



# INSTITUTE OF ACCOUNTANCY ARUSHA

Arusha | Babati | Dar es Salaam | Dodoma Campuses

# 2023/2024 PROSPECTUS





**YOUR  
FUTURE  
STARTS  
HERE....!**

**#IAANextLevo**

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# RECTOR'S MESSAGE

## Dear Prospective Students,

Congratulations on choosing to study at the Institute of Accountancy Arusha (IAA). As the Rector of this esteemed institution, I am thrilled to welcome you. Your choice of IAA is a testament to your desire for academic excellence and professional growth, demanded by a competitive global job market.

When it comes to higher learning, IAA sets the standard in Tanzania. Our rigorous curriculum, distinguished faculty, and conducive learning atmosphere have set an unparalleled academic standard. We offer a variety of programmes ranging from certificates to diplomas, bachelor's degree programmes to master's degree programmes. Our teaching method includes the blended mode for broader and easier learning experiences.

Our forte extends beyond mere academics. At IAA, we excel in consultancy services, researching new realms, and offering comprehensive short courses. A key initiative by the institute is the crafted programme that places great emphasis on innovation, employability and apprenticeship, fostering a connection between our students and the working world.

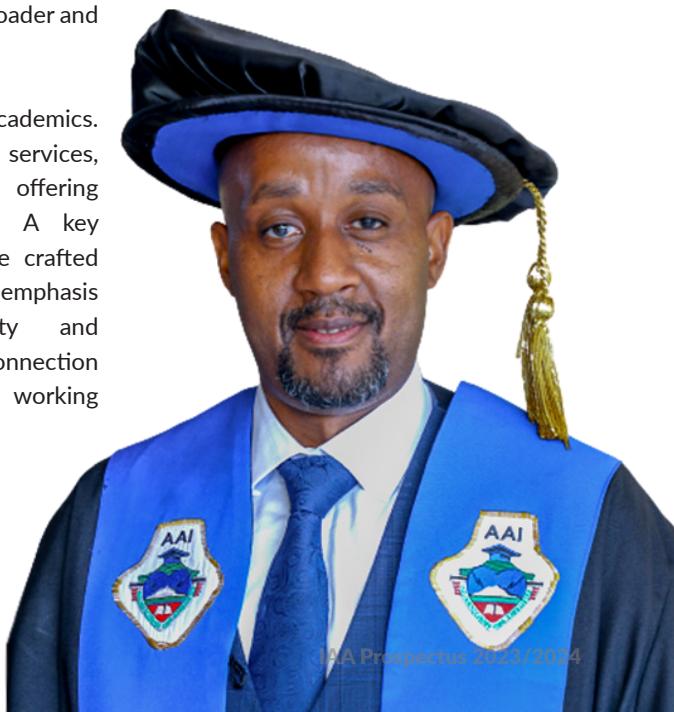
To make our quality education accessible across Tanzania, besides our main campus in Arusha, IAA has extended

campuses in Dodoma, Babati, and Dar Es Salaam. Each campus radiates a vibrant community spirited towards accomplishing personal and professional aspirations.

This prospectus encapsulates extensive academic and administrative details with insights that ensure your journey with us is enlightening and seamless.

Thank you for considering the Institute of Accountancy Arusha, and I wholeheartedly welcome you aboard our community of dynamic scholars. We believe that success is the journey, not the destination, and together, we are on this exciting ride towards a prosperous future.

**Prof. Eliamani Sedoyeka (PhD.)**  
**Rector - Institute of Accountancy Arusha**



# CHAPTER ONE: GENERAL INFORMATION

## 1.1 ABOUT IAA

The Institute of Accountancy Arusha (IAA) is a parastatal educational institution under the Ministry of Finance originally established in 1987 to offer training for candidates aspiring to acquire National Board of Accountants and Auditors (NBAA) certification.

In 1990 the Parliament of the Republic of Tanzania under Act No. 1 of 1990 established the Institute of Accountancy Arusha to offer programs independent of NBAA certification. The Institute has overtime developed a total number of sixty five academic programmes from Certificates, Diploma, Bachelor Degree and Master's Degree.

The Institute also conducts short- term courses, seminars, and undertakes consultancy and research activities as part of its mission. Through these interventions, IAA aspires to develop lasting partnerships with industries, the Government, and non-governmental organizations.

The Institute headquarter is situated at Njiro Hills about 8 km from the beautiful city of Arusha and the Institute has expanded by having campuses in Arusha, Babati, Dar es Salaam and Dodoma.

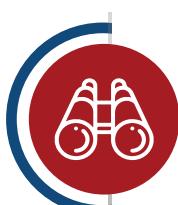


## **1.2 OBJECTIVES**

The objectives and functions of the Institute are to:

<b>01</b>	<b>02</b>	<b>03</b>	<b>04</b>
To provide facilities for the study of and for training in, the principles, procedures and techniques of accountancy and such other related subjects as the Council may from time to time decide.	To conduct training Programmes leading to professional qualifications, in accountancy and such other related subjects.	To sponsor, arrange and provide facilities for conferences and seminars for discussion of matters relating to accountancy.	To arrange for the research, consultancy, publication and general dissemination of materials produced in connection with the work and activities of the Institute.

## **1.3 VISION, MISSION AND CORE VALUES**



### **1.3.1 VISION STATEMENT**

To be an exemplary centre of excellence in modern business management training, research and consultancy services.



### **1.3.2 MISSION STATEMENT**

To provide high quality competence-based training and offer research and consultancy services through applied technology.

### 1.3.3 CORE VALUES

In performing our functions, we as the Institute are guided by the following core values:



#### **Customer Focused:**

We shall continue to put Customers in the primary focus in all our activities.



#### **Integrity & Transparency:**

We shall commit ourselves to be morally correct and transparent in all our endeavors.



#### **Excellence & Professionalism:**

We shall produce quality graduates and maintain professional etiquette in all our actions and interactions.



#### **Creativity & Innovation:**

We shall transform challenges into opportunities.



#### **Accessibility:**

We shall avail our programs and opportunities to be pursued by a larger society.



#### **Responsibility:**

We shall be responsible to promoting education and offer solutions to societal needs.



#### **Teamwork:**

We shall foster a work environment characterized by teamwork spirit.



#### **Diversity & Equal Opportunity for All:**

We shall value cultural diversity among our Students, faculty, and staff and be committed to the establishment of an atmosphere where individuals can get equal opportunities for challenge, self-development and learning.

### 1.4 CAMPUSES

One of the Institute's strategic goals is to "Provide quality academic and professional services to customers in order to produce quality academic and professional experts for the industrialization of the Tanzanian economy." In its initiative to achieve this goal the Institute started to expand horizontally in the year 2009 by opening the first of its campus in Dar es Salaam, followed by Babati Campus and then Dodoma. However, recently due to the new organization structure Arusha has also been established as a campus.

### **1.4.1 BABATI CAMPUS**

Babati Campus was established in 2014 and forms the group of campuses of the Institute of Accountancy Arusha. This campus, is fully registered by National Council for Technical and Vocational Education and Training (NACTVET) and offers Competence-Based curricula (CBET) to cater for the ever changing needs of learners, future employees and employers in the fields of Accountancy (AC), Finance & Banking (FB), Business Management (BM), Procurement & Logistics Management (PLM), Information Technology (IT) and Computer Science (CS) at Certificate and Diploma level (NTA 4, 5 and 6).

The campus is located at Old Majengo Street, opposite the Manyara Regional Magistrate's Court along Dodoma road at about 500M from Babati –Singida junction in Babati town. Babati Campus operates in a rented building which is the former Babati Town Council's office.

We have highly qualified facilitators to guide students on acquiring the necessary skills and competencies required in the world of science and technology.

The Campus also operates in private hostel around the Campus premises, however, we are planning to move to our permanent place where Construction of Students hostels and Administration block which houses class halls and offices are being built.

### **1.4.2 DODOMA CAMPUS**

Dodoma campus came into existence during the 2021/2022 financial year, not only that but the need was also necessitated by the growing population in Dodoma City following the move of the Central Government to the Government's Capital City, Dodoma.

The campus is located at Mtendeni Street, near Nyerere square, in the NIC Building, second floor, the campus is fitted with spacious and comfortable classroom, and there are also a library and computer room.

IAA Dodoma campus is fully registered by NACTVET with registration number REG/BTP/136, currently the campus offers both long term and short-term programmes in various proficiency. The long-term programmes varying from one year to three years duration are; Basic Technician Certificate in Human Resource Management, Basic Technician Certificate in Finance and Banking; Ordinary Diploma in Human Resource Management and Diploma in Finance and Banking.

The Institute through its Dodoma campus also offers different master degree programmes

which are offered in a blended and physical class model which includes; Master of Science in Finance and Investment, Master of Business Administration in Information Technology Management, Master of Business Administration in Procurement and Supply Management, Master in Information Security, Master of Business Administration, Master of Science in Human Resource Management, Master of Business Administration Leadership and Governance, Master of Accountancy and Finance, Master of Arts in Peace and Security Studies, Master of Science in Project Planning and Management and Master of Accountancy.

Short-term programmes offered at the campus are; review classes for National Board of Accountants and Auditors (NBAA) examinations from ATEC I up to Final Stage, review classes for ACCA examinations, whereas it is also a center of ACCA examinations and review classes for TIOB examinations. Executive short courses and Executive tailor-made short courses are also offered at the campus as announced from time to time through the Institute's website.

The long-term plans of IAA – Dodoma is to continue increasing number of programmes offered at the campus covering all levels from Certificate programmes to Master Degree programmes. Further, IAA – Dodoma has started construction of administration, classes and hostel buildings in its own plot located at Ndejewwa Investment area.

### **1.4.3 DAR ES SALAAM CAMPUS**

The Dar es Salaam campus was established in 2011 under the collaboration with Coventry University, UK offered only Masters Programs. In 2019 the collaboration ended, IAA began to offer courses independently include Certificate, Diploma, Bachelor Degree and Masters Programs. Recently, the campus added new courses including Human Resource Management, Marketing and Public Relations and Computer Science (NTA 4,5 and 6).

The campus is located at TTCL Kijitonyama Building, opposite COSTEC Headquarter along Mwenge Road in Kinondoni District. Dar-es salaam Campus operates in a rented TTCL Kijitonyama Building.

The Dar es salaam Campus, through the guidance of the National Council for Technical and Vocational Education Training (NACTVET), offers Competence-Based curricula (CBET) to cater for the ever changing needs of learners, future employees and employers in the fields of Accountancy (AC), Finance & Banking (FB), Business Management (BM), Human Resource Management (HRM), Leadership and Governance (LG), Marketing and Public Relations (MPR) Procurement & Logistics Management (PLM), Information Technology

(IT) and Computer Science (CS). The short-term training program provided include Review Classes for National Board of Accountants and Auditors (NBAA) Examinations and Review Classes for ACCA Examinations.

The campus has three academic departments including Department of Informatics, Department of Business Management and Department of Accountancy. To ensure quality education provision, the campus recruited highly qualified academic staff to facilitate and guide students on acquiring the necessary skills and competencies based on NACTVET standards.

## **1.5 MEMBERS OF THE GOVERNING COUNCIL**

### **CHAIRPERSON**

1. CPA Dr. Mwamini M. Tulli

### **VICE CHAIRPERSON**

2. CPA Joseph E. Mwigune

### **MEMBERS**

3. Dr. Annastellah O. Sigwejo

4. Ms. Zawadi L. Maginga

5. Dr. Daniel A. Shayo

6. CPA Victus P. Tesha

7. Mr. Said K. Athumani

8. CPA Prof. Dominicus M. Kasilo

9. Mr. Eliabi K. Chodota

10. Dr. Sylvester E. Rugeihyamu

11. Adv. Patricia M. Maganga

12. Dr. Doreen L. Rutagumirwa

13. Prof. Eliamani Sedoyeka (**SECRETARY TO COUNCIL & RECTOR**)

## 1.6 MANAGEMENT TEAM

No.	Name	Designation	Position
1.	Prof. Eliamani M. Sedoyeka	Professor	Rector
2.	Prof. Epaphra M. Manamba	Professor	Deputy Rector Academic, Research and Consultancy
3.	Dr. Cairo P. Mwaitete	Senior Lecturer	Deputy Rector Planning, Finance and Administration
4.	Dr. Eliakira Moses Nnko	Senior Lecturer	Campus College Manager
5.	Dr. Grace Elihaki Idinga	Senior Lecturer	Campus College Manager
6.	Dr. Kelvin Mutatinwa Njunwa	Senior Lecturer	Campus College Manager
7.	Prof. Edison Wazo-el Lubua	Professor	Dean of Faculty Informatics
8.	Dr. Musa Paul Ngilisho	Senior Lecturer	Dean of Faculty - Account and Finance
9.	Dr. Adonijah Agenda Abayo	Senior Lecturer	Dean of Faculty - Governance revenue
10.	Dr. Leticial Lucas Rwabishugi	Senior Lecturer	Dean of Faculty - Humanities and Social Science
11.	Dr. Mordecai Chrysostom Matto	Senior Lecturer	Directo of Research, Consultancy and Publication
12.	Dr. Bakari Ally Mfinanga	Lecturer	Campus College Manager
13.	Grace Isidor Temba	Lecturer	Campus College Manager
14.	Gloria Reverian Kimburu	Lecturer	Director of Academic Support
15.	Elias Elisha Mbuti	Assistant Lecturer	Director of Bureau and Consultancy
16.	Hamis Juma Majala	Internal Auditor Manager	Chief Internal Auditor Unit
17.	Jovinary Wilfred Rwemigira CPA (T)	Manager of Finance and Planning	Director of Accounts and Finance
18.	Peter Mtindi Mngara	Dean of Students	Director of Student Services
19.	Sarah Elias Goroi	Senior Public Relation Officer I	Head International Collaboration and Marketing Unit

## **1.7 HEADS OF ACADEMIC DEPARTMENTS**

<b>No.</b>	<b>NAME</b>	<b>POSITION</b>
1.	Dr. Christopher Marushwa	Ag. Head, Department of Postgraduate Studies
2.	Mr. Sifael Sabaya	Ag. Head of Department of Consultancy
3.	Mr. Patrick Sawe	Ag. Head of Department of Accountancy
4.	Ms. Philipina Kiwala	Ag. Head of Department of Finance and Banking
5.	Mr. Dennis W. Hyera	Ag. Head of Department of Economics
6.	Mr. Allan Msolla	Ag. Head of Department of Computer Science
7.	Ms. Jacqueline Mtui	Ag. Head of Department of Information Systems
8.	Mr. Joseph Daudi	Ag. Head Department of Library and Information Science
9.	Dr. Birigitha John	Ag. Head of Department of Education and Communication Studies
10.	Mr. Erick Mchuma	Ag. Head Department of Governance, Peace and Security
11.	Ms. Lorna Mwijarubi	Ag. Head Department of Tourism and Hospitality
12	Mr. Germanus Chole	Ag. Head Department of Business Management and Procurement

## **1.8 HEADS OF OTHER DEPARTMENTS**

<b>No.</b>	<b>NAME</b>	<b>POSITION</b>
1.	Mr. Samwel K. Nyamanga	Ag. Head, Examinations and Certification
2.	Mr. Elipokea Daudi Manase	Ag. Head, Admissions and Records Management Department
3.	Ms. Merina Mchome	Ag. Head, Department of Library Services
4.	Mr. Nadhiru Salum Abdulnur	Ag. Head, Department of Guidance, Counselling and Students' affairs
5.	Mr. Fadhili E. Pallangyo	Ag. Head, Department of Meals and Accommodation
6.	Ms. Pamela Chogo	Ag. Head, Department of Incubator
7.	Mr. James Makula	Ag. Head, Department of Short courses and Consultancy

No.	NAME	POSITION
8.	Mr. Lugano Mwamakimbula	Ag. Head, Department of Planning and Development
9.	Mr. Deo Gasper Ugulumo	Ag. Head, Department of Revenue
10.	Mr. Elihaki Msuya	Ag. Head, Department of Expenditure
11.	Ms. Oliver Swatty	Ag. Head, Department of Administration
12.	Mr. Hakim Ndatama	Ag. Head, Department of Human Resources Management
13.	Mr. Gervas Damas	Ag. Head, TV and Radio Studio

## 1.9 STUDENT WELFARE

### Office of the Dean of Students

The Office of the Dean of Students provides a range of services to the students. The Dean is responsible for the coordination of all students' affairs with the Management in general and the Directorate of Academic Affairs in particular. He/she also provides all the necessary guidance and counselling to students.

### Accommodation

It is the responsibility of the student to secure his/her accommodation. Accommodation is limited at the Institute and it is provided in preference to female students on a first come first served basis. The standard room at the Institute is for four students to share. In times of critical need more students may be asked to share a standard room while allowing more time for the additional students to look for their own accommodation.

### Postal and Banking Services

While there is a letter box for outgoing mail at the Administration building, other postal services can be obtained at the Post Office in town. Banking services are offered by several banks in Arusha Municipality.

### Catering Services

The Institute's catering services are decentralized, and students' meals are served in different canteens.

### Religious Services

The IAA community is comprised of individuals from a wide range of religious backgrounds. Complete freedom of religious worships is given to all so long as it encourages positive religious values.

## **Recreation and Sports**

The Institute has in-door and outdoor sports and games facilities. These facilities include a football pitch; concrete basketball, volleyball and netball courts; and other indoor games. Students meet the cost of their sports gear.

Apart from encouraging students and staff to participate in various sports and games for competition and recreational purposes, the Institute also contributes to "Shimivuta" competitions where IAA students meet fellow students from other Institutions.

## **Medical Services**

Students are expected to observe normal health and safety regulations. In the event of illness or accident, the Dean of Students should be informed immediately. Medical care is available in several hospitals within Njiro Hill area, in close proximity to the Institute, and in a variety of hospitals within the Arusha Municipality. In regards to this, National Health Insurance Fund (NHIF) provides health cover to students at a fee.

## **Transport and Travelling**

Regular public shuttle services to and from Arusha town are available at affordable fares. Students travelling to and from the Institute during vacation are required to make their own travel arrangements.

## **Library Services and Facilities**

The Library is the heart of the Institute of Accountancy Arusha and is an integral part of the Institute's mission which revolves around teaching, research and consultancy. It provides access to both printed and electronic information resources and currently it maintains a collection of more than 30,000 books and over 100 printed journals.

IAA library also subscribes to electronic journals and bibliographic databases. As of now the library subscribes to the following online databases: emerald, JSTOR, wiley etc. It has an online Public Access Catalogue (OPAC) for searching library materials and has computerized its borrowing and lending activities. To facilitate easy access, it conducts User Training Programs to both staff and students.

The New Library Complex and Electronic Library are able to accommodate more than 1500 students at once. Apart from using the library there are other open and indoor spaces conducive for reading and discussion purposes.

The Library opens for 15 hrs every day Opening Hours

- Monday to Saturday 0800hrs to 2200hrs
- Sunday 1400hrs to 1800hrs

- Closed on Sundays and Public Holidays

**Note: Opening hours are extended near examinations and shortened during vacations.**

### **ICT Services and Facilities**

There are many reasons to select IAA as your Information Technology and Computer Science Career Training destination. The huge investment in ICT and the continued efforts by Management to ensure quality ICT services are among the factors that position IAA at the highest rank of best ICT and Computer Science Training Institutions in East Africa.

The Information and Communication Technology (ICT) is responsible for the management of ICT infrastructure, ICT Services and other resources related to ICT. The department provides both LAN-born services and subscribed ICT related services. The department also provides technical expertise, user support assistance, and advice in ICT related operations and tasks to the Institute.

The Institute has numerous Computer Laboratories which are used by students and staff for learning purposes. These Computer laboratories are categorized according to areas of specialties offered at IAA. The specialty areas include Computer Networks, Computer Maintenance and Repair, Software Development and Program Design, Data Analysis and Presentation, Information Security, and Computer Applications

Access to computer laboratories normally follows the IAA Class Timetable issued at the beginning of every semester. Students are allowed to enter into computer laboratories from 8.00am to 10.00pm from Monday to Friday. ICT facilities are also available on Saturdays from 10.00.am to 4.00pm. However, all computer labs are closed on public holidays.

ICT services are available to both staff and Students free of charge and these services include; Individual Email, Staff and Student Portals, Online Student Information Manager, Wireless Connection, Home Folders, Internet Surfing, Access to Online Library Systems, and E-Learning facilities.

The use and management of ICT facilities and services at IAA are governed by the ICT Policy. The policy forms part of the Institute regulations. Students and staff are supposed to adhere to the policy. The policy is available for free on the staff and student's portal.

### **Students' Union**

There exists a students' organization at the Institute its main purpose is to promote and safeguard students' general interests. It is an autonomous organization which improves

to a greater extent a cardinal relationship based on mutual understanding between the IAA students and other students within Tanzania and outside. In addition, it serves as a channel of communication between students and Institute's authorities. It also deals with students' social, cultural, and other recreational activities. Membership to this organization is mandatory upon a student's enrolment at the Institute. There is an annual subscription fee which is payable by every student.



# **CHAPTER TWO: FACULTIES AND ACADEMIC STAFF**

## **2.1. FACULTY OF FINANCE AND ACCOUNTANCY**

### **INTRODUCTION**

The faculty of finance and accountancy in the Institute of Accountancy Arusha is composed of three academic departments: the department of accounting, the department of finance and banking, and the department of economics.

The faculty, through its three departments, offers long-term, short-term, and professional training programs in the areas of accounting, taxation, finance, banking, insurance, investment, economics, project planning management, and the related areas.

The offered programs include both undergraduate and postgraduate programs, together with professional training programs for accountants and professional bankers. The professional training programs are designed to facilitate students successfully sit for the Certified Public Accountant (CPA (T)), and Certified Professional Banker (CPB) examinations.

In the course of ensuring high quality level of training in the respective programs, the faculty hosts a team of facilitators with diverse academic backgrounds, as outlined in each of its respective departments below:

#### **A. Department of Accounting**

Programs offered in the department of Accounting:

1. Diploma in Accountancy (ODA)
2. Diploma in Accountancy and Microfinance (ODAM)
3. Diploma in Accountancy with IT (ODA-IT)
4. Bachelor Degree in Accountancy (BA)
5. Bachelor Degree in Accountancy and Finance (BAF)
6. Bachelor Degree in Accountancy with Information Technology (BA-IT)
7. Bachelor Degree in Audit and Assurance (BAA)
8. Master of Accountancy (MA)
9. Master of Accounting and Finance (MAF)

DEPARTMENT OF ACCOUNTING TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Mr. Patrick Robert Sawe	CPA(T), BA, MSc FI	HoD, AL	Accounting, Finance
2.	Dr. Moga Tano Jilenga	CPA(T), ADA, MSc A&F, PhD-Economics	SL	Accounting, Finance
3.	Mr. Papias Daud Njaala**	CPA(T), ADCA, MSc Finance	L	Accounting, Finance
4.	Ms. Victoria Fredrick Kabito	CPA(T), ADA, MSc Finance	L	Accounting, Auditing
5.	Mr. Richard Laswai**	ACPA(T), ADA, MBA	L	Accounting
6.	Mr. Chalicha Chacha Sila	CPA (T), B.Com, MBA	L	Accounting, Taxation
7.	Ms. Bonitha Mahenge	ADT, MTA	L	Accounting, Taxation
8.	Mr. Raymond Muro	CPA(T), B.Com, MBA	AL	Accounting
9.	Mr. Issa Makongoro**	ADCA, MSc F&A	AL	Accounting
10.	Mr. Eliawon Kishimbo	CPA(T), B.Com, MSc FI	AL	Accounting, Taxation
11.	Mr. Daniel Slawe Lorri	CPA(T), ADCA, MSc F&A	AL	Accounting, Auditing, Taxation
12.	Mr. Abubakar Shariff	ADA, MBA	AL	Accounting
13.	Mr. Lameck Nkwabi John	CPA (T), Bed. Com & Acc., MAF,	AL	Accounting
14.	Mr. Wictory Chibunu	Dip. Ed, BBA, MSc F&A	AL	Accounting
15.	Mr. Ally Salum Mtupeni	B.Com, MBA	AL	Accounting
16.	Mr. Antidius Rwezaura	BA, MAF	AL	Accounting
17.	Mr. Vicent Laurian	CPA (T), BA, MSc FI	AL	Accounting, Finance
18.	Ms. Mahadia Husein	BAF, MSc FI	AL	Accounting
19.	Ms. Edina Wilson*	CPA(T), BA	TA	Accounting

## B. Department of Finance and Banking

Programs offered in the department of Finance and Banking:

1. Diploma in Finance and Banking (ODFB)
2. Diploma in Insurance and Risk Management (ODIRM)
3. Bachelor Degree in Banking with Apprenticeship (BB Appr)
4. Bachelor Degree in Credit Management (BCM)
5. Bachelor Degree in Finance and Banking (BFB)
6. Bachelor Degree in Insurance and Risk Management with Apprenticeship (BIRM Appr)
7. Master of Science in Finance and Banking (MSc FB)
8. Master of Science in Finance and Investment (MSc FI)

### DEPARTMENT OF FINANCE AND BANKING TEACHING STAFF

S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Ms. Philipina Frimin-ius Kiwara**	CPB, BFB, MSc FI	HoD, AL	Banking
2.	Mr. Valensi Kagoro**	CPA(T), B.Com, MSc Finance	SL	Accounting, Finance
3.	Dr. Musa Paul Ngilisho	CPA (T), ADA, MSc Finance, PhD (Business Adm.)	SL	Accounting, Finance
4.	Ms. Grace Isidor Temba**	BAF, MBA (Fin & Banking)	L	Banking
5.	Mr. Harrison Friback Ngowi	CPA(T), ADA, MSc Finance	L	Accounting, Finance
6.	Ms. Joha Abdurahman Batte	B.com, MSc FI	L	Accounting, Taxation
7.	Mr. Kilugala Mponeja Malimi**	CPB, BAF, MSc FI	AL	Accounting
8.	Mr. Lazaro Chuwa**	CPB, B.Com, MFA	L	Banking
9.	Mr. Casmir Fabian**	BSc, MBA	L	Finance, Project management
10.	Mr. Boniface Maiko**	ADBA, MBA	AL	Finance, Microfinance
11.	Ms. Yasmine M Ram-adhani**	B.Com, MAF	AL	Banking
12.	Ms. Aisaa Swai	B.AF, MSc. AF	AL	Accounting, Banking
13.	Mr. Peter Kavishe**	CPB, Bachelor of Banking	AL	Banking

14.	Ms. Egifrida Msigwa*	BFB	TA	Banking
15.	Ms. Miriam Slaa	CPA(T), BFB	TA	Accounting, Finance, Banking
16.	Ms. Chrispina Ntanga	B. Insurance & Risk Management	TA	Insurance
17.	Bahati Wilson Gabriel	BFB	TA	Banking
18.	Mr. Bakari A. Bakari	B. Insurance & Risk Management	TA	Insurance
19.	Mr. Dickson Cheyo*	B. Insurance & Risk Management	TA	Insurance

### C. Department of Economics

Programs offered in the department of Economics:

1. Diploma in Economics and Finance (ODEF)
2. Bachelor Degree in Economics and Finance (BEF)
3. Bachelor Degree in Economics and Project Management (BEPM)
4. Bachelor Degree in Economics and Taxation (BET)
5. Master of Science in Project Planning Management (MSc PPM)

DEPARTMENT OF ECONOMICS TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Mr. Dennis Werner Hyera**	BSc. Economics, MPM	HoD, AL	Economics
2.	Prof. Epaphra Manamba	BA, MA, Ph.D. (Economics)	P	Economics
3.	Dr. Cairo Mwaitete	ADEP., MSc Finance, PhD (Economics)	SL	Economics
4.	Mr. Lugano Mwamakimbula**	BSc Eco, MSc Eco	L	Economics
5.	Mr. Hildo Ladislaus Mrema**	BSc (Agri-Edu), MSc (Agri-Econ)	AL	Economics
6.	Ms. Annette Goodluck Kessy **	BSc, MSc ( Agri-Econ)	AL	Economics
7.	Ms. Neema Mfugale **	BA-Eco, MA Econ	AL	Economics
8.	Mr. Erick Mchuma**	B.Economics, Msc Economics	AL	Economics

9.	Mr. Odrano Lucas Mwanana	BEF, MAF	AL	Economics
10.	Ms. Sophia Muba	BA Economics, MA Economics	AL	Economics
11.	Mr. Joseph William	B. Rural Development and Planning, Masters of Project Management and Evaluation	AL	Project Planning, Project Management
12.	Mr. Emmanuel Pallangyo	BPM, MPM	AL	Project Planning, Project Management

**KEY:**

P – Professor

SL – Senior Lecturer

L - Lecturer

AL – Assistant Lecturer

TA – Tutorial Assistant

\* Pursuing master's degree

\*\*Pursuing PhD

## 2.2. FACULTY OF INFORMATICS

### INTRODUCTION

The Faculty of Informatics has three academic departments in Arusha Campus, and one for Babati and Dar es Salaam campuses. Collectively, the Faculty is intentional in building training students and building the capacity of in-service participants in areas such as programming and databases, Data Science, Operating Systems and Networking, ICT Systems Management, ICT for Development, library Science and Record Management. In addition, the faculty offers its long-term programmes in the following levels – Basic Technician Certificate (6), Ordinary Diploma (7), Bachelor Degree (5), and Master Degree (2). Details of programmes for each level and department are in the next part.

