicine

ARU PUBLISHING CENTRE

Acting Manager

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ACADEMIC STAFF LIST

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Lecturers

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Assistant Lecturers

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Department of Interior Design

Senior Lecturer and Head

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Senior Lecturers

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Lecturers

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 E. F. Kemwita, B. Arch (UDSM), M.Arch (ARU), Registered Architect.

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 H. Machimu, B.A Econ. (SAUT), MA Econ. (MOI-Kenya)
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 A.Tweve, BA Rural Development (SUA), MA Rural Development (SUA)
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 Janeth Kessy, BA Economics (ARU)
 Fatuma Norman, BA Economics (ARU)

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SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS

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Lecturer and Head

B. Christopher, BSc. Gm (Dar), MSc. Gm (ARU), PhD (Norway), F.R.S. (T), F.MIST (T)

Associate Professor

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Lecturers

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Z. Ngereja, BSc LS (Dar), MEng.Management (Dar), MSc Geos Tech (Germany, Spain, Portugal), PhD (ARU)

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*L. Rashid, BSc Gm (ARU)
*A. Daniel, BSc Gm (ARU)
*R. P. Valerian, BSc Gm (ARU)
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Senior Lecturers

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Senior Lecturer

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R. Shaidi, BA. Ed (SAUT), MSc (UDSM)

J. Muna, BA. Ed (MUM), MSc (New Castle)

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*N. Mushi, BSc. PFM (ARU)

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Senior Lecturers

G. Munisi, B.Com (Dar), MBA (Sheffield), PhD (Agber), CPA (T)

Lecturers

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J.M.P. Kansheba, BSc AF (ARU), MFA-OG (UDSM), CPA (T), MSc (UDSM)

Samwel Ifuja Emanuel, BSc FA (MU)

Ephraim, K. Ndaro, BA-AF (MoCU), CPA (T)

Husama, N. Igangula, BA-AF (MoCU), CPA (T)

Tutorial Assistant

*M. Gama, BAF (MU)

*M.D. Bega, BSc REFI (ARU)

*M. Elisonguo, BSc REFI (ARU)

SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY

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Department of Environmental Engineering

Lecturer and Head

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Professors

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Senior Lecturers

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Professors

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Associate Research Professor

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Senior Research Fellows

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 T. Limbumba, Adv. Dipl. (ARI), Post. Grad. Dipl., IHS Rotterdam, MSc. (GIS for Urb. Plan. and Mngt.), PhD (KTH)

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 Y.E. Kachenje, BSc. URP (Dar), MSc. Built Env. Analysis (KTH), PhD (ARU)
 E. Mbuya, BSc. BE, MSc. (Eng. Mngt) (Dar), PhD (ARU)

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**L. Mngumi, BA. Statistics (Dar), MSc NARAM (Dar)
 **M. Ntiyakunze, BA Econ. (Dar), MA Econ. (Dar)
 **N. Said, BA Gen. (Dar), MA (Dar)

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M. Genes, BA Econ. (ARU)

Senior Workshop Instructor

H.I. Rajab, BSc. Eng. (Dar), M. App. Sc. Env. Eng. (Toronto)

CENTRE FOR CONTINUING EDUCATION*Associate Professor and Acting Director*

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CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY*Lecturer and Acting Director*

R. Buberwa, Adv. Dipl. MSc. GIS & Informatics, PhD (ARU)

DISASTER MANAGEMENT TRAINING CENTRE*Associate Professor and Acting Director*

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 MSc. (Enschede), PhD. (UCT)

ARU CONSULTANCY UNIT (ACU)*Associate Professor and Acting Director*

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LIBRARY SERVICES*Senior Librarian and Acting Director*

S.R. Lukwale, Dip. Lib. (Makerere), M.A. Lib. & Bibliog. (Minsk), PhD. (Moscow)

Librarian

E.E. Silayo, Cert. Educ., Dip. Ed. (Marangu T.C.), Special Cert. Music Ed. (Butimba T.C.) B.A. Fine and Performing Arts (Dar), M.A. Information Studies (Dar), PhD (UDSM)

Assistant Librarians

**G. Kenan, Dipl. in Education (Morogoro TTC), B.A. Pub. Admin. HRM (MU), MA Information Studies (Dar)
 *M.H. Dotto, BA. LIS (TURDACO, DSM)
 E. Mbago, BA. LIS (TURDACO, DSM), M.A LIS (Dar)

GENDER DIMENSION UNIT (GDU)

Acting Director

I. Mtani, B. Arch. (Dar), MSc. Eng. Mngt (MEM) (Dar), PhD (TU Dortmund)

*On Masters Study Leave

**On PhD Study Leave

***On Secondment

UNIVERSITY EXAMINATION REGULATIONS

INTRODUCTION

The examination regulations contained in this handbook provide for the criteria and other conditions relating to examinations leading to Degree/Diploma awards at Ardhi University. "Examination" in these regulations refers to a formal, supervised assessment activity which contributes to the overall mark used to assess student learning outcomes.

The regulations have been synthesized into a single document in an attempt to keep the students, their supervisors, the academic community at the University and the public at large better informed of the university education which is offered at Ardhi University.

The handbook contains four components; the general University Examination Regulations which cater for both undergraduate and postgraduate students; Undergraduate Examination Regulations which cater for undergraduate students only; Postgraduate Examination Regulations which cater for postgraduate students only and examinations regulations which cater for the specific schools' requirements. Postgraduate Examination Regulations must be read together with the General Regulations and Guidelines for Postgraduate Study Programmes.

All enquiries concerning these examinations regulations should be addressed to:

The Deputy Vice Chancellor for Academic Affairs,
Ardhi University,
P.O. Box 35176,
Dar es Salaam, TANZANIA.

E-mail: dvcaa@aru.ac.tz
Telephone: 0738-357311

UNIVERSITY GENERAL EXAMINATION REGULATIONS

1. Registration for Programme/Course

- 1.1 At the beginning of the semester, each student is required to consult his/her Head of Department for the purpose of charting out courses for the semester. Approval of the courses by the Head of Department and the School Dean/Institute Director shall constitute formal enrolment for all the courses listed in the programme. For the purpose of charting out courses for the year, the Department shall appoint an academic advisor for each student. Each student shall confer with academic advisor in charting out courses for the semester.
- 1.2 Each department may prescribe core and elective courses. Students may be allowed to select relevant elective courses from other programmes offered in the University subject to approval by the School. The elective course(s) shall also count towards the degree classification as prescribed in the respective programme curriculum.
- 1.3 A student who has registered for elective course but wishes to withdraw from that course must apply to the Head/Dean/Director, as the case may be, of the unit hosting the course through the Head of the course offering Department for permission to do so. No student will be permitted to commence any course three weeks after the beginning of the semester or withdraw from the course two weeks after the beginning of the semester.
- 1.4 Students may transfer from one academic programme to another in Year I only. No first year student shall be allowed to transfer to another programme after three weeks from the start of the first semester. Transfer shall be subject to availability of places in the preferred programme, admission points and approval by the Senate.

2. Registration for Examination

- 2.1 There shall be no special registration of candidates for examinations. Registration and payment to the University of all required or prescribed fees by a candidate for a programme of study shall be deemed as adequate registration for the requisite examinations in the particular programme of study.
- 2.2 Subject to approval by Senate, the Board of each, School, and academic Institute shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree, diploma, certificate or other award programmes of the University, School, or academic Institute, as the case may be.

3. Eligibility for Examinations

- 3.1 Students are required to complete coursework before they can be allowed to sit for the University Examination.
- 3.2 The Dean of a School or the Director of academic Institute may bar any candidate from being admitted to any examination in any subject or course where the Dean or Director is not satisfied that the candidate has completed satisfactorily by attendance and the requirements of the course.
- 3.3 Where a candidate who has been barred in accordance with paragraph 3.1 and 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
- 3.4 A candidate whose work or progress is considered unsatisfactory may be required by Senate or, in that behalf, by the Senate Undergraduate Studies Committee or the Senate Higher degree Research and Publications Committee, on the recommendation of the appropriate School, or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination.
- 3.5 Unsatisfactory shall mean unattendance in a course for a total of 20% hours in any one semester and non presentation of progress reports of dissertations/projects.
- 3.6 Where a student who has not registered for a course sits for an examination, the examination results shall be nullified.

4. Absence from Examinations

- 4.1 A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be discontinued from the University.
- 4.2 A student who has postponed examination and is required to sit for a special examination shall be assigned "PEX" grade (postponed exam) and one who, for satisfactory reasons has not completed his/her coursework shall be assigned an "I" grade (incomplete).
- 4.3 A student who has a "PEX" or "I" grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective school/institute Board, a student who will not clear any "PEX" or "I" grade at the time of special examination will be considered to have absconded studies.

5. Form of Examination and Assessment

- 5.1 Examinations shall include continuous assessment (tests, assignments, seminar presentations or any other form of assessment specified in the curriculum or School/Department specific examination regulations) and University examinations including written, practical, oral examinations where appropriate.
- 5.2 For the purpose of continuous coursework assessment in each semester, there shall be two written tests under examination conditions, and two homework or practical/fieldwork exercises or laboratory reports or quizzes or a combination thereof for each course.
- 5.3 Candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written/practical examinations.
- 5.4 The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by Senate, on the recommendations of the appropriate School, or academic Institute Board.
- 5.5 Assessment of the student's progress shall be based on the following grading system:

A = 70% - 100%	B ⁺ = 60% - 69%
B = 50% - 59%	C = 40% - 49%
D = 35% - 39%	E = 0% - 34%

The above range of marks being a result of rounding of all decimals of the marks.

- 5.6 The minimum passing grade shall be "C" for Undergraduate and "B" for Postgraduate.

6. Dates of Examination

- 6.1 Examinations in Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a School, or academic Institute Board or University Council, as the case may be.
- 6.2 Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by Senate or Academic Committee or in particular cases by the relevant School Board, as the case may be, which shall not be less than one month after the approval of the examination results at the end of the second semester in the academic year.
- 6.3 A candidate who, for a grave cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or, in that behalf, the Higher Degrees, Research and Publication Committee or the Undergraduate studies Committee, present himself/herself for examination at a time fixed for any supplementary examination.

7. Conduct of Examinations

- 7.1 University examinations shall be conducted under the control of the Deputy Vice Chancellor—Academic Affairs (DVC-AA) or such other officer of the University as the Deputy Vice Chancellor may appoint.
- 7.2 The examiners for University examinations shall be appointed by Senate, in the manner it shall prescribe.
- 7.3 The Deputy Vice Chancellor – Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 7.4 The instruction notes or guidelines issued by the Deputy Vice Chancellor – Academic Affairs shall form part of and be as binding as these Regulations.

8. Board of Examiners

- 8.1 Every University Examination assessment shall be conducted by a Board of Examiners which shall consist of one or more examiners appointed from outside the University, in conjunction with one or more of the teachers of the candidates in the subjects under examination; except that, in the case of the re examination of candidates who have failed in the ordinary University examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidates the subject or subjects under examination.
- 8.2 Notwithstanding the provisions of sub-paragraph 8.1, University examinations conducted during and/or at the end of the First Semester may be conducted by internal examiners only, provided that:
 - a) the relevant examination papers and answer scripts by candidates shall be submitted to external examiners together with the papers and scripts of the Second Semester for moderation;
 - b) the results of such examinations shall be published in terms of regulation 10.1 at the end of the First Semester.
- 8.3 External Examiners shall be entitled to such honoraria as the Council shall prescribe.

9. Examination Irregularities

- 9.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to Senate Undergraduate Studies Committee which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.
- 9.2 No unauthorized material shall be allowed into the examination room.
- 9.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 9.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 9.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

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- 9.6 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to Senate in accordance with the provisions of regulation 18 of these Regulations.
- 9.7 In this regulation:
- "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor – Academic Affairs, Dean of a School, Director of an academic Institute or a Head of an academic department;
 - "Unauthorized absence from examination" includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
 - "Cheating in Examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 9.8 Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as Senate may deem appropriate.
10. Publication of Results
- 10.1 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant School approved by Senate and not in conflict with these Regulations, shall be published by the Dean of the relevant School soon after the School Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 10.2 The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant School/Institute. The anonymity of the student must be protected in publishing results eg using students' registration numbers rather than names.
- 10.3 Examination results having been recommended by the School, or an academic institute Board to Senate Undergraduate Studies Committee or the Higher Degrees Research and Publication the Committee shall endorse the results and such endorsement shall have to be approved by Senate.
- 10.4 Senate shall approve the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.
- 10.5 Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students' before the date of the start of Semester University Examination. A copy of the students' CA marks must be submitted to the Head of the Department before the start of University Examinations.
11. Classification of Degrees
- 11.1 For purposes of the final classification of degrees and where applicable, a five point system shall be used in averaging the final grades.
- 11.2 The letter grades will be assigned points as follows:
- | | | | | | |
|---|----|---|---|---|---|
| A | B+ | B | C | D | E |
| 5 | 4 | 3 | 2 | 1 | 0 |
- 11.3 Approved courses given for each degree shall be appropriately weighted in terms of units.
- 11.4 To get the score for each course multiply the points, as in 11.2 by the weights, as in 11.3.
- 11.5 The total score for the degree shall be the total score for all countable courses taken by the candidate for the degree, computed as in 11.4.

- 11.6 The average score for the degree shall be computed by dividing the total score in 11.5 by the total weight obtained under 11.3.

- 11.7 The final classification shall be as follows:

GPA	Classification
5.0 - 4.4	First Class
4.3 - 3.5	Second Upper Class
3.4 - 2.7	Second Lower Class
2.6 – 2.0	Pass

The above range of GPA being a result of truncating of all decimals of the GPA

12. Classification of Diplomas

- 12.1 No diploma of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of a relevant School, or academic Institute.

- 12.2 Where Senate grants special permission for classification of a diploma, the provisions of regulation 11 shall apply subject to such necessary modifications, variations and conditions as Senate may impose or prescribe.

13. Classification of Certificates

No certificate of the University shall be classified except with the special permission of Senate and upon recommendations of the Board of relevant School, or academic Institute and subject to such terms and conditions as Senate may prescribe.

14. Award

- 14.1 The Board of Examiners in a School, or academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a degree, diploma, certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to Senate through the relevant Board of a School and Senate Undergraduate Studies Committee or the Senate Higher Degrees Research and Publication Committee, that such degree, diploma, certificate or other award be conferred upon or granted to such successful candidate.

- 14.2 Senate may confer degrees and grant diplomas, certificates or other awards of the University on or to candidates who satisfy and are recommended in accordance with regulation 14.1 for such conferment or grant by, the Board of Examiners in a School, or academic Institute.

15. Aegrotat Degrees

- 15.1 Candidates who have completed their course of study but who have been absent, through illness, from part of the final examination for a first degree, may apply to the University for the award of an aegrotat degree, in accordance with the following regulations.

- 15.2 Candidate who have completed such portion of the examination as shall be determined by the School, or academic Institute/Board are eligible to apply for an aegrotat degree.

- 15.3 Applications from, or on behalf of, candidates must reach the Deputy Vice Chancellor – Academic Affairs, through the Dean of the School or Director of an academic Institute within the period of the examination, and should be accompanied by report obtained, from the University Medical Officer.

- 15.4 An aegrotat degree will not be awarded unless the examiners consider that, in the work he/she attended, the candidate reached a standard which if also reached in the remainder of the examination should have qualified him/her for the award of the degree.

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- PROVIDED that only candidates who completed successfully the whole of their course work and at least 80% of the final written examination are eligible to apply for an aegrotat degree.
- 15.5 Holders of an aegrotat degree are not permitted to re-enter for the same examination, but may apply for permission to proceed to a second or higher degree on complying with the regulations for registration for such a degree.
16. Certificates, Certification and Transcripts
- 16.1 Senate shall issue certificates for degrees, diplomas, certificates or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by Senate for the conferment or grant of such degree, diploma, certificate or other award.
- 16.2 A fee as Senate may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.
- 16.3 Upon application for a Transcript, a student or former student shall be given a Transcript of his/her academic performance record and charged a fee as Senate may from time to time prescribe. Any finalist student desirous of obtaining a Transcript (s) shall submit an application for a Transcript(s), a clearance form and one passport size photograph for the preparation of Transcript(s).
17. Loss of Certificate
- In case of loss or total or partial destruction of the original certificate or a copy thereof, the University office of the Deputy Vice Chancellor – Academic Affairs, may issue a copy or another copy on condition that:
- a) The applicant produces a sworn affidavit.
 - b) The certificate so issued shall be marked "COPY" across it.
 - c) The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
 - d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
 - e) A fee as may be prescribed from time to time by Senate shall be charged for the copy of certificate issued.
18. Appeals
- 18.1 Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any other ground.
- 18.1.1 No remarking of Design Studio Projects, Pre-dissertations, Dissertations, Industrial Training (IT) and Project courses shall be allowed because assessment mode of these courses entails a lengthy and elaborate process involving a number of internal and external examiners
- 18.2 Any student or candidate aggrieved by a decision of Senate Undergraduate Studies Committee or the Higher Degrees Research and Publication Committee in terms of the provisions of regulation 9.4 may appeal to Senate for reversal or moderation of the decision of the Committee.
- 18.3 Any appeals made under regulation 18.1 shall be lodged with the Board of the appellant's School, or academic Institute, which shall forward the appeal with observations to Senate Undergraduate Studies Committee or the Higher Degree, Research and Publication Committee, whose observations and recommendation will be forwarded to Senate for approval.

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- 18.4 Any member of the appellant's School, or academic Institute Board who participated in the making of the decision against which the appeal is lodged shall not have a voting right in Senate over such an appeal and may participate therein only in terms of presentation of findings and recommendation of the appellant's School, or academic Institute Board or answering queries, as the case may be, and shall otherwise be absent from Senate session considering any such appeal.
- 18.5 Appeals made under regulation 18.2 shall be lodged directly with the Deputy Vice Chancellor who shall forward them to Senate with observations and recommendations thereon.
- 18.6 Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from Senate session considering any such appeal.
- 18.7 No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations within one year from the date of publication of the results by or under the authority of Senate.
19. Appeal Fee
- 19.1 All appeals shall be accompanied by an appeal fee charged per course/decision as the Senate may from time to time prescribe.
- 19.2 The fee shall be reimbursed to winning appellants but shall be forfeited in respect of those who partly or wholly lose their appeals.
- 19.3 The same rates or any other rates approved as approved by relevant organs shall be charged for any further appeal decisions.
20. Disposal of Examination Answer Books and other Scripts
- 20.1 Unless otherwise retained by Ardhi University Library for archival purposes all used examination answer books shall be destroyed after the expiry of 13 months following final decision of Senate on the examination concerned.
- 20.2 Heads of Departments concerned shall, with respect to examination answer books falling under their departments:
- a) Create and maintain adequate records of actions and transactions affecting examination answer books, ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - b) Initiate the disposal procedures of those examination answer books for which there are no further need;
 - c) Initiate immediate disposal of used examination answer books that have been stored by their departments for more than 13 months following respective Senate decision;
 - d) Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
 - e) Assist the ARU Library in selecting examination answer books designated for archiving purposes;
 - f) Seek expertise presumably from ARU Library to assist in the sampling answer books ear-marked for archiving;
 - g) Designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
 - h) Store and retain course assignments for at least 13 months after completion of an examination concerned so that students are furnished with reasonable opportunity to obtain access;

- i) Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.
- 20.3 Pending final disposal, Heads of Departments shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.
- 20.4 Respective School Boards shall be responsible for prescribing under their special regulations clear guidelines for returning to the students graded courses, assignments, course essays, term papers and timed essays.
- 20.5 The Deputy Vice Chancellor – Academic Affairs shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions which shall be used by Heads of Departments for 13 months storage of examination answer books pending final disposal.
- 20.6 The cartons prescribed under sub-paragraph (20.5) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator and date when final disposal shall be due.
- 20.7 The ARU Library shall keep; maintain in any format including electronic, all answer books selected by Departments and sent to the Library for archival purposes.
- 20.8 The Deputy Vice Chancellor - Academics, shall select and announce the best available practice in disposing of the examination answer books due for disposal;
- 20.9 Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the Deputy Vice Chancellor – Academic Affairs may with respect to any batch due for disposal, direct:
- a) The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
 - b) Used examination papers be entirely burnt to completion; or
 - c) Used examination papers be sold to recycling companies.
- 20.10 The Vice Chancellor on recommendation of the Deputy Vice Chancellor – Academic Affairs shall be the principal executive officer responsible to order final disposal of any batch of examination answer books;
- 20.11 The Vice Chancellor shall signify his order in the following way:

"It is hereby ordered that the following cartons marked (1) LM
Development Perspectives I 2001/2002 Examination"

Being EXAMINATION ANSWER BOOKS of the DEPARTMENT OF
LAND MANAGEMENT & VALUATION, at ARU be disposed of in
the manner provided for in the ARU Examination Answer Books
(Disposal) Regulations.

.....
Vice Chancellor

[Designation and Signature of person making the order]

- 20.12 Heads of Departments shall witness final disposal of itemized examination answer books and signify the disposal in the following way:

<p>I, Prof. XYZ being the Head of DEPARTMENT OF LAND MANAGEMENT AND VALUATION, ARU do hereby certify that on the 15th day of June 2001 the records described in the Scheduled here to were destroyed in my presence by fire/mutilation.</p> <p>.....</p> <p>Head of Department</p> <p>[Designation and Signature of person certifying the disposal]</p>
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- 20.13 The report of Heads of Departments to the Deputy Vice Chancellor – Academic Affairs through respective Deans on disposal of examination answer books shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.
21. Instructions to Candidates
- 21.1 These instructions should be read together with the above University regulations.
- 21.2 Candidates should make sure that they have been issued with Examination Numbers before Examinations begin.
- 21.3 Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 21.4 Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
- 21.5 Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. (Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance). During these ten minutes the Senior Invigilator will:
- Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
 - Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - Call attention to any rubric at the head of the paper which seems to require attention;
 - Announce that both sides of the paper must be used. He will then tell students when they may begin writing. Candidates will be given five minutes to read the paper.
- 21.6 Candidates are permitted to do rough work on the left hand part of the scripts on the understanding that this is crossed through at the end of the examination.
- 21.7 No books, bags, cellphones or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. (Candidates attention is specifically drawn to General University Examination Regulation No. 9.1 to 9.3).
- 21.8 Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.

- 21.9 No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 21.10 At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

22. Notes to Invigilators

22.1 Procedure in the Examination Room

22.1.1 Before the Examination:

- i) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- ii) Invigilators will be provided with the following items by the School Examinations Officer:
 - a) The question papers to be attempted by candidates.
Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least twenty minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately go to their respective examination room.
 - b) A list showing the names of the papers to be attempted in the room. (This will be distributed to invigilators in advance).
- iii) Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- iv) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the invigilator with the help of the Internal Examiner.
- v) Bags, books, cell phone (dully switched off), attach cases, papers and other related items should be left outside the examination room.
- vi) Invigilators should admit candidates to the examination room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books and other similar articles must be deposited with the invigilator before the candidate is permitted to go to his/her place. (Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance).
Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:
 - a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
 - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - c) Call attention to any rubric at the head of the paper which seems to require attention;
 - d) Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- vii) Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

22.1.2 During the Examination

- i) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- ii) At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- iii) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). Candidates may be permitted to do rough work on the left hand pages of the script on the understanding that this is crossed out after the end of the examination. No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- iv) A candidate who contravenes the regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the Examinations Officer.
- v) Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers.
- vi) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Examinations Officer including full details of the contravention. It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.

22.1.3 At the End of the Examination

- i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in case of emergency. At the end of the examination period invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- ii) Invigilators shall enter the number of examination scripts collected from the candidate on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers.
Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Internal Examiners (or their deputies) who must be present in the examination room at the end of the examination. Where invigilators are also internal Examiners, there should be no problem of collection of scripts. On receipt of the scripts, Internal Examiners will check them and countersign on the collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.
- iii) Invigilators shall hand over all extra examination papers to the Head of the relevant Department.

23. General Notes and Instructions

- 23.1 Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.
- 23.2 Cases of illness should be reported to the Head of Department as soon as possible.
- 23.3 Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer

any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the Deputy Vice Chancellor – Academic Affairs.

23.4 "Examinations Officer" includes the Examination Officer's deputies.

UNDERGRADUATE GENERAL EXAMINATION REGULATIONS

In addition to the General University Examination Regulations the following Regulations shall also apply to all undergraduate programmes.

1. Academic Programmes in Schools are organized under a unit system, currently based on two semesters per academic year with each semester examined independently. Each course is assigned a unit weight that reflects of time devoted to it on the timetable or work plan. One unit of the theoretical subjects is equivalent to 15 hours, while one unit of studio or practical subjects constitutes 30-45 hours. The end of the academic year means the end of semesters 2. There shall be an 8 weeks Industrial Training at the end of 1st, 2nd and 3rd (and 4th year for five year degree programmes) academic years, which shall contribute to GPA.
2. With the exception of students doing dissertation in their final year semester 2, students shall take a minimum of 15 units in each semester. A minimum of 90, 120 and 150 units must be taken and passed in a three, four and five-year programme of study, respectively for the award of Bachelor degree.
3. Full time students shall register at the beginning of each semester for a total minimum of 15 course units except final year Semester 2 students. Part-time students may register for any number of courses on offer during either semester and in accordance with applicable prescribed conditions.
4. A student shall be allowed to continue with his/her degree programme from one academic year to the next if he/she has scored an annual average GPA of 2.0 or higher.
5.
 - a) Continuous coursework assessment shall constitute 30% and University examination 70% of the total course assessment.
 - b) Assessment of practical, dissertation, studio and oral presentation shall be as described in School examination regulations.
6. For purpose of continuous assessment in theoretical courses, tests shall carry weight 2 against weight 1 for assignments.
7. A student who obtains a minimum GPA of 2.0 shall be allowed to sit for supplementary examinations in the courses, which he/she has failed, other than Semester Project or Studio, which cannot be supplemented. The highest grade awarded in a supplemented subject shall be "C".
8. A student who fails a course which cannot be supplemented under Regulation 7 shall repeat the course in the subsequent academic year of study and the maximum score shall only be a "C".
9. A final-year student who does not qualify to supplement on the basis of average annual GPA of at least 2.0 shall be evaluated on the basis of the overall average of the three year or four-year or five-year GPA for the purpose of qualifying to supplement a failed course or re-submit dissertation. A student whose overall average GPA, for all academic years, is less than 2.0 shall be discontinued.
10. Any student who qualifies to sit for supplementary examinations under Regulation 7, shall be required to do so in all the courses in which he/she had failed before proceeding to the next academic year.
11. A student who fails in a supplementary examination but is qualified to continue with studies under Regulation 4 shall repeat the course(s) which he failed, in the subsequent year.
12. Supplementary examination mark shall be awarded on the basis of the score from the University supplementary examination only and the maximum mark that shall be adopted is 40 percent. This Regulation also applies to a supplementary examination of a carryover course.
13. A student who fails in more than three supplemented courses shall be discontinued from studies
14. A student may be allowed to carry over a maximum of three failed courses from one academic year to another. No course shall be carried over for more than once, except for

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- final year student who may be allowed to carryover the failed courses twice within the registration period of the programme.
15. A candidate who fails in a supplementary examination may be allowed to proceed to the next semester and carry over the courses he/she failed to the next academic year.
 16. A candidate required to carry over courses shall find his/her own time to do so while following regular courses in the on-going semester.
 17. Carry over course assessment shall follow assessment of the first examination sitting.
 18. It shall not be mandatory for supplementary examinations to be examined by External Examiners
 19. A candidate who fails in a repeated course that is assessed by continuous coursework assessment only shall be discontinued from studies.
 20. The maximum time for which a student may remain registered in the School for the Bachelor degree shall be five consecutive years for a three year program, six consecutive years for a four year program and seven years for a five year program.
 21. It shall be the responsibility of the respective Heads of Departments in the School to appraise students at the beginning of an academic year on the methods of assessment.
22. Semester Projects
- 22.1 Semester projects shall be assessed as per school Regulations
23. Dissertations
- 23.1 Each student shall be required to submit a dissertation topic by the fourth week of semester 1 of the final year for approval by the Department. Thereafter, each student shall, fully develop a dissertation proposal for submission to the Department before the commencement of University examinations.
- 23.2 A student who fails in dissertation shall be given a maximum of three months from the date the Senate approves the results to re-submit the dissertation.
- 23.3 Re-submission of a dissertation shall be regarded as a supplementary examination.
- 23.4 Dissertations shall be assessed as per school regulations.
24. In-semester Fieldwork
- 24.1 In-semester fieldwork shall be assessed as per School Regulations.
25. Industrial Training
- 25.1 For each degree programme, there shall be one/three/four Industrial Training sessions each having a minimum of 5 to 8 weeks duration. Industrial Training shall be conducted as prescribed in each curriculum of a degree programme.
- 25.2 It shall not be mandatory for Industrial Training reports to be examined by External Examiners.
- 25.3 Each IT session shall be treated as a course of the succeeding academic year.
- 25.4 The School shall be responsible for making arrangements for students' IT placement.
- 25.5 Each student on IT shall be visited and assessed by an examiner from the School at least once during the IT period.
- 25.6 After each IT session, every student shall hand in his/her logbook to the Head of Department not later than two weeks after the commencement of the immediate academic year.
- 25.7 Any Student who does not fulfill regulation 25.6 will be taken to have absconded IT.
- 25.8 A student who does not report at a place allocated to him for IT without compelling reasons or absconds from IT shall be discontinued from studies.
- 25.9 A student who goes to the allocated IT place but refuses to follow the training programme without compelling reasons shall be discontinued from studies.
- 25.10 A student who fails in IT shall be required to repeat the course.
- 25.11 A student who fails to complete IT with compelling reasons shall be allowed to complete the missing IT.

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- 25.12 A student who fails a repeated IT shall be discontinued from studies.
- 25.13 A student who conducts himself/herself at his place of IT attachment in a manner that disgraces the University shall be subject to disciplinary action.
- 25.14 Assessment of Industrial Training shall be prescribed by schools.
26. Progress from Year to Year
- 26.1 Candidates who are full time students are required to pass a total minimum of 30 course units in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- 26.2 A candidate may be allowed to re-sit failed courses in a Supplementary Examinations if he or she has attained an overall GPA of 2.0 or above in the First Sitting calculated in accordance with the unit weighting of individual courses.
- 26.3 No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a School, or academic Institute/Board, and the Senate Undergraduate Studies Committee, provided that:
- a) A candidate who scored an overall GPA of 2.0 or above after Supplementary Examination, may, but only once, be allowed to carry over flexibly into the subsequent academic years such number of failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course units for the programme in compliance with regulation 26.1 The minimum overall GPA shall be calculated in accordance with the unit weighting of the individual courses.
 - b) Carryover failed course into subsequent years shall imply repeat the failed courses in the subsequent years by fulfilling all requirements of the course.
 - c) Carryover of elective courses will only be allowed in exceptional circumstances, normally only when those units are needed to comply with regulation 26.1
 - d) All carried over courses shall be cleared within the allowable maximum period of registration otherwise the student is discontinued from studies. The maximum period of registration is five years for a programme that normally takes three years, six years for a programme that normally takes four years, and seven years for a five-year course.
- 26.4 To qualify for a degree award, the cumulative total minimum number of course units shall be a multiple of the minimum number of course units required per academic year under regulation 26.1 for the duration of each degree programme. That is:
- a) For a three-year degree programme, it shall be 90 units,
 - b) For a four-year degree programme, it shall be 120 units, and
 - c) For a five-year degree programme, it shall be 150 units.
- Conditions (a – c) shall apply unless specified otherwise by the school.
- 26.5 Subject to approval by Senate, the internal examination regulations of a School, academic Institute, shall provide for cumulative maximum number of course units for which a candidate may register.

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ARCHITECTURE, CONSTRUCTION ECONOMICS AND MANAGEMENT

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Architecture, Construction Economics and Management

A. School regulations for the programmes of Bachelor of Architecture, Bachelor of Science in Interior Design and Bachelor of Science in Landscape Architecture

1. Design Studio Project

1.1 Design Studio Project is the core course of Architecture. A first year student who fails one of any semester design studio project shall be discontinued from studies. A second to fifth year student who fails a design studio project shall repeat the failed studio in the semester where it is offered provided he/she has attained annual GPA of at least 2.0.

1.2 A student shall not be allowed to do two design studio projects in one semester.

1.3 A student shall not be allowed to repeat the same design studio project more than once.

1.4 A student who fails two design studio projects in the same year of study shall be discontinued.

1.5 Assessment for design studio project will be based on 30% coursework, 10% timed studio examination and 60% final design studio project presentation for year one and year two. For years three, four and five, assessment for design studio project shall be based on 40% coursework, and 60% final design studio project presentation.

1.6 Marking Criteria for Design Studio Projects

1.6.1 Design Studio Project I

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to understand physical form and lines	30		
Ability to understand proportions and scaling of objects	10		
Ability to compose orthographic projections	15		
Ability to compose three dimensional drawings (axonometric and Perspectives)	15		
Architectural graphics	30		
Total	100		

Candidate
(Name)

Studio Master
Name signature

Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.2 Design Studio Project II

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ergonomics of Space Anthropometrics	30		
Special requirements of human body at different postures	10		
Human circulation and movement pattern	20		
Awareness of simple domestic functions	10		
Response to climatic elements on design	10		
Architectural graphics	20		
Total	100		

Candidate

Studio Master

(Name)

Name signature

Date:

Names and Signatures of other Assessors:

1.

2.

3.

1.6.3 Design Studio Project III

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Programming of multifunctional project	10		
Applicable data collection and programming	5		
Site analysis, design options and alternatives	5		
Synthesis and arrival at design concept	20		
Degree of utility	15		
Creativity in form	15		
Attempt of possible design alternatives	15		
Integration with the context	5		
Perspective drawing and rendering	5		
Model making and presentation	5		
Total	100		

Candidate

Studio Master

(Name)

Name signature

Date:

Names and Signatures of other Assessors:

1.

2.

3.

1.6.4 Design Studio Project IV

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Analysis and application of the chosen structural system	20		
Attempt of possible design alternatives	20		
Co-ordination of architectural and specialist drawings.	20		
Contents of working drawing and detailing	40		
Total	100		

Candidate Studio Master
 (Name) Name signature
 Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.5 Design Studio Project V

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	10		
Decision making in concept development basing on design objectives, principles (criteria) and philosophies	35		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services	30		
Environmental consciousness in - Climatic design - Environmental protection etc. - Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques.	15		
Total	100		

Candidate Studio Master
 (Name) Name signature
 Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.6 Design Studio Project VI

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal	10		
Ability to do an independent research and observations of architectural related issues	20		
Decision making in concept development basing on design objectives, principles (criteria) and philosophies	30		
Exploitation and diversity in building technology as expressed by selected structural systems, choices of construction materials and application of various systems of building services	20		
Environmental consciousness in - Climatic design - Environmental protection etc. - Use of natural forces ventilation, lighting etc.	10		
Design methodology and presentation techniques.	10		
Total	100		

Candidate

Studio Master

(Name)

Name signature

Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.7 Design Studio Project VII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Examination of a wide range of architectural factors and considerations at Advanced level	30		
Correspondence between ideas and constraints at all stages of design development of complex building types	25		
Exploration of ideas and creativity in Architecture as relating to the immediate and extended physical development context	20		
The use of Three dimensional models in design process	15		
Application of materials, construction methods, and overview of selected working details	5		
Consideration to site co-ordination of integrated services	5		
Total	100		

Candidate

Studio Master

(Name)

Name signature

Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.8 Design Studio Project VIII

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Examination of a wide range of architectural factors and considerations at Advanced level	30		
Correspondence between ideas and constraints at all stages of design development of complex building types	25		
Exploration of ideas and creativity in Architecture as relating to the immediate and extended physical development context	20		
The use of Three dimensional models in design process	15		
Application of materials, construction methods, and overview of selected working details	5		
Consideration to site co-ordination of integrated services	5		
Total	100		

Candidate
(Name)

Studio Master
Name signature

Date:

Names and Signatures of other Assessors:

1.
2.
3.