### A. Department of Computer Science and Mathematics

1. Basic Technician Certificate in Computer Networking
2. Basic Technician Certificate in Multimedia
3. Ordinary Diploma in Computer Science
4. Ordinary Diploma in Multimedia
5. Ordinary Diploma in Computer Networking
6. Bachelor Degree in Computer Science
7. Bachelor Degree in Cyber Security

8. Bachelor degree In Data Mining
9. Master Degree in Information Security

**B. Department of Information Systems**

10. Basic Technician Certificate in Computing and Information Technology
11. Basic Technician Certificate in Mobile Application Development
12. Ordinary Diploma in Mobile Application Development
13. Ordinary Diploma in Information Technology
14. Bachelor Degree in Information technology
15. MBA in Information Technology and Management

**C. Department of Library and Information Science**

16. Basic Technician Certificate in Library and Information studies
17. Basic Technician Certificate in Records and Information Management
18. Ordinary Diploma in Library and Information Studies
19. Ordinary Diploma in Records and Information Management
20. Bachelor of Library and Information Studies
21. Bachelor of Records and Information Management

DEPARTMENT OF COMPUTER SCIENCE AND MATHEMATICS TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Allan Msolla	PhD*, MSc. CS, BSc. CS	HoD	ICT Systems Management
2.	Prof. Eliamani Sedoyeka	PhD, MSc., ADCS, ITIL, ICT Pro (Tz)	Rector	
3.	Dr Theophil Assey	PhD, MSc. ICT, BSc Electronics	Senior Lecturer	Computer
4.	Dr Christopher Venance Marushwa	PhD (Maths), MSc (Math. Modelling), BED	Lecturer	Maths, Statistic
5.	Didas Maleki Mfoi	PhD*, MSc. CS, MSc. CM, BSc. CS	Lecturer	ICT for Development
6.	Munguatosha Godfrey Maleko	MSc. IS, BSc. CS	Assistant Lecturer	ICT System Management
7.	Stanley Chibelenje	PhD*, MBA ITM, BSc. CS	Assistant Lecturer	Information System
8.	Kaanael Simon Mbise	MSc CS, BSc. CS	Lecturer	Computer Programming
9.	Kabeya Almasi	PhD*, MSc. CS, BSc. CS	Lecturer	Programming and Database

10.	Ester Damiano Salahot	PhD*, MSc (Maths), BSc (Maths)	Lecturer	Mathematics
11.	Dickson D Luambano	PhD*, MSc (Maths), BSc (Maths)	Assistant Lecturer	Applied Mathematics
12.	Ezra Fredrick Fufu	BSc. IS	Tutorial Assistant	ICT Security
13.	Hawa Mofi	MSc. (Applied Maths), BA (Education)	Assistant Lecturer	Mathematics
14.	Jasson Joshua Nkongo	MSc. (Maths), BED (Maths), Diploma in Education	Assistant Lecturer	Mathematics
15.	Jesline Gowele	MSc. (Maths), BAED, Dip. (Maths)	Assistant Lecturer	Mathematics
16.	Matatizo Emanuel Ngata	MBA-ITM*, Bsc. EIM, Dip. Edu.	Tutorial Assistant	Mathematics
17.	Wiljames Daniel Mmari	PhD*, MA Ed., BED IT.	Assistant Lecturer	Informatics
18.	Sifael Noah Sabaya	MBA-ITM, BECOE, FTC, MCP	Lecturer	Data Science and Machine Learning
19.	John Francis,	MSc (Maths), BSc (Maths), Dip. (Maths)	Assistant Lecturer	Mathematics

DEPARTMENT OF INFORMATION SYSTEMS TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Jacqueline Mtui	PhD*, MSc. IT, BCA	HoD, Lecturer	ICT System Management
2.	Prof. Edison Lubua	PhD, MCom. IS, MSc. HRM, PGDIS, ADCS, CISA	Associate Professor	ICT System Management
3.	Dr. Thadei Andrew Kiwango,	PhD, MSc. ICT, BSc Electronics	Senior Lecturer	ICT System Management
4.	Frank Sengati	PhD*, MSc. ITM, ADIT	Lecturer	ICT Security
5.	Joy Joseph,	PhD*, MBA ITM, ADIT	Lecturer	ICT for Development
6.	Julius Sabas	PhD*, MIS, ADIT	Assistant Lecturer	Computer application and database

7.	Karisha Daniel Kavuta	PhD*, MSc. Networking, ADIT	Lecturer	Networking and data communication, Information System, Information Security
8.	Msham Angalia Bakiri	MBA ITM, ADIT	Lecturer	ICT System Management
9.	Pamela Chogo	PhD*, MSc. ITM, ADIT, MCED	Lecturer	Information System
10.	Samwel K. Nyamanga	MIS, ADIT	Assistant Lecturer	ICT System Management
11.	Victor Ngessa	PhD*, MSc. ITM, ADIT	Lecturer	ICT System Management
12.	Abaran E. David	MSc. ITM, ADIT	Assistant Lecturer	OS & Networking
13.	Yona A. Sangula	MIS, BSc. IT	Lecturer	Programming
14.	Mishael E. Abduel	MIS, PGR-MFR, BED-ICT	Assistant Lecturer	Information System
15.	Haikaeli Makundi	PhD* MBA IT, ADCS	Assistant Lecturer	Computer Science
16.	Happy Mkumbo	PhD* MBA ITM, ADCS	Lecturer	OS and Networking
17.	Adam Semlambo	PhD* MCA, BCA	Lecturer	Information System, Information Security, Computer Application
18.	Dr. Bakari A Mashaka		Lecturer	ICT System Management
19.	Yusuph Liechuka	MSc. ITM, ADIT	Assitant Lecturter	Data Analytics
20.	Masolwa Mapinda Zacharia,	BIT	Tutorial Assistant	Data Science and Information Security
21.	Irene W. Magoma	MSc. IT, BSc (BI & CT)	Assistant Lecturer	
22.	Juma Mshana	PhD*, MBA. ITM, ADIT	Senior Lecturer	Information System and Cyber Security
23.	Mniko Simon Mniko	PhD*, MSc. ICT, BSc. IS	Assistant Lecturer	ICT
24.	Goodluck A. Kapyela	MSc. EE & IT, BSc. E & C		

25.	Joel Simon Kazoba	MSc. Maths & CS, BeD (Maths) Bed (Maths) Masters in Mathematical and CS and Engineering	Assistant Lecturer	Mathematics and Computer Science and Engineering
26.	Fikiri Lucas Matonya	MSc. Maths & CS, BeD. Maths & ICT	Assistant Lecturer	Mathematics, ICT
27.	Hamad Hiza Amdani	MSc. CS, BSc. CS		
28.	Paul Mazoya	MIS, BSc. BI & CT	Assistant Lecturer	Information System
29.	Benjamin Sylvester	BI & RM		

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Joseph Solomon Daudi	PhD*, MA ITM, BA. LIS	HoD, Lecturer	
2.	Maria Isaac Sawala	MA. PA, BA. PA	Assistant Lecturer	Records Management
3.	Nancy Swai	PhD*, MA. PA, BA. LIS	Assistant Lecturer	Library and Information
4.	Benjamin Sylvester	BA. IRM, BSc. ICT		
5.	Florid Mwesiga	BA. LIS	Tutorial Assistant	Library Management, Records Management, Information Management and Computer Application
6.	Gadiel Frank Eneza	BA. LIS	Tutorial Assistant	Library and Information Management
7.	Lonyori Sembeon, Laizer	BA. LIS	Tutorial Assistant	Library
8.	Merina N. Mchome	BA. LIS		
9.	Mwanaharusi Rashid Kihyo	BA. LIM	Tutorial Assistant	Library and Information Management
10.	Perpetua Celestine Ishika	BA. LIS		

## **2.3. FACULTY OF GOVERNANCE AND SECURITY STUDIES**

### **Department of Governance and Security Studies**

The Department of Governance and Security studies is domiciled in the Faculty of Governance and Security Studies. Currently, it is the only department in that faculty. It was inceptioned in September 2023 with the strategic objective of undertaking training, research and consultancies in the areas of governance, peace and security studies. The department runs two master's degree programmes in leadership and governance, and peace and security in Arusha, Dar es Salaam and Dodoma campuses. It also runs bachelor degree programmes in security and strategic studies at Arusha campus. Moreover, the department conducts five other academic programmes in collaboration with Tanzania Police School in Moshi. These programmes include: Masters Degree in Peace and Security Studies; Master's Degree in Information Security; Bachelor's Degree in Security and Strategic Studies, Bachelor's Degree in Cyber Security; and Diploma in Information Technology.

DEPARTMENT OF GOVERNANCE AND SECURITY STUDIES TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Adonijah Abayo	PhD (Communication, Daystar University, Nairobi); MA (Linguistics, University of Dar es Salaam); B.Ed (English & Literature, University of Nairobi).	Dean (Senior Lecturer)	Communicatio abd Linguistics
2.	Erick Mchuma Evasion	MSc (International Trade Policy & Law, Lund University);	Head of Department (Lecturer)	Economics and International Trade Policy, Project Management
3.	Hellen Emmanuel Meshack	PhD (Management, Galgotias University); MBA (Marketing, Birmingham City University); BA (Sociology, University of Madras); Dip. (International Relations & Diplomacy, Centre for Foreign Relations, Dar es Salaam).	Senior Lecturer	Marketing of Services

4.	Henry George Mung'ong'o	PhD (Climate Change & Sustainable Development, University of Dar es Salaam); MA (Geography & Environmental Management, University of Dar es Salaam); B.Ed (Geography & History, [University of Dar es Salaam])	Lecturer	Environment Management
5.	Edson Rudovick Ndyemalila	MA (Peace & Security, Institute of Accountancy Arusha); MBA (Corporate Management, Mzumbe University); ADBM (Business Management, Institute of Accountancy Arusha).	Lecturer	Management, Leadership, Services Management, Peace Building, Conflict Resolution and Security Studies
6.	Sabatho Lazaro Mukama	LL.M (International trade & Finance, Ruaha Catholic University); LL.B (Business & Banking, Ruaha Catholic University).	Lecturer	International Trade
7.	Anatoli I Bayyo	MBA (Human Resource Management, St. Augustine University of Tanzania); BA (Political Science & Public Administration, University of Dodoma).	Assistant Lecturer	Political Science and Public Adminstration
8.	Omary Mbwana Mahanakah	MA* (Strategic & Peace Studies, University of Dar es Salaam); BA (International Relations & Diplomacy, Tanzania – Mozambique	Tutorial Assistant	International Relations

## 2.4. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### INTRODUCTION

The Faculty of Humanities and Social Sciences is one of the four faculties in the Institute of Accountancy Arusha (IAA). It operates across multiple campuses, including Arusha, Babati, and Dar es Salaam. It is comprised of three departments namely the Department of Business Management and Procurement, the Department of Tourism and Hospitality Studies, and the Department of Education and Communication Studies. The faculty offers

different academic programs including Basic Technician Certificate, Ordinary Diploma, Bachelor's degree, and Master's degree. The faculty is dedicated to training students and enhancing the skills of in-service participants, particularly in fields like Business Management, Tourism, and Education. More specific information about the programs offered at each level and department will be provided in the following section.

**A. Department of Business Management and Procurement**

1. Basic Technician Certificate in Business Management
2. Basic Technician Certificate in Human Resources Management
3. Basic Technician Certificate in Procurement and Logistics Management
4. Diploma in Business Management
5. Diploma in Human Resources Management
6. Diploma in Procurement and Logistics Management
7. Bachelor Degree in Business Management (BBM)
8. Bachelor Degree in Human Resources and Management (BHRM)
9. Bachelor Degree in Procurement & Logistics Management (BPLM)
10. Master of Business Administration in Corporate Management (MBA-CM)
11. Master of Business Administration in Policy Development and Execution (MBA-PDE)
12. Master of Business Administration in Procurement and Supplies Management (MBA-PSM)
13. Master of Business Administration in Human Resource Management (MBA-HRM)

**B. Department of Tourism and Hospitality Studies**

14. Basic Technician Certificate in Marketing and Public Relation
15. Basic Technician Certificate in Business Management with Chinese
16. Diploma in Business Management with Chinese
17. Bachelor Degree in Tourism and Hospitality Management with Apprenticeship (BTHA)
18. Bachelor Degree in Marketing and Public Relations (BMPR)

**C. Department of Education and Communication Studies**

19. Bachelor Degree in Education with Computer Science (BECS)
20. Bachelor Degree in Multimedia and Mass Communication
21. Master in Education Management (MEM)

DEPARTMENT OF BUSINESS MANAGEMENT AND PROCUREMENT TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Germanus S. Chole	PhD*, MBA (Marketing & Entrepreneurship), BSc. POM, BBA, PGDE	HoD, Assistant Lecturer	Production and Operational Management, Marketing and Entrepreneurship
2.	Dr. Martin Dome	PhD, MSc, CPSP (T), ADMM	Senior Lecturer	Procurement and Supply Chain Management
3.	Dr. Grace Idinga	PhD,MBA, BCOM(Marketing)	Senior Lecturer	Business Management
4.	Dr. Mordecai C. Matto	PhD (Major Public Procurement), MSc (Marketing), BA- Procurement and Supply Management & CPSP	Senior Lecturer	PhD (Major Public Procurement); Master of Science Marketing, BA- Procurement and Supply Management & CPSP
5.	Dr. Isaria Kisoli,	Ph.D. (Procurement), MBA, ADMA, Dip. Education	Lecturer	Procurement and Supply Chain Management
6.	Catholic Sumuni	MSc.in Procurement and Supply Chain Management, BSc-POM, Diploma in Education	Lecturer	Procurement and Supply Chain Management
7.	Japhet G. Mbura	PhD*, MSc Transport and Logistics Management, BBA (Procurement & Logistics Management, CPSP	Senior Lecturer	Procurement and Logistics Management
8.	Ibrahim E. Sawe	MBA, BBA - Accounting	Lecturer	Accounting
9.	Boniphasi Michael	MBA, ADBA	Assistant Lecturer	Finance and Banking
10.	Edson Ndyemalila	MBA (Corporate Management), MPSS, ADBA	Lecturer	Management, Leadership, Services Management, Peace Building, Conflict Resolution and Security Studies
11.	Thomas Sommy	PhD*, MSc (HRM),Bed		

12.	Richard Sikira	MBA (HRM), BPA	Lecturer	Human Resource Management, Business Management,
13.	Agnes Mtui	Ph.D.*, Master of Entrepreneurship and Enterprise Development, BBA	Lecturer	Entrepreneurship and Business Management
14.	Elia F. Mbise,	PhD*, MSc. Entrepreneurship, BBA, Dip. Ed. (Math & Geog)	Lecturer	Entrepreneurship, Marketing, Management
15.	Isaya Machaine	PhD*MSc (Procurement & Supply Chain Management), BSc-POM, CSP(T)	Lecturer	Production and Operations Management
16.	Jovin John	PhD*, MHRM, MEA-Planning and Policy Studies, BHRM, Bed-Administration and Management	Assistant Lecturer	Educational Management
17.	Shikunzi Obadia	PhD*, MBA (Procurement and Supplies Management), MPA, Bachelor in Procurement and Logistics Management, Bed, CPSP (T)	Assistant Lecturer	Procurement
18.	Bundala Machiya	MBA, BBA	Assistant Lecturer	Business Management
19.	Raphael Madaba	MBA- Corporate Management, BBA	Assistant Lecturer	Entrepreneurship and Marketing
20.	Kipara Kipara	MSc (HRM), BHR - Planning and Management, Diploma in Secondary Education	Assistant Lecturer	Human Resource Management
21.	Steven Assenga	PhD*, MHRM, BA- HRM	Assistant Lecturer	Human Resource Management
22.	Stephen M. Mayani	PhD*, MSc in Procurement and Supply Chain Management, CPSP (T), BBA-PSM	Assistant Lecturer	Procurement and Supply Chain Management
23.	Kipson Kinisa,	PhD*, MBA, ADBA, Bed		
24.	Emmanuel S. Isango	Chain Management, BPLM, CPSP (T), Dip in Ed.		
25.	Mr. Fredrick Baraka	MBA, BBM		

26.	Filbert Rodrick	PhD*, MBA (Corporate Management), BBA (Marketing), BEd, Diploma in Secondary Education		
27.	Norbert P. Nyoni	MBA (HRM), BAED	Assistant Lecturer	Human Resource Management
28.	Zainabu Nyamakato	MBA (Strategic HRM), BAPAM	Assistant Lecturer	Business Management
29.	Anatoli Bayo	MBA-HRM, BPSPA	Assistant Lecturer	Political Science and Public Administration
30.	Calorine J.M Lucumay	MBA (Strategic HRM), BBA- Office	Assistant Lecturer	Human Resource Management
31.	Glory S. Mselle	BBA-HRM	Tutorial Assistant	Human Resources
32.	Benedicta Mbuya,	BHRM	Tutorial Assistant	Human Resources
33.	Fadhilli Ephraim Maseko	MBA (Finance & Banking), ADCA, Dip.Ed (Science & Maths)	Senior lecturer	Finance and Banking
34.	Dr. Pancreas Kafongo Mayengo	PhD in Economics, MPE, MAEco, BSc-Economics		
35.	Dr. Simon G Mlundi	PhD in Linguistics, MAL, BAED		
36.	Dinael Paulo Sabaya,	Master in Mathematics, BEd in Mathematics	Assistant Lecturer	Mathematics
37.	Adam Aloyce Semlambo	PhD*, MCA, BCA		
38.	Grace I. Temba	BAF, MBA (Finance &Banking)		
39.	Judith Wilhelm Swai			
40.	Innocent Mussa Mwombeki	MEMA, BAED		
41.	Felix Mlay	MBA, BBA- Marketing	Lecturer	Marketing
42.	Rajabu Said Mfumo	MBA-Corporate Management, BA		
43.	Peter SamsonThomas	MHRM, BAED		
44.	Dr. Lucy O. Kiowi	PhD-HRM, MA, BA (PS&PA)	Lecturer	Human Resources
45.	Dr. Kelvin Mutatina Njunwa	PhD -PP&M, MSc-HRM, MSc-DM, PG(IHRM),PGD (LCD),BA (PS&PA)		

46.	Dr. Lucy Odo Kiowi	PhD-HRM, MA, BA (PS&PA)	Lecturer	Human Resources
47.	Haruna Athumani,	PhD*, MBA-B&F, ADMA	Lecturer	Procurement and Supplies
48.	John Samson Mgejwa	PhD*, MAED-P&A, BAED-E&M		
49.	Jonas Alfayo James	PhD*, MSc MM, BSc (Ed)	Assistant Lecturer	Mathematics
50.	James Tennyson Mwaiipyana	MA-LINGUISTICS, BA (Ed)	Assistant Lecturer	Communication
51.	Godfrey Bernard Msangi	MSc-HRM, BSc-HRM		
52.	Wellos Thomas Mganga	PhD*, LLM, LLM, PGDLP		
53.	Mohamed Abubakar Mgimwa	LLM, LLB, PGDLP		
54.	Elias Adolf Tarimo	MSc-HRM, BA-HRM		
55.	Hamadi Ahmadi Mkasinyagaize	MBA-PSM, BPLM		
56.	Miriam Godfrey Kasaro	MBA-PSM*, BDPLM, ODPLM, BTCPLM	Tutorial Assistant	Procurement
57.	Christopher Sinkamba	Msc-MM*, BA-MKT	Tutorial Assistant	Marketing
58.	Abdallah Salum Mgeleka	MBA*, BSc.Ed, Dip.Ed.	Tutorial Assistant	Business Management
59.	Hima Msonge	MSc EPP, BSc Economics and Finance	HoD	Business Management
60.	Prof Jonathan K. Shishiwa	PhD (Communication Studies), M.Ed. (Education Management & Administration), B.Ed. (Education & Linguistics), Ordinary Diploma in Education		
61.	Joseph Mwendwa	MBA HRM, BBA HRM, FTC Electrical Engineering	Assistant Lecturer	Human Resources
62.	Godfrey M. Maswe	PhD*, Msc Entrepreneurship, MCED	Lecturer	Project Management & Monitoring and Evaluation
63.	Joyce P. Mwamba	BSc Edu (Mathematics & Statistics)	Tutorial Assistant	Mathematics and Statistics

DEPARTMENT OF TOURISM AND HOSPITALITY STUDIES TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Lorna Mwijarubi	PhD*, MBA, MTPM, BTMH	HoD	Tourism and Hospitality
2.	Dr. Hellen Meshack	PhD, MBA (Marketing), BA-Sociology	Senior Lecturer	Marketing Services, Social Management
3.	Dr. Kafagi N. Jeje	PhD, MBA, BBA		
4.	Lilian Minja,	MBA, BAPA (HRM)		
5.	Laurent Mzirai	PhD*, MTPM, BTHM	Assistant Lecturer	Tourism and Hospitality
6.	Rahil Nguluko	BA in Oriental Languages (Chinese)		Chinese Language

DEPARTMENT OF EDUCATION AND COMMUNICATION STUDIES TEACHING STAFF				
S/N	NAME	QUALIFICATIONS	POSITION & ACADEMIC RANK	SPECIALIZATION AREA
1.	Dr. Birigitha John	PhD, MAKL, BAED	HoD, Education and Communication Studies	Communication Skills
2.	Dr. Leticia Rwabishugi	PhD (DS); MA (DS); BA Ed; Dip Ed	Ag. Dean, Faculty of Humanities and Social Sciences	Development Studies
3.	Dr. Aloyce Luhamya	PhD (Edu Mgt), MAED, Bed	Lecturer	Educational management
4.	Dr. Paul Salia	PhD, MA, BA	Senior Lecturer	Research
5.	Dr. Solomon Muguba	PhD, MA, BA Languages	Lecturer	Communications Skills and Linguistic
6.	Gloria Kimburu	PhD*, MA (Devt Stu), B.Ed.(Eng Lit)	Lecturer	Development Studies
7.	James Makula	PhD*, M.A.Ed., BED (Psychology)	Assistant Lecturer	General Psychology, Education Statistics Policy and Planning
8.	Kusekwa Mabondo	PhD*, M.A.Linguistics, B.Ed.		