1.6.9 Design Studio Project IX

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Evidence of build ability by a well articulated structural system,	30		
The self-confidence of the student in running the project work as a consultant on his/her own.	20		
Evidence of applied advanced technologies and innovative building systems in the totality of project evolution through proper architectural detailing	50		
Total	100		

Candidate
(Name)

Studio Master
Name signature

Date:

Names and Signatures of other Assessors:

1.
2.
3.

2. Pre- Design Dissertation and Design Dissertation

- 2.1 A student shall be required to submit pre- design dissertation research proposal on the 10th week of the second semester of the year preceding the final year, and obtain approval before the end of the 3rd or 4th academic year for the four and five degree programmes respectively.
- 2.2 Pre-design dissertation shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written pre-design dissertation report shall be submitted for assessment during the University Examinations session.
- 2.3 A Candidate who has been barred from sitting for Pre-Design Dissertation Examination shall NOT be allowed to proceed with Dissertation Course offered in the following semester.
- 2.4 The Dean of School shall arrange for an improvement programme in Semester II for such candidate barred in Pre-Design Dissertation.
- 2.5 Pre- design Dissertation and Design Dissertation shall be assessed by at least three examiners in a minimum of three interim presentations as coursework and during the University Examinations.
- 2.6 A pre- design dissertation may be passed subject to corrections. Any pre- design dissertation which is passed subject to correcting shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the pre-design dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the pre- design dissertation to be failed.
- 2.7 A final year student who fails in a re-submitted Design Dissertation shall be required to repeat the subject as a private candidate under scheduled critique and presentation sessions.

2.8 Marking Criteria for Dissertation

2.8.1 Pre-Design Dissertation

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Extent of defining architectural/landscape/interior research problems	20		
Evidence and quality of literature review	20		
Display by researched material of ability to formulate an architectural project towards solving realistic community design problems	40		
Validity and relevance of conclusions and recommendations	10		
Report presentation quality	10		
Total	100		

Candidate

(Name)

Date:

Studio Master

Name signature

Names and Signatures of other Assessors:

1.
2.
3.

2.8.2 Design Dissertation

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Display by graphics ability of advanced architectural communication skills	20		
Assimilation of the researched information/findings into a design project of a multi-functional complexity	20		
Display by a design scheme, evidence of advanced level of comprehensive resolution, exhibition of thorough understanding and a critical attitude towards a contemporary architecture.	40		
Level of originality and self drive towards provision of practical solutions	20		
Total	100		

Candidate Studio Master
 (Name) Name signature
 Date:

Names and Signatures of other Assessors:

1.
2.
3.

3. In- Semester Field Work

3.1 There shall be a 14 days in-semester field work for year 1 to 4 for B. Arch programme and year 1 to 3 for BSc. ID and BSc. LA.

3.2 In-semester fieldwork shall commence in the seventh week of semester one.

3.3 Assessment of the in-semester work will be by presentation of a report at the end of the field and will constitute 10 % of the marks for continuous assessment of the Studio design project in that semester.

3.4 A student who fails to complete in-semester fieldwork with compelling reasons shall be required to repeat the studio.

3.5 A student who failed to complete in-semester fieldwork without compelling reasons shall fail the relevant design studio.

4. Industrial Training (IT)

4.1 There shall be six weeks industrial training for year 1 to 4 for B. Arch. programme and year 1 to 3 for BSc. ID and BSc. LA. programmes.

4.2 The Industrial Training (IT) shall be supervised by site supervisors and lecturers.

4.3 Assessment of industrial training shall be through presentation of IT log books.

4.4 IT site or office supervisors' marks will contribute 30% of the final mark.

School regulations for the programmes of Bachelor of Science in Building Economics and Bachelor of Science in Civil Engineering

1. Studio Work

- 1.1 Studio work takes 20% out of 30% of Building Construction coursework.
- 1.2 A student should pass studio before being allowed to sit for end of semester examination in Building Construction. A student has to score at least 8 out of 20 (40%) in order to qualify for final exam.
- 1.3 Student who fails studio will not be allowed to sit for the end of semester exam for Building Construction. He/She will be required to repeat studio to satisfy the minimum coursework requirement of 8/20. In the event He/She fail three (twice) times, he/she shall be discontinued.

2. Semester Project Work

- 2.1 Project work assigned to students shall be interdisciplinary and shall be assessed independent of other subjects.
- 2.2 Project work will comprise any task assigned to students by the department in the form of practical work and/or studio work to be carried out in groups.
- 2.3 For the purpose of continuous assessment, there shall be at least two interim oral presentations in each semester where semester project has been prescribed.
- 2.4 Continuous assessment marks shall be derived from group presentation involving all the group members giving a maximum score of 20%. In arriving at the 20% for continuous assessment, oral presentation shall account for 10% and group participation 10%. The format of interim oral presentation will be as indicated in Table 2.1.

Table 2.1 Interim Oral Presentation Assessment

Assessment Criteria	Maximum marks
Presentation arrangement	10
Satisfactory answers to question raised	10
Total	20%

- 2.5 Continuous assessment shall account for 20% and final oral presentation for 30% whilst written group work shall account for 50%, both leading to an overall or total assessment of 100%.
- 2.6 Loose bound project report shall be submitted in five (5) copies and handed to the department a week before University examinations begin and must be dully endorsed by the semester project supervisor(s). Final project work not submitted within specified period without compelling reasons shall be penalized by deducting five marks for each day the project is not submitted. Deduction shall be made to a maximum of five working days. Further delay will render project work unacceptable.
- 2.7 Final written project work report shall be submitted in two (2) copies. The presentation format of written semester project report shall conform to departmental guidelines on the presentation of semester project/dissertation reports.
- 2.8 For the purpose of deriving the 80% indicated under 3.5 above, marks for the University semester project examination shall be awarded as indicated in Table 2.2.

Table 2.2 University Semester Project Examination Assessment.

Assessment Criteria	Maximum marks
Evaluation of the written project report	50
Final oral presentation	30
Total	80%

- 2.9 For the purpose of deriving the 30% indicated for the University Final University examination Oral presentation shall be awarded as indicated in Table 2.3.

Table 2.3 Written Report assessment for project works

Assessment Criteria	Maximum marks
Presentation arrangement, relevance of the content, time management	10
Individual basis: Satisfactory answers to question raised	20
Total	30%

- 2.10 For the purpose of deriving the 50% indicated for the University Final Written works shall be awarded as indicated in Table 2.4.

Table 2.4 Written Report assessment for project works

Assessment Criteria	Maximum marks
Form and format of presentation	5
Background information (Literature review)	10
Methodology (Approach)	15
Creativity (Problem solving)	10
Conclusion and Recommendations	10
Total	50%

- 2.11 A student who fails in Project Work shall resubmit the Project Work within the first seven weeks of the following semester. A candidate who fails upon resubmission or fails to resubmit a Project Work within the specified time without compelling reasons shall be discontinued.
3. Industrial Training (IT)
- 3.1 Assessment of Industrial Training shall be based on the following three attributes.
- Student logbook verified and assessed by training officer of the organization training the student.
 - Training certificate signed and stamped by the training officer.
 - Arrival note to be received by the school within four (4) weeks from the date of starting the IT.
 - Report by internal (University) supervisor.
 - Student final written report.
 - Oral presentation by the student.
- 3.2 A student who fails to submit any one or more of the documents mentioned in 3.1 a, b, c and e within the time stipulated in the university regulations without compelling reasons shall be deemed to have failed the Industrial Training.

- 3.3 The assessment criteria for IT are indicated in Table 3.1.

Table 3.1 Industrial Training assessment

Assessment Criterion	Maximum marks
Student logbook	40%
Training certificate	20%
Students final report	10%
Oral presentation	30%
Total	100%

- 3.4 Oral presentations shall be held during the third week after the commencement of immediate academic year.
- 3.5 A student who fails to appear for oral presentation without compelling reasons shall be discontinued from studies.

4. Dissertation

- 4.1 Each student in final year, semester II, shall be required to submit a dissertation. The dissertation shall be based on an independent study carried out during the Semester, under supervision by a Supervisor appointed by the Head of Department within two weeks from the beginning of the semester.
- 4.2 Students are required to submit and present their dissertation proposals for preliminary assessment not later than end of the twelfth week of final year, semester I.
- 4.3 Students shall be required to present their dissertation proposal for final approval by the department within the first two weeks of semester II.
- 4.4 For the purpose of continuous assessment, there shall be two oral presentations
- 4.5 Continuous assessment shall account for 20% and University Dissertation Examination comprising an oral presentation and examination of the dissertation report shall account for 80%.
- 4.6 For the purpose of deriving the 20% for the continuous assessment oral presentation, the format will be as indicated in Table 4.1.

Table 4.1 Interim Oral presentation assessment

Assessment Criteria	Maximum marks
Presentation arrangement, time management and language	6
Relevance of the contents,	4
Satisfactory answers to question raised	10
Total	20%

- 4.7 For the purpose of deriving the 80% indicated for the University examination shall be awarded as indicated in Table 4.2

Table 4.2 University examination assessment for Dissertation

Assessment Criteria	Maximum marks
Evaluation of the written project report	50
Final oral presentation	30
Total	80%

- 4.8 For the purpose of deriving the 30% indicated for the University examination Oral presentation shall be awarded as indicated in Table 4.3

Table 4.3 Final oral presentation

Assessment Criteria	Maximum marks
Presentation arrangement, time management and language.	6
Relevance of the contents,	4
Satisfactory answers to question raised	20
Total	30%

- 4.9 For the purpose of deriving the 50% indicated for the university examination written works shall be awarded as indicated in Table 4.4

Table 4.4 Written work assessment

Assessment Criteria	Maximum marks
Background information /Literature review	10
Methodology	10
Data presentation and analysis	15
Conclusion and recommendation	10
Referencing	5
Total	50%

- 4.10 Students must submit draft dissertation to their supervisors for endorsement before submission of loose bound copies to the department.
- 4.11 Loose bound dissertations must be submitted a week before the commencement of the university examinations. Any dissertation not submitted within the specified period of time without compelling reasons shall be penalized by deducting five actual marks for each day the dissertation is not submitted. Deduction shall be made to a maximum of five working days after which it shall be deemed to have failed.
- 4.12 Each dissertation shall be marked by the two internal examiners appointed by the head of the department.
- 4.13 Any dissertation which is passed subject to corrections shall be considered to have been completed only when all errors and or mistakes pointed out by examiners have been corrected and an error free well bounded dissertation submitted to the department.
- 4.14 The final dissertation report shall be submitted in three (3) copies. The format of dissertation report shall conform to school guidelines.
- 4.15 Any dissertation that does not comply with school guidelines shall not be accepted.

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL SPATIAL PLANNING AND SOCIAL SCIENCES

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Spatial Planning and Social Sciences.

1.0 Studio Projects

- 1.1 There shall be in-semester field work of at least 10 days as a basis for studio projects. In-semester field work shall commence at least the 6th week of the semester of study.
- 1.2 Assessment for studio shall be based on 40% coursework, 20% timed studio examination and 40% final studio presentation.
- 1.3 Assessment of studio course work shall be as follows:
 - a) Pre-field studio programme-10%
 - b) In-semester field work-10%
 - c) Post fieldwork outputs-20%
 - d) Marks shall be derived from continuous assessments (e.g. presentations, reports, assignments etc) as shown in the criteria for studio assessment.
- 1.4 A student(s) who do not have adequate attendance in in-semester fieldwork shall be barred from doing other studio exercises and shall be declared to have failed the studio project. Adequate attendance shall imply 100% of the time allocated for in-semester fieldwork.
- 1.5 A student who fails both Semesters I and II studios in the same academic year shall be discontinued.
- 1.6 A student who fails in either Semester I or II studio shall repeat the failed studio provided he/she has attained annual GPA of at least 2.0. Such a student(s) shall repeat studio when it is running. Such a student (s) shall repeat studio when it is running
- 1.7 No students shall attend two studios in a semester.

2.0 Dissertations / Project Paper

- 2.1 In the final year semester I, each student shall be required to develop a Dissertation Proposal (Dissertation I/Project Paper I) and get it approved by the department. Dissertation I/Project Paper I shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written dissertation proposal shall be submitted for assessment during the University Examinations session.
- 2.2 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I/Project Paper I Examination shall NOT be allowed to proceed with Dissertation Course/ Project Paper offered in the following semester.
- 2.3 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Pre-Dissertation/Dissertation I/Project Paper I.
- 2.4 Continuous assessment of Dissertation I/ Project Paper I shall carry 60% and submitted written proposal shall carry 40%. The criteria for assessment are as shown in the Tables (2.1-2.4).

Table 2.1: Assessment criteria for first oral presentation
(Dissertation I/Project Paper I)

[illegible]

Table 2.2: Assessment criteria for second Oral Presentation
(Dissertation I Project Paper I)

[illegible]

Table 2.3: Assessment criteria for third Oral Presentation (Dissertation I Project Paper I)

[illegible]

Table 2.4: Criteria for assessment of written Dissertation I/Project Paper I (During examinations Period)

S N	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology.	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	4	8	4	4	5	5	4	6	40	
1.											
2.											
3.											
4.											
5.											
6.											

- 2.5 In semester II of the final year, FOUR presentations shall be made programmed from time to time by the department. The first presentation shall focus on fieldwork results; the second on analysis and findings and the third on conclusions and recommendations. The fourth oral presentation shall focus on the overall dissertation/Project Paper.
- 2.6 The first three oral presentations shall carry a total mark of 30% distributed equally, each carrying 10%.
- 2.7 The fourth oral presentation carries a total mark of 28% based on the following criteria; understanding of topic and self-expression, methodology, data analysis, graphical presentation, originality and contribution to the profession, conclusions and recommendations. These assessment criteria shall be graded as shown in Table 2.5.

Table 2.5: Assessment criteria of fourth oral presentation (Dissertation II/ Project Paper II)

SN	Assessment Criteria	Points (%)
1	Understanding of the topic and self-expression	6
2	Methodology	4
3	Data analysis	4
4	Graphical Presentation	6
5	Conclusions and recommendations	4
6	Originality and contribution to the profession	4
	Total	28

- 2.8 Students shall be given additional guidelines on what they should present from time to time by the Departments. Comments given during presentation shall be compiled and distributed to both students and supervisors.
- 2.9 Both supervisors and students shall be required to sign and keep log books after consultations.
- 2.10 Students shall submit three copies of loose/spiral bound reports to the head of department one week before commencement of the examinations. Any dissertation not submitted within the specified period shall be penalized 2 marks for every day of delay.
- 2.11 Assessment of the written dissertation carries a total mark of 42% based on the following criteria; presentation format (language, graphic communication and structural organization of the report), conceptual framework, empirical bases (results),

data processing and analysis, conclusions and recommendations, originality and contribution to the profession as shown in table below (Table 2.6).

Table 2.6: Assessment of written dissertation (Dissertation II/ Project Paper II)

SN	Assessment Criteria	Points (%)
1.	Presentation format (language, graphic communication and structural organization of the report)	12
2.	Literature review	5
3.	Conceptual framework	5
4.	Empirical bases (results)	6
5.	Data processing and analysis	6
6.	Conclusions and recommendations	5
7.	Originality and contribution to the profession	3
	Total	42

- 2.12 Assessment of final written dissertation shall determine acceptability and passing of the candidate. Written dissertations that do not qualify to be deposited in the Library and with substantial English language and editorial mistakes shall be assessed as FAIL and shall be treated as resubmission cases. Students shall have to clear/correct all English and editorial mistakes before the School Board meeting that shall discuss the results.
- 2.13 The Internal Examiner(s) shall mark the dissertation/Project Paper II using the following criteria:
- Written dissertation/ Project Paper II accepted with marks without additional corrections.
 - Written dissertation/ Project Paper II accepted with.....marks subject to making minor corrections and revisions in the dissertation/thesis one week before the School Board sits to provisionally approve examination results. Minor corrections refer to editorial corrections, re-organisation of some sections and modifications/improvement of tables and diagrams. A candidate who fails to make minor corrections within the prescribed time shall be declared to have failed the dissertation/thesis.
 - Written dissertation/ Project Paper II NOT accepted with.....marks. Candidate fails and resubmits dissertation/ Project Paper II within three months after the examination results approval by the Senate.
- 2.14 Any dissertation/ Project Paper II, which has been passed subject to corrections, shall be considered to be completed only when all errors/mistakes/shortfalls pointed out by the examiners have been corrected and accepted and three spiral bound copies of the dissertation/ Project Paper II submitted to the Department. Failure to do so before the School Board meeting shall cause the dissertation/ Project Paper II to be failed.
- 2.15 A student who fails dissertation/ Project Paper II shall be required to resubmit the dissertation/ Project Paper II within three months from the date he/she is declared by Senate. Re-submission of dissertation/ Project Paper II shall be regarded as a supplementary examination. In that case the maximum grade that can be awarded is C.
- 2.16 In case the internal examiners differ significantly (where one fails and the other passes the candidate) in the assessment, the Department shall appoint a third internal examiner to mark the dissertation/ Project Paper II. Average of the two examiners who concur in marking shall constitute the final mark.
- 2.17 The External Examiner (s) shall moderate final Internal Examiners' assessment.