9.	Elias Mbuti	PhD*, MEdu in Curriculum & Instruction, BAED	Lecturer	Education and Curriculum
10.	Anna Mwamwezi	LLM, LLB	Assistant Lecturer	Law
11.	Jane Tesha	MA Edu, BEd., Dip Edu	Assistant Lecturer	Education
12.	Elina Heriel	PhD*, MEdu in Curriculum & Instruction, BAED	Assistant Lecturer	Linguistics
13.	Godwin Uriو	PhD*, MAAPsyco, BE Psyco	Assistant Lecturer	Education and Psychology
14.	Felister Mayunga	Ph.D.*, Master Degree in Development Economics, Bachelor Degree in Regional Development Planning	Assistant Lecturer	Development Studies
15.	Elirehema Nnko	MAL, BAED	Assistant Lecturer	Linguistic
16.	Kassim Kipanga	PhD*, L.L.M, L.L.B, PGD Legal Practice	Assistant Lecturer	Law
17.	Fred Magesa	PhD*, MA, B.Ed.	Lecturer	Education and Development Studies
18.	Augustine Niima	BED (Psychology)	Tutorial Assistant	Education
19.	Deodath Meney	MAED mgt & leadership , Bed	Assistant Lecturer	Education Leadership
20.	Laurent Lulu	Master of Official Statistics, Bsc in Math & Stati (Ed)	Assistant Lecturer	Statistics
21.	Loishiye Lengaram	MA Edu Mgt, BEdu	Assistant Lecturer	Educational Management
22.	Lucas Salati, Ph.D	Ph.D.*, Master of Official Statistics, BSc in Applied Statistics	Assistant Lecturer	Statistics
23.	Marystella Baynit	PhD*, MAED, BAED, Dip. Education	Assistant Lecturer	Linguistics and Education
24.	Mkama Mjiga	MAL, BAED	Assistant Lecturer	Communication Skills and Linguistics
25.	Mohamed Mwanga	Ph.D.*, Master of official stat, Bsc Math and Statistics	Assistant Lecturer	Statistics/ Applied Mathematics

26.	Respol Kimei	MAL, BAED	Assistant Lecturer	Communication and Linguistics
27.	Sabatho Mukama,	LLM, LLB	Lecturer	International Trade Law
28.	Sabina Heriel	PhD*, MAED, BAED	Assistant Lecturer	Education and Communication Skills
29.	Winniefrida Ngowi	L.L.M , L.L.B, PGD Legal Practice	Assistant Lecturer	Law
30.	Wilson Daniel,	PhD*,MAED, BED (Science)	Assistant Lecturer	Educational Management and Administration, Business Mathematics
31.	Sikutegemea Kikomelo	PhD*, Med(Science),Bsc. Ed	Assistant Lecturer	Measurement and Evaluation in Education
32.	Dominick Mbogo,	MA in Development Studies, BAED	Assistant Lecturer	Development Studies



# CHAPTER THREE: INSTITUTE'S AWARDS

## 3.1. MASTERS DEGREE AWARDS

1. Master of Business Administration (MBA)
2. Master of Business Administration in Information Technology Management (MBA-ITM)
3. Master of Business Administration in Leadership & Governance (MBA-LG)
4. Master of Business Administration in Procurement & Supplies Management (MBA-PSM)
5. Master of Business Administration in Policy Development & Execution (MBA-PDE)
6. Master of Accountancy
7. Master of Accounting and Finance (MAF)
8. Master of Science in Finance and Investment (MSc-FI)
9. Master of Science in Project Planning Management (MSc-PPM)
10. Master of Science in Human Resources Management (MSc-HRM)
11. Master of Arts Peace and Security Studies
12. Master of Science in Finance and Banking
13. Master of Information Security (MIS)
14. Master of Education Management (MEM)

## 3.2. BACHELOR DEGREE AWARDS

1. Bachelor Degree in Accountancy (BA)
2. Bachelor Degree in Finance & Banking (BFB)
3. Bachelor Degree in Procurement & Logistics Management (BPLM)
4. Bachelor Degree in Business Management (BBM)
5. Bachelor Degree in Economics and Finance (BEF)
6. Bachelor Degree in Computer Science (BCS)
7. Bachelor Degree in Information Technology (BIT)
8. Bachelor Degree in Library & Information Studies (BLIS)
9. Bachelor Degree in Cyber Security (BCSe)
10. Bachelor Degree in Credit Management (BCM)
11. Bachelor Degree in Tourism & Hospitality Management with Apprenticeship (BTHM-APPR)
12. Bachelor Degree in Marketing and Public Relations (BMPR)
13. Bachelor Degree in Economics & Taxation (BET)
14. Bachelor Degree in Insurance & Risk Management with Apprenticeship (BIRM-APPR)
15. Bachelor Degree in Banking with Apprenticeship (BB-APPR)
16. Bachelor Degree in Accountancy with Information Technology (BA-IT)
17. Bachelor Degree in Human Resources Management (BHRM)

18. Bachelor Degree in Security and Strategic Studies (BSSS)
19. Bachelor of Economics and Project Management (BEPM)
20. Bachelor Degree in Education with Computer Science (BECS)
21. Bachelor Degree in Multimedia and Mass Communication (BMMC)
22. Bachelor Degree in Accountancy and Finance (BAF)
23. Bachelor Degree in Auditing and Assurance (BAA)
24. Bachelor Degree in Records and Information Management (BRIM)

### **3.3. DIPLOMA AWARDS (TWO & THREE YEARS)**

1. Diploma in Accountancy (DA)
2. Diploma in Finance & Banking (DFB)
3. Diploma in Procurement & Logistics Management (DPLM)
4. Diploma in Business Management (DBM)
5. Diploma in Computer Science (DCS)
6. Diploma in Information Technology (DIT)
7. Diploma in Computer Networking (DCN)
8. Diploma in Mobile Applications (DMA)
9. Diploma in Multimedia (DM)
10. Diploma in Library & Information Studies (DLIS)
11. Diploma in Records & Information Management (DRIM)
12. Diploma in Accountancy with IT (DA-IT)
13. Diploma in Economics & Finance (DEF)
14. Diploma in Strategic Studies (DSS)
15. Diploma in Insurance & Risk Management (DIRM)
16. Diploma in Marketing & Public Relations (DMPR)
17. Diploma in Human Resources Management (DHRM)

# CHAPTER FOUR: ADMISSION INFORMATION

## 4.1. ENTRY REQUIREMENTS

### A: MASTERS DEGREE PROGRAMMES - One Year Programmes

S/No	Programme Name	Minimum Entry Qualifications
1.	Master of Accountancy (MA)	<ul style="list-style-type: none"><li>• Should have a minimum of 2nd Class of NTA Level 8 of any field of study or</li><li>• Have an Advanced Diploma of three years or</li><li>• Have a professional bodies e.g CSP, CPA or</li><li>• Have a pass degree coupled with Post-graduate Diploma</li></ul>
2.	Master of Accounting and Finance (MAF)	<ul style="list-style-type: none"><li>• Should have a minimum of 2nd Class of NTA Level 8 of any field of study or</li><li>• Have an Advanced Diploma of three years or.</li><li>• Have a professional bodies e.g. CSP, CPA or</li><li>• Have a pass degree coupled with Post-graduate Diploma</li></ul>
3.	Master of Science in Finance and Investment (MSc-FI)	<ul style="list-style-type: none"><li>• Should have a minimum of 2nd class degree in related field of studies or</li><li>• A relevant qualification of any equivalent level or</li><li>• An Advanced Diploma of three years in related field of studies</li></ul>
4.	Master of Business Administration in Procurement & Supplies Management (MBA-PSM)	<ul style="list-style-type: none"><li>• Should have a minimum of 2nd Class of NTA Level 8 of any field of study or.</li><li>• Have an Advanced Diploma of three years or</li><li>• Have a professional qualification (CPSP,C-SP) from recognized professional body (PSPTB)</li></ul>
5.	Master of Business Administration in Information Technology Management (MBA-ITM)	<ul style="list-style-type: none"><li>• Should obtained a minimum of 2nd Class of NTA Level 8 in relevant field of study i.e. IT, BCS, Telecommunication, Information Systems Management, and Computer Engineering.</li><li>• Have an Advanced Diploma of three years.</li></ul>
6.	Master of Information Security (MIS)	<ul style="list-style-type: none"><li>• Should obtained a minimum of 2nd Class of NTA Level 8 in relevant field of study i.e. IT, ICT, BCS, telecommunication, Information Systems Management, Computer Engineering</li><li>• Have an Advanced Diploma of three years</li></ul>

<b>S/No</b>	<b>Programme Name</b>	<b>Minimum Entry Qualifications</b>
7.	Master of Business Administration (MBA)	<ul style="list-style-type: none"> <li>• Should have a minimum of 2nd Class of NTA Level 8 or</li> <li>• Have an Advanced Diploma of three years recognized by National Council for Technical and Vocational Education and Training (NACTVET)</li> </ul>
8.	Master of Science in Human Resources Management (MSc-HRM)	<ul style="list-style-type: none"> <li>• Should have a minimum of 2nd Class of NTA Level 8 of HRM, Industrial Relations, Social Studies and other related areas of Study (NTA Level 8)</li> <li>• Have an Advanced Diploma of three years which is known by National Council for Technical and Vocational Education and Training (NACTVET)</li> </ul>
9.	Master of Science in Project Planning Management (MSc-PPM)	<ul style="list-style-type: none"> <li>• Should have a minimum of 2nd Class of NTA Level 8 of Project Planning, Economics, Engineering, Community Dvt, Health Mgt, Agro business, Accounting, Finance, Banking, Health Mgt, IT, Computer, Sociology, Planning and Construction Mgt</li> <li>• Have an Advanced Diploma of three years recognized by National Council for Technical and Vocational Education and Training (NACTVET)</li> </ul>
10.	Master of Business Administration in Leadership & Governance (MBA-LG)	<ul style="list-style-type: none"> <li>• Should obtained a minimum of 2nd Class of NTA Level 8 of relevant field of study</li> <li>• Have an Advanced Diploma of three years recognized by National Council for Technical and Vocational Education and Training (NACTVET)</li> </ul>
11.	Master of Arts in Peace and Security Studies (MA-PSS)	<ul style="list-style-type: none"> <li>• Should have a minimum of 2nd Class of NTA Level 8 of Security, Strategic Studies, International Relations and Diplomacy, Political Science, Education, Military Subjects, War Studies, Banking, Economics, Business Management, HRM, and other related areas of Study (NTA Level 8)</li> <li>• Have an Advanced Diploma of three years recognized by National Council for Technical and Vocational Education and Training (NACTVET)</li> </ul>

<b>S/No</b>	<b>Programme Name</b>	<b>Minimum Entry Qualifications</b>
12.	Master of Science in Banking and Finance(MSc-BF)	<ul style="list-style-type: none"> <li>• Should have a minimum of 2nd Class of NTA Level 8 of Bachelor degree or Advanced Diploma in Banking and Finance, Banking, Finance, Accountancy, Business Administration/Management and other related studies from any recognized University /NACTVET</li> <li>• Pass Class with at least three years of experience in a relevant field of study or</li> <li>• A Postgraduate Diploma in Banking and Finance, Banking, Finance, Accountancy, Business Administration/Management.</li> </ul>
13.	Master of Business Administration in Policy Execution and Development (MBA-PED)	<ul style="list-style-type: none"> <li>• Should have a minimum of 2nd Class of Bachelor Degree (NTA Level 8) in areas of Business Administration, Economics, Public Administration or</li> <li>• Must have obtained a relevant qualification of an equivalent level such as Advanced Diploma studied in Tanzania for three years and recognized by the National Council for Technical and Vocational Education and Training (NACTVET)</li> </ul>
14.	Master of Education Management (MEM)	<ul style="list-style-type: none"> <li>• Pursuance of the master in education management requires that the applicant possesses at least one of the following alternative entry qualifications:</li> <li>• Has obtained a minimum of second class of Bachelor degree (NTA Level 8) in any discipline of study.</li> <li>• He obtained a relevant qualification of an equivalent level such as advanced Diploma studied in Tanzania for three years and recognized by the National Council Technical Education ( NACTVET)</li> </ul>

## B: BACHELOR DEGREE PROGRAMMES – Three Years Programmes

S/No	Programme Name	Minimum Entry Qualifications
1.	Bachelor of Finance and Banking (BFB)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking or Economics and Finance, Cooperative Management and Accounting, Business Management, Accountancy, Economics and Project Planning , Insurance and Risk, Taxation, Credit Management, Accountancy and Micro Finance, Accountancy with Information Technology AND 4 passes at O level with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Geography or Mathematics. An applicant must have at least a subsidiary or pass in Mathematics at O' level if one of the principal passes is not Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0</li> </ul>
2.	Bachelor of Business Management (BBM)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking or Economics and Finance, Economics and Project Planning, Insurance and Risk, Taxation, Credit Management, Accountancy and Micro Finance, Accountancy with Information Technology, Business Management, Procurement and Logistics Management or Human Resources Management or Business Administration or Development Planning or Enterprise Management or Community Development or Local Government Administration or Public Administration or Accountancy or any related qualification AND 4 passes at O level with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
3.	Bachelor of Computer Science (BCS)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Computer Science or Information Technology AND 4 passes at O level with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following Science subjects: Physics, Chemistry, Biology, Computer Studies, Agriculture, Geography or Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0</li> </ul>
4.	Bachelor of Procurement and Logistics Management (BPLM)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking or Economics and Finance, or Business Management or Procurement and Logistics Management or Accountancy, Procurement and Supplies, Postal and Customs Logistics, Clearing and Forwarding, Laws, Taxation, Tourism and Hospitality , Marketing and Public Relations, Human Resources, Public Administration with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Agriculture, Geography or Advanced Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
5.	Bachelor of Information Technology (BIT)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Computer Science or Information Technology AND 4 passes at O level with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not in Advanced Mathematics an applicant must have at least a subsidiary pass or a minimum of "D" grade in Mathematics at O-Level. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
6.	Bachelor of Economics and Finance (BEF)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking or Economics and Finance, or Business Management, or Microfinance Management or Cooperative Management and Accounting or Procurement and Logistics Management or Accountancy, Economics and Project Planning, Credit Management, Economics and Taxation AND 4 passes at O level with an average of "B" or a minimum GPA of 3.0 OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Agriculture, Geography or Advanced Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
7.	Bachelor of Accountancy (BA)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking , Economics and Finance , Insurance and Risk Management, Cooperative Management and Accounting , Economics, Taxation, Credit Management , Procurement and Logistics Management or Accountancy , Microfinance Management, or any related qualification AND 4 passes at O level with an average of "B" or a minimum GPA of 3.0 OR Holder of Foundation programme from OUT with GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Geography or Advanced Mathematics. If one of the principal passes is not in Advanced Mathematics an applicant must have at least a Subsidiary pass or a minimum of "D" grade in Mathematics at O-Level. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
8.	Bachelor of Economics and Taxation (BET)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Taxation, Accounting, Business Administration, Procurement and Supplies Management, Economics or Banking and Finance with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Agriculture, Geography or Advanced Mathematics. If one of the principal passes is not in Advanced Mathematics an applicant must have at least a subsidiary pass or a minimum of "D" grade in Mathematics at O-Level. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
9.	Bachelor of Accountancy with Information Technology (BA-IT)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Accounting, Business Administration, Procurement and Supplies Management, Information Technology, Computer Science, Economics or Banking and Finance with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not in Advanced Mathematics an applicant must have at least a subsidiary pass or a minimum of "D" grade in Mathematics at O-Level. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
10.	Bachelor of Banking with Apprenticeship (BB-Appr)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking, Economics and Finance, Marketing, Business Management, Procurement and Logistics Management or Accountancy , Credit Management, Micro Finance, Insurance and Risk Management, Taxation, Project Management with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not in Advanced Mathematics an applicant must have at least a subsidiary pass or a minimum of "D" grade in Mathematics at O-Level. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
11.	Bachelor of Insurance and Risk Management with Apprenticeship(BIRM-Appr)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Insurance and Risk Management, Finance and Banking, Economics and Finance, Marketing, Taxation, Business Management, Micro Finance, Procurement and Logistics Management, Credit Management or Accountancy with an average of "B" or a minimum GPA of 3.0. or Foundation Programme of the Out with A Minimum GPA of 3.0 OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
12.	Bachelor of Credit Management (BCM)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Taxation, Accounting, Business Administration, Procurement and Supplies Management, Economics or Banking and Finance, Risk and Insurance with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Agriculture, Geography or Advanced Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
13.	Bachelor of Library Studies and Information Science (BLSIS)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Library Studies and Information Science , Library and Information Management, Journalism and Mass Communication, Library and Information Studies, Records and Archives Management, Education in Arts subjects as well as Science subjects, Mass Media, , Multimedia, Community Development, Local Government Administration, Entrepreneurship, Public Administration, Human Resources Management or Secretarial Studies with an average of "B" or a minimum GPA of 3.0. or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Admission requirements: Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Agriculture, Geography or Mathematics .The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
14.	Bachelor of Security and Strategic Studies (BSSS)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Strategic Studies, Diplomacy, Community Development, International Relations, Laws, Computer Science, Cyber Security, Human Rights Studies, Insurance and Risk, Information Technology or Computer Engineering with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
15.	Bachelor of Tourism and Hospitality with Apprenticeship (BTHA)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Tourism and Hospitality, Wildlife Management, Culinary Art, Forestry Management, Nature Conservation, Marketing, International Relations and Diplomacy, Environmental Studies, Marine, Hotel Management and Tourism, Logistics and Planning, Clearing and Forwarding, Procurement and Supplies Management, Business Management, Social Work, Sociology, Range Management, Tour Guide, Human Resources Management, Hospitality, Cultural and Heritage with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
16.	Bachelor of Cyber Security (BCSe)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Cyber Security, Information Technology, Computer Engineering, Computer Science , Information Technology, Computer networks, Mobile Application, Library Studies, Library and Information Sciences, Records Management, Multimedia, Business Information Technology, Electrical Engineering, Mechanical Engineering, Biotechnology, Communication Systems Technology with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following Science subjects: Physics, Chemistry, Biology, Computer Studies, Agriculture, Geography, Computer Science or Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
17.	Bachelor Degree in Human Resources and Management (BHRM)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Human Resources and Management, Tourism and Hospitality, Marketing, International Relations and Diplomacy, Logistics and Planning, Clearing and Forwarding, Procurement and Logistics Management, Business Management, Social Work, Sociology, Records and Information Management, Secretarial Studies, Office Management, Education, Law, Public Administration, Library and Information Studies, Criminal investigation, Gender and Development, Local Governance, Labour Studies, Political Science, Development Studies, Information Studies, Journalism, Community Development, Social Studies with an average of "B" or a minimum GPA of 3.0 or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
18.	Bachelor Degree in Marketing and Public Relations(BMPR)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Marketing and Public Relations, Business Management, Finance and Banking, Economics and Finance, Local Government Accounting, Marketing, Accountancy with IT with an average of "B" or a minimum GPA of 3.0 or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
19.	Bachelor of Economics and Project Management (BEPM)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Economics and Project Management, Project Planning and Management, Finance, Accountancy, Taxation, Procurement or Insurance with an average of "B" or a minimum GPA of 3.0 or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Agriculture, Geography, History or Advanced Mathematics. The two principal passes MUST make an aggregate of 4.0 points as a minimum or Foundation Programme of the OUT with a minimum GPA of 3.0.</li> </ul>
20.	Bachelor of Education with Computer Science (BECS)	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Information Technology, Computer Engineering or Computer Science with an average of "B" or a minimum GPA of 3.0. OR Foundation</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects:-Physics, Chemistry, Biology, Computer Studies, Agriculture, Geography or Advanced Mathematics. . If one of the principal passes is not in Advanced Mathematics an applicant must have at least a subsidiary pass or a minimum of "C" grade in Mathematics at O-Level</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
21.	Bachelor of Records and Information Management	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Records and Information Management, Library and Information Studies, Human Resources Management, Marketing and Public Relations, Economics and Finance, Business Management, Business Management with Chinese, Information Technology, Computer Networking, Computer Science, Social Work, Community Development, Secretarial Studies, Development Planning, Public Administration, Local Government, Law or any related qualification and 4 passes at O level with an average of "B" or a minimum of GPA of 3.0 or Foundation Certificate of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition</li> </ul>
22.	Bachelor of Accountancy and Finance	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking, Economics and Finance, Insurance and Risk Management, Cooperative Management and Accounting, Economics, Taxation, Credit Management, Procurement and Logistics Management or Accountancy, Microfinance Management or any related qualification and four passes at O-Level with an average of "B" or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in Economics, Accountancy, Commerce, Physics, Chemistry, Biology, Geography or Advanced Mathematics.</li> </ul>

S/No	Programme Name	Minimum Entry Qualifications
23.	Bachelor of Auditing and Assurance	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Diploma in Finance and Banking , Economics and Finance , Insurance and Risk Management, Cooperative Management and Accounting , Economics, Taxation, Credit Management , Procurement and Logistics Management or Accountancy , Microfinance Management, or any related qualification and 4 passes at O level with an average of "B" or a minimum of GPA of 3.0 or Foundation Certificate of the OUT with a Minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.</li> </ul>
24.	Bachelor of Multimedia and Mass Communication	<p><b>NTA Level 6</b></p> <ul style="list-style-type: none"> <li>Ordinary Diploma in Journalism, Mass Communication, Multimedia, TV and Radio Production, Information Technology, Computer Science, Computer Engineering, Information System, Networking, Mobile Applications, Marketing, Business Management, Procurement and Logistics Management, Public Relations, Human Resources Management or any related qualification and 4 passes at O level with an average of "B" or a minimum of GPA of 3.0 or Foundation Certificate of the OUT with a minimum GPA of 3.0.</li> </ul> <p><b>Form VI</b></p> <ul style="list-style-type: none"> <li>Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.</li> </ul>

## C: DIPLOMA PROGRAMMES – Two Years Programmes

S/No	Programme Name	Minimum Entry Qualifications
1.	Technician Certificate in Accountancy (TCA)	Holders of Basic Technician Certificate (NTA Level 4) in Accountancy, Banking and Finance OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects
2.	Technician Certificate in Business Management (TCBM)	Holders of Basic Technician Certificate (NTA Level 4) in Business Management, Finance and Banking, Economics and Finance, Marketing, Accountancy and Procurement OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects

<b>S/No</b>	<b>Programme Name</b>	<b>Minimum Entry Qualifications</b>
3.	Technician Certificate in Information Technology (TCIT)	Holders of Basic Technician Certificate (NTA Level 4) in Computer Science, Information Technology, Business Information Technology OR Advanced Certificate of Secondary Education (ACSE) with at least one Principal pass and one Subsidiary in Principal subjects.
4.	Technician Certificate in Computer Science (TCCS)	Holders of Basic Technician Certificate (NTA Level 4) in Computer Science, Information Technology OR Advanced Certificate of Secondary Education (ACSE) with at least one Principal pass and Subsidiary in Physics, Chemistry, Geography and Biology.
5.	Technician Certificate in Procurement and Logistics Management (TCPLM)	Holders of Basic Technician Certificate (NTA Level 4) in Procurement and Logistics, Business Management, Marketing, Accountancy, Finance and Banking, Economics OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects
6.	Technician Certificate in Finance and Banking (TCFB)	Holders of Basic Technician Certificate (NTA Level 4) in Finance and Banking OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects
7.	Technician Certificate in Insurance Risk Management (TCIRM)	Holders of Basic Technician Certificate (NTA Level 4) in Insurance and Risk Management, Finance and Banking, Economics, Business Management, Marketing, Accountancy, Procurement OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects
8.	Technician Certificate in Business Management with Chinese Language(TCBMC)	Holders of Basic Technician Certificate (NTA Level 4) in Business Management with Chinese Language, Finance and Banking, Economics, Business Management, Marketing, Accountancy, Procurement, Insurance and Risk Management OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects
9.	Technician Certificate in Multimedia (TCMULT)	Holders of Basic Technician Certificate (NTA Level 4) in Multimedia, Computer Science, Information Technology, Business Information Technology OR Advanced Certificate of Secondary Examination (ACSEE) with one Principal pass and one Subsidiary in Principal subjects.
10.	Technician Certificate in Records, Archive and Information Management (TCRAIM)	Holders of Basic Technician Certificate (NTA Level 4) in Records Archive and Information Management OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects
11.	Technician Certificate in Mobile Applications(TCMA)	Holders of Basic Technician Certificate (NTA Level 4) in Mobile Applications OR Advanced Certificate of Secondary Education (ACSE) with at least one Principal pass and Subsidiary in Physics, Chemistry, Geography and Biology.

<b>S/No</b>	<b>Programme Name</b>	<b>Minimum Entry Qualifications</b>
12.	Technician Certificate in Library Studies and Information Studies (TCLSIS)	Holders of Basic Technician Certificate (NTA Level 4) in Library Studies and Information Studies OR Advanced Certificate of Secondary Education (ACSE) with at least one Principal pass and Subsidiary in Principal Subjects.
13.	Technician Certificate in Computer Networking (TCCN)	Holder of Basic Technician Certificate (NTA Level 4) in Computer Networking, Accountancy with Information Technology, Multimedia, Mobile Applications, , Computer Science, Information Technology OR Advanced Certificate of Secondary Examination one Principal Pass and one Subsidiary in Principal Subjects.
14.	Technician Certificate in Marketing and Public Relations (TCMPR)	Holder of Basic Technician Certificate (NTA Level 4) in Public Relations, Accountancy, Banking, Library and Information Science, Procurement and Logistics Management, Records and Information Technology, Human Resources Management, Accountancy with Information Technology, Multimedia, Mobile Applications, Computer Networking, Economics and Finance, Accountancy with Micro Finance, Marketing and OR Advanced Certificate of Secondary Examination one Principal Pass and one Subsidiary in Principal Subjects.
15.	Technician Certificate in Human Resources Management (TCHRM)	Holder of Basic Technician Certificate (NTA Level 4) in Human Resources and Management, Accountancy, Banking , Library and Information Science, Procurement and Logistics Management, Records and Information Technology, Accountancy with Information Technology, Multimedia, Mobile Applications, Computer Networking, Economics and Finance, Accountancy with Micro Finance, Marketing and Public Relations or Advanced Certificate of Secondary Examination one Principal Pass and one Subsidiary in Principal Subjects,
16.	Technician Certificate in Accountancy with Information Technology (TCA-IT)	Holder of Basic Technician Certificate (NTA Level 4) in Accountancy, Banking, Procurement and Logistics Management, Accountancy with Information Technology, Mobile Applications, Computer Networking, Economics and Finance, Accountancy with Micro Finance, Marketing and Publication Relations OR Advanced Certificate of Secondary Examination one Principal Pass and one Subsidiary in Principal Subjects.
17.	Technician Certificate in Economics and Finance (TCEF)	Holder of Basic Technician Certificate (NTA Level 4) in Economics and Finance , Accountancy, Banking, Procurement and Logistics Management, Accountancy with Information Technology, Mobile Applications, Computer Networking, Accountancy with Micro Finance, Marketing and Publication Relations OR Advanced Certificate of Secondary Examination one Principal Pass and one Subsidiary in Principle Subjects

## D: DIPLOMA PROGRAMMES – Three Years Programmes

S/No	Programme Name	Minimum Entry Qualifications
1.	All Programmes	Holders of Certificate of Secondary Education Examination (CSEE)with at least four (4) Passes in non-religious Subjects OR National Vocational Award (NVA ) Level III / Trade Test Grade I with al least two Passes in Certificate of Secondary Education Examination(CSEE)



# CHAPTER FIVE: FINANCIAL REQUIREMENTS

## 5.1. FEE DESCRIPTION

The Institute's fee structure for the respective academic year is communicated to all students well in advance. For the academic year 2023/24 the fee structure is herewith attached. This information is also available on the Institute's website.

## 5.2. PAYMENT SCHEDULE

All fees should be paid affront before registration. However, in-case of financial difficulties fees must be paid in three instalments as follows:

- Beginning of Semester 1 - 40%
- Before the end of Semester 1 - 20%
- Semester 2 - 40%

All students regardless of sponsorship status ought to pay the fees according to policy. Students are informed about their fee payment status two weeks before the commencement of end of semester examination. Under no circumstances a student owing fees is allowed to sit for end of semester examinations.