-
- 2.18 In case there is a significant difference in the moderation of marks, the Head of Department shall be called upon to discuss with Internal and External Examiners to come with agreed mark.

3 Industrial Training

3.1 Assessment of Industrial Training shall be awarded marks as follows:

- a) Student logbook, which is verified and assessed by the external (organization) Supervisor (20%)
- b) The assessment report of the internal (University) supervisor (20%)
- c) The student's final report and presentation before a panel (60%)
- d) Where First year IT is being conducted at ARU, assessment of logbooks and report/output will be combined and assessed by the supervisors (40%) and the remaining (60%) before a panel.

3.2 A student who fails in IT shall be required to repeat IT before starting the subsequent IT.

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS STUDIES AND INFORMATICS

In addition to the University General Examination Regulations and the Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Earth Sciences, Real Estate, Business Studies and Informatics.

A. School regulations for the programmes of Bachelor of Science in Geomatics, Bachelor of Science in Geoinformatics and Bachelor of Science in Information Systems Management

1. In-semester Projects

- 1.1 Continuous assessment shall comprise assessments of oral presentation, participation in group work, consultation with supervisors, exercises and tests as the case may be in each department.
- 1.2 Both the supervisor(s) and the students shall be required to sign a consultation monitoring Log Book after every consultation session.
- 1.3 For the purpose of continuous assessment, there shall be at least two oral presentations of project work for each class doing semester project.
- 1.4 Continuous assessment marks shall be derived from group presentation involving all members of the group as well as from individual interview before a panel of examiners.
- 1.5 Continuous assessment (i.e. oral presentations) shall account for 40% and final oral presentation and written group work for 60% both leading to an assessment of 100%. Each department shall prescribe detailed modalities of assessment.
- 1.6 Departments shall prescribe formats of project reports.
- 1.7 Loose bound 3 copies of project reports from each group shall be handed in to the Head of Department by the last Friday preceding University Semester Examinations and the same must be endorsed by supervisors before submitting to the head of department; only then, shall the candidate be allowed to attend the oral examination. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the project.
- 1.8 The Project work shall be word-processed double-spaced on A-4 sheets, using font size 12. The main body shall contain at least 30 pages.
- 1.9 A panel of at least two examiners shall assess the final oral presentation.
- 1.10 Examination of the project work shall comprise the following parts:
 - (a) Evaluation of the written report (40%),
 - (b) Group presentation (oral) before a panel of departmental examiners (5%),
 - (c) Oral examination (interview) of individual students. In this regard, candidates shall be interviewed/examined on the project work and, whenever it is considered necessary, questions may be asked from other topics related to the project (15%),
- 1.11 An unsatisfactory written report (i.e. scoring less than 16 marks) will mean a fail in the project.

- 1.12 Each student must pass the final individual oral presentation. If a student fails the final oral presentation, (i.e. gets less than 6 marks), the marks for the written report shall not be considered. In that case the student shall be deemed to have failed the project.
- 1.13 Group oral presentations must be passed for the written reports to be assessed.
- 1.14 A Semester project may be passed subject to corrections.
- 1.15 A Semester project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound project report, endorsed by the supervisor are submitted to the Head of Department. Failure to do so without compelling reasons at least 7 days before the scheduled date for school board meeting shall cause the project to be failed.
- 1.16 The oral presentation and the written reports shall be assessed in accordance with the following format:

1.17.1 Form (a): Semester Project Group Oral Presentation (Continuous Assessment)

Names of candidates/group number.....
 Title of Semester project.....
 Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to question	20	
Total	100	
Marks out of (10%)		

Assessor's Comments if any
 Signature:..... Date:.....

1.17.2 Form (b): Semester Project Assessment of Oral Individual Presentations (Continuous Assessment)

Name of candidate:.....
 Title of Semester project:.....
 Name of assessor.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the subject matter	25	
Level of individual's participation	25	
Response to general Questions	50	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....
 Signature:..... Date:.....

1.17.3 Form (c): Semester Project of Group Oral Presentation (Final Examination):

Names of candidates/group number:.....
 Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall Presentation	10	
Response to Questions	20	
Total	100	
Marks Out of (10%)		

Assessor's comments if any:.....

Signature:..... Date:.....

1.17.4 Form (d): Semester Project Assessment of Individual Oral Presentation (Final Examination):

Name of candidate:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the subject matter	25	
Level of individual's participation	25	
Response to general Question	50	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....

Signature:..... Date:.....

1.17.5 Form (e): Semester Assessment of the Written Report (Final Examination):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	15	
Form and Format of presentation (Style, typing, language)	15	
Literature review and referencing	25	
Data processing and analysis	30	
Conclusion and recommendation	15	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:..... Date:.....

2. Dissertation

- 2.1 In consultation with members of staff each final year student or group of not more than two final year students shall prepare a dissertation proposal during the first semester in the final year (Dissertation I). Dissertation proposals shall be presented in eleventh week of the first semester.
- 2.2 Each final year student or group of two final year students shall be required to submit a dissertation report from an independent study carried out during the second semester in the final year of study. In this regard, students shall execute the research proposal prepared in the course Dissertation I.
- 2.3 Dissertation supervisor(s) and students shall sign a consultation monitoring form after every consultation session. Supervisors shall avail the consultation forms to the head of department in the last week before commencement of end of University Semester Examinations.
- 2.4 Dissertation shall be assessed three times; in the fourth and twelfth weeks of a semester and during the University Examinations period. The first two assessments shall constitute continuous assessment. The School Board shall prescribe the assessment mode.
- 2.5 Continuous assessment shall be derived from the first two presentations which shall account for 40%, and final oral examination presentation and written report shall account for 20% and 40% respectively; all leading to an assessment of 100%.
- 2.6 Three loose bound copies of the dissertation report endorsed by the supervisor(s) shall be submitted to the Head of Department by the last Friday preceding the start of the University Semester Examinations. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the Dissertation.
- 2.7 A dissertation may be passed subject to corrections.
- 2.8 Any dissertation, which has been passed subject to corrections, shall be considered to be completed only when mistakes/shortfalls pointed out by the examiners have been corrected and three hard bound copies endorsed by the supervisor(s) are submitted to the Head of the Department. Failure to do so without compelling reasons at least seven days before the School Board meeting shall cause the dissertation to be failed.
- 2.9 The assessment of the dissertation work shall use the following format:

- 2.10.1 Form (f): Assessment of DISSERTATION I Oral Presentation (Continuous Assessment):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Style of presentation	10	
Response to Question	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:.....

Date:.....

2.10.2 Form (g): Assessment of DISSERTATION I Oral Presentation (Final Examination):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Style of presentation	10	
Response to Question	20	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.3 Form (h): Assessment of the DISSERTATION I written report (Final Examination):

Name of candidates/group number:.....

Title of Semester project:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the project	10	
Coverage of literature review	30	
Suitability of proposed methodology	30	
Overall Presentation	10	
Response to Questions	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.4 Form (i): Assessment of DISSERTATION II Oral Presentation (Continuous Assessment):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.5 Form (j): Assessment of DISSERTATION II Oral Presentation (Final Examination):

Name of candidates/group number:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Data collection methodology	30	
Computation and analysis of data	30	
Overall presentation	10	
Response to questions	20	
Total	100	
Marks Out of (20%)		

Assessor's comments if any:.....

Signature:..... Date:.....

2.10.6 Form (k): Assessment of the DISSERTATION II written report (Final Examination):

Name of candidate:.....

Title of dissertation:.....

Name of assessor:.....

Marking consideration	Maximum marks	Marks awarded
Understanding of the topic	10	
Form Format of presentation (Style, typing, language)	30	
Literature review and referencing	30	
Data processing and analysis	10	
Conclusion and recommendations	20	
Total	100	
Marks Out of (40%)		

Assessor's comments if any:.....

Signature:..... Date:.....

3. Industrial Training

Assessment of Industrial Training shall be based on the following attributes:

- The Assessment by the visiting internal (University) supervisor (10%).
- Assessment by the on-site external (organization) supervisor (20%).
- Student's Logbook (and IT report) verified by the external supervisor: the student's oral presentation before a panel of his/her departmental academic staff (70%).

School regulations for the programmes of Bachelor of Science in Land Management and Valuation, Bachelor of Science in Real Estate (Finance and Investment), Bachelor of Science in Property and Facilities Management, and Bachelor of Science in Accounting and Finance

1. Taught Courses

1.1 Continuous assessment of taught courses shall comprise timed tests and homeworks. Timed tests shall be written or oral. In each semester there shall be at least two tests under examination conditions; and at least two homeworks or practical exercises, or a combination thereof per course. Questions or thematic reading areas for oral examinations shall be pre-determined and made available to students apriori.

1.2 For the purposes of oral examination for continuous assessment:

- a) Examination panel shall comprise at least two examiners including the course instructor;
- b) The assessment shall be based on the contents and/or responses of the candidates;
- c) The final mark shall be the average of the scores awarded by the members of the examination panel;
- d) Oral examinations shall not apply to the following courses: LM 111 Mathematics, LM 112 Statistics, LM121 Architectural Studies and Construction, BB 151 Business Mathematics, BB 152 Business Statistics, RE 211 Financial Mathematics, RE 316 Quantitative Methods, EC 218 Quantitative Methods I, EC 219 Econometrics I, RE 342 Econometrics, and LM 466 Valuation Casework.

1.3 At least one test shall be in form of written examination.

1.4 Tests as part of coursework assessment shall be held between the 4th and 12th weeks of the semester; and the results shall be posted before the last Friday of the 14th week of the semester.

1.5 Homework, practicals, take home assignments, essays, reports and combination thereof shall be submitted to the respective lecturer before the 12th week of the semester.

1.6 Final continuous assessment marks shall be posted a week prior to the start of the University Examinations.

2. Semester Project

2.1 Continuous coursework assessment in Semester Project shall comprise oral presentation, participation in group work, and consultation with supervisor(s), as the case may be in each department.

2.2 For the purpose of continuous coursework assessment, there shall be two oral presentations of Semester Project in the semesters in which the course is offered. The second Semester Project assessment shall be held, at the latest, a week before the University examinations commence.

2.3 For the purpose of Semester Project, University examination shall comprise a written group Semester Project Report and oral presentation of the Semester Project by the students.

- 2.4 Three loose bound written semester project reports from each group shall be handed in to the Head of Department by the last Friday preceding University examinations and the same must be signed by the Semester Project Supervisor(s). Students who fail to observe this rule without compelling reasons shall be penalized by deducting from the total score of the semester project five marks for each day delayed.
- 2.5 A panel of at least three examiners, one of whom shall have the requisite competence in the subject, shall assess the final oral Semester Project presentation of the University Examination.
- 2.6 A Semester Project may be passed subject to corrections. Any Semester Project, which is passed subject to corrections, shall be considered to be completed only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department; and two hard bound copies of the Report, signed by the supervisor(s) is submitted to the Department. Failure by the students to correct, without compelling reasons, before the School Board meeting shall render the Semester Project failed.
- 2.7 The Dean shall publish results of Semester Projects in advance of the other examinations to enable students to comply with School Regulation 2.6.
- 2.8 The oral presentation and the written reports shall be assessed in accordance with prescribed Form No. 2.1 – 2.4.

2.1 Semester Project Oral Assessment Form I: Group Presentation

Group No.:

Names of Candidates:

Project Title:

Name of Examiner:

Date:

Marking Consideration	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Topic	20		
Data Collection Methodology	20		
Data Analysis	15		
Self Expression and Presentation Style	20		
Response to Questions	25		
Total	100		

Examiner's Comments:

Signature:

2.2 Semester Project Oral Assessment Form II: Individual Presentation

Group No.:

Name of Candidate:

Project Title:

Name of Examiner:

Marking Consideration	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Subject Matter	30.0		
Level of Individual Participation	40.0		
Response to Questions	30.0		
Total	100		

Examiner's Comments, :

Signature:

2.3 Semester Project Oral Assessment Form III: Individual Participation in Group Work

Semester Project Title:

S/N	Name of Candidate	Group Participation as Assessed by Fellow Group Members				
		Member 1	Member 2	Member 3	Member 4	Average
1						
2						
3						
4						

Scale: Excellent=A, Very Good = B, Good=C, Fair=D, Poor=E, Did not participate= F

2.4 Semester Project Written Report Assessment Form IV

Group No.:

Names of Candidates:

Project Title:

Name of Examiner:

Marking Consideration	Maximum marks (%)	Marks Awarded	Remarks
Understanding of the Project	15		
Form and Format of Presentation (Style, Word-processing, Language)	10		
Literature Review and Referencing	10		
Validity of Research Methods	20		
Data Processing and Analysis	30		
Conclusions & Recommendations	15		
Total	100		

Examiner's Comments,:

Signature:

- 2.9 The final assessment shall be made by a panel of examiners, which shall consist of one project supervisor and one member of academic staff who did not supervise the project

3. Dissertation

- 3.1 In the final year semester I, each student shall be required to develop a Dissertation Proposal (Dissertation 1) for approval by the department. Dissertation 1 shall be assessed three times as Coursework Assessment (CA) as shall be programmed from time to time by the departments. The final written dissertation proposal shall be submitted for assessment during the University Examination Session.
- 3.2 The Dean of School may bar any candidate from being admitted to a Pre-Dissertation/Dissertation 1 examination where he or she is satisfied that the candidate has NOT satisfactorily performed well in his/her CA. Satisfactory performance in CA in Pre-Dissertation/Dissertation 1 Course shall mean an award of at least 50%.
- 3.3 A Candidate who has been barred from sitting for Pre-Dissertation/Dissertation 1 Examination shall NOT be allowed to proceed with Dissertation Course offered in the following semester
- 3.4 The candidate shall be required by the School to improve the bad pre-dissertation/Dissertation 1 and re-submit.
- 3.5 The Head of Department shall appoint a dissertation coordinator whose responsibility shall be to coordinate all the designated dissertation works in the department. The coordinator shall be assisted by supervisors assigned to each student.
- 3.6 There shall be a minimum of 5 students/staff consultations in each semester. Dissertation supervisor(s) and students shall sign a Consultation Monitoring Form after every consultation session. Supervisors shall avail the consultation forms to the head of department in the last week before commencement of end of University Semester Examinations. Where less than three consultations have been made, this shall be regarded as inadequate and hence, the candidate shall repeat the dissertation.
- 3.7 Dissertation shall be assessed three times during Semester II of final year; in the 4th and 13th weeks of the semester and the final assessment shall be done during the University Examination session.
- 3.8 For the purposes of continuous coursework assessment, dissertation shall be assessed twice. The School Board shall prescribe the time and mode of assessment which supervisors and students shall adhere to.
- 3.9 The University Examination for dissertation shall comprise an oral presentation and an assessment of the written dissertation report. The maximum marks for the written dissertation shall be 60% and 40% for continuous assessment including oral presentation.
- 3.10 A panel of at least three examiners shall assess the final oral presentation.
- 3.11 Three loose bound dissertation reports endorsed by the supervisor(s) shall be submitted to the Department by the last Thursday preceding the commencement of University Examinations in the second semester of the final year of study. Students who fail to observe this rule shall be penalised by deducting five marks for each day the dissertation report is not submitted.
- 3.12 A dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when all the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the report submitted to the Department. Failure by the student to correct, without compelling reasons, before a date prescribed by the School shall cause the dissertation to be failed.

- 3.13 The School shall publish results of Assessment of Dissertations immediately after oral examinations.
- 3.14 A student who fails in Dissertation shall be given a maximum period of three months to re-submit from the date the Senate approves examination results.
- 3.15 Re-submission of a dissertation shall be regarded as a supplementary examination of a carryover course, which shall be subject to University Regulations 23 and 28.
- 3.16 Dissertation shall be assessed in accordance with prescribed Dissertation Oral Assessment Form (DOAF) No. 2.5-2.6:

2.5 Dissertation Form (a) Assessment of Oral Dissertation Presentation

Name of Candidate:

Dissertation Title:

Name of Examiner:

Marking Consideration	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Topic	20		
Validity of Research Methods Employed	20		
Data Analysis	15		
Self Expression and Presentation Style	20		
Response to Questions	25		
Total	100		

Examiner's Comments, if any:

Signature: Date:

2.6 Dissertation Form (b): Assessment of the Written Dissertation Report

Name of Candidate:

Dissertation Title:

Name of Examiner:

Marking Consideration	Maximum marks	Marks Awarded	Remarks
Understanding of the Dissertation	15		
Form and Format of Presentation (Style, Word-processing, Language)	10		
Literature Review and Referencing	10		
Validity of Research Methods	20		
Data Processing and Analysis	30		
Conclusions & Recommendations	15		
Total	100		

Examiner's comments, if any:

Signature: Date:

4. Industrial Training/Fieldwork

- 4.1 For each degree programme, the School Board shall prescribe the mode and manner of conducting Industrial Training.
- 4.2 Assessment of Industrial Training shall be based on the following consideration:

Item	Maximum Marks (%)	Marks Awarded	Remarks
Assessment by the visiting internal (University) supervisor	30		
Assessment by Fieldwork Trainer(at IT place/ supervisor)	20		
Student's logbook (and IT report) duly verified by the Field Trainer.	30		
The student's oral presentation before a panel of at least three departmental academic staff members	20		
Total	100		

- 4.3 Where marks for Visiting University Supervisor and of the Fieldwork Trainer above cannot be obtained, the Department shall determine a grade for these components based on a pro-rata performance in marks obtained in logbook and student's oral presentation.
- 4.4 For the purpose of the assessment in 3.10 above, at least two qualified Departmental academic staff members shall be present in the oral presentation session to make the assessment.

EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES IN THE SCHOOL OF ENVIRONMENTAL SCIENCE AND TECHNOLOGY

In addition to University General Examination Regulations and Undergraduate Examinations Regulations, the following regulations will apply to the undergraduate programmes in the School of Environmental Science and Technology.

1. Semester Projects

- 1.1 Continuous assessment in these subjects shall comprise assessments of oral presentation, participation in group work, consultation with supervisors, exercises and tests as the case may be in each department.
- 1.2 For the purpose of continuous assessment, there shall be two oral presentations of Semester Project, in the semesters in which the subject is offered. The second assessment shall be done, at the latest, one week before the University Examinations start.
- 1.3 Continuous assessment for project work shall account for 70% and final presentation and written group work for 30% all leading to an assessment of 100%.
- 1.4 Project work shall be handed in to the Department two days before University Semester Examinations start. Final project work not submitted within specified period without compelling reasons shall be penalized by deducting from the total score 5 marks per day.
- 1.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.6 The final assessment of project work shall comprise of oral presentation and written group work.

1.7 Assessment of Semester Project

1.7.1 The assessment sheet for the written project work shall have the following format:

1. Group No.
2. Name of students
3. Project Title
4. Name of Examiner
5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remark
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Material content	10		
Data collection organization and analysis	20		
Graphics	20		
Conclusion and Recommendation	20		
Total	100		

1.7.2 The assessment sheet for oral semester project presentation: Shall have the following format.

1. Group No.
2. Name of Student
3. Project title
4. Name of Examiners.....
5. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of Graphics	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 1.8 The final assessment shall be made by a panel of examiners, which shall consist of one project supervisor, one member of academic staff who did not supervise the project and the external examiner(s).
- 1.9 Each student shall pass the final oral presentation. Where a student is deemed to have failed the final oral presentation, the written group work mark shall not be considered.
- 1.10 A Semester Project may be passed as it is, outright failed or passed subject to corrections.
- 1.11 Any Semester Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and an acceptable hard bound project report, endorsed by the supervisor is submitted to the Head of Department. Failure by student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.
- 1.12 The marks for both written group work and final oral presentation shall be in the ratio of 5 to 2 of the 70%.

2. Engineering Drawing

- 2.1 Continuous assessment for Engineering Drawing shall be awarded out of 70% of the total and final assessment 30% all leading to an assessment of 100%.
- 2.2 For the purpose of continuous assessment, there shall be at least eight exercises and two tests taken under examination conditions. The marks for exercises and tests shall be in the ratio of 5 to 2 of the 70%.
- 2.3 The final assessment shall be made by a panel of examiners, which shall consist of two internal examiners and the external examiner(s).
- 2.4 The assessment of Engineering Drawing shall be based on evaluation of drawing work and student's understanding of the subject matter using the following format and marking criteria.

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format and arrangement of drawing components (views, choice of scale, dimensions etc.)	20		
Content (correctness of concept and practicability) and completeness of requirements for a drawing.	25		
Neatness, correct choice of pen sizes for different uses, lettering quality, clarity, etc.	20		
Overall understanding of elements of engineering drawing	35		
Total	100		

2.5 For the purpose of assessment, the practical exercises shall account for 70% and tests done after completion of each workshop and final test shall account for 30%

2.6 The marks for individual workshop tests and final test shall be in the ratio of 1 to 1 of the 30%.

3. Dissertation

3.1 Dissertations shall be assessed four times during the 2nd semester of final year. The third assessment of dissertations shall be conducted about four weeks before the University semester examinations start. The final assessment shall be done during the University semester examinations. The first three oral presentations shall constitute continuous assessment.

3.2 Continuous assessment (i.e. the first three presentations) shall account for 30% while the written dissertation work and final oral presentation for 70% all leading to an assessment of 100%.

3.3 The marks for the written dissertation work and final oral presentation shall be in the ratio of 7 to 3 of 70%

3.4 The oral presentations shall be attended by at least two (2) of the Departmental Examiners and respective supervisor(s).

3.5 The final assessment shall be made by a panel of examiners which shall consist of one dissertation supervisor and one member of academic staff who did not supervise the dissertation.

3.6 The assessment of the dissertation written works shall have the following format;

1. Name of Students.....
2. Dissertation Title.....
3. Name of Examiner.....
4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Format of presentation (style, language, word processing etc)	15		
Quality of graphics (charts, maps, design drawings) and general use of illustrations	20		
Material content (contribution to env. Eng. Science and technology)	15		
Literature review and references	10		
Data analysis and interpretation	30		
Validity and relevance of conclusions and recommendations	10		
Total	100		

3.7 Assessment of the oral presentation shall have the following format.

1. Name of student
2. Dissertation title
3. Name of Examiner
4. Date

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the Problem	20		
Use of illustrations and quality of graphics	15		
Presentation and analysis of data collected	20		
Self expression	20		
Response to questions	25		
Total	100		

3.8 All dissertations must be submitted well bound one week before the start of the University semester examinations. Any dissertation not submitted within the specified period shall be penalized by deduction from the total score 2 marks per day for the first five days after which a student shall be deemed to have failed the dissertation.

3.9 A dissertation may be passed as it is, outright failed or passed subject to corrections.

3.10 Any dissertation, which is passed subject to corrections, shall be considered to be completed when errors/mistakes/shortfalls pointed out by the examiners have been corrected, and three copies of acceptable hard bound dissertation report, endorsed by the supervisor are submitted to the Head of Department. Failure to do so without compelling reasons before the school board meeting shall cause the dissertation to be failed.

4. Industrial Training

4.1 Assessment of Industrial Training shall be done by at least three (3) internal examiners using the following format:

Item	Maximum Marks	Marks Awarded	Remarks
Student logbook, which has been verified and assessed by the external (organization) Supervisor	20		
The assessment report of the internal (University) supervisor	20		
The student's final report and presentation before a panel	60		
Total	100		

POSTGRADUATE GENERAL EXAMINATION REGULATIONS

In addition to the General University Examination Regulations the following Regulations shall also apply to Postgraduate Diploma, Masters and PhD programmes.

1. Postgraduate Diploma

- 1.1 The Postgraduate Diploma Programmes shall involve full-time day programmes mode, full-time evening programmes mode; and modular programmes mode (part-time day and evening Programmes).
- 1.2 Candidates for the full-time day programmes mode are expected to complete their programmes within two semesters. Candidates for the modular mode (part-time) day or evening programmes are expected to complete their programmes within three semesters. The unit system shall be used to gauge the workload involved. One unit shall be equivalent to 15 hours of lectures of 30-45 hours of project
- 1.3 The maximum time for which student may remain registered as a Postgraduate Diploma student shall be two years.
- 1.4 A candidate admitted to a Postgraduate Diploma programme must complete all courses prescribed by the respective department in order to qualify for the award of the Postgraduate Diploma.
- 1.5 A candidate may be advised by his/her department to take prerequisite undergraduate courses which shall not be examinable and shall not contribute to the Postgraduate Diploma award.
- 1.6 Passing a course shall mean scoring at least a B grade, which shall combine both University Examination at the end of each semester. Continuous Assessment for theoretical courses shall account for 40% while the University examination shall account for 60%.
- 1.7 Courses will be assessed and grades awarded within the semester in which they are completed.
- 1.8 The Department shall prescribe guidelines for Continuous Assessment. Such guidelines shall be approved by School Boards.
- 1.10 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 1.11 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 1.12 The maximum attainable grade in a supplementary examination shall be a B grade.
- 1.13 A candidate who fails in more than one supplementary examination shall be discontinued from the programme.
- 1.14 A candidate who repeats a course and fails in the first examination sitting shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued from studies forthwith.
- 1.15 A candidate in consultation with his/her supervisor shall formulate a project final paper proposal.

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- 1.16 A candidate is required to make oral presentations of the proposal to the Department's Postgraduate Committee for endorsement and approval. Such presentations shall not be graded.
 - 1.17 The Postgraduate Diploma award shall not be classified.
 - 1.18 Assessment of the Project final paper should be as per school regulations.

2. Masters (By Coursework and Dissertation)

- 2.1 The Programme will comprise full-time and part-time students. Full-time students shall complete their course work within the first two semesters of enrolment. Part-time candidates shall complete their coursework within the first three semesters of enrolment.
- 2.2 The Master's Programme shall involve the full-time day programmes mode; full-time evening programmes mode; and modular programmes mode (part-time, day or evening programmes).
- 2.3 The unit system shall be used to gauge the workload involved. One unit shall be equivalent to 15-hour lectures or 30-45 hours of dissertation.
- 2.4 The maximum time for which student may remain registered as a Masters student shall be three years for full-time students and four years for part-time students.
- 2.5 A candidate admitted to a Master's programme must complete all courses prescribed by the department in order to qualify for the award of the Master's Degree. Departments shall provide a list of electives to be taken in any semester.
- 2.6 A candidate may be advised by his/her department to take prerequisite undergraduate courses which shall not contribute to the Master's Degree award.
- 2.7 Passing a course shall mean scoring at least a "B" grade which shall combine both Continuous Assessment and University Examination at the end of each semester. Continuous Assessment shall account for 40%, while the University Examinations shall account for 60%.
- 2.8 Departments shall prescribe guidelines for continuous Assessment. Such guidelines shall be approved by the School Board.
- 2.9 A candidate whose overall GPA is 2.7 or above but has failed one or more courses, shall be required to sit for a supplementary examination in the failed course(s). Supplementary examinations shall be conducted after the release of the results of the second semester examination in the academic year.
- 2.10 A candidate whose overall GPA is below 2.7 shall be discontinued from the programme.
- 2.11 The maximum attainable grade in a supplementary examination or resubmission of a dissertation shall be a "B" grade.
- 2.12 A candidate who fails in any supplementary examination and has a GPA of 3.0 or above may be allowed to repeat failed courses but shall not be allowed to proceed to Dissertation phase.
- 2.13 A candidate, who fails in only one supplementary examination, shall be allowed to repeat the failed course.

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- 2.14 A candidate who repeats a course and fails in the first sitting examination shall be allowed to supplement the failed course, and if the candidate fails the supplementary examination, he/she shall be discontinued forthwith.
- 2.15 A candidate in consultation with his/her supervisor shall formulate a dissertation research proposal. The supervisor shall approve the proposal subject to the endorsement of the Department's Postgraduate Committee.
- (i) A candidate is required to make oral presentation(s) of the proposal to the Department's Postgraduate Committee. Such presentation(s) shall not be graded.
 - (ii) Continuous assessment in dissertation shall comprise at least two oral presentations. The Department shall prescribe the time and mode of assessment.
- 2.16 Every dissertation shall be assessed by at least two examiners appointed by the School Board and approved by the SENATE as follows:
- (i) The Supervisor who will act as an Internal Examiner,
 - (ii) An External examiner appointed from outside the University
- 2.17 The passing grade for a dissertation shall be a "B" or higher. A candidate scoring below a "B" grade shall be allowed to re-submit the failed dissertation within a period specified in the University General Regulations and Guidelines for Postgraduate Study Programmes.
- 2.18 A candidate failing in the re-submission may be allowed another re-submission of the dissertation at the discretion of the Senate, and the Senate shall prescribe the time for such re-submission.
3. Masters (By Thesis)
- 3.1 The registration period for the programme shall normally be 24 months for full-time students and up to 36 months for part-time students.
- 3.2 Enrolment for the programme shall be at any time in the academic year.
- 3.3 Having satisfied the admission criteria for Master's degree by thesis candidates will have to observe the following procedures:
- a) A candidate shall submit a two-page statement of the intended research topic (ARU/PG.F3) to the Postgraduate Committee, as appropriate. On the basis of his/her statement, the School shall assign supervisor(s) to the candidate, and the candidate's studentship commences thereafter.
 - b) The maximum time for which student may remain registered as a Masters student shall not exceed three and a half years. Candidates shall pay extension fee as specified in the University General Regulations and Guidelines for Postgraduate Study programmes for each monthly extended beyond the 24 months. Extension fees shall be paid in a span of three months and no extension shall be granted after the third extension.
- 3.4 A candidate registered for a Master's degree program by thesis may, on recommendations of the School Board, be required to do one or more undergraduate course appropriate to their field of study.
- 3.5 Candidates will undertake the programme under the guidance of their supervisors in accordance with standing Regulations and Guidelines of Postgraduate Studies of the Ardhi University.

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- 3.6 A candidate failing in the re-submission may be allowed another re-submission of the thesis at the discretion of the Senate, and Senate shall prescribe the time for such re-submission.
 - 3.7 Submission of the thesis and oral Examination (Viva Voce) shall follow the Ardhi University General Regulations and Guidelines for Postgraduate Study Programmes.
 - 3.8 The Master's Degree award shall not be classified.
 - 4. PhD
 - 4.1 The registration period for the programme shall normally be 3 years for full-time students and up to 5 years for part-time students.
 - 4.2 The maximum time for which student may remain registered as a PhD student shall not exceed 5 years for full-time student and 7 years for part-time student.
 - 4.3 Enrolment for the programme shall be at any time in the academic year.
 - 4.4 The assessment of PhD thesis will be conducted as per ARU General Regulation and Guidelines for Postgraduate Study Programmes.

Examination Regulations for Postgraduate Programmes in the School of Architecture, Construction Economics and Management

In addition to the University General Examination Regulations, General Postgraduate Regulations, and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Architecture, Construction Economics and Management.

A. School regulations for the programmes of Postgraduate Diploma in Architecture, Master in Architecture and PhD in Architecture

1. Postgraduate Diploma in Architecture

- 1.1 Students who are admitted to the Postgraduate Diploma in Architecture must complete all the prescribed courses, which add up to 34 course units.
- 1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%. Design studio and Final projects shall be assessed through three interim presentations on a continuous basis and at the final presentation (University Examination). The continuous assessment shall make up 40% and 60% for the final presentation (University Examinations).
- 1.3 Each student in consultation with the supervisor shall carry out a Final Project.
- 1.4 The Department postgraduate committee shall evaluate and approve the candidate's final project proposal. Assessment criteria are as shown in Tables 1.1 and 1.2.
- 1.5 There shall be no transfer of grades from Postgraduate Diploma in Architecture to Masters of Architecture.

Table 1.1 AR 601 Design Studio: Assessment Criteria

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal of an architectural project	15		
Analysis and presentation of contextual aspect of the design	25		
Comprehensive scheme design to substantiate architectural solutions generated from the outline proposal stage.	25		
Working drawings for selected parts(s) of the designed complex building	15		
Evidence of buildability, environmental impact assessment and climatic design consciousness	10		
Communication skill (language, quality of graphics, expressions, ...)	5		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)	5		
Total	100		

Candidate's Panel Chairman
(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.
2.

Table 1.2 AR 602 Final Project: Assessment Criteria

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Ability to develop an architectural research issue to address practical design project	10		
Formulation and application of suitable research methods	10		
Sufficiency and relevancy of collected research data at urban design level	15		
Analysis of collected data and assimilation into concept development of design project at outline proposal stage.	20		
Development of scheme design (partial)	20		
Working drawing production of selected part of the designed buildings to exhibit buildability, clear structural systems and services	15		
Communication skill (language, quality of graphics, expressions,)	5		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)	5		
Total	100		

Candidate's Panel Chairman
 (Name) Name and signature
 Date:

Names and Signatures of other Assessors:

1.
2.

2. Masters' Degree in Architecture (Coursework and Dissertation)

- 2.1 Students who are admitted to the M. Arch. Programme must complete all the prescribed courses, which amount to 40 units.
- 2.2 Courses shall be assessed and grades awarded within the semester in which they are completed.
- 2.3 Completing a course shall mean scoring at least B grade. Course work in subjects other than studio projects shall include two tests and two assignments in each course in each semester. Course work assessment through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Design studio and Dissertation shall be assessed through three interim presentations on a continuous assessment shall make up 40% and 60% for the final presentation (University Examination). Studio assessment shall be made up of continuous assessment 40% and final presentation 60%. Assessment criteria are as shown in tables 2.1-2.5
- 2.4 No student shall be allowed to supplement Design Studio Project.
- 2.5 Student who fails design studio subject shall be discontinued.
- 2.6 Students must score GPA of at least 3.0 in order to proceed to dissertation stage.

Table 2.1 AR 701 Design Studio: Assessment Criteria (Coursework and University Examination)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Project formulation and appraisal of an architectural project	15		
Analysis and presentation of contextual aspect of the design	25		
Comprehensive scheme design to substantiate use of materials, hi- tech construction, energy conservation and services.	25		
Architectural concept as a practical expression of the solution to specific architectural problem	15		
Evidence of buildability, environmental impact assessment and climatic design consciousness	10		
Completeness of assignment i.e. design brief, drawings, and models (physical or computer simulations)	10		
Total	100		

Candidate Panel Chairman
 (Name) Name and signature
 Date:

Names and Signatures of other Assessors:

1.
2.

Table 2.2 AR 799 Dissertation: Assessment Criteria First Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Understanding of the research topic	10		
Formulation and clarity of the research problem	15		
Clarity of the research objectives and questions	20		
Clear formulation of suitable research methods, explaining reasons of suitability over other methods.	15		
Justification of case study selection	10		
Completeness of the research proposal i.e. logical flow and contents of the research proposal, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	25		
Communication skills (language, quality of graphics, expressions,	5		
Total	100		

Candidate Panel Chairman
 (Name) Name and signature
 Date:

Names and Signatures of other Assessors:

1.
2.

Table 2.3 AR 799 Dissertation: Assessment Criteria Second Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Adherence and response to comments given during first presentation	10		
Presentation of applied methods and encountered problems.	10		
Case study findings: Sufficiency and relevancy of collected data (literature, maps, photographs, pictures, drawings, ...) Lessons and recommendations	35		
Conceptual framework and analysis framework	20		
Completeness of the case study i.e. logical flow and contents of the report of the case study, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	15		
Communication skills (language, quality of graphics, expressions, ...)	10		
Total	100		

Candidate Panel Chairman
(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.

2.