## 5.3 REGISTRATION PROCESS

At the beginning of semester;

- i. Each student shall be registered and assigned a registration number before attending classes
- ii. Registration is completed within the first week of the beginning of the semester. Any student found attending classes without registration shall be subjected to disciplinary process
- iii. Registration of students is accompanied by providing Identification cards to students showing that they are bonafide IAA students
- iv. No student shall be registered without showing proof of applicable fee payment

# CHAPTER SIX: ACADEMIC PROGRAMMES

## 6.1. FACULTY OF FINANCE AND ACCOUNTANCY

### A. Department of Accounting

#### Master Degree in Accountancy (MAF)

##### Semester I

S/N	Module Code	Module Title	Class	Credits
1.	ACG09101	Quantitative Techniques for Business	Fundamental	11
2.	ACG09102	Financial Reporting	Core	15
3.	ACG09103	Financial Management	Core	16
4.	ACG09104	Performance Management	Core	12
5.	ACG09105	Advanced Taxation	Core	16

##### Semester II

S/N	Module Code	Module Title	Class	Credits
1.	ACG09206	Research Methods for Business	Fundamental	11
2.	ACG09207	Advanced Financial Reporting	Core	15
3.	ACG09208	Multinational Finance Management	Core	16
4.	ACG09209	Auditing And Assurance Services	Core	16
5.	ACG092010	Corporate Governance	Core	12
6.	ACG09311	MA - Dissertation	Core	40

#### Bachelor of Accountancy (BA)

##### NTA Level 7

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACU 07101	Accounting Principles	Fundamental	11
2.	ACU 07102	Business Mathematics and Statistics	Fundamental	9
3.	ACU 07103	Micro Economics	Fundamental	11

4.	ACU 07104	Business Computer Application	Fundamental	9
5.	ACU 07105	Business Communication	Core	9
6	AFU07120	Introductory Micro Economics	Core	11

### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACU 07206	Financial Accounting	Fundamental	11
2.	ACU 07207	Financial Management	Fundamental	11
3.	ACU 07208	Business Law	Core	9
4.	ACU 07209	Macro Economics	Fundamental	11
5.	ACU 07210	Development Perspectives	Core	9
	ACU 07211	Principles of Marketing		9

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACU 07312	Intermediate Financial Accounting	Fundamental	12
2.	ACU 07313	Cost Accounting	Fundamental	12
3.	ACU 07314	Taxation and Public Finance	Core	12
4.	ACU 07315	Operational Research	Core	9
5.	ACU 07316	Ethics and Good Governance	Core	9
	ACU 07317	Management Information System		9

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACU 07418	Research Methodology	Fundamental	9
2.	ACU 07419	Advanced Financial Accounting	Fundamental	12
3.	ACU 07420	Auditing	Core	11
4.	ACU 07421	Entrepreneurship	Core	9
5.	ACU 07422	Corporate Finance	Core	12
6.	ACU 07423	Field Practical Training		15

7.	AFU07412	Corporate Finance	Core	11
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### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACU 08101	Financial Reporting	Fundamental	11
2.	ACU 08102	International Finance	Core	11
3.	ACU 08103	Principle of Management	Core	8
4.	ACU 08104	Public Sector Accounting	Core	10
5.	ACU 08105	Management Accounting and Control	Core	11
	ACU 08206	Financial Markets and Institutions		10

### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACU 08207	Auditing and Assurance Services	Fundamental	11
2.	ACU 08208	Advanced Financial Reporting	Fundamental	11
3.	ACU 08209	Strategic Management	Core	8
4.	ACU 08210	Organizational Behavior	Core	8
5.	ACU 08211	Advanced Public Finance and Taxation	Core	11
	ACU 08212	Treasury Management		11

### Diploma in Accountancy (DA)

#### NTA Level 5 & 6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACT 05101	Principles of Accounting	Core	14
2.	ACT 05102	Computer Applications	Fundamental	12
3.	ACT 05103	Store and Stock Control	Fundamental	8
4.	ACT 05104	Business Mathematics and Statistics	Fundamental	10
5.	ACT 05105	Business Management	Fundamental	8
6.	ACT 05106	Communication Skills and Office Practice	Fundamental	8

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ACT 05207	Principles of Accounts and Auditing	Core	14
2.	ACT 05208	Finance Principles	Core	14
3.	ACT 05209	Economics	Core	14
4.	ACT 05210	Customer Service	Fundamental	8
5.	ACT 05211	Practical Training	Core	10

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ACT 06101	Financial of Accounting	Core	13
2.	ACT 06102	Marketing	Fundamental	10
3.	ACT 06103	Business Finance	Core	13
4.	ACT 06104	Banking Operations	Core	13
5.	ACT 06105	Principles of Auditing	Core	13

**Semester IV**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ACT 06206	Taxation	Core	13
2.	ACT 06207	Cost Accounting	Core	13
3.	ACT 06208	Principles of Management	Fundamental	10
4.	ACT 06209	Business Law	Fundamental	10
5.	ACT 06210	Principles of Entrepreneurship	Fundamental	12

**Diploma in Accountancy (DA)****NTA Level 4****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ACT 04101	Basic Bookkeeping	Core	15
2.	ACT 04102	Basic Business Mathematics	Fundamental	10
3.	ACT 04103	Basic Storekeeping	Fundamental	10
4.	ACT 04104	Commercial Knowledge	Core	8
5.	ACT 04105	Basic Communication Skills	Fundamental	10

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ACT 04206	Basic Computer Application in Business	Core	10
2.	ACT 04207	Bookkeeping and Accounts	Fundamental	15
3.	ACT 04208	Office Practice and Records Managements	Core	8
4.	ACT 04209	Basic Business Finance	Core	15
5.	ACT 04210	Basics of Costing		15

## Master Degree in Accounting and Finance (MAF)

### Semester I

S/N	Module Code	Module Title	Class	Credits
1.	AFG09101	Quantitative Techniques for Business	Fundamental	10
2.	AFG09102	Financial Reporting	Core	15
3.	AFG09103	Financial Management	Core	15
4.	AFG 09104	Management Accounting and Control	Core	15
5.	AFG 09105	Investments and Portfolio Management	Core	15

### Semester II

S/N	Module Code	Module Title	Class	Credits
1.	AFG09206	Resaearch Methods for Business	Fundamental	10
2.	AFG09207	Investment and portfolio Management	Core	15
3.	AFG09208	Multinational Finance Management	Core	15
4.	AFG09208	Advanced Corporate Reporting	Core	15
5.	AFG09315	MAF-Dissertation		40

### Semester II: Electives

S/N	Module Code	Module Title	Class	Credits
1.	AFG09210	Management ,Government &Ethics	Core	15
2.	AFG09211	Behavioral Finance	Core	15
3.	AFG09212	Institutional Investments	Core	15

4.	AFG09213	Public Finance and Taxation	Core	15
5.	AF G09214	Advanced Taxation	Core	15

### Bachelor Degree in Accounting and Finance (BAF)

#### NTA LEVEL 7

##### Semester I

S/N	Module Code	Module Title	Class	Credits
1.	AFU07101	Principle of Accounting	Fundamental	11
2.	AFU07102	Business Mathematics and Statistics	Core	8
3.	AFU07103	Micro Economics	Core	11
4.	AFU07104	Business Computer Application	Core	8
5.	AFU07105	Business Communication	Core	8
6.	AFU07106	Development Perspectives		8

##### Semester II

S/N	Module Code	Module Title	Class	Credits
1.	AFU07207	Financial Accounting	Fundamental	11
2.	AFU07208	Financial Management	Core	11
3.	AFU07209	Business Law	Core	8
4.	AFU07210	Macro Economics	Core	11
5.	AFU07211	Financial Markets and Institutions		9
6.	AFU07212	International Trade and Finance		9

##### Semester III

S/N	Module Code	Module Title	Class	Credits
1.	AFU07313	Intermediate Financial Accounting	Fundamental	11
2.	AFU073314	Management Information System	Core	8
3.	AFU07315	Costing Accounting	Core	11
4.	AFU07316	Corporate Finance	Core	11

5.	AFU07317	Research Methodology		8
6.	AFU07318	Ethics and Good Governance		8

#### Semester IV

S/N	Module Code	Module Title	Class	Credits
1.	AFUO7419	Operations Research	Core	8
2.	AFUO7420	Portifoli and Investment Analysis	Core	11
3.	AFUO7421	Advance Financial Accounting	Core	11
4.	AFUO7422	Auditing		11
5.	AFUO7423	Entrepreneurship		8
6.	AFUO7424	Taxation and Public Finance		11
7.	AFUO7425	Field Practical Training		10

#### Semester V

S/N	Module Code	Module Title	Class	Credits
1.	AFU 08101	Financial Reporting	Core	12
2.	AFU 08102	International Finance	Core	12
3.	AFU 08103	Strategic Management	Core	8
4.	AFU 08104	Public Sector Accounting		9
5.	AFU 08105	Management Accounting and control		12
6.	AFU 08106	Advanced Public finance & Taxation		11

#### Semester VI

S/N	Module Code	Module Title	Class	Credits
1.	AFU 08207	Auditing and Assurance Services	Core	12
2.	AFU 08208	Advanced Financial Reporting	Core	12
3.	AFU 08209	Treasury Management	Core	11
4.	AFU 08210	Micro-Finance Services		11
5.	AFU 08211	Risk Management		11

**Bachelor of Accountancy with Information Technology (BA-IT)****NTA Level 7****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	AIU 07101	Business Mathematics	Fundamental	12
2.	AIU 07102	Business Law	Fundamental	9
3.	AIU 07103	Principles of Accounting	Core	9
4.	AIU 07104	Principles of Computing Science	Core	9
5.	AIU 07105	Introduction to Business Information System	Core	9
6.	AIU 07106	Development Studies		9

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	AFU 07202	Financial Accounting	Core	12
2.	ITU 07201	Web Development	Core	9
3.	BMU 07201	Entrepreneurship and Innovation	Fundamental	9
4.	GSU 07204	Quantitative Methods for Business Decision	Fundamental	12
5.	ITU 07202	Operating Systems	Core	12
6.	GSU 07205	Business Communication	Fundamental	9
7.	AFU 07203	Practical Fieldwork Report		9

**Semester III**

S/N	Module Code	Module Title	Class	Credit Hours
1.	AFU 07304	Accounting Information Systems	Core	9
2.	AFU 07305	Auditing Principles and Practice	Core	9
3.	AFU 07306	Principles of Economics	Fundamental	12
4.	ITU 07305	Database Principles	Core	12
5.	AFU 07307	Financial Management	Core	9

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	AFU 07408	Financial Reporting	Core	12
2.	AFU 07409	Cost Accounting	Core	9
3.	AFU 07410	Public Sector Reporting	Core	12
4.	GSU 07406	Research Methodology	Fundamental	9
5.	AFU 07411	Business Taxation	Fundamental	12
6.	AFU 07412	Practical Training Report	Core	9

#### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	AFU 08101	Advanced Financial Reporting	Core	12
2.	AFU 08112	Management Accounting	Core	12
3.	AFU 08102	Auditing and Assurance	Core	12
4.	ITU 08115	IS Security and Risk Management	Core	12
5.	GSU 08201	Strategic Business Management	Fundamental	12
6.	ITU 08117	Information Systems Management	Core	9

#### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	AFU 08205	Corporate Reporting	Fundamental	9
2.	ITU 08216	System Audit & Forensic	Fundamental	9
3.	AFU 08207	Performance Management	Core	12
4.	AFU 08212	Advanced Business Taxation	Fundamental	9
5.	AFU 08217	Forensic Accounting and Auditing	Core	12
6	AFU 08104	International Finance	Core	9

## **Diploma in Accountancy with IT (DAIT)**

**NTA Level 5&6**

### **Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AIT 05101	Principles of Accounting	Core	12
2.	AIT 05102	Basic Accounting Systems	Fundamental	10
3.	AIT 05103	Store and Stock Control	Fundamental	8
4.	AIT 05104	Introduction to Business Mathematics and Statistics	Core	10
5.	AIT 05105	Operating systems concepts	Core	8
6.	AIT 05106	Communication Skills and Office Practice	Fundamental	8

### **Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AIT 05207	Introduction to Accounts and Auditing	Core	13
2.	AIT 05209	Elements of Economics	Core	13
3.	AIT 05209	Computer Maintenance	Core	12
4.	AIT 05210	Practical Training	Fundamental	10

### **Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AIT 06101	Fundamentals of Financial Accounting and Auditing	Core	13
2.	AIT 06102	Database Systems	Fundamental	12
3.	AIT 06103	Fundamentals of Business Finance	Fundamental	13
4.	AIT 06104	Desktop Publishing	Core	12
5.	AIT 06105	Information System Analysis	Core	10
6.	AITC05106	Communication Skills and Office Practice	Fundamental	8

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	AIT 06206	Taxation	Core	13
2.	AIT 06207	Principles of Cost Accounting	Core	13
3.	AIT 06208	Web Programming	Core	12
4.	AIT 06209	Business Law	Fundamental	10
5.	AIT 06210	Principles of Entrepreneurship	Fundamental	12

#### Diploma in Accountancy with IT (DA-IT)

##### NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	AIT 04101	Basics of Book keeping	Core	15
2.	AIT 04104	Commercial Knowledge	Fundamental	12
3.	AIT 04103	Elements of Computer Systems	Fundamental	12
4.	AIT 04102	Basic Business Mathematics	Core	10
5.	AIT 04105	Basic Communication Skills	Fundamental	10

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	AIT 04206	Book-Keeping and Accounts	Core	13
2.	AIT 04207	Basics of Accounting Packages	Core	13
3.	AIT 04208	Basic Business Finance	Core	12
4.	AIT 04209	Elements of Costing	Fundamental	10
5.	AIT 04210	Basics of Computer Applications in Business	Fundamental	12

**Bachelor Degree in Auditing and Assurance (BAA)****NTA Level 7****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AAU 07101	Principles of Accounting	Core	10
2.	AAU 07102	Business Mathematics	Core	10
3.	AAU 07103	Principles of Auditing	Core	10
4.	AAU 07104	Legal Aspect in Accounting and Auditing	Fundamental	7
5.	AAU 07105	Business Communication Skills	Fundamental	7
6.	AAU 07106	Business Computers Application		9

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AAU 07207	Principles of Internal Auditing	Core	10
2.	AAU 07208	Financial Accounting	Core	10
3.	AAU 07209	Business Statistics	Core	10
4.	AAU 07210	Principles of Risk Management	Fundamental	9
5.	AAU 07211	Accounting and Auditing for Blockchain and Cryptocurrencies	Fundamental	10
6.	AAU 07212	Legal, Regulatory and Ethical Issues in Auditing		9
7.	AAU 07225	Industrial Training 1		10

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AAU 07313	International Financial Reporting	Core	10
2.	AAU 07314	Assessment of Risks and Internal Controls	Core	9
3.	AAU 07315	Entrepreneurship	Core	9
4.	AAU 07316	Business Taxation	Fundamental	10
5.	AAU 07317	Cost Accounting	Fundamental	10
6.	AAU 07318	IT Concepts and System Analysis Design Development		10

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	AAU 07419	Financial Reporting	Core	10
2.	AAU 07420	Indirect Taxation and Compliance	Core	10
3.	AAU 07421	Public Sector Reporting	Core	10
4.	AAU 07422	Research Methodology	Fundamental	9
5.	AAU 07423	Corporate Finance	Fundamental	10
6.	AAU 07424	Cyber Security		10
7.	AAU 07426	Industrial Training 2		

#### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	AAU 08101	Management Accounting	Core	11
2.	AAU 08102	International Taxation	Core	9
3.	AAU 08103	Information System Audit	Core	11
4.	AAU 08104	Auditing and Assurance	Fundamental	11
5.	AAU 08105	Advanced Financial Reporting	Fundamental	11
6.	AAU 08106	Ethics and Organization Governance		9

#### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	AAU 08207	Forensic Auditing and Investigation	Core	9
2.	AAU 08208	Enterprise Risk Management	Core	9
3.	AAU 08209	Advanced IT Systems and Auditing	Core	11
4.	AAU 08210	Modern Auditing and Assurance	Fundamental	9
5.	AAU 08211	Financial Statement Analysis and Valuation	Fundamental	11
6.	AAU 08212	Tax Auditing		9

**B. Department of Finance and Banking**  
**Masters of Science in Finance and Investment (MSc.FI)**  
**Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	FIG09101	Quantitative Techniques for Finance	Core	10
2.	FIG09102	Financial Management	Core	13
3.	FIG09103	Business Analysis and Valuation	Core	12
4.	FIG09104	Financial Markets and Institutions	Fundamental	13
5.	FIG09105	Financial Risk Management	Fundamental	13

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	FIG09206	Research Methods for Finance	Core	11
2.	FIG09207	Institutional Investment	Core	9
3.	FIG09208	Investment and Portfolio Management	Core	11
4.	FIG09209	Behavioural Finance	Fundamental	11
5.	FIG09210	Emerging Financial markets	Fundamental	11
6.	FIG09211	MSc-FI Dissertation		9

**Masters of Science in Finance and Banking(MSc.FB)**  
**Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BFG09107	Statistics and Econometrics for Finance	Core	13
2.	BFG09105	Management Practices and Business Ethics	Core	12
3.	BFG09103	Risk Management in Banks	Core	12
4.	BFG 09101	Legal Aspects of Financial System	Fundamental	9
5.	BFG 09210	Trade Financing and Banking Lending	Fundamental	13
6.	BFG 09102	Treasury Management in Banking		13
7.	BFG 09106	E-banking and Cyber Security		10
8.	BFG 09104	Fiscal and Monetary Policy		9

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	BFG 09212	Governance and Strategic Management	Core	12
2.	BFG 09210	Trade Financing and Banking Lending	Core	13
3.	BFG 09208	Investment and portfolio Management	Core	13
4.	BFG 09209	Financial and Project Management	Fundamental	15
5.	BFG 09211	Artificial Intelligence in Banking	Fundamental	9
6.	BFG 09213	Research Methodology and Dissertation		40

## Bachelor Degree in Finance and Banking (BFB)

### NTA Level 7

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBU 07101	Fundamentals of Accounting	Core	12
2.	FBU 07102	Business Mathematics	Core	10
3.	FBU 07103	Principles Micro-Economics	Core	10
4.	FBU 07104	Business Communication	Fundamental	12
5.	FBU 07105	Business Computer Application	Fundamental	8
6.	FBU 07106	Development Perspective		8

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBU 07207	International Trade and Finance	Core	10
2.	FBU 07208	Principles of Banking	Core	12
3.	FBU 07209	Business Statistics	Core	10
4.	FBU 07210	Money and Banking	Fundamental	12
5.	FBU 07211	Principles Macro-Economics	Fundamental	12
6.	FBU 07212	Business Laws		8
7.	FBU 07213	Digital Banking		10

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBU 07314	Principles of Bancassurance	Core	12
2.	FBU 07315	Research Methodology	Core	10
3.	FBU 07316	Management Information System	Core	10
4.	FBU 07317	Business Lending	Fundamental	12
5.	FBU 07318	Financial Management	Fundamental	12
6.	FBU 07319	Public Finance		12

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBU 07420	Entrepreneurship	Core	8
2.	FBU 07421	Operation Research	Core	8
3.	FBU 07422	Corporate Finance	Core	12
4.	FBU 07423	Financial Marketing and Institution	Fundamental	12
5.	FBU 07424	Banking Supervision and Regulation	Fundamental	10
6.	FBU 07425	Practical Training		20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBU 08101	Principles of Management	Core	8
2.	FBU 08102	Consultancy Skills	Core	13
3.	FBU 08103	Risk Management	Core	10
4.	FBU 08104	International Finance	Fundamental	13
5.	FBU 08105	Banking Business	Fundamental	10
6.	FBU 08106	Portfolio Management		12

### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBU 08207	Strategic Management	Core	8

2.	FBU 08208	Banking Operations	Core	13
3.	FBU 08209	Financial Analysis	Core	10
4.	FBU 08210	Banking Law	Fundamental	13
5.	FBU 08211	Micro-Finance services	Fundamental	10
6.	FBU 08212	Treasury Management		12
	FBU 08213	Managerial Economics		

### Diploma in Finance and Banking (ODFB)

NTA Level 5 & 6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBT 05101	Principles of Accounts	Core	8
2.	FBT 05102	Communication Skills and Office Practice		8
3.	FBT 05103	Introduction to Computer Application		8
4.	FBT 05104	Introduction to Bank Operations		12
5.	FBT 05105	Introduction to Economics		8
6.	FBT 05106	Introduction to Business Mathematics and Statistics		12

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBT 05207	Introduction to Financial Planning and Budgeting	Core	12
2.	FBT 05208	Introductory Micro-Finance	Core	12
3.	FBT 05209	Introduction to Taxation	Core	8
4.	FBT 05210	Introduction to Business Finance	Fundamental	12
5.	FBT 05211	Customer Services	Fundamental	8
6.	FBT 05212	Industrial Training		20

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBT 06101	Fundamentals of Financial Accounting	Core	13
2.	FBT 06102	Fundamentals of Business Finance	Core	14
3.	FBT 06103	Marketing of Financial Services	Core	14
4.	FBT 06104	Presentation Skills	Fundamental	10
5.	FBT 06105	Principles of Banking Operations	Fundamental	14

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBT 06206	Fundamentals of Management	Core	10
2.	FBT 06207	Fundamental of Banking Law	Core	14
3.	FBT 06208	Principles of Cost Accounting	Core	13
4.	FBT 06209	Small Business Management	Fundamental	12
5.	FBT 06210	Principles of Entrepreneurship	Fundamental	12

## Diploma in Finance and Banking (ODFB)

### NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBT 04101	Basic Bookkeeping	Core	14
2.	FBT 04102	Elements of Commerce		10
3.	FBT 04103	Elements of Business Mathematics and statistics		10
4.	FBT 04104	Basic Computer Application in Business		10
5.	FBT 04105	Basic Communication Skills		10

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	FBT 04206	Book Keeping and Accounts	Core	14
2.	FBT 04207	Elements of Banking		14
3.	FBT 04208	Elementary Micro-Finance		14
4.	FBT 04209	Essentials of Office Practice		10
5.	FBT 04210	Elements of Business Finance		14

**Bachelor Degree in Insurance and Risk Management with Apprenticeship (BIRM Appr)****NTA Level 7****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AFU 07101	Principles of Accounting	Core	11
2.	GSU 07101	Business Mathematics	Core	9
3.	GSU 07102	Business Law	Core	8
4.	GSU 07103	Development Perspectives	Fundamental	9
5.	IRU 07101	General insurance Business	Fundamental	10
6.	IRU 07102	Principles of Risk Management		10

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BMU 07210	Principles of Economics	Core	10
2.	GSU 07204	Business Computer Application	Core	8
3.	GSU 07205	Business Communication	Core	9
4.	IRU 07203	Enterprise Risk Management	Fundamental	10
5.	IRU 07204	Principles of Bancassurance	Fundamental	11
6.	IRU 07205	Customer Service and Marketing Insurance Product		10

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	IRU 07306	Insurance law and regulations	Core	10
2.	IRU 07307	Motor Insurance Practice	Core	11
3.	IRU 07308	Insurance Underwriting practice	Core	11
4.	IRU 07309	Healthcare Insurance Practice	Fundamental	10
5.	IRU 07310	Insurance Intermediary Practice	Fundamental	11
6.	IRU 07311	Bancassurance Practice		10

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	GSU 07405	Principles of Management	Core	10
2.	GSU 07406	Research Methodology	Core	8
3.	IRU 07412	Risk Financing	Core	9
4.	IRU 07413	Engineering Insurance	Fundamental	10
5.	IRU 07414	Life Assurance and Critical Illness	Fundamental	11
6.	IRU 07415	Liability Insurance		10

#### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	IRU 08501	Claims Management Practice	Core	10
2.	IRU 08502	Reinsurance Practice	Core	10
3.	IRU 08503	Fundamentals of Loss Assessment and Adjustment	Core	10
4.	IRU 08504	Agriculture Insurance Practice	Fundamental	10
5.	IRU 08505	Microinsurance Practice	Fundamental	10

#### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	IRU 08606	Financial Planning and Management	Core	10
2.	BMU 08229	Strategic Management	Core	9
3.	IRU 08607	Oil and Gas Insurance	Core	11
4.	GSU 08101	Entrepreneurship	Fundamental	10
5.	IRU 08608	Marine Insurance Business	Fundamental	11
6.	IRU 08609	Project Risk Management		10
7.	GSU 08102	Human Resource Management		9

**Diploma in Insurance and Risk Management (BIRM Appr)****NTA Level 5 & 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	AFT 05101	Principles of Accounting	Core	12
2.	AFT 05109	Introduction to Computer Applications	Core	10
3.	AFT 05110	Basic Mathematics & Statistics	Core	10
4.	AFT 05209	Elements of Economics	Fundamental	12
5.	GST 05103	Basic Communication Skills and Office Practice	Fundamental	10
6.	IRT 05101	Fundamentals of Insurance		9
7.	IRT 05102	Fundamentals of Insurance of Risk Management		8

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	IRT 05203	Insurance Intermediary	Core	8
2.	IRT 05204	Elements of Insurance Underwriting	Core	8
3.	IRT 05205	Basic of Long-term Insurance	Core	9
4.	IRT 05206	Basic of General Insurance	Fundamental	8
5.	IRT 05207	Fundamentals of travel Insurance	Fundamental	8
6.	IRT 05208	Project Work		8

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	GST06101	Fundamental of Management	Core	8
2.	GST 06102	Fundamental of Business Law	Core	8
3.	IRT06101	Customer Service in Insurance	Core	9
4.	IRT06102	Household Insurance	Fundamental	8
5.	IRT06103	Principles of Motor Insurance	Fundamental	8
6.	IRT 06104	Insurance Underwriting Process		8

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	GST06203	Fundamental of Entrepreneurship	Core	8
2.	AFT06206	Principles of Banking Operations	Core	8
3.	IRT 06205	Insurance Claims Handling Process	Core	9
4.	IRT06206	Fundamentals of Health Insurance	Fundamental	8
5.	IRT06207	Tanzania Insurance Market	Fundamental	8
6.	IRT06208	Insurance, Legal, and Regulations		8

## Diploma in Insurance and Risk Management (BIRM Appr)

NTA Level 4

Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	IRT 04101	Basic Insurance Practice	Core	9
2.	IRT 04102	Basic Short Term Insurance	Core	10
3.	IRT 04103	Essentials of Risk Management	Core	9
4.	IRT 04104	Basic Insurance Agency Management	Fundamental	10
5.	IRT 04106	Elementary Business Communication	Fundamental	8
6.	IRT 04207	Elements of Micro-Insurance		9

Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	IRT 04208	Basic Bancassurance Practice	Core	9
2.	IRT 04209	Basic Health Insurance	Core	9
3.	IRT 04211	Basic Computer Application	Core	9
4.	IRT 04212	Elements of Commerce	Fundamental	9
5.	IRT 04213	Practical Training	Fundamental	10
6.	IRT04105	Elements of Business Mathematics and Statistics		9
7.	IRT04210	Basic Insurance Regulation		10

**Bachelor Degree in Banking with Apprenticeship (BB Appr)****NTA Level 7****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BBU 07101	Principles of Banking	Core	11
2.	BBU 07102	Principles of Accounting	Core	11
3.	BBU 07103	Principles of Micro-Economics	Core	9
4.	BBU 07104	Business Mathematics and Statistics	Fundamental	11
5.	BBU 07105	Business Communication	Fundamental	8
6.	BBU 07106	Computer and IT for Business Solution		11
7.	BBU 07107	Business Law		9

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BBU 07208	Financial Accounting	Core	11
2.	BBU 07209	Banking Law	Core	13
3.	BBU 07210	Code of Ethics for Bankers	Core	11
4.	BBU 07211	Banking Operations	Fundamental	12
5.	BBU 07212	Digital Banking	Fundamental	12
6.	BBU 07213	Frauds and Forgeries Control		11

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BBU 07314	Bank Records Management	Core	11
2.	BBU 07315	Assets and Liability Management in banks	Core	13
3.	BBU 07316	Customer Experience	Core	12
4.	BBU 07317	Credit Analysis and Lending Practices	Fundamental	13
5.	BBU 07318	International Banking and Trade Finance	Fundamental	11

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	BBU 07419	Management Information System	Core	9
2.	BBU 07420	Entrepreneurship	Core	9
3.	BBU 07421	Corporate Finance	Core	12
4.	BBU 07422	Taxation policy, structure and Adminstration	Fundamental	11
5.	BBU 07423	Research and Marketing	Fundamental	12
6.	BBU 07424	Islamic Banking		9

## Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	BBU 08501	Risk Management in Banking	Core	10
2.	BBU 08502	Cyber Security in Banking	Core	10
3.	BBU 08503	Security Analysis and Portfolio Management	Core	12
4.	BBU 08504	Microfinance Practices	Fundamental	10
5.	BBU 08505	Bancassurance	Fundamental	10
6.	BBU 08506	Financial Markets and Instruments		10

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	BBU 08607	Financial Institutions Management	Core	12
2.	BBU 08608	Strategic Management	Core	9
3.	BBU 08609	Information System Audit	Core	10
4.	BBU 08610	Central Banking and Monetary Policy	Fundamental	10
5.	BBU 08611	Financial Modelling	Fundamental	13
6.	BBU 08612	Corporate Governance Aspects in Banking		10

## **Bachelor of Credit Management (BCM)**

**NTA Level 7**

**Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	CMU07101	Principles of Accounting	Core	12
2.	CMU07102	Fundamentals of Credit Management	Core	12
3.	CMU07103	Entrepreneurship Finance	Core	12
4.	CMU07104	Business Statistics	Fundamental	9
5.	CMU07105	Business Communication	Fundamental	8
6.	CMU07106	Computer Applications	Fundamental	8

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	CMU07207	Commercial Credit Law	Core	12
2.	CMU07208	Principles of Credit Control	Core	12
3.	CMU07209	Credit Risk Assessment	Core	12
4.	CMU07210	Customer Care Services	Core	12
5.	CMU07211	Principles of Management	Fundamental	10
6.	CMU07212	Money and Banking	Fundamental	12

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	CMU07313	Human Resource Management	Fundamental	8
2.	CMU07314	Credit Management	Core	12
3.	CMU07315	Export Credit Management	Core	10
4.	CMU07316	Financial Management	Core	11
5.	CMU07317	Research Methodology	Fundamental	8
6.	CMU07318	Management Information Systems	Fundamental	8

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	CMU07419	Sales Management	Fundamental	12
2.	CMU07420	Credit Portfolio Management	Core	12
3.	CMU07421	Field Practical Training	Core	20
4.	CMU07422	Financial Analysis and Credit Scoring	Core	10
5.	CMU07423	Operations Research	Fundamental	12
6.	CMU07424	Economics	Fundamental	10

#### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	CMU08125	Trade Credit Insurance	Core	12
2.	CMU08126	Business & Company Law	Fundamental	10
3.	CMU08127	International Trade & Finance	Core	10
4.	CMU08128	Credit Risk Management	Core	12
5.	CMU08129	Consumer Credit Management	Core	12
6.	CMU08130	Risk Management	Fundamental	10

#### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	CMU08231	Banking Law & Practice	Fundamental	10
2.	CMU08232	Credit Management in the Financial Sector	Core	12
3.	CMU08233	Credit Services	Core	12
4.	CMU08234	Corporate Lending	Core	12
5.	CMU08235	Strategic Management	Fundamental	8
6.	CMU08236	Practice of Credit Management	Core	14

### C. Department of Economics

#### Master of Science in Project Planning Management (MSc PPM)

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	PMG09101	Project identification and Planning Design	Core	10
2.	PMG09102	Project Research Methods and Statistics	Core	9
3.	PMG09103	Fundamentals of Project Management	Core	10
4.	PMG09104	Project Risk Planning and Management	Fundamental	9
5.	PMG09105	Project Implementation and Planning Techniques	Fundamental	10
6.	PMG09106	Project Appraisal and Selection Management	Fundamental	12

##### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	PMG09201	Project Asset and Audit Management	Core	12
2.	PMG09202	Project Financial Management and Control	Core	12
3.	PMG09203	Project Monitoring and Evaluation	Core	12
4.	PMG09204	Force Accounts and Public Sector Project	Core	12
5.	PMG09205	Principles of Economics	Fundamental	10
6.	PMG09207	ICT Project Design and Management	Fundamental	12
7.	PMG09301	Dissertation		

#### Bachelor Degree in Economics and Project Management (BEPM)

##### NTA Level 7

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	EPU 07104	Information and Communication Technology for project management	Core	8
2.	EPU 07105	Development Studies	Core	8
3.	EPU 07102	Mathematics for Economists	Core	10
4.	EPU 07106	Communication Skills for managers	Core	8

5.	EPU 07101	Microeconomics Principles	Fundamental	10
6.	EPU 07103	Project management principles	Fundamental	10

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	EPU 07205	Project Statistical Methods	Core	9
2.	EPU 07201	Macroeconomics Principles	Fundamental	10
3.	EPU 07202	Development Economics	Core	10
4.	EPU 07203	Project Identification	Core	10
5.	EPU 07206	Accounting Principles	Core	10
6.	EPU 07204	Law for project management	Fundamental	8

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	EPU 07306	Project Research methodology	Fundamental	8
2.	EPU 07301	Intermediate Microeconomics	Core	10
3.	EPU 07305	Public Finance	Core	10
4.	EPU 07303	Project Financial Management	Core	10
5.	EPU 07304	Business Management	Fundamental	10
6.	EPU 07302	Project Feasibility Management	Core	10

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	EPU 07406	Entrepreneurship and Innovation	Fundamental	8
2.	EPU 07403	Economic Planning and Policy	Core	10
3.	EPU 07402	Econometrics Principles	Core	10
4.	EPU 07404	Project Implementation	Core	10
5.	EPU 07405	Project Procurement	Fundamental	10
6.	EPU 07401	Intermediate Macroeconomics	Core	10
7.	EPU 07407	Industrial Practical Training		

## Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	EPU 08101	Industrial Economics	Fundamental	12
2.	EPU 08102	Project Risk management	Core	12
3.	EPU 08103	Project Tax Planning	Core	12
4.	EPU 08104	Management Skills	Core	12
5.	EPU 08105	Principles of Human Resource Management	Fundamental	10

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	EPU 08201	Economics of Natural Resources	Fundamental	12
2.	EPU 08202	Intermediate Econometrics	Core	13
3.	EPU 08203	International Economics	Core	12
4.	EPU 08204	Monitoring and Evaluation Principles	Core	13
5.	EPU 08205	Project Auditing	Fundamental	12

## Bachelor Degree in Economics and Taxation (BET)

### NTA Level 7

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ETU 07104	Business Computer Application	Fundamental	8
2.	ETU 07106	Development Perspectives	Core	8
3.	ETU 07103	Business Mathematics	Core	9
4.	ETU 07105	Business Communication	Core	8
5.	ETU 07102	Fundamentals of Microeconomics	Fundamental	11
	ETU 07101	Fundamentals of Accounting		11

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ETU 07211	Business Statistics	Fundamental	9
2.	ETU 07209	Fundamentals of Macroeconomics	Core	11
3.	ETU 07210	Development Economics	Core	11
4.	ETU 07207	Introduction to taxation theory	Core	11
5.	ETU 07212	Business Management	Fundamental	8
6.	ETU 07208	Financial Accounting		12

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ETU 07317	Research Methodology	Fundamental	8
2.	ETU 07318	Management Information System	Core	8
3.	ETU 07313	Public Finance	Core	11
4.	ETU 07314	Introduction to Income Taxation	Core	12
5.	ETU 07315	Financial Planning and Policy	Fundamental	11
6.	ETU 07316	Economic Planning and policy		11

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ETU 07423	Entrepreneurship	Fundamental	8
2.	ETU 07424	Operations Research	Core	9
3.	ETU 07422	Principles of Econometrics	Core	11
4.	ETU 07419	Advanced Income Taxation	Core	12
5.	ETU 07420	Economics of Taxation	Fundamental	11
6.	ETU 07421	Indirect Taxation		11
7.	ETU 07425	Industrial Practical Training		15

## Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	ETU 08100	International Taxation	Fundamental	13
2.	ETU 08102	Taxation Policy and Theory	Core	12
3.	ETU 08103	Mathematical techniques for Economists	Core	12
4.	ETU 08104	Intermediate Microeconomics	Core	12
5.	ETU 08105	Business Law and Ethics	Fundamental	10
6.	ETU 07421	Indirect Taxation		11

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	ETU 08206	Advanced taxation	Fundamental	13
2.	ETU 08207	Tax Administration Laws	Core	12
3.	ETU 08208	Intermediate Econometrics	Core	12
4.	ETU 08209	International Economics	Core	12
5.	ETU 08210	Intermediate Macroeconomics	Fundamental	12

## Bachelor Degree in Economics and Finance (BEF)

### NTA Level 7

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFU 07101	Microeconomics Principles	Fundamental	10
2.	EFU 07102	Business Mathematics	Core	9
3.	EFU 07103	Accounting for Finance	Core	10
4.	EFU 07104	Information and Communication Technology for Business	Core	8
5.	EFU 07105	Development Perspectives	Fundamental	8
6.	EFU 07106	Communication Skills for Managers		8

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFU 07207	Macroeconomics Principles	Fundamental	12
2.	EFU 07208	Mathematical Techniques for Economists	Core	12
3.	EFU 07209	Principles of Banking	Core	10
4.	EFU 07210	Business Management	Core	9
5.	EFU 07211	Business Statistical Methods	Fundamental	10
6.	EFU 07212	Financial and Monetary Economics		10

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFU 07313	Intermediate Microeconomics	Fundamental	10
2.	EFU 07314	Financial Statement Analysis	Core	10
3.	EFU 07315	Financial Management	Core	12
4.	EFU 07316	Management Information System	Core	8
5.	EFU 07317	Portfolio and Investment Management	Fundamental	10
6.	EFU 07318	Research Methodology		9

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFU 07419	Intermediate Macroeconomics	Fundamental	10
2.	EFU 07420	Econometrics Principles	Core	10
3.	EFU 07421	Development Economics	Core	10
4.	EFU 07422	Financial Markets and Institutions	Core	10
5.	EFU 07423	Operations Research	Fundamental	8
6.	EFU 07424	Entrepreneurship and Innovation in Projects		8
7.	EFU 07425	Industrial Practical Training		

## Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFU 08101	Industrial Economics	Fundamental	11
2.	EFU 08102	International Finance	Core	11
3.	EFU 08103	Financial Programming and Forecasting	Core	11
4.	EFU 08104	Finance and Security Analysis	Core	9
5.	EFU 08105	Public Economics	Fundamental	9
6.	EFU 08106	Business Law and Ethics		8

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFU 08207	Natural Resources Economics	Fundamental	10
2.	EFU 08208	Project Management	Core	11
3.	EFU 08209	Intermediate Econometrics	Core	11
4.	EFU 08210	International Economics	Core	11
5.	EFU 08211	Economic Policy and Planning	Fundamental	10
6.	EFU 08212	Strategic Management		8

## Diploma in Economics and Finance (ODEF)

### NTA Level 5 & 6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFT 05101	Principles of Accounting	Fundamental	8
2.	EFT 05102	Communication Skills and Office Practice	Core	8
3.	EFT 05103	Fundamentals of Information and Communication Technology	Core	8
4.	EFT 05104	Principles of Microeconomics	Core	10
5.	EFT05105	Fundamentals of Business Mathematics and Statistics	Fundamental	10

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFT05201	Fundamentals of Financial Planning and Budgeting	Fundamental	12
2.	EFT05202	Principles of Micro-Finance	Core	12
3.	EFT05203	Principles of Taxation	Core	8
4.	EFT05204	Basics of Business Finance	Core	12
5.	EFT05205	Principles of Macroeconomics	Fundamental	12
6.	EFT05206	Industrial Training		20

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFD 06101	Fundamentals of Financial Accounting	Fundamental	13
2.	EFD06102	Principles of Banking Operations	Core	10
3.	EFD06103	Marketing of Financial Services	Core	14
4.	EFD 06104	Principles of Public Economics	Core	12
5.	EFD 06105	Basics Monetary and Financial Economics	Fundamental	13
6.	EFT05206	Industrial Training		20

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFD06201	Fundamentals of Project Planning and Management	Fundamental	12
2.	EFD 06202	Basic Econometrics	Core	12
3.	EFD 06203	Principles of Cost Accounting	Core	13
4.	EFD 06204	Fundamentals of Development Economics	Core	11
5.	EFD06205	Principles of Entrepreneurship and Small Business Management	Fundamental	12
6.	EFT05206	Industrial Training		20

## Diploma in Economics and Finance (ODEF)

NTA Level 4

Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFT 04101	Elementary Microeconomics	Fundamental	13
2.	EFT 04102	Basic Book keeping and Accounts	Core	10
3.	EFT04103	Elements of Business Mathematics and Statistics	Core	10
4.	EFT04104	Basic Computer Applications in Business	Core	10
5.	EFT 04105	Basic Communication Skills	Fundamental	10

Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	EFT 04201	Basic Macroeconomics	Fundamental	13
2.	EFT 04202	Elements of Banking	Core	14
3.	EFT 04203	Elementary Microfinance	Core	14
4.	EFT 04204	Basics of Development Economics	Core	12
5.	EFT 04205	Elements of Business Finance	Fundamental	14

## 6.2. FACULTY OF INFORMATICS

A. Department of Computer Science and Mathematics

Master Degree in Information Security (MIS)

Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ISG09101	Software Engineering	Fundamental	15
2.	ISG09102	Advanced Computer Networks	Core	15
3.	ISG09103	Information and Coding Theory	Core	9
4.	ISG09104	Information Security and Cryptography	Core	15
5.	ISG09105	Research Methods	Fundamental	9

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ISG09202	Ethical Hacking	Fundamental	15
2.	ISG09203	Biometrics	Core	9
3.	ISG09204	Computer Forensics	Core	15
4.	ISG09205	Operation Management	Core	15
5.	ISG09206	Dissertation	Fundamental	60

## Bachelor Degree in Cyber Security (BCYSE)

NTA Level 7

### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	CYU 07101	Communication and Technical Writing	Fundamental	8
2.	CYU 07102	Discrete Mathematics	Core	8
3.	CYU 07103	Computer System Architecture	Core	8
4.	CYU 07104	Introduction to Cyber security	Core	8
5.	CYU 07105	Database system	Fundamental	8
6.	CYU 07106	Foundations of Intelligence		10

### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	CYU 07207	Probability and Statistics	Fundamental	8
2.	CYU 07208	Cyber laws	Core	6
3.	CYU 07209	Development Studies	Core	8
4.	CYU 07210	Programming Fundamentals	Core	12
5.	CYU 07211	Operating systems concepts	Fundamental	10
	CYU 07212	Software design		12

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	CYU 07313	Foundations of mathematical analysis	Fundamental	8
2.	CYU 07314	Routing and switching	Core	10
3.	CYU 07315	Communication networks	Core	8
4.	CYU 07316	Web Technologies	Core	10
5.	CYU 07317	Security strategies in windows platform	Fundamental	12
6.	CYU 07318	Research skills for IT professionals		8

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	CYU 07419	Security strategies in UNIX platform	Fundamental	12
2.	CYU 07420	Programming in C++	Core	12
3.	CYU 07421	Network security	Core	8
4.	CYU 07422	Java Programming	Core	12
5.	CYU 07423	Ethical Hacking	Fundamental	12
6.	CYU 07424	Cyberwarfare		8
7.	CYU 07425	Industrial Practical Training		20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	CYU 08101	IT Project Management	Fundamental	12
2.	CYU 08102	Vulnerability Analysis	Core	10
3.	CYU 08103	Network Management and Administration	Core	9
4.	CYU 08104	Data Structure and Algorithms	Core	12
5.	CYU 08105	Wireless Networking	Fundamental	7
6.	CYU 08106	Introduction to Social Psychology		6

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	CYU 08207	Social and Ethical Issues in Computing	Fundamental	7
2.	CYU 08208	Individual project	Core	20
3.	CYU 08209	Information Systems Security and Auditing	Core	10
4.	CYU 08210	Digital Forensics	Core	12
5.	CYU 08211	Cryptology and Coding Theory	Fundamental	10
6.	CYU 08212	Database Security		9

## Bachelor Degree in Computer Science (BCS)

### NTA Level 7

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 07101	Business Communication	Fundamental	8
2.	ITU 07102	Business Computer Applications	Core	8
3.	ITU 07103	Computer Fundamentals	Core	10
4.	ITU 07104	Computer Systems Architecture	Core	12
5.	ITU 07105	Database Systems	Fundamental	12
6.	ITU 07107	Foundation of Mathematical Analysis		8

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 07208	Computer Networking	Fundamental	12
2.	ITU 07209	Development Studies	Core	8
3.	ITU 07210	Discrete Mathematics	Core	8
4.	ITU 07211	Computer Graphics Design	Core	8
5.	ITU 07212	Principles of Programming	Fundamental	12
6.	ITU 07213	Probability and Statistics		8

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 07317	Distributed Database	Fundamental	8
2.	ITU 07318	Distributed Computing Systems	Core	8
3.	ITU 07320	Operarting systems	Core	12
4.	ITU 07321	Research Methodology	Core	9
5.	ITU 07322	Object Oriented Programming	Fundamental	12
6.	ITU 07323	Web design		8

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 07424	Artificial Intelligence	Fundamental	8
2.	ITU 07425	Entrepreneurship	Core	12
3.	ITU 07426	Information Security	Core	8
4.	ITU 07427	Internet programming and applications	Core	10
5.	ITU 07428	System Analysis and design	Fundamental	8
6.	ITU 07430	Wireless communication		8
7.	ITU 07431	Industrial practical training		20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 08101	IT Project Management	Fundamental	12
2.	ITU 08102	Open Source Software Development	Core	8
3.	ITU 08103	Social and Ethical Issues in Computing	Core	8
4.	ITU 08104	Data Mining	Core	10
5.	ITU 08105	Netwok Management and Administration	Fundamental	10
6.	ITU 08107	Interactive Multimedia		8

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 08209	Data Structure and Algorithms	Fundamental	12
2.	ITU 08211	Cryptology and Coding Theory	Core	10
3.	ITU 08213	Computer Security	Core	10
4.	ITU 08215	Mobile Computing	Core	12
5.	ITU 08217	Individual Project	Fundamental	20

## Diploma in Computer Science (ODCS)

### NTA Level 5&6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT05101	Computing Mathematics	Fundamental	10
2.	ITT05102	Introduction to Computer Applications	Core	10
3.	ITT05103	Introduction to Electrical and Electronics	Core	12
4.	ITT05104	Introduction to Management Principles	Core	8
5.	ITT05105	Communication Skills and Office Practice	Fundamental	8

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT05206	Introduction to Financial Planning and Budgeting	Fundamental	12
2.	ITT05207	Computer Maintenance	Core	10
3.	ITT05208	Operating Systems Concepts	Core	10
4.	ITT05209	Introduction to Computer Programming	Core	12
5.	ITT05210	Computer Networks	Fundamental	12
6.	ITT 05211	Industrial Training		20

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT06101	Linear Algebra	Fundamental	10
2.	ITT06102	Web Programming	Core	15
3.	ITT06106	Principles of Software Development	Core	10
4.	ITT06103	Database Concepts	Core	15
5.	ITT06107	Principles of Network Design	Fundamental	10

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT06209	Server Operating System Administration	Fundamental	15
2.	ITT06213	Introduction to Data Structure and Algorithm	Core	10
3.	ITT06214	Introduction to Object Oriented Programming	Core	10
4.	ITT06215	Mobile Application Development	Core	10
5.	ITT06208	Project Work	Fundamental	15

### Diploma in Computer Networking (ODCN)

NTA Level 5 & 6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	CNT05101	Fundamentals of Website Design	Fundamental	12
2.	CNT05102	Wireless Networks	Core	12
3.	CNT05103	Principles of Computing Mathematics	Core	10
4.	CNT05104	Basic Principles of Management	Core	8
5.	CNT05105	Communication Skills and Office Practice	Fundamental	8

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	CNT05106	Basic Principles of Financial Planning and Budgeting	Fundamental	8
2.	CNT05107	Computer Maintenance	Core	10
3.	CNT05108	System Analysis and Design	Core	12
4.	CNT05109	Computer Programming	Core	12
5.	CNT05110	Computer Networks	Fundamental	12
6.	CNT05111	Industrial Training		20

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	CNT06101	Linear Algebra	Fundamental	8
2.	CNT06102	Web Design	Core	12
3.	CNT06103	Server Administration	Core	12
4.	CNT06104	Database Administration	Core	12
5.	CNT06105	Information Systems	Fundamental	12

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	CNT06206	Network Security	Fundamental	12
2.	CNT06207	Social Networking and Publishing	Core	12
3.	CNT06208	Network Management and Administration	Core	15
4.	CNT06209	Mobile Application Development	Core	10
5.	CNT06210	Project Work	Fundamental	15

**Diploma in Computer Networking (ODCN)****NTA Level 4****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	CNT 04101	Fundamentals of Computer Systems	Fundamental	15
2.	CNT 04102	Basic Computer Applications	Core	15
3.	CNT 04103	Elements of Business Mathematics and Statistics	Core	12
4.	CNT 04104	Basic Communication Skills	Core	8
5.	CNT 04105	Essential of office Practice	Fundamental	8

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	CNT04206	Basic Internet Applications	Fundamental	15
2.	CNT04207	Fundamentals of Computer Networking	Core	15
3.	CNT04208	Fundamentals of Programming	Core	12
4.	CNT04209	Fundamentals of Database	Core	12
5.	CNT04210	Customer Care	Fundamental	8

**Diploma in Multimedia (ODMM)****NTA Level 5 & 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	MMT 05101	Principles of Multimedia	Fundamental	10
2.	MMT05102	Basic principles of Computer Applications	Core	10
3.	MMT 05103	Principles of Digital Imaging	Core	12
4.	MMT 05104	Basic Principles of Management	Core	8
5.	MMT 05105	Communication Skills and Office Practice	Fundamental	8

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	MMT 05201	Basic Principles of Financial Planning and Budgeting	Fundamental	12
2.	MMT 05202	Graphic Design	Core	10
3.	MMT 05203	Operating Systems Concepts	Core	12
4.	MMT 05204	2D Animation	Core	12
5.	MMT 05205	Typography	Fundamental	12
6.	MMT05206	Industrial Training		20

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	MMD 06101	Principles of 3D Animation	Fundamental	15
2.	MMD06102	Web Design	Core	10
3.	MMD06103	Principles of Photography	Core	15
4.	MMD06104	Database Concepts	Core	10
5.	MMD06105	Audio Visual Production	Fundamental	10
6.	MMT05206	Industrial Training		20

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	MMD06201	Desktop Publishing	Fundamental	15
2.	MMD06202	Social Networking and Publishing	Core	10
3.	MMD 06203	Computer Networks	Core	10
4.	MMD 06204	Mobile Application Development	Core	10
5.	MMD06205	Project Work	Fundamental	15

## **Diploma in Multimedia (ODMM)**

**NTA Level 4**

**Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	MMT 04104	Basic Communication Skills	Fundamental	10
2.	MMT 04101	Elements of Computer Systems	Core	15
3.	MMT 04102	Basic Computer Applications	Core	12
4.	MMT 04105	Essential of office Practice	Core	10
5.	MMT 04103	Elements of Business Mathematics and stastics 2	Fundamental	12

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	MMT04201	Basic Internet Applications	Fundamental	12
2.	MMT04202	Fundamentals of Animation	Core	15
3.	MMT04203	Fundamentals of Digital Imaging	Core	12
4.	MMT04204	Fundamentals of Database	Core	12
5.	MMT04205	Customer Care	Fundamental	10

## **B. Department of Information Systems**

**Masters of Business Administration in Information Technology Management  
(MBA-ITM)**

**Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ITG 09101	Operations Management	Fundamental	1
2.	ITG 09102	Organization Behaviour and Human Resource Management	Core	9
3.	ITG 09103	Managerial Finance	Core	9
4.	ITG 09104	Strategic Business Information Systems	Core	15
5.	ITG 09105	Enterprise Resource Planning	Fundamental	15

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ITG 09206	Business Research	Fundamental	9
2.	ITG 09207	Entrepreneurship and Innovation	Core	9
3.	ITG 09208	Cybercrimes and Computer Law	Core	15
4.	ITG 09209	Information Systems Auditing	Core	15
5.	ITG 09210	Information Systems Development	Fundamental	15
	ITG 09211	Dissertation		60

**Bachelor Degree in Information technology (BIT)****NTA Level 7****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ITU 07101	Business Communication	Fundamental	8
2.	ITU 07102	Business Computer Applications	Core	8
3.	ITU 07103	Computer Fundamentals	Core	10
4.	ITU 07105	Database systems development	Core	12
5.	ITU 07106	Digital logic and computer organization	Fundamental	10
6.	ITU 07107	Foundation of analysis		8

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ITU 07208	Computer Networking	Fundamental	12
2.	ITU 07209	Development Perspectives	Core	8
3.	ITU 07211	Computer Graphic design	Core	8
4.	ITU 07212	Principles of programming	Core	12
5.	ITU 07213	Probability and statistics	Fundamental	8
6.	ITU 07214	Database implementation and management		10