Table 2.4 AR 799 Dissertation: Assessment Criteria Third Presentation (Coursework)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Adherence and response to comments given during second presentation	10		
Presentation of Research findings	40		
Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citations, quotations, references, and appendices	25		
Conclusions and recommendations	15		
Communication skills (language , quality of graphics, expressions, ...)	10		
Total	100		

Candidate Panel Chairman
(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.

2.

Table 2.5 AR 799 Dissertation: Assessment Criteria University Examination/Presentation (Examination Period)

Marking Consideration	Maximum Marks	Marks Awarded	Remarks
Formulation of research topic	5		
Stated research problem	5		
Research objectives	5		
Research questions/hypothesis	5		
Suitability and difficulties of selected research methods	10		
Presentation of Research findings	20		
Logical flow and contents of preliminaries and chapters, extent of literature review, consistence and correctness of citation, quotation, references, and appendices	35		
Conclusions and recommendations	10		
Communication skills (language, quality of graphics, expressions, ...)	5		
Total	100		

Candidate Panel Chairman
(Name) Name and signature

Date:

Names and Signatures of other Assessors:

1.
2.

3. Master's Degree in Architecture (By Thesis)

The assessment of Master's Degree in Architecture by thesis shall be conducted as per ARU General Regulations and guidelines for postgraduate study programmes.

4. Ph.D in Architecture (By Thesis)

The assessment of Ph.D. Thesis shall be conducted as per ARU General Regulations and Guidelines for postgraduate study programmes.

B. School regulations for the programmes of Postgraduate Diploma in Construction Economics and Management, and Master of Science in Construction Economics and Management

1. Postgraduate Diploma in Construction Economics and Management

1.1 Students, who are admitted to the Postgraduate Diploma in Construction Economics and Management, must complete all the prescribed courses.

1.2 Each student in consultation with the supervisor shall carry out a Postgraduate Diploma Final Paper.

1.3 The Department shall evaluate and approve the candidate's final paper proposal.

1.4 The PGD-Final Paper shall be assessed through final oral presentation and written work although there shall be consultations on a continuous basis. The final oral presentation shall make up 40% while the written work accounts for 60%.

- 1.5 Each student shall submit a written FINAL PAPER to be examined by the department in the 15th week of semester II of the relevant academic year. The assessment of final oral presentation for Final Paper shall be based on criteria indicated in Table 1.1.

Table 1.1 Assessment Criteria for Final Oral Presentation (Final Paper)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Time management	4
3.	Relevance of the contents	10
4.	Language	4
5.	Satisfactory answers to questions raised	20
	Total	40%

- 1.6 Modalities for assessing the written work for Final Paper are prescribed in Table 1.2.

Table 1.2 Assessment Criteria for Written Work (Final Paper)

SN.	Assessment Criteria	Maximum marks
1.	Understanding of the topic	5
2.	Conceptual framework and literature review	10
3.	Research methodology	10
4.	Empirical background	10
5.	Data processing and analysis	10
6.	Conclusions and recommendations	10
7.	References/Bibliography	5
	Total	60%

2. Master of Science in Construction Economics and Management

- 2.1 Students, who are admitted to the Master of Science in Construction Economics and Management, must complete all the prescribed courses.
- 2.2 Courses will be assessed and grades awarded within the semester in which they are completed. Each subject master shall provide course programme at the beginning of each course.
- 2.3 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%.
- 2.4 Each student in consultation with the supervisor shall carry out a MSc. Dissertation
- 2.5 The Department shall evaluate, approve and examine the candidate's dissertation proposal.
- 2.6 The MSc. Dissertation shall be assessed in three interim oral presentations and written work. The three interim oral presentations shall contribute a total mark of 40% while the written work shall contribute 60%. The three interim oral presentations shall be made programmed from time to time by the department.
- 2.7 The assessment of first, second and third interim oral presentation for dissertation shall be based on criteria indicated in Table 2.1, 2.2 and 2.3 respectively.

Table 2.1 Assessment Criteria for First Interim Oral Presentation (Dissertation)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Time management	3
3.	Clarity in problem statement	5
4.	Understanding of the topic	10
5.	Research design	10
6.	Satisfactory answers to questions raised	10
	Total	40%

Table 2.2 Assessment Criteria for Second Interim Oral Presentation (Dissertation)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Time management	3
3.	Conceptual framework	10
4.	Literature review	10
5.	Satisfactory answers to questions raised	15
	Total	40%

Table 2.3 Assessment Criteria for Third Interim Oral Presentation (Dissertation)

SN.	Assessment Criteria	Maximum marks
1.	Presentation arrangement	2
2.	Literature review	5
3.	Research methodology	10
4.	Presentation of findings and analysis	8
5.	Conclusions and recommendations	5
6.	Satisfactory answers to questions raised	10
	Total	40%

2.8 Modalities for assessing the written work for dissertations shall be as per General Regulations and Guidelines for Postgraduate Study Programmes.

2.9 The dissertation shall be awarded a grade where B or higher is passing grade.

2.10 A student who fails in dissertation shall be allowed to resubmit the failed dissertation as per General Regulations and Guidelines for Postgraduate Study Programmes.

Examination Regulations for Postgraduate Programmes in the School of Spatial Planning and Social Sciences

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Urban and Regional Planning.

Post Graduate Diploma in Urban Planning and Management

- 1.1 Students, who are admitted to the Postgraduate Diploma in Urban Planning and Management, must complete all the prescribed courses, which add up to 32 course units.
- 1.2 Candidates may be allowed to take a maximum of 4 units of advanced (300 or 400 series) undergraduate courses, which can be counted towards the Postgraduate Diploma Programme. Such courses must not only be passed with at least B grade but must also be prescribed as being prerequisite for the regular Postgraduate Course and must not have been previously taken by the candidate. The additional courses will not be weighted for the final postgraduate diploma evaluation.
- 1.3 Courses will be assessed and grades awarded within the semester in which they are completed.
- 1.4 Completing a course shall mean scoring at least B grade, which combines continuous assessment and University examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the University examination accounts for 60%. Studio projects shall be assessed through presentations of outputs on a continuous basis and at the end of the project. The continuous assessment shall make for 60%, while the final presentation accounts for 40%. The course lecturer at the beginning of the course shall announce the form of continuous assessment, after endorsement by respective School.

1.5 Final Paper Regulations

- 1.5.1 In the Postgraduate Urban Planning and Management PGD (UPM) programme, each student shall prepare, write and submit a final paper in semester two on a chosen topic in urban planning and management.
- 1.5.2 Each PGD (UPM) student shall within the Second Semester, identify a topic and two supervisors to assist in writing a scientific paper.
- 1.5.3 Progress in Final Paper shall be assessed in three oral presentations as shall be organized by the Department. The three oral presentations shall contribute a total mark of 30% distributed equally while written Final Paper presentation shall contribute 70% (Table 1.1).
- 1.5.4 Criteria for assessing progress in final scientific paper shall be based on the criteria indicated in Table 1.2.
- 1.5.5 Each student must in the 15th week of Semester II submit three spiral-bound copies of the final paper to the Office of the Head of Department.

Table 1.1 Criteria for Assessment Progress in Final Paper

SN	Assessment Criteria	Points
1.	Understanding of topic and self-expression	10
2.	Empirical and theoretical bases	10
3.	Methodology	10
4.	Data processing and analysis	10
5.	Graphical presentation	10
6.	Originality and contribution to the profession	10
7.	Language, scientific writing skills, citation and referencing	30
8.	Conclusions and recommendations	10
	Total	100

Table 1.2: Criteria for Assessment of Final Written Paper

SN	Assessment Criteria	Points
1	Understanding of the topic	10
2	Conceptual framework and literature review	10
3	Research methodology	10
4	Empirical findings	15
5	Data processing and analysis	15
6	Originality and contribution to profession	20
7	Conclusions and recommendations	10
8	Bibliography/references	10
	Total	100

2.0 Master of Science in Urban Planning and Management

2.1 Students who are admitted to the M.Sc. (UPM) Program must complete all the prescribed courses, which amount to 44 units.

2.2 Courses shall be assessed and grades awarded within the semester in which they are completed.

2.3 Completing a course shall mean scoring at least B grade. Course work in course other than Studio projects shall include two tests and two assignments in each course in each semester.

2.4 Coursework assessment of theoretical courses through continuous assessment shall make up 40% while final examination makes up 60% of the final grade in that course. Studio assessment shall be made up of continuous assessment 60% and final presentation 40%.

2.5 No student shall be allowed to supplement Studio Project. Student(s) who fails in Studio Project shall be discontinued.

2.6 Dissertation Regulations

2.6.1 The Ardhi University General Postgraduate Guidelines and Regulations for preparation of dissertation shall apply.

2.6.2 Each student in consultation with the supervisor shall formulate a Dissertation research proposal-(Dissertation I) in semester 2 of the programme and supervisor(s) shall be approved by the Department.

2.6.3 The Department shall evaluate, approve and examine the candidate's Dissertation proposal (Dissertation I).

Table 2.3 Assessment criteria for third Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methods/ data collection tools	Consult with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	2	
1									
2									
3									
4									

Table 2.4 Criteria for assessment of written Dissertation I (During examinations Period)

	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology,	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	4	8	4	4	5	5	4	6	40	
1											
2											
3											
4											

- 2.6.7 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I Examination shall NOT be allowed to proceed with Dissertation II course offered in the following semester.
- 2.6.8 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Dissertation I.
- 2.6.9 Each student shall write DISSERTATION (Dissertation II) in semester III of the MSc. UPM programme.
- 2.6.10 Modalities for assessing written Dissertations shall be as per ARU General Regulations and Guidelines for Postgraduate Study Programmes.
- 2.6.11 A student who fails in Dissertation shall be allowed to resubmit the failed Dissertation subject to approval by the Senate.

3.0 MSc. Urban and Regional Development Planning and Management

- 3.1 Where relevant, the ARU University guidelines for preparation of dissertations shall apply.
- 3.2 Students who are admitted to the M.Sc. (URPM) programme must complete all the prescribed courses, which amount to 62 units (ARU and Dortmund).

Table 3.2 Assessment criteria for second Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methodology	Consultation with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1									
2									
3									
4									

Table 3.3 Assessment criteria for third Oral Presentation (Dissertation I)

	Candidates Name	Response to remarks on first presentation	Comprehension of the issues	Research objectives & questions	Conceptual framework	Methods/data collection tools	Consult with supervisors	Total	Mark awarded
	Points/marks	2	4	4	4	4	2	20	
1									
2									
3									
4									

Table 3.4 Criteria for assessment of written Dissertation I (During examinations Period)

	Candidates Name	Title/topic	Statement of the problem	Research objectives	Research questions	Conceptual framework	Methodology.	Analytic methods	Citation and references	Total	Mark awarded
	Points/marks	4	8	4	4	5	5	4	6	40	
1											
2											
3											
4											

- 3.7.6 As per University Regulation 3.4, a candidate who has been barred from sitting for Dissertation I Examination shall NOT be allowed to proceed with Dissertation II course offered in the following semester.

-
- 3.7.7 The barred student shall arrange with the Dean of School for an improvement programme in Semester II for such candidate barred in Dissertation I.
- 3.7.8 Each student shall write DISSERTATION (Dissertation II) in Semester II of the MSc URPM programme.
- 3.7.9 Modalities for assessing Dissertation II of MSc URPM programme is via a *viva voce*.

Viva Voce Examinations for MSc URPM Programme

- 3.7.9.1 There shall be *viva voce* examination for MSc URPM. The Department of URP and School Board (URP) shall be responsible for the conduct and processing of all examinations results. The Senate Higher Degrees Research and Publication Committee (SHDRPC) shall provide oversight responsibilities and forward the results to the Senate for approval.
- 3.7.9.2 The *viva voce* examination shall take place only after the School and SHDRPC and Senate have been satisfied that the dissertation submitted by the candidate is considered by the examiners to be satisfactory.
- 3.7.9.3 The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's dissertation research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the dissertation subject matter.
- 3.7.9.4 The members of the *viva voce* panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 3.7.9.5 The *viva voce* examination panel for MSc URPM shall comprise five academics who shall be appointed by the SHDRPC on the recommendation by the School and the Head of Department where the candidate is registered. The *viva voce* panel shall be as follows:
- (i) The School Dean or his/her nominee (Chairperson);
 - (ii) External Examiner (or his/her) representative, recommended by the School Dean;
 - (iii) Internal Examiner who assessed the dissertation;
 - (iv) The candidate's second supervisor (if applicable or appointee of the Dean);
 - (v) Head of Department (or his/her appointee).
- 3.7.9.6 The Director of Postgraduate Studies, Research and Publication or his/her representative may attend the *viva voce* examination to guide panel members on the conduct of the examination.
- 3.7.9.7 The SHDRPC and Senate must approve the date of examination at least two weeks before the examination.
- 3.7.9.8 The time and place of the master's defence shall be, officially announced by the Director of Postgraduate Studies, Research and Publication or the School at least two (2) weeks before the scheduled oral defence.
- 3.7.9.9 The defence may be held only if:
- (i) The dissertation manuscript has been received by each member of the Master's Examination Panel at least one (1) week before the schedule examination; and
 - (ii) All members of the Examination Panel are present. If the External Examiner is absent, she/he shall be required to send the comments to the Chair of the Panel who shall integrate these in the final report. If any other member is absent the

defence shall be rescheduled.

- 3.7.9.10 The function of the *viva voce* shall be to ascertain that the dissertation presented fulfils the following criteria:
- (i) The dissertation is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped by the candidate;
 - (iii) Any weaknesses in the dissertation are adequately clarified by the candidate; and a definite recommendation is made to the SHDRPC whether the candidate should be declared as having passed or failed.
- 3.7.9.11 The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the *viva voce* examination.
- 3.7.9.12 At the end of the *viva voce* examination, the panel members shall sign viva voce Examination Results Form ARU/PG.F11 giving specific recommendations on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of SHDRPC for further processing.
- 3.7.9.13 Where there is a disagreement between the recommendation of the dissertation examiners and *viva voce* examiners, the Senate's Higher Degrees Committee shall study the case and recommend to Senate one of the following options:
- (i) The candidate revises and re-submits the dissertation and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate: or
 - (ii) The candidate is deemed to have failed outright.
- 3.7.9.14 The duration of the *viva voce* examination for (URPM) dissertation shall not exceed two hours:
- (i) 30 minutes of presentation;
 - (ii) 1 hour and 15 minutes of questions and answers;
 - (iii) 15 minutes of deliberations.
- 3.7.9.15 The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the SHDRPC.
- 3.7.9.16 If the student fails the defence, he/she may submit himself/herself for a second defence. Failure to pass the second defence disqualifies the student from the master's programme. Furthermore, this disqualifies the student from being admitted into other master's programmes offered by the School.
- 3.7.9.17 Subsequent publications from a dissertation submitted for a Masters degree of the Ardhi University must contain a statement that the work is based on a dissertation submitted to the University.
- 3.7.9.18 *Appeals:* The General University Examination Regulations of ARU (2008/9) shall govern the conduct of appeals against the decision of the Senate pertaining to examination results. Such appeals must be lodged within the appropriate University authorities within six months from the date of approval of the results.

Submission of dissertation for degree award

- 3.7.9.18.1 The copies of the dissertation (4 copies for Masters) for initial submission should be in loosely bound form.
- 3.7.9.18.2 After satisfactorily completing all the corrections recommended by examiners seven (7) hard bound error free copies of dissertations shall be submitted as a requirement for graduation.
- 3.7.9.18.3 The seven bound copies of the approved dissertations shall be distributed as follows:
 - (i) The original copy for the University Library (ARU);
 - (ii) One copy for the Student;
 - (iii) One copy for the Dortmund University of Technology;
 - (iv) One copy for the host area/district where the study was conducted;
 - (v) One copy for the National Library and;
 - (vi) Two copies (one each) to the supervisors.
 - (vii) Soft copies of the Masters dissertations in PDF format shall be submitted to ARU University and School Libraries.

Examination Regulations for Postgraduate Programmes in the School of Earth Sciences, Real Estate, Business Studies and Informatics

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University the following Regulations shall apply for Postgraduate programmes in the School of Geospatial Sciences and Technology

A. School regulations for the programmes of Postgraduate Diploma in Geomatics, Master of Science in Geomatics and PhD in Geomatics

1. Postgraduate Diploma in Geomatics

1.1 General Regulations

- 1.1.1 Students, who are admitted to the Postgraduate Diploma in Geomatics, must complete all the prescribed courses which add up to 31 course units
- 1.1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and university examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the university examination accounts for 60%.

2. Continuous Assessment

- 2.1 For purpose of continuous assessment, there shall be a minimum of one homework, one project based assignment and two written tests under examination conditions per semester. A project based assignment shall involve conducting a literature search on a given topic as deemed appropriate by the course coordinator. Assessment of the project based assignment shall be done on the basis of a written report and oral presentation of the assignment. Written tests, homework and project based assignment shall account for 20%, 5% and 15% respectively, all leading to an assessment of 40%. The marks for written project based assignment and oral presentation shall be in the ratio of 2 to 1 of 15%.

3. Postgraduate Projects

- 3.1 Continuous assessment in these subjects shall comprise assessments of written report and oral presentations, as the case may be in each department.
- 3.2 For purpose of continuous assessment, there shall be two oral presentations of Postgraduate Project in the semester in which the subject is offered. The second assessment shall be done, at the latest, one week before the university Examination starts.
- 3.3 Continuous Assessment for project work shall account for 60% and final presentation and written report for 40% all leading to an assessment of 100%.
- 3.4 Student's progress status will be monitored/recorded in a Log Book.
- 3.5 The final assessment of project work shall comprise of oral presentation and written report.
- 3.6 Project Report shall be well bound, word processed in 1.5 spaced A4 sheets, Font 12. The main body shall contain between 40 and 70 pages.
- 3.7 Three loose bound copies of the project reports endorsed by the supervisor(s) shall be submitted to the Head of Department by the last Friday preceding the start of the

University Examinations for that semester. Students who fail to observe this rule without compelling reasons shall be deemed to have failed the project.

- 3.8 The final assessment of project work shall comprise of oral presentation and written report.
- 3.9 The final assessment shall be made by a panel of two examiners, which shall consist of the candidate's supervisor and another examiner nominated by the Departments.
- 3.10 A Postgraduate Project may be passed subject to corrections
- 3.11 Any project which is passed subject to corrections shall be considered to be completed when all errors/ mistakes/shortfalls pointed out by examiners have been corrected and, three copies of acceptable hard copy bound project report endorsed by the Coordinator are submitted to the head of the Department. Failure by the student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.
- 3.12 The assessment sheet for the written project report shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Form and Format of presentation(style, language, word processing etc)	10		
Literature review and referencing	10		
Material collection	20		
Data collection organization and analysis	20		
Discussion of results	20		
Conclusion and Recommendation	20		
Total	100		

- 3.13. The assessment sheet for the final oral presentation shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 3.14. Marks for written project report and final oral presentation of the same shall be in the ratio of 5 to 1 of the 60%.

4. Transfer to MSc. Programme

- 4.1 The School shall prescribe subjects (pre-requisite/additional course) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programme.
- 4.2 A GPA of at least 4.0 is required for one to qualify for transfer from PGD to relevant M.Sc. Programme.

5. Master of Science in Geomatics (By Course Work and Dissertation)

5.1 General Regulations

- 5.1.1 The registration period for the programme shall not exceed three years for full-time students and four years for part time students.
- 5.1.2 Registration will take place during the first two weeks of semester I and Semester II of the respective intake.
- 5.1.3 Completing the coursework component of the programme the candidate must Pass a minimum of 36 units (26 of compulsory courses and 8 of elective) courses.
- 5.1.4 No candidate will be allowed to proceed to the dissertation phase before fulfilling all coursework requirements

5.2 Seminar Papers

- 5.2.1 A candidate shall prepare and present two (2) Seminar Papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 5.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisors(s) of the student.
- 5.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 5.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language), word processing etc.)	10		
Literature Review and Referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 5.2.5 The assessment sheet for oral presentation of seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remark
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 5.2.6 The marks for written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

Master of Science in Geomatics (By Thesis)

6.1 General Regulations

- 6.1.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

6.2 Seminar Papers

- 6.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of total thesis marks.
- 6.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 6.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 6.2.4 The assessment sheet for the written scientific seminar paper shall have the following Format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc.)	10		
Literature review and referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 6.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 6.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%

Doctor of Philosophy

7.1 General Regulations

- 7.1.1 The registration period for PhD. Programme shall not exceed five years for full –time students and seven years for part-time students.

7.2 Seminar Papers

- 7.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her PhD. Research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. Thesis.
- 7.2.2 Passing seminar papers shall be a prerequisite for submission of a Ph. D. thesis for examination. Pass mark for a seminar paper shall be 60%.
- 7.2.3 Seminar paper shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 7.2.4 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 7.2.5 The assessment sheet for written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc.)	10		
Literature review and referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 7.2.6 The assessment for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

School Regulations for the Programmes of Postgraduate Diploma in Real Estate, Master of Science in Real Estate and PhD in Real Estate

1 Postgraduate Diploma in Real Estate

1.1 General Regulation

- 1.1.1 Since the modular mode (part-time) may demand considerable time of a particular teaching staff to be concentrated in short duration, the availability of the modular mode shall be subject to a availability of such teaching staff.

1.2 Continuous Assessment

- 1.2.1 For the purpose of continuous assessment in all taught courses, there shall be a minimum of Two Homeworks/Assignments and Two Written Tests under examination conditions per semester. Written tests shall carry a weight of 3 against a weight of 1 for homeworks all leading to an assessment of 40%.

1.3 Project Paper

- 1.3.1 The passing grade for a Project Paper shall be a 'B' or Higher. A candidate scoring below a 'B' Grade shall be allowed to re-submit the failed Project Paper within a period of three months from the date the results are published.
- 1.3.2 For the purpose of continuous Project Paper assessment, the Project Paper shall be assessed three times. The School Board shall prescribe the time and venue of assessment/presentation.
- 1.3.3 A minimum panel of three school examiners shall attend and assess Oral Project Paper presentations.
- 1.3.4 Three loose bound Project Paper reports endorsed by the supervisor(s) shall be submitted to the Department by the last Friday preceding the commencement of University Examinations. Project Paper Reports NOT submitted within the specified period without compelling reasons shall not be accepted by the Department.
- 1.3.5 A Project Paper may be passed subject to corrections. Any Project Paper which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 1.3.6 A student who fails in a project paper shall be given a maximum period of three months from the date the Senate approves the results to re-submit the Project Paper.
- 1.3.7 A candidate failing in the re-submission of a Project Paper may be allowed another re-submission of the Project Paper at the discretion of the Senate and the Senate shall prescribe the time for such re-submission.
- 1.3.8 Project Paper Continuous assessment shall comprise 3 marked presentations of which the first 2 presentations shall account 30% marks while the written Project work and third (final) oral presentation shall account for 70%, all leading to an assessment of 100%.
- 1.3.9 The marks for the written project paper work and final (3rd) oral presentation shall be in the ration of 7 to 3 of 70%.

- 1.3.10 The Assessment sheet for oral Project Paper presentations shall have the following format:

Name of Student:
 Project Paper Title:
 Name of Examiner:
 Signature of Examiner: Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the issue/problem	25		
Data presentation, Analysis arguments and discussion	25		
Self Expression	20		
Response to questions	30		
Total	100		

- 1.3.11 The assessment sheet for the written Project Paper Report shall be as follows:

Name of Candidate:
 Project Paper Title:
 Name of Examiner:
 Signature of Examiner:
 Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (Style, Language, Typing etc.)	10		
Material Content and contribution to Knowledge, Literature Review and Referencing	25		
Data Collection, Processing and Analysis, arguments & discussion	30		
Quality of Conclusions and Practicability of Recommendations	35		
Total	100		

- 1.3.12 Every Written Project Paper shall be examined by 2 Examiners appointed by the School Board and approved by the Senate as follows:

- i) The Supervisor who will act as the first Examiner
- ii) A second Examiner appointed from within the University

1.4 Transfer to MSc. Programmes

- 1.4.1 The School shall prescribe subjects (pre-requisite/additional courses) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programmes.
- 1.4.2 A GPA of at least 4.0 is required for one to qualify for transfer from a PGD Programme to relevant MSc. Programme.

2. Master of Science in Real Estate (By Coursework and Dissertation)

- 2.1 Unless otherwise stated, a minimum of 30 units shall be completed to satisfy the coursework requirement before proceeding to the dissertation phase.
- 2.2 No Candidate shall be allowed to proceed to the Dissertation phase before fulfilling all course work requirements.
- 2.3 For the purpose of continuous assessment in all taught courses, there shall be a minimum of Two Homeworks/Assignments and Two written Tests under examination conditions per semester. Written tests shall carry a weight of 3 against a weight of 1 for homeworks, all leading to an assessment of 40%.

2.4 Dissertation

- 2.4.1 There shall be 3 Oral Dissertation Presentations to be attended by a minimum panel of 3 members of the School Examiners.
- 2.4.2 Three loose bound Dissertation Reports, endorsed by the supervisor(s) shall be submitted to the Department by the last Friday preceding the commencement of University Examinations. Dissertation Reports NOT submitted within the specified period without compelling reasons shall not be accepted by the Department.
- 2.4.3 A Dissertation may be passed subject to corrections. Any dissertation which is passed subject to corrections shall be considered to be completed only when the errors/mistakes/shortfalls pointed out by the examiner(s) have been corrected to the satisfaction of the Department and two hard bound copies of the dissertation submitted to the Department. Failure by the student to do so without compelling reasons before a date prescribed by the School shall cause the dissertation to be failed.
- 2.4.4 Dissertation Continuous assessment shall comprise marking of the 3 presentations in clause 21.0 above, of which the first 2 presentations shall account for 30% of the total marks while the written Dissertation Report and third (Final) Oral presentation shall account for 70%, all leading to an assessment of 100%.
- 2.4.5 The marks for the written dissertation work and final oral presentation shall be in the ratio of 7 to 3 of 70%.
- 2.4.6 The Assessment sheet for oral Dissertation Presentations shall have the following format:

Name of Student:
 Name of Examiner:
 Signature of Examiner: Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the Problem	25		
Data Presentation and Analysis	25		
Self Expression	20		
Response to Questions	30		
Total	100		

- 2.4.7 The Assessment sheet for the written Dissertation Reports shall be as follows:

Name of Candidate:
 Dissertation Title:
 Name of Examiner:

Signature of Examiner:

Date:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (Style, Language, Typing etc.)	10		
Material Content and contribution to Knowledge, Literature Review and Referencing	25		
Data Collection, Processing and Analysis, arguments & discussion	30		
Quality of Conclusions and Practicability of Recommendations	35		
Total	100		

- 2.4.8 Every Dissertation Report shall be examined by three examiners appointed by the School Board and approved by the SENATE as follows;

- (i) The Supervisor who will act as an Internal Examiner
- (ii) An External examiner appointed from outside the University
- (iii) An Examiner appointed from within the University

3. Master of Science in Real Estate (By Thesis)

- 3.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

3.2 Seminar Papers

- 3.2.1 A candidate shall prepare and present two (2) Seminar Papers which are related to his/her dissertation work per semester. Seminar papers shall be assessed and contribute 20% of total Thesis marks.

- 3.2.2 Seminar Papers shall be assessed by a panel of at least 3 internal examiners including supervisor(s) of the student.

- 3.3.3 The assessment of the Seminar Paper shall comprise an Oral Presentation and a Written Paper.

- 3.3.4 The assessment sheet for the Oral Presentation of the Seminar Paper shall have the following format;

Name of Student:.....

Project paper Title:.....

Name of Examiner:.....

Signature of Examiner:.....

Date:.....

Marking Criteria	Maximum marks	Marks Awarded	Remarks
Understanding of the problem/issue	25		
Data analysis and interpretation	25		
Self Expression	20		
Response to Questions	30		
Total	100		

- 3.3.5 The assessment sheet for the written Seminar Paper shall have the following format;
Name of Student:.....

Project paper Title:.....
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking Criteria	Maximum marks (%)	Marks Awarded	Remarks
Understanding of the problem/issue	15		
Data presentation, Analysis arguments and discussion	15		
Self Expression	20		
Response to questions	30		
Conclusions and Recommendations	20		
Total	100		

4. Doctor of Philosophy

4.1 The registration period for a PhD programme shall not exceed 5 years for full- time students and seven years for part-time students.

4.2 Seminar Papers

4.2.1 A candidate shall prepare and present two (2) Seminar Papers which are related to his/her PhD. Research work per Semester. Seminar Papers shall be assessed but they shall not contribute to the final assessment of a PhD Thesis.

4.2.2 Passing a Seminar Paper shall be a prerequisite for submission of a PhD Thesis for examination. Pass mark for a Seminar Paper shall be 60%.

4.2.3 Seminar Papers shall be assessed by a panel of at least 5 internal examiners including the Supervisor(s) of the student.

4.2.4 The assessment of Seminar Papers shall comprise of an oral presentation and a written paper.

4.2.5 The assessment sheet for oral Seminar Paper shall have the following format;

- (i) Name of Candidate:.....
- (ii) Project Paper Title:.....
- (iii) Name of Examiner:.....
- (iv) Signature of Examiner:.....
- (v) Date:.....

4.2.6 The assessment for the Written Seminar Paper shall have the following format;

Name of Candidate:.....
 Project Paper Title:.....
 Name of Examiner:.....
 Signature of Examiner:.....
 Date:.....

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of Presentation (style, language, word processing etc.)	10		
Literature review and referencing	10		
Research Methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

Examination Regulations for Postgraduate Programmes in the School of Environmental Science and Technology

In addition to the University General Examination Regulations, General Postgraduate Regulations and General Regulations and Guidelines for Postgraduate Study programmes of Ardhi University, the following Regulations shall apply for Postgraduate programmes in the School of Environmental Science and Technology

Postgraduate Diploma in Environmental Technology and Management

1.1 General Regulations

- 1.1.1 Students, who are admitted to the postgraduate Diploma in Environmental Technology and Management (PGD-ETM), must complete all the prescribed courses which add up to 30 course units.
- 1.1.2 Completing a course shall mean scoring at least B grade, which combines continuous assessment and university examination at the end of each semester. Continuous assessment in theoretical subjects shall account for 40%, while the university examination accounts for 60%.

1.2 Continuous Assessment

- 1.2.1 For the purpose of continuous assessment, there shall be a minimum of one homework, one project based assignment and two written tests under examination conditions per semester. Project based assignment shall involve conducting a literature survey on a given topic/laboratory assignment or any academic assignment as deemed appropriate by the lecturer. Assessment of project based assignment shall be done on the basis of a written report and oral presentation of the assignment. Written tests, homework and project based assignment shall account for 20%, 5% and 15 %, respectively, all leading to an assessment of 40%. The marks for the written project based assignment and oral presentation shall be in the ratio of 2 to 1 of 15%.

1.3 Postgraduate Projects

- 1.3.1 Continuous assessment in these subjects shall comprise assessments of written report and oral presentations, as the case may be in each department.
- 1.3.2 For the purpose of continuous assessment, there shall be two oral presentations of Postgraduate Project in the semester in which the subject is offered. The second assessment shall be done, at the latest, one week before the University Examinations start.
- 1.3.3 Continuous assessment for project work shall account for 60% and final presentation and written report for 40% all leading to an assessment of 100%.
- 1.3.4 Project work shall be handed in to the Department two days before University Examinations for that Semester start. Final project work not submitted within specified period without compelling reasons shall be penalized by deducting from the total score five marks per day.
- 1.3.5 Project work shall be word processed in 1.5 spaced A 4 sheets, Font 12, well bound and submitted in two copies. The main body shall contain between 40 and 70 pages.
- 1.3.6 The final assessment of project work shall comprise of oral presentation and written report.

1.3.7 The final assessment shall be made by a panel of two examiners, which shall consist of the candidate's supervisor and another examiner nominated by the Department.

1.3.8 The assessment sheet for the written project report shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Material content	20		
Data collection organization and analysis	20		
Design/Graphics/Modeling	20		
Conclusion and Recommendation	20		
Total	100		

1.3.9 The assessment sheet for the final oral presentation shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the problem	10		
Data analysis and interpretation	25		
Discussion of Design/Graphics	20		
Self Expression	20		
Response to Questions	25		
Total	100		

1.3.10 A Postgraduate Project may be passed as it is, failed outright or passed subject to corrections.

1.3.11 Any Postgraduate Project, which is passed subject to corrections, shall be considered to be completed when all errors/mistakes/shortfalls pointed out by the examiners have been corrected, and an acceptable hard bound project report, endorsed by the supervisor is submitted to the Department. Failure by student to do so without compelling reasons before the School Board meeting shall cause the project to be failed.

1.3.12 The marks for written project report and final oral presentation of the same shall be in the ratio of 5 to 1 of the 60%.

1.4 Transfers to MSc. Programmes

1.4.1 The School shall prescribe subjects (pre-requisite/additional courses) amounting to a minimum of 4 units to qualified PGD students who wish to transfer to relevant M.Sc. Programme.

1.4.2 A GPA of at least 4.0 is required for one to qualify for transfer from PGD to relevant M.Sc. Programme.

2. Masters Degree (By Course Work and Dissertation)

2.1 General regulations

- 2.1.1 The registration period for the programme shall not exceed three years for full-time students and four years for part-time students.
- 2.1.2 Registration will take place during the first two weeks of Semester I and Semester II of the respective intake.
- 2.1.3 Completing the coursework component of the programme the candidate must pass a minimum of 34 units (25 units of core courses and 9 units of electives).
- 2.1.4 No candidate shall be allowed to proceed to the dissertation phase before fulfilling all coursework requirements.

2.2 Seminar Papers

- 2.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total dissertation marks.
- 2.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 2.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 2.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 2.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total			

- 2.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

3. Masters Degree (By Thesis)

3.1 General regulations

- 3.1.1 The registration period for the programme shall not exceed three years for full-time students and five years for part-time students.

3.2 Seminar Papers

- 3.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her dissertation work. Seminar papers shall be assessed and contribute 20% of the total thesis marks.
- 3.2.2 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 3.2.3 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 3.2.4 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 3.2.5 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks (%)	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

- 3.2.6 The marks for the written scientific seminar paper and oral presentation of the same shall be in the ratio of 4 to 1 of the 20%.

4. PhD

4.1 General regulations

- 4.1.1 The registration period for the Ph.D. programme shall not exceed five years for full-time students and seven years for part-time students.

4.2 Seminar papers

- 4.2.1 A candidate shall prepare and present two (2) seminar papers per semester, which are related to his/her PhD research work. Seminar papers shall be assessed but they shall not contribute to the final assessment of a Ph.D. thesis.
- 4.2.2 Passing seminar papers shall be a prerequisite for submission of a Ph.D. thesis for examination. Pass mark for a seminar paper shall be 60%.
- 4.2.3 Seminar papers shall be assessed by a panel of at least 5 internal examiners including supervisor(s) of the student.
- 4.2.4 The assessment of seminar paper shall comprise of oral presentation and a written scientific paper.
- 4.2.5 The assessment sheet for the written scientific seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Form and Format of presentation (style, language, word processing etc).	10		
Literature review and referencing	10		
Research methodology	20		
Data analysis and interpretation	20		
Discussion of results	20		
Conclusion and Recommendations	20		
Total	100		

- 4.2.6 The assessment sheet for the oral presentation of the seminar paper shall have the following format:

Marking Criteria	Maximum Marks	Marks Awarded	Remarks
Understanding of the research problem	10		
Data analysis and interpretation	25		
Discussion of results	20		
Self Expression	20		
Response to Questions	25		
Total	100		

HONORARY DEGREE AT ARDHI UNIVERSITY

RULES FOR AWARDING HONORARY DEGREE

1. Preamble

These Regulations are promulgated by the Council of Ardhi University to make provisions and provide for procedures of offering honorary degrees to distinguished and outstanding persons who deserve high recognition in society and humanity at large.