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 07315	Business law	Fundamental	8
2.	ITU 07316	Data routing and switching	Core	8
3.	ITU 07319	Management information systems	Core	8
4.	ITU 07321	Research Methodology	Core	9
5.	ITU 07322	Object oriented programming	Fundamental	12
6.	ITU 07323	Web Design		8

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 07425	Entrepreneurship	Fundamental	12
2.	ITU 07426	Information Security	Core	8
3.	ITU 07427	Internet Programming and applications	Core	10
4.	ITU 07428	System analysis and design	Core	10
5.	ITU 07429	Supporting personal computers	Fundamental	8
6.	ITU 07430	Wireless Communication		8
7.	ITU 07431	Industrial Practical Training		20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 08101	IT Project Management	Fundamental	12
2.	ITU 08102	Open Source Software Development	Core	8
3.	ITU 08103	Social and Ethical Issues in Computing	Core	8
4.	ITU 08104	Data Mining	Core	10
5.	ITU 08105	Network Management and Administration	Fundamental	10
6.	ITU 08106	Information System Auditing		10

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITU 08208	Cybercrimes and Computer Law	Fundamental	8
2.	ITU 08210	E-commerce and Technology	Core	8
3.	ITU 08212	Business Information System Re-engineering	Core	8
4.	ITU 08214	Information System Management	Core	8
5.	ITU 08216	programming for Mobile Device	Fundamental	10
6.	ITU 08217	Individual project		20

## Ordinary Diploma in Information Technology (ODIT)

### NTA Level 5 & 6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT05101	Computing Mathematics	Fundamental	10
2.	ITT05102	Introduction to Computer Applications	Core	10
3.	ITT05103	Introduction to Electrical and Electronics	Core	12
4.	ITT05104	Introduction to Management Principles	Core	8
5.	ITT05105	Communication Skills and Office Practice	Fundamental	8

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT05206	Introduction to Financial Planning and Budgeting	Fundamental	12
2.	ITT05207	Computer Maintenance	Core	10
3.	ITT05208	Operating Systems Concepts	Core	10
4.	ITT05209	Introduction to Computer Programming	Core	12
5.	ITT05210	Computer Networks	Fundamental	12
6.	ITT 05211	Industrial Training		20

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT06101	Linear Algebra	Fundamental	10
2.	ITT06102	Web Programming	Core	15
3.	ITT06103	Database Concepts	Core	15
4.	ITT06104	Information System Analysis	Core	12
5.	ITT06105	Desktop Publishing	Fundamental	12

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT06208	Project Work	Fundamental	15
2.	ITT06209	Server Operating System Administration	Core	15
3.	ITT06210	Principles of IS Management	Core	10
4.	ITT06211	ICT for Development	Core	8
5.	ITT06212	Entrepreneurship and Innovation	Fundamental	8

### Ordinary Diploma in Information Technology (ODIT)

#### NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT04103	Elements of Business Mathematics and Statistics	Fundamental	10
2.	ITT04105	Basic Communication Skills	Core	8
3.	ITT 04102	Basic Computer Applications	Core	12
4.	ITT 04101	Elements of Computer Systems	Core	15
5.	ITT 04104	Basics Theories of computer electronics	Fundamental	12

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ITT04206	Elementary Computer Networking	Fundamental	15
2.	ITT04207	Basic Computer Troubleshooting	Core	15
3.	ITT04208	Essentials of Office Practice	Core	10
4.	ITT04209	Basic Internet Applications	Core	12
5.	ITT04210	Customer Care	Fundamental	11

## Ordinary Diploma in Mobile Application Development (ODMAD)

NTA Level 5 & 6

### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ADT 05101	Communication Skills and Office Practice	Fundamental	8
2.	ADT 05102	Computing Mathematics	Core	9
3.	ADT 05105	Principles of Programming	Core	12
4.	ADT 05104	Principles of Database Systems	Core	12
5.	ADT 05103	Fundamentals of Website Design	Fundamental	12

### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ADT 05206	Visual Programming	Fundamental	11
2.	ADT 05207	Entrepreneurship and Innovation	Core	6
3.	ADT 05208	Web Programming	Core	12
4.	ADT 05209	Information Systems Analysis	Core	12
5.	ADT 05210	Introduction to Mobile Architecture	Fundamental	12
6.	ADT 05211	Industrial Practical Attachment		20

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	ADT06101	Android Application Development	Fundamental	12
2.	ADT06102	Computer Networks	Core	12
3.	ADT06103	Image Design and Animation	Core	12
4.	ADT06104	Introduction to Java Programming	Core	14
5.	ADT06105	User Experience Design	Fundamental	11

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ADT06206	iOS Application Development	Fundamental	12
2.	ADT06207	Secure Coding	Core	14
3.	ADT06208	Project Work	Core	15
4.	ADT06209	Mobile Industry Trends	Core	11
5.	ADT06210	Windows Development for Mobile	Fundamental	12

## Ordinary Diploma in Mobile Application Development (ODMAD)

### NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	ADT 04104	Basic Communication Skills	Fundamental	8
2.	ADT 04101	Basic of Computer Systems	Core	15
3.	ADT 04102	Basic Computer Applications	Core	12
4.	ADT 04105	Basic of Entrepreneurship and Innovation	Core	8
5.	ADT 04103	Elements of Business Mathematics and Statistics	Fundamental	11

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	ADT 04206	Introduction to Programming	Fundamental	15
2.	ADT 04207	Internet and Web Fundamentals	Core	12
3.	ADT 04208	Principles of User Interface Design	Core	11
4.	ADT 04209	Introduction to Database	Core	14
5.	ADT 04210	Introduction to Mobile Apps Development	Fundamental	15

## C. Department of Library and Information Science

### Bachelor of Library and Information Studies (BLIS)

#### NTA Level 7

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIU 07101	Business Communication	Fundamental	8
2.	LIU 07102	Business Computer Application	Core	10
3.	LIU 07103	Information Literacy	Core	8
4.	LIU 07104	Database Systems	Core	10
5.	LIU 07105	Fundamentals of Library and Information Studies	Fundamental	8
6.	LIU 07106	Information and Society		8

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIU 07207	Computer Networking	Fundamental	8
2.	LIU 07208	Development Perspectives	Core	9
3.	LIU 07209	Graphics Design	Core	10
4.	LIU 07210	Information Resources and Services	Core	8
5.	LIU 07211	Principles of Knowledge Organization	Fundamental	9
6.	LIU 07212	Library Operations		9
7.	LIU 07213	Library Automation		10

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIU07314	Information and Communication Theory	Core	8
2.	LIU07315	Collection and Development Management	Core	9
3.	LIU07316	Management Information Systems	Fundamental	9
4.	LIU07317	Research Methodology	Fundamental	10
5.	LIU07318	Cataloguing	Core	10
6.	LIU07319	Web Design	Core	10

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIU07420	Entrepreneurship	Fundamental	8
2.	LIU07421	Records Security and Disaster Management	Core	9
3.	LIU07422	Classification	Core	10
4.	LIU07423	Systems Analysis and Design	Core	9
5.	LIU07424	Electronic Records Management	Core	9
6.	LIU07425	Marketing of Library and Information Services	Core	8
7.	LIU07426	Industrial Practical Training	Core	20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIU08101	Library Project Management	Core	12
2.	LIU08102	Management of Libraries and Information Centres	Core	12
3.	LIU08103	Legal and Professional Ethics	Fundamental	8
4.	LIU08104	Data Mining	Core	8
5.	LIU08105	Network Management and Administration	Core	10
6.	LIU08106	Multimedia Librarianship	Core	

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIU 08201	Information User Studies	Core	12
2.	LIU 08202	Mobile Computing	Core	10
3.	LIU 08203	Computer Security	Core	10
4.	LIU 08204	Knowledge Management	Core	12
5.	LIU 08205	Library Individual Project	Core	20

## Ordinary Diploma in Library and Information Studies (ODLIS)

NTA Level 5 & 6

### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIT 05104	Computer Applications in Library	Fundamental	10
2.	LIT 05103	Graphics Design	Core	10
3.	LIT 05102	Principles of Library Operations	Fundamental	10
4.	LIT 05101	Principles of Cataloguing	Core	11
5.	LIT 05105	Communication Skills and Office Practice	Core	8
6.	LIT 05106	Library Ethics	Core	8

### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIT 05208	Principles of Classification	Core	11
2.	LIT05209	Financial Planning and Budgeting	Core	8
3.	LIT 05210	Principles of Computer Maintenance	Fundamental	12
4.	LIT 05211	Preservation and Conservation of Library Resources	Core	9
5.	LIT05212	Industrial Attachment	Core	20

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIT 06101	Information Literacy	Core	10
2.	LIT06102	Principles of Database Systems	Core	10
3.	LIT 06103	Information Management Systems	Fundamental	12
4.	LIT 06104	Library Collection Development	Core	10
5.	LIT 06105	Concepts of Entrepreneurship	Core	10
6.	LIT 06112	Principles of Information Retrieval		8

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIT 06206	Disaster Management	Core	8
2.	LIT 06207	Library Archival Management	Core	12
3.	LIT 06208	System Analysis and Design	Fundamental	10
4.	LIT 06209	Basic Principles of Web Designing	Core	12
5.	LIT 06210	Information Society	Core	8
6.	LIT 06211	Marketing of Library Services		10

## Ordinary Diploma in Library and Information Studies (ODLIS)

### NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIT 04105	Basic Computer Applications in Libraries	Fundamental	12
2.	LIT 04103	Safety and Security of Library Facilities	Core	10
3.	LIT 04102	Library Resources Maintenance	Fundamental	12
4.	LIT 04101	Basic Principles of Library management	Core	12
5.	LIT 04104	Basic Communication Skills	Core	12

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	LIT 04207	Basic internet application	Core	12
2.	LIT 04208	Essential of office practice	Core	10
3.	LIT 04209	Customer care	Fundamental	11
4.	LIT 04210	Basic computer troubleshooting	Core	12
5.	LIT 04211	Elements of information retrieval	Core	9

**Bachelor Degree in Records and Information Management (BRIM)****NTA Level 7****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIU07101	Communication Skills	Core	8
2.	RIU07102	Computer Applications in Records Management	Core	10
3.	RIU07103	Accounting Principles	Fundamental	10
4.	RIU07104	Database Management Systems	Core	10
5.	RIU07105	Records Management	Core	8
6.	RIU07106	Archives administration		12

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIU07201	Principles of Management	Core	12
2.	RIU07202	Development Perspectives	Core	9
3.	RIU07203	Graphics Design	Fundamental	10
4.	RIU07204	Records Management systems	Core	10
5.	RIU07205	Records Center Automation	Core	12
6.	RIU07206	Records Management Frameworks		9

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIU07301	Preservation and Conservation of Records	Core	10
2.	RIU07302	Information management systems	Core	9
3.	RIU07303	Research Methodology	Fundamental	10
4.	RIU07304	Cataloguing and Classification	Core	12
5.	RIU07305	Web Design	Core	10
6.	RIU07306	Records Center Management		10

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIU07401	Entreprenuership	Core	10
2.	RIU 07402	Disaster Management	Core	10
3.	RIU 07403	Computer networks	Fundamental	12
4.	RIU 07403	System Analysis and Design	Core	9
5.	RIU 07405	Web Technology Management	Core	8

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIU 08101	Project Management	Core	8
2.	RIU 08102	Computer Security	Core	10
3.	RIU 08103	Computer Programming in mobile application	Fundamental	12
4.	RIU 08104	Records Retention and Disposal	Core	12
5.	RIU 08105	Quality Assuarance and Control	Core	10
6.	RIU 08106	Multimedia in Records and Archives Management		10

**Semester VI**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	RIU 08201	Computer Maintainance	Core	12
2.	RIU 08202	Human Resource Management	Core	10
3.	RIU 08203	Personnel Records Management	Fundamental	8
4.	RIU 08204	Medical Records Management	Core	8
5.	RIU 08205	Financial Records Management	Core	8
6.	RIU 08206	Legal Records Management		8
7.	RIU 08207	Land Records Management		8

**Ordinary Diploma in Records and Information Management (ODRIM)****NTA Level 5 & 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	RIT 05103	Electronic Records Management	Fundamental	8
2.	RIT 05104	Computer Applications	Core	10
3.	RIT 05105	Archives Management	Fundamental	8
4.	RIT 05101	Fundamentals of records Management	Core	8
5.	RIT 05105	Communication Skills and Office Practice	Core	8
	RIT 05102	Records Center Operations and Management		12

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	RIT 05201	Basic Management Principles	Core	8
2.	RIT 05202	Principles of Computer Maintainance	Core	12
3.	RIT 05203	Financial Planning and Budgeting	Fundamental	8
4.	RIT 05204	Records Conservation and Preservation	Core	10
5.	RIT 05205	Principles of Records Processing	Core	10
6.	RIT 05206	Industrial attachment		20

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIT06101	Personnel Records Management	Core	8
2.	RIT 06102	Principles of Database Systems	Core	12
3.	RIT06103	Records Management System	Fundamental	12
4.	RIT06104	Records and archival policies	Core	12
5.	RIT 06105	Entrepreneurship	Core	10
6.	RIT06106	Medical Records Management		8

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIT 06202	Records Retention and Disposal	Core	12
2.	RIT 06203	Legal Records Management	Core	8
3.	RIT 06204	Records Management Professional Ethics	Fundamental	10
4.	RIT 06205	Financial Records Management	Core	8
5.	RIT 06206	Land Records Management	Core	8

## Ordinary Diploma in Records and Information Management (ODRIM)

NTA Level 4

Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIT 04102	Records Preservation and Conservation	Fundamental	11
2.	RIT 04104	Basic Communication Skills	Core	8
3.	RIT 04103	Records Security Management	Fundamental	10
4.	RIT 04106	Registry Management	Core	12
5.	RIT 04105	Basic computer Applications	Core	12

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	RIT 04201	Electronic records management	Core	10
2.	RIT 04202	Essential of office practice	Core	12
3.	RIT 04203	Principle of customer care	Fundamental	11
4.	RIT 04204	Basic computer troubleshooting	Core	12
5.	RIT 04205	Basic records management laws	Core	10

## 6.3 FACULTY OF GOVERNANCE AND SECURITY STUDIES

### A. Department of Governance and Security studies

#### Master of Arts in Peace And Security Studies (MA-PSS)

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	PSG09101	Peace Building and Conflict Resolution	Fundamental	12
2.	PSG09102	National and Global Security Challenges	Core	12
3.	PSG09103	Peace and Sustainable Development	Fundamental	9
4.	PSG09104	Public International Law and Law of Armed Conflict	Core	12
5.	PSG09105	International Relations and Diplomacy	Core	9
6.	PSG09110	Research Methods in Peace and Security Studies		9

##### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	PSG09206	Disarmament, Demobilization, and Re- integration	Core	12
2.	PSG09207	Intelligence and Security	Core	9
3.	PSG09208	Gender, Peace and Security	Fundamental	12
4.	PSG09209	Human Security in Post- Conflict Interventions	Core	9
5.	PSG09210	Patriotism and National Interest	Core	12
6.	PSG09301	Dissertation		60

**Master of Business Administration In Leadership and Governance (MBA-LG)****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	LGG09101	Managing Innovation and Entrepreneurship	Fundamental	15
2.	LGG09102	Communication Skills for Leaders	Core	15
3.	LGG090103	Human resource and Organisational Behaviour	Fundamental	9
4.	IGG090104	Finance for Leaders	Core	15
5.	LGG090105	Strategic Management	Core	15

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	LGG090201	Business research methods	Fundamental	9
2.	LGG090202	leadership theories and good governance	Core	15
3.	LGG090204	Negotiation and Decision making	Fundamental	15
4.	LGG090205	Corporate Laws	Core	9
5.	LGG09301	MBA Dissertation	Core	60

**Elective Module Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	LGG090203	Project Management	Fundamental	9
2.	GG090206	Conflict Management	Core	9

**Bachelor Degree in Strategic and Security Studies (BSSS)****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	SSU 07101	Applied Mathematics	Fundamental	8
2.	SSU 07102	Environment and sustainable development	Core	9
3.	SSU 07103	Strategic Communication skills	Fundamental	9
4.	SSU 07104	Computer Application	Core	8
5.	SSU 07105	National Security	Core	11
6.	SSU 07106	Development Perspectives		9

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	SSU 07201	Statistics Approaches	Fundamental	8
2.	SSU 07202	Intelligence and Security	Core	11
3.	SSU 07203	Introduction to peace and conflict studies	Fundamental	11
4.	SSU 07204	Geo-informatics	Core	9
5.	SSU 07205	IT Strategy in security	Core	9
6.	SSU 07206	Patriotism and National Interest		11

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	SSU 07301	International Humanitarian and Law of armed conflicts	Fundamental	11
2.	SSU 07302	Research Methodology	Core	8
3.	SSU 07303	International relations and diplomacy	Fundamental	11
4.	SSU 07304	Security ethics and leadership	Core	11
5.	SSU 07305	Counter Insurgency and Internal Security	Core	11
6.	SSU 07306	Cyber security		11

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	SSU 07401	Global peace and political science	Fundamental	11
2.	SSU 07402	Geo-Political Environment	Core	11
3.	SSU 07403	International Terrorism	Fundamental	11
4.	SSU 07404	Operational Research	Core	8
5.	SSU 07405	Disaster Management and Emergency planning	Core	9
6.	SSU 07406	Practical Training		15

## Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	SSU 08101	Public Administration	Fundamental	10
2.	SSU 08102	Entrepreneurship	Core	12
3.	SSU 08103	Strategic Management	Fundamental	9
4.	SSU 08104	Operations Planning and Project Management	Core	11
5.	SSU 08105	Gender, Peace and Security	Core	13

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	SSU 08206	International Relations and Diplomacy	Fundamental	13
2.	SSU 08207	Conflict and media(Media and Military Operation)	Core	13
3.	SSU 08208	Civil Military Relations	Fundamental	13
4.	SSU 08209	Demobilization, Disarmament and Reintegration	Core	13
5.	SSU 082010	Emerging Security Issues	Core	13

## 6.4 FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### A. Department of Business Management and Procurement

#### Master of Business Administration (MBA)

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	BAG 09101	Marketing Management	Fundamental	15
2.	BAG 09102	Operation Management	Core	15
3.	BAG 09103	Organization Behaviour and Human Resources and Management	Fundamental	9
4.	BAG 09104	Managerial Finance	Core	9
5.	BAG 09105	Strategic Management	Core	15

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BAG 09201	Business research methods	Fundamental	9
2.	BAG 09202	Entrepreneurship and Innovation	Core	9
3.	BAG 09203	Managerial Economics	Fundamental	15
4.	BAG 09204	Corporate Law and Governance	Core	9
5.	BAG 09205	Project Management	Core	15
6.	BAG 09301	MBA Dissertation		60

**Bachelor Degree in Business Management (BBM)****NTA Level 7****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07105	Management Theory and Practice	Fundamental	14
2.	BMU 07104	Introduction to Accounting	Core	11
3.	BMU 07101	Business Computer Applications	Fundamental	8
4.	BMU 07102	Business mathematics	Core	9
5.	BMU 07103	Business Communication	Core	8

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07213	Marketing Management	Fundamental	15
2.	BMU 07208	Business Statistics	Core	9
3.	BMU 07211	Business Law	Fundamental	8
4.	BMU 07212	Financial Management	Core	11
5.	BMU 07210	Economics	Core	10
6.	BMU 07209	Development Perspectives		10

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07319	Consumer Behaviour	Fundamental	15
2.	BMU 07320	Marketing Research	Core	12
3.	BMU 07316	Research Methodology	Fundamental	8
4.	BMU 07317	Supply Chain Management	Core	12
5.	BMU 07318	Management Information System	Core	8

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07428	Taxation Theory and practice	Fundamental	14
2.	BMU 07407	Operations Research	Core	12
3.	BMU 07425	Entrepreneurship	Fundamental	12
4.	BMU 07427	Accounting for managers	Core	14
5.	BMU 07426	Practical Training	Core	20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 08105	Consultancy and Report writing skills	Fundamental	11
2.	BMU 08102	Human Resources Management	Core	12
3.	BMU 08103	Change management	Fundamental	12
4.	BMU 08101	Organizational Behavior	Core	14
5.	BMU 08104	Business Ethics	Core	10

### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 08213	International marketing	Fundamental	12
2.	BMU 08209	Production and Operations Management	Core	13
3.	BMU 08210	International procurement	Fundamental	12
4.	BMU 08211	Leadership and Governance	Core	12
5.	BMU 08212	Strategic Management	Core	12

**Ordinary Diploma in Business Management (ODBM)****NTA Level 5 & 6****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 05105	Stores and Stock Control	Fundamental	12
2.	BMT 05102	Introduction to Business Mathematics & Statistics	Core	10
3.	BMT 05101	Introduction to Business Management	Fundamental	12
4.	BMT 05104	Principles of Accounts	Core	12
5.	BMT 05103	Introduction to Computer Applications	Core	10

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 05209	Communication Skills and office practice	Fundamental	8
2.	BMT 05212	Customer Service	Core	12
3.	BMT 05207	Elements of Public Procurement	Fundamental	10
4.	BMT 05211	Fundamentals of Cost Accounting	Core	13
5.	BMT 05208	Supervisory Skills	Core	8
6.		Industrial Training		20

**Semester III**

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 06105	Introduction to Marketing	Fundamental	13
2.	BMT 06212	Sales Management	Core	13
3.	BMT 06101	Fundamental of Financial Accounting	Fundamental	13
4.	BMT 06102	Introduction to Business Laws	Core	10
5.	BMT 06210	Principles of Enterpreneurship	Core	13

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 06211	Introduction to Principles of Management	Fundamental	12
2.	BMT 06104	Small Business Management	Core	13
3.	BMT 06103	Presentation Skills	Fundamental	9
4.	BMT 06209	Principles of Clearing and Forwarding	Core	13
5.	BMT 06208	Principles of Economics	Core	12

## Ordinary Diploma in Business Management (ODBM)

### NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 04106	Elements of Business Mathematics & Statistics	Fundamental	10
2.	BMT 04104	Basic Store Keeping	Core	12
3.	BMT 04105	Commercial Knowledge	Fundamental	10
4.	BMT 04102	Basic Communication Skills	Core	10
5.	BMT 04103	Basic Computer Applications in Business	Core	10

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 04211	Basics of Management Practice	Fundamental	12
2.	BMT 04207	Customer Care	Core	12
3.	BMT 04208	Elements of Selling	Fundamental	12
4.	BMT 04210	Essentials of Office Practice	Core	10
5.	BMT 04209	Elements of Small Business	Core	12
6.	BMT 04101	Basic Bookkeeping		10

**Master of Business Administration in Policy Development and Execution (MBA-PDE)**  
**Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	PEG 09101	Policy Formulation and Evaluation	Core	15
2.	PEG 09102	Trade Policy and Marketing Management	Core	15
3.	PEG 09103	Human Resource and Change Management	Fundamental	9
4.	PEG 09104	Public Finance and Financial Analysis	Core	15
5.	PEG 09105	Business Policy and Strategic Management	Fundamental	15

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	PEG 09201	Research methodology	Fundamental	9
2.	PEG 09203	Discipline and policy execution	Core	15
3.	PEG 09204	Policy negotiation and conflict management	Core	9
4.	PEG 09205	Economics for development	Core	15
5.	PEG09301	MBA-Dissertation	Core	60

**Master of Business Administration in Procurement and Supplies Management (MBA-PSM)**

**Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	PSG09101	Strategic Public Procurement Management	Fundamental	15
2.	PSG09102	Operations Management	Core	15
3.	PSG09103	Organizational Behaviour & Human Resource Management	Fundamental	9
4.	PSG09104	Managerial Finance	Core	9
5.	PSG09105	Marketing Management	Core	9

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	PSG09206	Business Research Methods	Fundamental	9
2.	PSG09207	Entrepreneurship and Innovation	Core	15
3.	PSG09208	Procurement Contract Management	Fundamental	15
4.	PSG09209	Supply Chain Management	Core	15
5.	PSG09210	Procurement and Supplies Audit	Core	15
6.	PSG09211	MBA-PSM Dissertation		60

## Bachelor Degree in Procurement and Logistics Management (BPLM)

NTA Level 7

### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07101	Business Computer Application	Fundamental	8
2.	BMU 07102	Business Mathematics	Core	9
3.	BMU 07103	Business Communication	Fundamental	8
4.	BMU 07104	Introductory Accounting	Core	12
5.	BMU 07106	Physical Distribution Management	Core	12
6.	BMU 07107	Procurement Management		12

### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07208	Business Statistics	Fundamental	9
2.	BMU 07209	Development perspectives	Core	10
3.	BMU 07210	Economics	Fundamental	10
4.	BMU 07211	Business Laws	Core	8
5.	BMU 07212	Financial Management	Core	11
6.	BMU 07214	Inventory management		12
7.	BMU 07215	Warehouse Management		12

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07316	Research methodology	Fundamental	8
2.	BMU 07317	Supply Chain Management	Core	12
3.	BMU 07318	Management Information system	Fundamental	8
4.	BMU 07321	Cost Accounting	Core	11
5.	BMU 07322	Fundamentals of Marketing	Core	10
6.	BMU 07323	Public Procurement		12

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 07424	Operations Research	Fundamental	9
2.	BMU 07425	Entrepreneurship	Core	12
3.	BMU 07426	Industrial practical Training	Fundamental	20
4.	BMU 07429	Public Procurement II	Core	12
5.	BMU 07430	Business Ethics and Governance	Core	10

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 08107	Procurement Contracts Management	Fundamental	13
2.	BMU 08108	International Logistics and Transport	Core	13
3.	BMU 08106	Negotiation Skills	Fundamental	12
4.	BMU 08102	Human Resource Management	Core	10
5.	BMU 08101	Organizational Behavior	Core	13

### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMU 08217	Procurement and Supplies Audit	Fundamental	13
2.	BMU 08216	International Procurement	Core	12
3.	BMU 08214	Strategic Procurement and Supply Chain Management	Fundamental	12
4.	BMU 08215	Fundamentals of e-procurement	Core	10

5.	BMU 08209	Production and Operations Management	Core	13
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### Ordinary Diploma in Procurement and Logistics Management (ODPLM)

**NTA Level 5 & 6**

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 05102	Introduction to Business Mathematics & Statistics	Fundamental	10
2.	BMT 05101	Introduction to Business Management	Core	10
3.	BMT 05104	Principles of Accounts	Fundamental	10
4.	BMT 05103	Introduction to Computer Applications	Core	8
5.	BMT 05106	Purchasing Principles and Practice	Core	12
6.	BMU 07107	Procurement Management		12

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 05209	Communication Skills and Office Practice	Fundamental	8
2.	BMT 05207	Elements of Public Procurement	Core	10
3.	BMT 05211	Fundamentals of Cost Accounting	Fundamental	8
4.	BMT 05213	Introduction to Logistics Operations	Core	10
5.	BMT 05208	Supervisory Skills	Core	8
6.	BMT 05105	Stores and Stock Control		12
7.	BMT 05210	Industrial Training		20

#### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 06101	Fundamental of Financial Accounting	Fundamental	13
2.	BMT 06102	Introduction to Business Law	Core	10
3.	BMT 06103	Presentation Skills	Fundamental	9
4.	BMT 06106	Public Procurement	Core	13
5.	BMT 06107	Transport Operations	Core	13

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT06208	Principles of Economics	Fundamental	12
2.	BMT 06209	Clearing and Forwarding	Core	13
3.	BMT 06210	Principles of Entrepreneurship	Fundamental	12
4.	BMT 06211	Introduction to Principles of Management	Core	12
5.	BMT 06213	Principles of Warehousing	Core	13

#### Ordinary Diploma in Procurement and Logistics Management (ODPLM)

##### NTA Level 4

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 04101	Basic Book Keeping	Fundamental	10
2.	BMT 04102	Basic Communication Skills	Core	10
3.	BMT 04103	Basic Computer Application in Business	Fundamental	10
4.	BMT 04104	Basic Store Keeping	Core	12
5.	BMT 04105	Commercial Knowledge	Core	10
6.	BMT 04106	Element of business Mathematics & Statics		10

##### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 04207	Customer Care	Fundamental	12
2.	BMT 04208	Element of Selling	Core	12
3.	BMT 04209	Element of Small Business	Fundamental	12
4.	BMT 04210	Essentials of Office Practice	Core	10
5.	BMT 04212	Basic Purchasing Principles	Core	12

## **Master of Science in Human Resource Management (MSc-HRM)**

### **Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	HRG09101	Organizational Behaviour and Human Resource Management	Fundamental	15
2.	HRG09102	Statistics and Decision Making	Core	9
3.	HRG09103	Human Resource Information System	Fundamental	12
4.	HRG09104	Performance and Compensation Management	Core	15
5.	HRG09105	Strategic Management	Core	9

### **Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	HRG09206	Human Resource Planning	Fundamental	15
2.	HRG09207	Labour Laws and Industrial Relations	Core	9
3.	HRG09208	Human Resources Analytics	Fundamental	12
4.	HRG09209	Social Science Research Methods	Core	15
5.	HRG09210	Accounting for Managers	Core	9
6.	HRG09211	MSc.HRM Dissertation		60

## **Bachelor Degree in Human Resource Management (BHRM)**

### **NTA Level 7**

### **Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	HRU 07102	Development studies	Fundamental	9
2.	HRU 07101	Human Resource Management	Core	13
3.	HRU 07103	Communication Skills and Report writing	Fundamental	10
4.	HRU 07104	Principles and Practice of Management	Core	12
5.	HRU 07105	Administrative Law	Core	10
6.	HRU 07106	Business Information System		12

## Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRU 07207	Local Government Administration	Fundamental	12
2.	HRU 07208	Public Administration	Core	12
3.	HRU 07209	Financial Accounting	Fundamental	10
4.	HRU 07210	Principles of Economics	Core	10
5.	HRU 07211	Business Mathematics and statistics	Core	10

## Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRU 07312	Public Service Delivery	Fundamental	12
2.	HRU 07313	Change and Organizational Development	Core	12
3.	HRU 07314	Strategic Human Resource Management	Fundamental	13
4.	HRU 07315	Industrial Relation	Core	12
5.	HRU 07316	Financial Management	Core	12
6.	HRU 07317	Organization Behaviour		12

## Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRU 07418	Labour law	Fundamental	10
2.	HRU 07419	Human Resource planning	Core	13
3.	HRU 07420	Office Practice and Records Management	Fundamental	12
4.	HRU 07421	Recruitment and Selection	Core	12
5.	HRU 07422	Research Methodology	Core	12
6.	HRU 07423	Field Report		10

## Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRU 08101	Workforce Training and Development	Fundamental	13
2.	HRU 08102	Human Resource Performance Management	Core	15

3.	HRU 08103	Human Resource Information System	Fundamental	13
4.	HRU 08104	Business Entrepreneurship skills	Core	12
5.	HRU 08105	Human Resource Consultancy	Core	10

### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRU 08206	Project Management	Fundamental	10
2.	HRU 08207	Public Policy	Core	12
3.	HRU 08208	Compensation and Benefits Management		13
4.	HRU 08209	Human Resource Auditing		10
5.	HRU 08210	Workplace Health and safety management		13
6.	HRU 08211	International Human Resource Management		10

### Diploma in Human Resource Management (ODHRM)

NTA Level 5 & 6

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRT 05101	Human Resource Management	Fundamental	12
2.	HRT 05102	Recruitment and Selection	Core	12
3.	HRT 05103	Workplace Health and Safety	Fundamental	12
4.	HRT 05104	Information Communication Technology	Core	10
5.	HRT 05105	Elements and Functions of Management	Core	10
6.	HRT 05106	Administrative Law		10

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRT 05207	Employee Reward Management	Fundamental	12
2.	HRT 05208	Cost accounting Management	Core	10
3.	HRT 05209	Element of Organizational Behaviour		12
4.	HRT 05210	Communication Skills and office Practice		10
5.	HRT 05211	Field Practical		10

**Semester III**

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRT 06101	Human Resource Planning and Appraisal	Fundamental	15
2.	HRT 06102	Sales Management	Core	10
3.	HRT 06103	Job design and Analysis		15
4.	HRT 06104	Leadership Theories and Practice		11
5.	HRT 06105	Training and Development		15

**Semester IV**

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRT 06206	International Human Resource Management	Fundamental	10
2.	HRT 06207	Business Ethics and Governance	Core	12
3.	HRT 06208	Labor Law and Industrial Relations		12
4.	HRT 06209	Entrepreneurship		10
5.	HRT 06210	Presentation Skills		10

**Diploma in Human Resource Management (ODHRM)****NTA Level 4****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRT 04102	Basic of Computer Application in Business	Fundamental	10
2.	HRT 04103	Basic of Communication Skills	Core	10
3.	HRT 04104	Elements of Employment Law	Fundamental	13
4.	HRT 04105	Essentials of office practice	Core	12
5.	HRT 04101	Basic of Human Resource Management	Core	15

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	HRT 04206	Elements of Entrepreneurship	Fundamental	12
2.	HRT 04207	Basic of Industrial Relation	Core	14
3.	HRT 04208	Basic of Training and Development		14
4.	HRT 04209	Basic of Management Practice		10
5.	HRT 04210	Element of Book-keeping		10

**B. Department of Tourism and Hospitality Studies**

**Bachelor Degree in Tourism and Hospitality Management with Apprenticeship (BTHA)**  
**NTA Level 7**  
**Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	THU 07101	Fundamentals Tourism	Fundamental	9
2.	THU 07102	Fundamentals of Hospitality Management	Core	9
3.	THU 07103	Fundamentals of English Grammar and Structure	Fundamental	8
4.	THU 07104	Information and Communication Technology	Core	8
5.	THU 07105	Sustainable Tourism	Core	12
6.	THU 07106	Tourism Geography		6

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	THU 07207	Business Communication Skills	Fundamental	8
2.	THU 07208	Food and beverage service management	Core	14
3.	THU 07209	Food Production		14
4.	THU 07210	Tour Management		14
5.	THU 07211	Tourism and Hospitality Safety and Security		12
6.	THU 07212	Menu planning and Costing		6

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	THU 07313	Entrepreneurship and product development	Fundamental	10
2.	THU 07314	Contemporary Issues	Core	10
3.	THU 07315	Customer Care and Cross Cultural Issues		12
4.	THU 07316	Business Mathematic		8
5.	THU 07317	Tourism and Hospitality Economics		8
6.	THU 07318	Behavioral Studies for Tourism and Hospitality Management		10

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	THU 07419	Computer Application for tourism and hospitality industry	Fundamental	9
2.	THU 07420	Tourism and Hospitality Marketing	Core	8
3.	THU 07421	Accomodation Management		14
4.	THU 07422	Managing Travel Business		12
5.	THU 07423	Event Management		9
6.	THU 07424	Tourism and Hospitality Operational Management		10

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	THU 08101	Tourism and Hospitality Revenue Management	Fundamental	10
2.	THU 08102	Product and Service Quality Management	Core	8
3.	THU 08103	Applied Research		12
4.	THU 08104	Tourism and Hospitality Policy and Planning		12
5.	THU 08105	Tourism and Hospitality law		8
6.	THU 08106	Fundamentals of wildlife tourism		10

## Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	THU 08207	Tourism and Hospitality Facility Management	Fundamental	10
2.	THU 08208	Project and Business Management	Core	18
3.	THU 08209	Human Resources Management		10
4.	THU 08210	Tourism and hospitality Strategic Leadership		8
5.	THU 08211	Tourism Destination Management		8
6.	THU 08212	Fundamentals of Recreation and Leisure		6

## Bachelor Degree in Marketing and Public Relations (BMPR)

### NTA Level 7

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPU 07101	Public relations writing	Core	11
2.	MPU 07102	Business Mathematics	Fundamental	9
3.	MPU 07103	Business Communication	Fundamental	8
4.	MPU 07104	Management Theory and Practice	Core	14
5.	MPU 07105	Business Computer Application	Core	8

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPU 07206	Event and Campaign Management	Core	11
2.	MPU 07207	Financial Management	Fundamental	9
3.	MPU 07208	Development Perspective	Fundamental	10
4.	MPU 07209	Marketing Management	Core	14
5.	MPU 07210	Business and Media Law	Fundamental	8
6.	MPU 07211	Customer Relationship Management	Core	10

### Semester III

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPU 07312	Research Methodology	Fundamental	8
2.	MPU 07313	Management Information System	Fundamental	8
3.	MPU 07314	Marketing Research	Core	15
4.	MPU 07315	Consumer Behavior	Core	14
5.	MPU 07316	Public Relations Management	Core	12

### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPU 07417	Public Relations and Media	Core	9
2.	MPU 07418	Marketing Distribution System	Core	14
3.	MPU 07419	Entrepreneurship	Core	12
4.	MPU 07420	Accounting for Managers	Fundamental	14
5.	MPU 07421	Practical Training	Core	20

### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPU 08101	Consultancy and Reporting skills	Fundamental	11
2.	MPU 08102	Strategic Management	Core	12
3.	MPU 08103	Sales and Retail management	Core	12
4.	MPU 08104	Marketing and Service	Core	14
5.	MPU 08105	Strategic Public Relation	Core	10

### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPU 08206	Corporate Public Relation	Core	12
2.	MPU 08207	Brand Management	Core	13
3.	MPU 08208	Strategic Management	Fundamental	12
4.	MPU 08209	Business Planning and Development	Core	12
5.	MPU 08210	International Marketing	Core	12

**Ordinary Diploma in Marketing and Public Relations (ODMPR)****NTA Level 5 & 6****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPT 05102	Elements of Computer Applications	Core	8
2.	MPT 05103	Elements of Business Management	Fundamental	10
3.	MPT 05104	Stores and Stock Control	Fundamental	12
4.	MPT 05105	Principles of Accounts	Core	10
5.	MPT 05101	Principles of Business Mathematics &Statistics	Core	10

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPT 05206	Element of Public Procurement	Core	8
2.	MPT 05207	Principles of Marketing	Fundamental	11
3.	MPT 05208	Communication skills and office Practice	Fundamental	8
4.	MPT 05209	Customer Service	Core	11
5.	MPT 05210	Principles of Public relations and advertising	Fundamental	12
6.	MPT 05211	Industrial Practical Training	Core	20

**Semester III**

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPT 06101	Principles of Marketing	Core	13
2.	MPT06102	Presentation Skills	Fundamental	9
3.	MPT06103	Principles of Business Law	Fundamental	10
4.	MPT06104	Small Business Management	Core	13
5.	MPT06105	Fundamentals of Financial Accounting	Fundamental	13

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPT 06206	Principles of Management	Core	12
2.	MPT06207	Principles of Public relations	Fundamental	13
3.	MPT 06208	Sales Management	Fundamental	12
4.	MPT06209	Principles of Economics	Core	12
5.	MPT 06210	Principles of Entrepreneurship	Fundamental	13

#### Ordinary Diploma in Marketing and Public Relations (ODMPR)

NTA Level 4

#### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPT 04102	Basic Communication Skills	Core	10
2.	MPT 04103	Basics of Computer Applications	Fundamental	12
3.	MPT 04104	Basic Store Keeping	Fundamental	12
4.	MPT 04105	Basic of Trade and Commerce	Core	10
5.	MPT 04106	Elements of Business Mathematics & Statistics	Core	10
6.	MPT 04101	Basic Book keeping		10

#### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	MPT 04207	Services Marketing	Core	12
2.	MPT 04208	Basic Marketing sells Force Management	Fundamental	12
3.	MPT 04209	Elements of Public Relations	Fundamental	12
4.	MPT 04210	Essentials of Office Practice	Core	8
5.	MPT 04211	Elements of Marketing	Fundamental	12

**Ordinary Diploma in Business Management with Chinese (ODBMC)****NTA Level 5 & 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BMT 05105	Stores and Stock Control	Core	12
2.	GST 05101	Introduction to Business Mathematics & Statistics	Fundamental	8
3.	BMT 05101	Introduction to Business Management	Fundamental	8
4.	BMT 05104	Principles of Accounts	Core	12
5.	ITT 05103	Introduction to Computer Applications	Core	8
6.	GST 05222	Introductory Comprehensive Chinese		9

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BMT 05212	Customer Service	Core	8
2.	BMT 05207	Elements of Public Procurement	Fundamental	8
3.	BMT 05211	Fundamentals of Cost Accounting	Fundamental	8
4.	GST 05220	Supervisory and Communication	Core	8
5.	GST 05223	Introductory Chinese Listening and Speaking	Fundamental	9
6.	GST05120	Principles of Comprehensive Chinese	Core	9
7.		Industrial Training		20

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	BMT 06105	Introduction to Marketing	Core	11
2.	BMT 06111	Fundamentals of Cost Accounting	Fundamental	10
3.	GST 06121	Intermediate Comprehensive Chinese	Fundamental	11
4.	GST06131	Introduction to Business law	Core	10
5.	GST 06122	Intermediate Chinese Reading and Writing	Fundamental	11
6.	AFT 06101	Fundamentals of Financial Accounting		10

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	GST 06223	Advanced Comprehensive Chinese	Core	12
2.	BMT 06209	Principles of Clearing and Forwarding	Fundamental	11
3.	BMT 06212	Sales Management	Fundamental	11
4.	GST 06224	Introduction to Chinese Culture	Core	12
5.	BMT 06210	Principles of Entrepreneurship	Fundamental	11

#### Ordinary Diploma in Business Management with Chinese (ODBMC)

##### NTA Level 4

##### Semester I

S/N	Module Code	Module Title	Class	Credit Hours
1.	GST 04110	Basic Comprehensive Chinese	Core	10
2.	BMT 04105	Commercial Knowledge	Fundamental	10
3.	BMT 04101	Basic Booking keeping	Fundamental	8
4.	ITT 04102	Basic Computer Applications in Business	Core	8
5.	GST 04111	Basic Chinese listening and Speaking	Core	10
6.	GST 04105	Basic Communication Skills		8
7.	GST 04103	Elements of business Mathematics and Statistics		10

##### Semester II

S/N	Module Code	Module Title	Class	Credit Hours
1.	BMT 04207	Customer Care	Core	10
2.	BMT 04211	Basics of Management Practice	Fundamental	10
3.	GST 04212	Elementary Comprehensive Chinese	Fundamental	10
4.	BMT 04204	Basic store Keeping	Core	8
5.	GST 04213	Elementary Chinese Listening and Speaking	Fundamental	10
6.	BMT 04209	Elements of Small Business management		10

**C. Department of Education and Communication Studies****Masters in Education Management (MEM)****NTA Level 9****Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	EMG09101	Educational Leadership	Core	9
2.	EMG09102	Teaching and Learning Management	Fundamental	15
3.	EMG09103	E-Learning in Education Management	Fundamental	9
4.	EMG09104	Research Methodology in Education	Core	15
5.	EMG09105	Curriculum Development	Core	15

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	EMG09201	Management of Educational Organization	Core	9
2.	EMG09202	Education Planning and Management	Fundamental	15
3.	EMG09203	Resource Management in Education	Fundamental	15
4.	EMG09204	Educational Policy and Practice	Core	9
5.	EMG09205	Legal Issues in Education	Fundamental	15
6.	EMG09206	Dissertation	Core	60

**Bachelor Degree in Education with Computer Science (BECS)****NTA Level 7****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ECU 07101	Business Communication	Core	8
2.	ECU 07102	Business Computer Applications	Fundamental	8
3.	ECU 07103	Computer Fundamentals	Fundamental	10
4.	ECU 07105	Database systems	Core	12
5.	ECU 07106	Blended Learning	Core	8
6.	ECU 07107	Lifelong learning		6
7.	ECU 07108	Foundation of education		6
8.	ECU 07109	Psychology of education		6

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ECU 07210	Computer Networking	Core	12
2.	ECU 07211	Development Studies	Fundamental	8
3.	ECU 07214	Early Childhood Education(ECE)	Fundamental	6
4.	ECU 07212	Computer Graphics Design	Core	8
5.	ECU 07213	Principles of programming	Fundamental	12
6.	ECU 07215	Technical methods in computer science	Core	6
7.	ECU 07216	Educational Media and Technology		6
8.	ECU 07217	Teaching Practice 1		20

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Class</b>	<b>Credit Hours</b>
1.	ECU 07318	Sociology of education	Core	6
2.	ECU 07319	Human growth and development	Fundamental	6
3.	ECU 07320	Research methodology	Fundamental	9

4.	ECU 07321	Object oriented programme	Core	12
5.	ECU 07322	Web design	Fundamental	8
6.	ECU 07323	Measurement and evaluation in education	Core	6
7.	ECU 07324	Curriculum development and Evaluation		6

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	ECU 07425	Information Security	Core	8
2.	ECU 07426	Internet Programming and applications	Fundamental	10
3.	ECU 07427	System analysis and design	Fundamental	8
4.	ECU 07428	Special and inclusive education	Core	6
5.	ECU 07429	Educational guidance and counseling	Fundamental	6
6.	ECU 07430	Teaching Practice 2	Core	20

#### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	ECU 08101	Open source software Development	Core	8
2.	ECU 08102	Network Management and Admininstration	Fundamental	12
3.	ECU 08103	Interactive Multimedia	Fundamental	8
4.	ECU 08104	Principles of Consultancy in Education	Core	9
5.	ECU 08105	Principles of Classroom management	Fundamental	9

#### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	ECU 08206	Educational Software Individual Project	Core	15
2.	ECU 08207	Professionalism and Ethical Issues in Education	Fundamental	9
3.	ECU 08208	Educational Policy Analysis and Implementation	Fundamental	9
4.	ECU 08209	Adult Education and Learning	Core	12
5.	ECU 08210	School Manangement	Fundamental	12
6.	ECU 08211	Community Education and Development		12
7.	ECU 08212	Industrial Training in Computer Science		20

**C. Department of Education and Communication Studies**  
**Bachelor Degree in Multimedia and Masscommunication (BMM)**  
**NTA Level 7**  
**Semester I**

S/N	Module Code	Module Title	Class	Credit Hours
1.	MCU 07101	Introduction to Communication Skills	Core	8
2.	MCU 07102	Foundations of Computer Applications	Fundamental	8
3.	MCU 07103	News Production	Fundamental	11
4.	MCU 07104	Introduction to Multimedia Writing	Core	11
5.	MCU 07105	Principles of Broadcasting	Core	9
6.	MCU 07106	Statistics		8

**Semester II**

S/N	Module Code	Module Title	Class	Credit Hours
1.	MCU 07207	Communication Theory	Core	9
2.	MCU 07208	Development Perspectives	Fundamental	8
3.	MCU 07209	Digital Audio & Video Production	Fundamental	12
4.	MCU 07210	Newsroom Practice	Core	9
5.	MCU 07211	Introduction to Public Relations	Fundamental	9
6.	MCU 07212	Radio and TV Programming	Core	12

**Semester III**

S/N	Module Code	Module Title	Class	Credit Hours
1.	MCU 07313	Media Law & Regulations	Core	8
2.	MCU 07314	Research Methodology	Fundamental	9
3.	MCU 07315	Digital Photography	Fundamental	11
4.	MCU 07316	Critical Thinking	Core	8
5.	MCU 07317	Social Media Publishing	Fundamental	11
6.	MCU 07318	Graphics and Web Design	Core	11

#### Semester IV

S/N	Module Code	Module Title	Class	Credit Hours
1.	MCU 07419	Social and Ethical Issues in Media	Core	8
2.	MCU 07420	Media Management & Organization	Fundamental	9
3.	MCU 07421	Entrepreneurship	Fundamental	12
4.	MCU 07422	International Journalism	Core	9
5.	MCU 07423	Data Journalism	Fundamental	11
6.	MCU 07424	Industrial Practical Training	Core	20

#### Semester V

S/N	Module Code	Module Title	Class	Credit Hours
1.	MCU 08101	Digital Media	Core	15
2.	MCU 08102	Principles of Copywriting	Fundamental	15
3.	MCU 08103	E-Commerce and Technology	Fundamental	10
4.	MCU 08104	Life Skills	Core	8
5.	MCU 08105	Computer Security	Fundamental	10

#### Semester VI

S/N	Module Code	Module Title	Class	Credit Hours
1.	MCU 08201	International Mass Communication	Core	10
2.	MCU 08202	Social Communication Skills	Fundamental	15
3.	MCU 08203	Social Psychology	Fundamental	8
4.	MCU 08204	Interactive Multimedia	Core	10
5.	MCU 08205	Individual Project	Fundamental	20

# **CHAPTER SEVEN:**

## **BUSINESS START-UP CENTRE**

### **About IAA Business Start-Up Centre**

IAA Business Start Up Centre is an Incubator under the Institute of Accountancy Arusha that creates a home for start-ups, entrepreneurs and innovators students from the Institute of Accountancy Arusha (Certificate to Masters level). It was officially launched on the 6th December, 2019 and so far, has been beneficial to more than 250 youth students and non-students.

Over the past few years many students and graduates from the Institute of Accountancy Arusha have shown interest in entrepreneurship and business. Apart from the good academic offerings received from various programs offered by the Institute these students and graduates have been struggling to enter the entrepreneurship and business world. Translating theories and concepts taught in class might need little support so as to fit in the real environment. For this case some of them fail along the way due to various challenges faced.

These candidates are doing their best in entrepreneurship and have their own innovative and creative touches that differentiate them from other players in the competitive market. These efforts caught the attention of the Institute and hence decided to start an incubation Centre that will allow some of these candidates to have a smooth transition of their ideas and start-ups to a more productive and sustainable business venture.

### **Why IAA Business Start Up Centre**

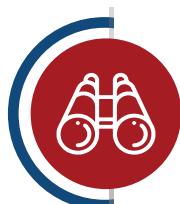
Entering the business world has never been easy especially for youth in higher learning Institutions or those that have just graduated. The difficulties come from various angles including lack of required skills, lack of right information, lack of start-up capital, lack of affordable working space, lack of knowledge and access to successful persons in similar businesses and many more. For this case the Institute of Accountancy Arusha established a business incubator that hosts youth students from the Institute in undertaking their entrepreneurial projects. This incubator aims at taking the youth through idea improvement and ensuring that the idea moves to a start-up and finally graduate to a profitable business.

Moreover, the business incubator also assists youth to be more innovative and creative so that they bring to the market something that differentiate them from the other players in the market. The incubator starts with germination (ideas), start-ups and eventually profitable companies that are looking for a particular type of facility. Every level has an

expected outcome in a defined time that marks the incubatee graduating from the level. The number of incubates depend on available resources.

Furthermore, the incubator have different programmes running throughout the year, some will are short term and others are long terms. It also works with different partners in the business, entrepreneurship, technology, innovation and creativity ecosystem from in and out of the country. This ensures that incubates are exposed to the right resources so as to build a success story.

The incubator is a place where the outside world meets with talented students who want to become entrepreneurs. External stakeholders (government, SME's, corporates etc.) present their challenges and interact with lectures, students and start-ups. The incubator is the ecosystems of Arusha where all kind of ideas arise and where all type of professionals work to improve the social and entrepreneurial environment of Arusha.



#### **IBSUC Vision**

A leading center for nurturing innovative ideas into thriving businesses-



#### **IBSUC Mission**

The landing place where business, professionals and youth connect, get inspired and are helped to develop new businesses for rapid social and economic development.

#### **Objectives of IAA Business Start-Up Centre**

Creating an incubator program that will give students entrepreneurial skills, knowledge and change of mindset, preparing them for life after college and stimulate them to set up their own businesses.

### **Specific Objectives are:**

1. To support youth with entrepreneurship, business and innovation ideas to move from an idea to a prototype and business start-up.
2. To link business start-ups with required resources (knowledge; funds; networks).
3. To promote self-employment for graduating candidates.

### **Services offered by IBSUC**

1. Credible business address
2. Affordable working space and tools
3. Meeting venues
4. Capacity Building
  - a. Coaching
  - b. Mentorship
  - c. Training and Workshops
  - d. Study visits
  - e. Presentations and demonstrations
5. Link to business development services (BDS)
6. Networking

### **Target Groups**

1. Startup & students 90%
  - IAA Students
2. External youth 10 %
  - Alumni
  - Existing Alumni companies
  - SME' form nearby community
  - All sectors: Tourism/  
Construction/ Agriculture/  
Banks etc.

### **IAA Business Start Up Centre Programmes**

IAA Business Start Up Centre programs run various incubation programs intended to mould the Start Ups so that they can be able to perform their entrepreneurship activities with the right skills, mind set and knowledge. These programs based on various areas grouped in cohorts distributed as

1. Business Entrepreneurship Incubation Program,
2. Social Entrepreneurship Incubation Program
3. Leadership Incubation Program
4. Innovation/Talent/ Industry Specific Incubation Program.

### **Partnering Institutions**

IBSUC welcomes various Institutions, Organizations, Firms, student's clubs and leadership to partner with them in execution of its plans. The Institutions could partner with the Centre in various ways that bring a win situation. Sourcing of the partnering organization could be through direct approach to the Institutions by the Centre but also through the Institutions approaching the Centre directly.

# **CHAPTER EIGHT: ASSESSMENT OF STUDENTS' PERFORMANCE REGULATIONS 2022**

**(Made under Section 22 of the IAA Act [Cap. 240 R.E. 2002])  
March 2022**

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

**1. Citation and Commencement**

These Regulations may be cited as the Institute of Accountancy Arusha, Assessment of Student's Performance Regulations, 2022 (Revised) and shall come into operation on such date as shall be approved by the Council.