2. Citation

These Regulations shall be cited as Ardhi University Honorary Degrees Regulations and shall come into force on the day of their approval by the Council of Ardhi University and effective from 2015/2016 academic year.

3. Honorary Degree

Honorary Degree or Degree *honoris causa* is a degree which Ardhi University is empowered to award under section (6(1)(c) of Ardhi University Charter, 2007. It is a degree which the University will award having waived the usual academic requirements of completing a programme of study and passing University examinations.

4. Honorary Degrees to be awarded

Ardhi University shall only confer doctorates as honorary degrees. The following degrees may be offered for conferment as honorary degrees:

- (a) Doctor of Science, Sc.D
- (b) Doctor of Letters, Litt.D
- (c) Doctor of Science in Human Settlements, Hs.D

This list may be varied from time to time by the University Council.

5. Frequency and number of Honorary Doctorates to be awarded

The Honorary doctorate degree of Ardhi University will be awarded only once every two or more years, subject to the identification of a suitable candidate; and only one honorary doctorate degree will be conferred at a particular graduation ceremony.

6. Admissible Nominees for Award of Honorary Degrees

An offer for the award of an honorary degree can be made to a nominee in person *inter vivos*, or may be made posthumously.

7. Persons Qualifying for Award of Honorary Degrees

Honorary degrees of Ardhi University shall only be awarded to a person from within or without the University, who has either:

- (a) Rendered distinguished service in the advancement of learning; or,
- (b) Made distinguished and notable contribution in the application of knowledge to solve real life problems; or,
- (c) Made distinguished and outstanding contribution towards advancing humanity and human rights; or,
- (d) Made meritorious and outstanding service to the University, the United Republic of Tanzania or to humanity at large.

8. Nomination for award of Honorary Degrees

8.1 Notice for Proposals

The Vice Chancellor shall, subject to rule 5, issue a general notice inviting all Senators and Councilors to submit proposals for the award of an honorary degree. The notice may include the University's priority areas for the awards.

8.2 Persons qualifying to make proposals for the award of honorary degrees
Proposals for the award of honorary degrees can only be made by a member of the Senate or Council of Ardhi University.

8.3 Submission of Proposals

Proposals for the award of a honorary degree shall be made using Form HDF-1 appended to these regulations and submitted in a sealed envelope marked "STRICTLY CONFIDENTIAL" to the Deputy Vice Chancellor, Academic Affairs (DVC-AA) by late April that year.

It is important from the beginning of the process of nomination through to the point at which a decision is reached and the successful candidate has been invited by the Chancellor, that a high level of confidentiality be maintained. It would be a major embarrassment if a nominee was made aware of their nomination and then was subsequently unsuccessful. Equally, it would be embarrassing for the University if there was disclosure in the public domain prior to the successful candidate receiving official notification from the Chancellor.

No application from any person desirous of receiving an Honorary Degree shall be entertained. Moreover, the University will not entertain any kind of lobbying from any potential candidate. Any candidate who will be found out to have engaged in lobbying will be disqualified.

8.4 Admissible Proposals

Only proposals submitted by qualifying persons and which contain the following supporting documents shall be admitted and shortlisted by the DVC-AA and passed over to the Honorary Degrees Committee of Ardhi University, namely:

- (a) A satisfactory Bio-Data of the proposed recipient of the award;
- (b) An updated curriculum vitae of the proposed recipient;
- (c) A statement of attributes, that is, elaborate and concise explanation of the person's specific and distinguished service or contribution for which recognition by Ardhi University is deserving through the award of the proposed honorary degree;

8.5 Submission of Proposals to the Honorary Degrees Committee

8.5.1 The Honorary Degrees Committee

The Honorary Degrees Committee of Ardhi University shall be constituted of the following persons:

- (a) The Deputy Vice Chancellor Academic Affairs (DVC-AA) who shall also be the Chairperson and Convener of the Committee
- (b) The Deputy Vice Chancellor, Planning, Finance and Administration (DVC-PFA)
- (c) One member of Senate appointed in that behalf by the Senate
- (d) One member of the Council appointed in that behalf by the Council
- (e) One member from the civil society appointed in that behalf by the Senate

The Honorary Degrees Committee shall be free to co-opt any Dean or Director of a School/Institute/Centre considered to have relevant contribution in respect of any proposed awardee to be considered by the Committee

The Honorary Degrees Committee will be set up by the DVC-AA as and when there is a candidate or candidates to be considered for the award of Ardhi University Honorary Degree.

The tenure of the Honorary Degrees Committee will persist from the time it is set up through to the time when its recommendations have been considered and a honorary degree is awarded; or when it is decided that there is no suitable candidate from the recommendations for the award.

A new Honorary Degrees Committee will be set up for a new phase of nominations.

8.5.2 Report by the Deputy Vice Chancellor, Academic Affairs

The nominations for the award of the Ardhi University honorary degree shall be submitted to the Honorary Degrees Committee by way of the Report of the Deputy Vice Chancellor Academic Affairs on the Candidates proposed to be awarded an Honorary Degree of Ardhi University during the relevant year. The Report shall inform the Committee the following:

- (a) Number of proposals received for the nomination of candidates and the persons who submitted these proposals.
- (b) Number of proposals admitted and shortlisted for consideration by the Committee.
- (c) Number of Proposals not admitted and reasons thereof.

The Report shall be accompanied by copies of Form HDF-1 as submitted by the proposers.

8.6 Procedures in the Honorary Degrees Committee

8.6.1 Procedures governing proceedings

The Committee shall agree on its own procedures in deliberating the DVC-AA's Report

8.6.2 Nomination of Proposed Awardees

The Committee shall, after deliberations of the DVC-AA Report, make nomination of a person or persons recommended to the Chancellor for the award of any specific honorary degree.

At most, three names will be proposed. If there is more than one name, the Committee will indicate them in order of priority.

The Honorary Degrees Committee will propose an Orator for each nominee recommended.

8.6.3 Nominations to be submitted to the University Management through the Vice Chancellor

Recommendation by the Honorary Degrees Committee shall be submitted to the Ardhi University Management, as established at the time, headed by the Vice Chancellor and including DVCs, the Bursar, and Deans and Directors of various units.

8.7 University Management to submit nomination (s) to Senate and Council for endorsement

The University Management shall consider the recommendations of the Honorary Degrees Committee and come up with one name for the award, which will be submitted to Senate and Council for endorsement and approval.

8.8 Chancellor to approve the nomination

The Chancellor of Ardhi University will approve the proposed awardee for an Honorary Degree of Ardhi University after endorsement by Senate and Council.

The Chancellor will inform the nominee in writing of the offer to award him/her an Honorary Degree of Ardhi University.

9. Conferment of Honorary Degree

9.1 Acceptance Mandatory

No honorary degree shall be conferred upon any person unless such person has expressly accepted the offer made to him or her by Ardhi University after the Chancellor's approval of the nomination(s).

9.2 Honorary Degrees to be awarded during Graduation Ceremonies

The honorary Degrees of Ardhi University shall usually be conferred during scheduled Graduation Ceremonies. Exceptionally, where conditions so dictate, the Honorary degree can be awarded in between graduations.

9.3 Conferment *inter vivos* to be only *in Presentia*

Any person to be awarded an honorary degree of Ardhi University shall only be conferred such a degree in person at a specified graduation ceremony. Provided that in circumstances that necessitate deferment, such a person may request the award to be deferred to a future graduation ceremony.

9.4 Conferment *Posthumous*

Where an Honorary degree is to be awarded posthumously, it shall be so accepted by the surviving head of the deceased's family or such other nominee of the family as shall have been communicated to Ardhi University by the said family. The nominee shall receive the award in person and follow all procedures as if the award was made *inter vivos*.

9.5 Ceremony of Conferment

9.5.1 Convocation Address

The person who has accepted the award of an honorary degree of Ardhi University may be invited to give a Convocation Address at the convocation gathering preceding the graduation ceremony at which the honorary degree shall be awarded.

9.5.2 Order of the Proceedings for the award

The recipient of the honorary degree will be adorned with the special honorary degree gown and participate in the academic procession and be seated at the graduation arena upon termination of the procession.

The following shall be the order of proceedings for the conferment of the honorary degree:

(i) *Reading of the decision of the Chancellor*

The decision of the Chancellor to confer the Recipient with the honorary degree of Ardhi University shall be read out to the graduation congregation.

(ii) *Oration of the Recipient*

The oration of the Recipient shall be read by a Professor of Ardhi University who is conversant with the works of the Recipient and who will have been proposed by the Honorary Degrees Committee.

(iii) *Presentation for Conferment*

The Orator shall perform the presentation of the Recipient to the Chancellor

(iv) *Conferment of the Honorary Degree*

The Chancellor shall confer the Honorary Degree

(v) *Hooding or Ring Fitting*

The President of the Convocation of Ardhi University shall either hood the Recipient, or, fit the Recipient with Ardhi university Doctoral ring.

(vi) *Presentation of the honorary Degree Parchment*

The vice Chancellor of Ardhi University shall present to the Recipient the Ardhi University Honorary Degree Parchment

(vii) *Delivery of the Honorary Degree Acceptance Speech*

The awardee of the Honorary Degree will then proceed to the rostrum to deliver the Honorary Degree Acceptance Speech.

10. Rights, Privileges and Rescission of the Honorary Degree

The rights and privileges of the holder of an Honorary Degree of Ardhi University shall be clearly spelt out in the Honorary Degree Parchment. Rescission of the honorary Degree will be governed by the rules of Ardhi University governing the rescission of degrees.

Form HDF-1

ARDHI UNIVERSITY

HONORARY DEGREE RECIPIENT NOMINATION FORM

Members of Ardhi University COUNCIL and SENATE who wish to nominate a qualifying person as a Recipient of the Ardhi University Honorary Degree are required to fill in this form.

1. Particulars of the Proposer

1.1 Name: _____

1.2 Designation (Please tick)

Member of COUNCIL

Member of SENATE

2. Particulars of the Proposed Recipient

2.1 Name _____

2.2 Degree Proposed: _____

2.3 Basis of Proposing (Please tick)

☐

Candidate has rendered distinguished service in the advancement of any branch of learning

☐

Candidate has rendered himself/herself worthy such a degree by his/her distinguished contribution in the application of knowledge to solve real problems

☐

Candidate has rendered himself/herself worthy of such a degree by his/her distinguished contribution towards advancing human rights

☐

Candidate has made meritorious and outstanding service to the University, the United Republic of Tanzania or to humanity at large

2.4 Brief Bio-data of the proposed Recipient (also attach an updated CV). Use or attach additional papers if necessary.

Specific attributes (elaborate specific contribution as per section 2.3 above). Use or attach additional documentation if necessary.

2.5 Name and Qualifications of the Proposed Orator:

GUIDELINES AND PROCEDURES FOR STUDENT CREDIT ACCUMULATION AND TRANSFER AT ARDHI UNIVERSITY

Regulations on Student Credit Transfer at Ardhi University

1. Introduction

These guidelines provide framework for students from other Universities to transfer their credits to and enable them to continue their studies and attain their degree at Ardhi University (ARU). The guidelines are in accordance with the Tanzania Commission for Universities (TCU) Credit Accumulation and Transfer General Guidelines 2012 revised in 2016.

2. Outline of Guidelines

The following comprises sections of credit transfer guidelines:

1. General principles of credit transfer
2. Credit transfer criteria from other universities to ARU
3. Role of ARU
4. Role of releasing institution
5. Role of the student
6. Procedures and administration of student credit transfer

2.1 General principles of credit transfer

Students' transfer from other Universities to ARU or programmes within ARU is permissible under the following principles:

- a) Credit transfer applies to all ARU programmes of study at undergraduate and postgraduate levels
- b) Students may transfer credits awarded by other regional University or higher education institution accredited by TCU or foreign universities or institutions of higher education accredited by their appropriate national educational authorities to ARU as long as that university/institution is judged to be substantially comparable in level to ARU with respect to the University Charter.
- c) Students transferring Credits from other Universities to ARU will be considered on a space available basis only.
- d) ARU students on study-abroad programmes (such as exchange or joint programmes) shall be allowed to transfer credits obtained from the other University to ARU provided that there is a Memorandum of understanding (MoU) between the two Universities that clearly stipulates credit transfer arrangements in line with the credit accumulation and transfer requirements;
- e) The relevancy and equivalence of courses shall be determined by the following criteria:
 - i) The course must have a theoretical component involving a final module examination on the whole course content at the end of the course.
 - ii) Course contents must be comparable in nature and level and match at least 75% to that of ARU course
 - iii) The number of teaching hours used to cover the course must not be less than 75% of those used at ARU.
 - iv) Once a course has been accepted as being equivalent to an ARU course as per the criteria, the course shall be given the same number of units/credits as that of the course at ARU regardless of the units/credits in the other University
- f) Transferring students should be aware that a core subject course or module in another University might not necessarily be a core subject, course or module at ARU;
- g) Transferred students shall earn credits only for the successfully completed courses;

- h) Students discontinued from other universities on academic or disciplinary grounds are not allowed to transfer credits to ARU;
- i) Number of credits and grades earned for a course will be included in calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of the students.
- j) Conversion of grades shall be done according to the following rules:
 - i) A grade for the transferring student shall be obtained by anchoring the pass mark obtained from the other University to that of ARU and accordingly determining the range of marks in the other University for ARU grades
 - ii) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

2.2 Credit transfer criteria from other Universities to ARU

A student who intends to transfer for the purpose of accumulating credits on a specific subject, module or course or part of it shall be required to fulfill the following conditions:

- a) Must have been registered in the programme at the previous University/institution where the credits were accumulated.
- b) The applicant's academic entry qualifications in the previous University shall be similar to that required by ARU including the respective programme's cut-off point in the relevant year.
- c) The subject, course or module intended for credit accumulation must be relevant to the programme to which the student is registered;
- d) The subject, course or module has been successfully completed before credits can be earned;
- e) Credit transfer can only be allowed if such credits have been obtained within a period of not more than five (5) years;
- f) With the exception of students under exchange or joint programme for which a MoU exists, a student who intends to transfer for purposes of graduating at ARU shall be required to earn at least 50% of the total credits from ARU core courses.

2.3 Role of ARU

ARU shall:

- a) Satisfy itself that the student seeking transfer from another University had met the conditions for transfer;
- b) Ensure that all transfer arrangements made by the other University are acceptable;
- c) Counsel the student on compliance requirements for any mismatch between the programmes;
- d) Upon receiving the student notify TCU and any relevant authorities that the student has reported for studies;
- e) Submit the student's credit transfer request letter to TCU
- f) Submit to TCU all copies of academic certificates and provisional results/transcripts from the University from which the student is transferred.
- g) Indicate the requested year of transfer and proposed semester as per 50% credit transfer regulations
- h) Submit to TCU the credits comparison matrix which shows:
 - i) Course credits earned from another University and the year of study against those of ARU
 - ii) Student's details including full name, gender, proof of previous academic qualifications, nationality and nature of disability (where applicable).
- i) Communicate the transfer to TCU prior to registration to allow TCU to evaluate student's eligibility to the programmes he/she wishes to transfer to so as to avoid inconvenience.
- j) Ensure that TCU has received, evaluated and endorsed the credit transfer before the student is admitted and/or registered at ARU.

2.4 Role of the releasing institution

The releasing University shall:

- a) Facilitate the student's transfer and provide the necessary information on the student and the programme;
- b) Provide evidence of the amount of time the student has spent on unsupervised workload, which is aiming at achieving learning outcomes;
- c) Provide detailed transcripts/statement of results indicating credits and grades awarded to the transferring student;
- d) Provide an authentic and signed letter to ARU, which contains relevant student's information.

2.5 Role of the student

The student wishing to transfer credits to a programme at ARU shall:

- a) Apply and secure admission at ARU using the standing University application procedures;
- b) Understand and accept the terms and conditions regarding the programme to which he/she is intending to transfer;
- c) Take the necessary measures to ensure that, on being transferred he/she will cope with the learning environment at ARU;
- d) Confirm his/her acceptance of the terms and conditions set by ARU; and,
- e) Notify his/her sponsor about the transfer through the receiving institution.
- f) Meet all costs and expenses arising from credit transfer process

2.6 Procedures and administration of student credit transfer

- a) Applications for credit transfer into specific programme should be submitted to the Deputy Vice Chancellor Academic Affairs (DVC-AA), in writing, and attaching copies of all supporting documents required for admission of first-time student.
- b) All applications shall be scrutinized by relevant committees responsible for admission at the School/Institute levels before reaching Senate for approval.
- c) Students transferring from other universities to ARU shall apply for credit transfer at least three months before the beginning of the semester they want to join. Applications of students under exchange or joint programmes shall be dealt with on case-by-case basis.
- d) Supporting documents for credit transfer application shall include the following:
 - i) Certified transcripts/statement of results from the previous University
 - ii) Letter of introduction/recommendation from the previous University
 - iii) Course description, catalogue or syllabus (to include specific content that covered, number of hours of teaching, method of assessment and grading system)
 - iv) An official translation of the original documents (in case of non-English documents)
 - v) Personal identification documents e.g. Birth certificate, passport or ID and current and valid passport photo
 - vi) Certified copies of the original certificates used to gain admission into the previous University.
- e) Credit transfer applicants must pay a non-refundable fee to be determined from time to time by ARU council unless stated otherwise in the respective MoU governing the ARU students under exchange or joint programmes.