**2. Application**

Unless otherwise stated, these regulations shall apply to students of the Institute of Accountancy Arusha.

**3. Interpretation**

In these Regulations unless the context requires otherwise

“Academic Appeals Committee” means the committee established by regulation 7 of these regulations.

“Academic Assessment” means any mode or combination of modes of measuring student’s performance in a course or a module against aims and objectives of that course or module and shall include course works, semester/trimester/block examinations and or field reports, projects, theses and dissertations.

“Academic Board” means an administrative organ established by Regulation 5 of these regulations

“Academic Board Secretariat” means an administrative organ established by Regulation 6 of these regulations

“Academic department” means Business Management Department, Accounting and Finance Department, General Studies Department, Library and Information studies Department and Informatics Department.

“Academic Programme” means any theoretical and/or practical programme of studies which leads to National Technical Award to students after successful completion of its requirements and shall also include any other award existing at the time of approval of these regulations.

“Academic Staff Association” means an association formed by the academic staff of the Institute of Accountancy Arusha.

“Academic Year” means such period relating to any academic programme conducted by the Institute, as the Governing Council may determine.

“Act” means the Institute of Accountancy Arusha Act [Cap. 240 R.E. 2002]

“Admissions officer” means an officer of the Institute designated to handle applications and enrolment of students under the supervision of the Registrar.

“Average” means a sum of numerical values divided by the number of the values.

“Award” means any conferment granted upon students under regulation 10 including any other conferment designated, from time to time, by the Council for such purpose.

“Campus Manager” means a senior officer in charge of Institute’s campus other than the main campus.

“Collaborative Programme” means a programme offered by the Institute in collaboration with another Academic Institution.

“Council” means the Governing Council of the Institute established by s. 5 of the Act.

“Coursework” means any mode of assessment excluding end of semester/trimester/block examinations, used to test a student during the semester and which shall contribute to student’s academic assessment for progression and an award.

“Departmental Examiners’ Committee (DEC)” means a committee established by Regulation 4 of these regulations.

“Deputy Rector – Academics Research and Consultancy” means a senior officer of the Institute designated to handle Academic, Research and Consultancy matters of the Institute

“Examinations” means regular end of semester/trimester/block examination, supplementary and special examinations except where regulation 23 (7) herein defines otherwise

“Examination Irregularity” means any conduct committed by a candidate in the course of examination that violates these regulations.

“Examinations officer” means an officer designated to handle examinations under the supervision of the Registrar

“Grade Point” means a numerical value assigned to a letter grade earned by a student for an assessed module.

“Grade Point Average (GPA)” means cumulative grade point index that is used to determine student’s academic standing.

“He” refers to male as well as female beings mentioned in these regulations

“Institute” means the Institute of Accountancy Arusha established by s. 3 of the Act.

“National Technical Awards (NTA)” means NACTVET qualifications for technical oriented education at non-university tertiary institutions. Each NTA qualification includes a detailed description of the required competencies.

“National Council for Technical and Vocational Education and Training (NACTVET)” means a regulatory authority for non-university tertiary institutions.

“Persons with disabilities” means all persons with disabilities including those who have long-term and short-term physical disabilities, mental, specific learning difficulties (e.g. dyslexia or dyspraxia), medical condition (e.g. epilepsy) intellectual or sensory impairments which, in interaction with various attitudinal and environmental barriers, hinders their full and effective participation in society on an equal basis with others.

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

“Registrar” means the Head of the Academic Administration Services.

“Review of examination” means a formal assessment of examination results with the intention of instituting a change if necessary, as provided for by regulation 26 of these Regulations.

“Special examination arrangement” means the arrangement that will enable the student to demonstrate his knowledge and understanding of the modules notwithstanding his disability or specific learning difficulty.

“Student or candidate” means any person admitted to the Institute to pursue any academic programme other than short term programmes.

“Weight of a module” is defined as the number of credit hours assigned to the module.

“Weighted average” means a summation of the product of grade points and credit hours for all taught modules in a particular programme divided by the total credit hours of the modules.

## **PART II**

### **INSTITUTIONAL ARRANGEMENTS**

#### **4. The Departmental Examiners' Committee**

1. There is hereby established a Departmental Examiners' Committee which shall consist of:
  - a. The Head of Department or Campus Manager who shall be the Chairperson.
  - b. The Coordinator or associate HOD or appointed member who shall be the secretary to the Committee.
  - c. The Head of Department – Examinations and or his representative.
  - d. All academic members of the department and any other person(s) who facilitated a module(s) in the department during the relevant block, trimester or semester.
  - e. All part-time instructors who participated in teaching in the relevant department and semester, block or trimester.
  - f. The Head of Department may co-opt any other member of the academic or administrative staff to attend at any meeting of the Committee if it is considered that his presence would be beneficial to the deliberations of the Committee.
2. The functions of the Departmental Examiners' Committee shall be;
  - a. To deliberate on the examination results in the view of the existing examination regulations.
  - b. To check accuracy of the compilation of scores and to round up or down the marks to the nearest one unit.
  - c. To identify and discuss causes for students' performance.
  - d. To recommend to the Academic Board on the Examination Results.
  - e. To advise the Academic Board on all matters regarding the conduct of examinations of the Institute.
  - f. To deal with borderline cases and standardization.

#### **5. The Academic Board**

1. There is hereby established an Academic Board which shall consist of:
  - a. The Rector, who shall be the Chairperson.
  - b. The Deputy Rector – Academic, Research and Consultancy who shall be the Secretary to the Academic Board who may appoint others to form a secretariat.
  - c. Deputy Rector – Planning, Finance and Administration

- d. The Director for Undergraduate Studies.
  - e. The Director for Postgraduate Studies.
  - f. The Registrar
  - g. The Head of Department - Admissions.
  - h. The Head of Department - Examinations.
  - i. All Heads of Academic Departments.
  - j. The Managers of Institute's campuses and academic centres.
  - k. The Institute's Legal Secretary.
  - l. Manager for Quality Assurance and Control Unit.
  - m. Information and Communication Technology manager
  - n. Library Service Manager
  - o. Dean of Students
  - p. Two Academic staff representatives as elected by the Academic Staff Association
  - q. The President of the Students' Government.
  - r. The Minister responsible for Academic Affairs in the Students' Government.
  - s. Head(s) of Academic Affairs from collaborative Institutions
2. The Chairperson may co-opt other member(s) of the academic staff or student of the Institute to attend at any meeting or meetings of the Board if it is considered that their presence would be beneficial to the deliberations of the Academic Board.
3. The Powers and Functions of the Academic Board:
- a. To receive and deliberate on all examination results.
  - b. To ensure that rules and regulations governing examinations are followed and observed by all candidates.
  - c. To ensure that each and every programme strictly follows the examination policy and regulations.
  - d. To investigate on issues of special significance involving any candidate, invigilator, staff, and or any other person, individually, in relation to examinations. In so doing the Academic Board shall mandate the Examination Irregularity Committee to carry out the task and report to the Academic Board.
  - e. To approve the publication of the provisional examination results for all programmes before being submitted to the Academic Affairs Committee of the Council for endorsement.
  - f. To scrutinize and approve students' admissions.
  - g. To deliberate on academic and quality issues raised by the Quality Assurance and Control Unit.
  - h. Without prejudice to the generality of the foregoing functions, the Academic Board shall assist the Rector on all academic matters of the Institute.

## **6. The Academic Board Secretariat**

- (1). There is hereby established an Academic Board Secretariat which shall consist of:
  1. The Deputy Rector – Academic, Research and Consultancy who shall be the chairperson
  2. Manager of Quality Assurance and Control Unit
  3. Director of Undergraduate Studies
  4. Director of Postgraduate Studies
  5. Heads of Academic Departments
  6. Head of Admissions Department
  7. Head of Examination Department.
  8. Campus Managers
  9. Legal Secretary
  10. Registrar – Secretary.
  
- (2) The Powers and Functions of the Academic Board Secretariat:
  1. To check accuracy of DEC reports for submission to the Academic Board.
  2. To check the reviewed students' Examinations appeals results and submit a report to the Academic Board for noting.
  3. To check handling of examination cases and submit to Academic Board for noting or decision making.
  4. Check reports on pre and post moderation of examination from quality assurance unit and make recommendation to Academic Board for decision.
  5. To check reviewed examination rules, conducts and regulations.

## **7. The Academic Appeals Committee**

- (1) (a) There is hereby established an Academic Appeals Committee that shall consist of five members.  
(b) The Rector or his representative shall be the chairperson of the Academic Appeals Committee, provided that the DR-ARC shall not be such representative.  
(c) The members of the Academic Appeals Committee shall include two representatives nominated by the Academic Staff Association and approved by the Academic Board.  
(d) Student members of the Academic Appeals Committee shall be the Vice President and the Deputy Minister for Academic Affairs in the Students' Government whereas the students are not appellants. In the event that the students are the appellants, the Rector shall appoint replacements in consultation with the President of the students' organization.  
(e) Except the Rector, the members of the Academic Appeals Committee shall not have a permanent seat on the Committee and shall serve for a term of two

- academic years.
- (f) A member of Academic Appeals Committee may be re-appointed to serve for a second term of two academic years.
- (2) Powers and Functions of the Academic Appeals Committee;
- (a) To determine whether or not a lodged appeal meets the grounds for upholding it or otherwise dismiss it.
  - (b) To access and scrutinize the proceedings of the Examination Irregularity Committee under regulation 23 (6) to establish if the findings and decisions made thereof are fair and justifiable.
  - (c) To deal with the case as per regulation 27 (6) of these regulations.

## **8. The Academic Affairs Committee of the Council**

- (1) The Academic Affairs Committee of the Council (or any other Committee of the Council as may be established by the Council from time to time in accordance with section 8 of the Act) shall, subject to the Act, be responsible to the Governing Council for the proper conduct of the programmes run at the Institute.
- (2) In particular, but without prejudice to the generality of the functions specified in 8 [1] of this regulation it shall be the responsibility of the Academic Affairs Committee of the Council to advise, revise, vary or cancel any academic programme and set academic standards, including standards for the assessment of the academic performance of students.
- (3) The recommendations and advice of the Academic Affairs Committee of the Council on all matters relating to examinations and students' assessments shall be forwarded to the Governing Council whose decision shall be final and conclusive.

## **9. The Office of the Registrar**

Except for all matters requiring the decision of the Academic Board, the Registrar, in consultation with the Office of the DR-ARC and in accordance to the various Institute's regulations, has power to make decisions on various academic issues arising from his office and table the same to the Academic Board for noting.

**PART III**  
**AWARDS, MODE OF ASSESSMENT AND FIELD ATTACHMENT**

**10. Awards of the Institute**

- (1) The Institute shall have and grant awards categorized into National Technical Awards and Postgraduate Diplomas:
  - (a) Postgraduate Diploma Awards:  
A Postgraduate Diploma for successful completion of a programme of study lasting one academic year.
  - (b) National Technical Awards:  
The National Technical Awards (NTA) shall include the following:
    - (i) PhD (NTA level 10) for a successful completion of a programme of study lasting at least three years.
    - (ii) A Master Degree (NTA level 9) for a successful completion of a programme of study lasting at least one academic year.
    - (iii) A Bachelor Degree (NTA level 8) for a successful completion of a programme of study lasting at least three academic years.
    - (iv) Higher Diploma for a successful completion of NTA level 7 for candidates who wish to exit or who fail to attain NTA level 8.
    - (v) Ordinary Diploma (NTA level 6) for a successful completion of a programme of study lasting at least two academic years.
    - (vi) Technician Certificate for a successful completion of NTA level 5 for candidates who wish to exit or who fail to attain NTA level 6.
    - (vii) A Basic Technician Certificate (NTA level 4) for candidates who wish to exit or who fail to attain NTA level 5.
- (2) Collaborative Programmes:  
The Institute may run collaborative programmes with local/foreign academic institutions. Some of these programmes may be awarded by the institute.
- (3) Every award of the Institute shall be so titled as to refer to the programme of study, the successful completion of which entitles the candidate to be granted the award.
- (4) The Governing Council may designate and set conditions for other awards of the Institute in addition to those established by this Regulation.
- (5) The Institute may confer other awards and or issue prizes to students who demonstrate best performances academically as shall be determined by the Institute's management from time to time.

## **11. Mode of Assessment**

- (1) The assessment of a candidate for a module taught during a semester/trimester/block shall be as follows:
- (a) Continuous Assessment, which shall constitute any combination of the following assessable exercises including: class tests, quizzes, assignments, practical/laboratory work and presentations
  - (b) Semester/trimester/block Examinations for the modules taught during a semester/trimester/block
  - (c) Continuous Assessment (CA) and Semester Examination (SE) shall carry weights as indicated in the table below;

<b>NTA LEVEL</b>	<b>Weight of CA (%)</b>	<b>Weight of SE (%)</b>
NTA level 4 - 5	50	50
NTA level 6	40	60
NTA level 7 - 8	40	60
NTA level 7 – 8 (For modules taught during industrial training-apprenticeship programmes)	60	40
NTA level 4 – 8 (For Computing Programmes)	50	50
NTA level 9	50	50
Postgraduate Diploma	50	50

- (2) English language shall be the official medium of instruction and used in all students' assessments.
- (3) All examinations of the Institute shall be conducted under the control of the Deputy Rector – Academic, Research and Consultancy or such other officer of the Institute from senior academic staff as the Rector may appoint. In the case of campuses, all examinations shall be conducted under the control of the Campus Managers.
- (4) The mode of assessment for NTA Level 9 covers only programmes whose awards are granted by the Institute.

## **12. Field Attachment and Masters Dissertation**

- (1) All students enrolled for NTA level 5 and 7 must undergo field attachment and this shall constitute one of the components to be assessed.
- (2) The field attachment shall be of at least 6 weeks duration for NTA Level 5 and at least 8 weeks duration for NTA Level 7. The said field attachment shall be conducted after the end of 2nd semester for NTA level 5 and after the end of the 4th semester for NTA level 7 except for military collaborative centres where the duration and timing of the field attachment shall be decided by the respective centres. The output of the field/project work shall be a Field / Project Report.
- (3) The field/project report shall be assessed in accordance with the Student's Field Work Assessment Guidelines.
- (4) The assessment of field work shall consist of the following components: on site supervisor's report, log book and field work/project report. The total score for a field report and project works shall be 100% as per the Institute's Field attachment Guidelines for diploma and degree programmes.
- (5) In the event that a student fails to secure a field placement, he shall be required to do a project work.
- (6) The assessment for master's dissertation shall be 100% as per the Institute's Guidelines.
- (7) The assessment of teaching practices undertaken by students pursuing education programmes shall be assessed as per Institutes guideline.
- (8) The pass mark for a field/project work/masters dissertation/teaching practice shall be the same as the pass mark for a module under the same NTA Level

## **PART III AWARDS, MODE OF ASSESSMENT AND FIELD ATTACHMENT**

## **13. Registration and Eligibility for Examinations**

- (1) Registration:
  - (a) All students shall have to register into the Institute's Students' Information System every semester.
  - (b) A student must at least pay 40% of the total tuition fee to qualify for registration.

- (b) The Head of Department shall be responsible to ensure that all continuing students under his department are registered.
  - (c) A student who fails to register into the system within three weeks after the commencement date for classes shall be required to write a letter to DR-ARC or to Campus Manager requesting for delayed registration, otherwise he shall automatically be deregistered. (d) Any examination taken by a student who has not registered into the system shall be null and void.
  - (d) Any examination taken by a student who has not registered into the system shall be null and void.
- (2) Eligibility for Examinations
- (a) No candidate shall be eligible for any examination in any subject unless the Head of Department is satisfied that the candidate has undertaken the course by attendance of at least 80 percent of all the formal class period scheduled by the Institute for his course of study.
  - (b) Any candidate who without reasonable cause fails or refuses to comply with this regulation shall be disqualified from sitting for the examination and shall be required to complete the course by attendance and attainment of the required coursework.
  - (c) No candidate shall be admitted to sit for semester one examinations unless he has paid at least 60% of the total tuition fees one week before the commencement of examinations (d) No candidate shall be admitted to sit for semester two examinations unless he has paid 100% of the total tuition fees within three week after commencement date for classes.
- (3) A candidate who forges entry into the examination hall in contravention of regulation 13(2) (b) shall be discontinued from studies.

#### **14. Ineligibility for Assessment**

- (1) Where a student is discontinued from a programme of study on disciplinary grounds in accordance with these Regulations or the Institute of Accountancy Arusha Students By-Laws he shall not be eligible for any form of assessment under these Regulations.
- (2) The Academic Board may prescribe any other requirements to be complied with by every student or prospective student being eligible for the assessment of performance during the whole or part of the academic year.
- (3) A student who without reasonable cause fails or refuses to comply with any such re-

quirement shall be deemed to be disqualified for assessment of performance during the period in question and shall be dealt with in accordance to by-law 6 (2)(j)(i) and (ii) of the Students By-Laws, 2014 as amended from time to time.

## **15. Absence from Examinations**

- (1) A candidate who absents oneself from semester/trimester/block or supplementary examination or fails to do field/project work/ dissertation without reasonable cause shall be discontinued from studies.
- (2) A candidate who without reasonable cause, as determined by Deputy Rector - Academic, Research and Consultancy, absents oneself from any continuous assessment (administered on either traditional approach or online), or fails to submit assignment within the prescribed time shall be considered to have attempted such test or assignment and shall be awarded a zero mark.
- (3) A candidate reporting into examination hall 30 minutes after the commencement of examination shall be regarded to have failed the examination and shall be awarded zero mark.
- (4) A candidate allowed to postpone from attempting a continuous assessment(s) shall be required to complete the same before attempting the end of semester/trimester/ block examinations.
- (5) A candidate shall be responsible for initiating any request to make up a continuous assessment missed because of class absence and such request must be lodged within one week after the date of missing the assessment. If the module facilitator requires evidence, the candidate shall submit appropriate documentation. In case of failure to submit acceptable documentation then Regulation 15(2) shall apply.
- (5) A candidate allowed to be absent from the end of semester/trimester/block examinations either in part or in its entirety for some reasons other than factors specified by Regulation 20 (1), shall be allowed to take the examinations or part thereof as first sitting during the supplementary examinations session in the same academic year.

## **16. Handling Examinations for Persons with Disabilities**

- (1) Conduct of examinations for persons with disability The Registrar's Office in collaboration with Dean of Students shall organize for Special examinations arrangements for persons with disabilities.

- (i) Students with physical disabilities, specific learning difficulties (such as dyslexia/dyspraxia), long-term health conditions or mental health difficulties who will require special examinations arrangement must register with Admissions Office as soon as they have enrolled with the Institute.
  - (ii) Dean of Students shall be responsible for assessing student's need for special examinations arrangement approach and suggesting the appropriate flexible approach for conducting examinations.
  - (iii) The student's current needs for special examinations arrangement must be re-assessed before each examination to be identified if the student no longer deserves special examination arrangements or additional conditions need to be taken into consideration.
  - (iv) Where a student does not have a recognized disability but require special examination or disability developed after enrolling, he must obtain approval of the disability from registered medical practitioner.
- (2) A flexible approach to special examinations arrangements can be made by considering one or combination of the provisions as stated below
- (a) Additional time of 15 minutes for each hour of the examination (25 per cent more time). For periods of less than one hour, the additional time would be given on a pro-rata basis.
  - (b) Supervised breaks of up to 10 minutes per hour either in or out of the room may be permitted in special circumstances. Candidates are not permitted to read, write notes or continue working during a rest period; and the candidate's script and examination paper must be turned face down on the desk.
  - (c) Provision of assistance like sign language Interpreter for the hearing impaired.
  - (d) Modified Question Papers for visually-impaired candidates. The question papers shall be modified by increasing the font size, for the partially sighted or where possible, use of braille versions of the question papers for the blind.
  - (e) Modified stationery and answer booklets may be provided, for example enlarged print graph paper enlarged print mathematical tables.
  - (f) The use of other mechanical or technological aids shall be permitted for candidates who are unable to write or have difficulty in writing. Use must not be made of a thesaurus, spell checker or similar electronic device, whether part of word processing software or otherwise. Permission will not be granted if the request is made on the grounds that a candidate has untidy hand writing.
  - (g) A separate examinations room for candidates who require assistance from a scribe or reader shall be granted. An Invigilator must be assigned to the room.
  - (h) Candidates who have specific learning disabilities or have a hearing impairment may have certain of their examination scripts referred to a review panel for purpose of ensuring that no undue penalty has been imposed by a marker who

has no knowledge of the candidates' difficulties. This will be for only those scripts which require the candidates to produce significant amounts of extended writing.

- (i) A candidate undertaking problem solving examinations may be given additional time for reading, if it is appropriate to their circumstances.
  - (j) Use of a recorder to produce spoken responses which are later transcribed into text for marking purpose. The candidate should review the written responses to check for errors before marking.
  - (k) Special examination arrangements will apply to all institute examinations.
  - (l) Before sitting for the examination, the candidate must practice in the use of any special assessment arrangements which are requested.
  - (m) Where deems necessary, alternative assessment arrangements, with due regard to parity in the standard required e.g. a viva in place of written examination
  - (n) The examinations for persons with disabilities shall be held at the ground floor.
- (3) A candidate for whom special examination arrangements apply might still be eligible to receive extra consideration if the student's disability results in additional difficulties which had not already been foreseen or where an additional temporary condition/disability occurs which affects the examination process.
- (4) A candidate allowed to take examination on computer system should check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/ laptop should not be allowed for taking of offline examinations.
- (5) The special arrangements must not give the candidate an unfair advantage. The arrangements are intended to enable candidates to demonstrate their level of attainment and should not reduce the validity and reliability of the assessment or compromise the credibility of the award; or mislead the user of the certificate about the candidate's level of attainment:
- (i) The examiner/marker/reviewer must ensure that a grade awarded to a candidate in any module is not a misleading description of that candidate's level of attainment.
  - (ii) The Special Examination Arrangements are intended to reduce the adverse effects of a candidate's disability when demonstrating his level of attainment.

**PART V**  
**ASSESSMENT SCHEMES, MODERATION, PASSING AND FAILING EXAMINATIONS**

**17. Assessment Schemes and Moderation**

- (1) All semester/trimester/block examination questions, marking schemes, continuous assessments questions and answer scripts must be moderated in accordance to pre and post-moderation guidelines by competent and academically/professionally qualified and recognized persons/Institutions approved by the Academic Board.
- (2) The Institute grading system and score range shall be as follows:

**Master (NTA Level 9)**

NTA Level 9		
Grade	Definition	Range
A	Excellent: Work of outstanding quality and originality	70 - 100
B+	Very Good (Well Above Average): Work described as competent, comprehensive and very good	60 - 69
B	Good (Average): Work described as average and adequate	50 - 59
F	Poor (Failure): Work described as below average and barely satisfy the minimum requirements	0 - 49

**Postgraduate Diploma**

Postgraduate Diploma		
Grade	Definition	Range
A	Excellent: Work of outstanding quality and originality	70 - 100
B+	Very Good (Well Above Average): Work described as competent, comprehensive and very good	60 - 69
B	Good (Average): Work described as average and adequate	50 - 59
F	Poor (Failure): Work described as below average and barely satisfy the minimum requirements	0 - 49

## Diploma and Bachelor Degree Programmes (NTA Level 6 – 8)

NTA Level 6		NTA Level 7 – 8			
Grade	Definition	Range (%)	Grade	Definition	Range (%)
A	Excellent: Work of outstanding quality, rare talent for the module, an original or incisive mind.	75 - 100	A	Excellent: Work of outstanding quality, rare talent for the module, an original or incisive mind.	70 - 100
B+	Very Good (Well Above Average): Comprehensive, accurate work, flair for and comprehension of the module is clearly perceptible.	65 - 74	B+	Very Good (Well Above Average): Comprehensive, accurate work, flair for and comprehension of the module is clearly perceptible.	60 - 69
B	Good (Above Average): Sound grasp of the most important goals of the module. Work described as careful, competent and good without being distinguished.	55 - 64	B	Good (Above Average):- Sound grasp of the most important goals of the module. Work described as careful, competent and good without being distinguished.	50 - 59
C	Satisfactory (Average): Average competence which falls short of B grade. Work described as adequate.	45 - 54	C	Satisfactory (Average): Average competence which falls short of B grade. Work described as adequate.	40 - 49
D	Poor (Below Average): Marginal, barely satisfy the minimum requirements.	35 - 44	D	Poor (Below Average): Marginal, barely satisfy the minimum requirements.	35 - 39
F	Failure	0 - 34	F	Failure	0 - 34
I	Incomplete		I	Incomplete	
Q	Disqualification		Q	Disqualification	

## Certificate Programmes (NTA Level 4 - 5)

NTA Level 4 - 5		
Grade	Definition	Range
A	Excellent: Excellent, comprehensive, accurate work of outstanding quality.	80 - 100
B	Good (Above Average): Sound grasp of the most important goals of the module. Work described as careful, competent and good.	65 - 79
C	Satisfactory (Average): Average competence which falls short of B grade. Work described as adequate.	50 - 64
D	Poor (Below Average): Marginal, barely satisfy the minimum requirements.	40 - 49
F	Failure	0 - 39
I	Incomplete	
Q	Disqualification	

- (3) The following grade points system shall be used in awards classification:

NTA Level 4 - 5		NTA Level 6 - 8	
Grade	Points (Weight)	Grade	Points (Weight)
A	4	A	5
B	3	B+	4
C	2	B	3
D	1	C	2
F	0	D	1
		F	0

- (4) The computation of cumulative grade point average (GPA) shall be based on the following formula:

$$\text{GPA} = \frac{\Sigma(\text{Grade points} \times \text{Credits})}{\Sigma \text{Credits}}$$

- (5) The cumulative GPA calculated in section 15(4) shall be used for classifying the NTA Level 4 - 9 awards. In each case, the GPA shall be calculated on the basis of truncation after the first decimal point (e.g. 4.37 shall be taken as 4.3).

- (6) The classes of awards for NTA Level 4 – 9 shall be based on the cumulative GPA as indicated in the following table:

NTA Level 4 - 5		NTA Level 6 - 8		NTA Level 6 - 8	
Class of Award	GPA	Class of Award	GPA	Class of Award	GPA
1 <sup>st</sup> Class	3.5 – 4.0	1 <sup>st</sup> Class	4.4 – 5.0	1 <sup>st</sup> Class	4.4 – 5.0
2 <sup>nd</sup> Class	3.0 – 3.4	2 <sup>nd</sup> Class Upper Division	3.5 – 4.3	2 <sup>nd</sup> Class	3.5 – 4.3
Pass	2.0 – 2.9	2 <sup>nd</sup> Class Lower Division	2.7 – 3.4	Pass	3.0 – 3.4
		Pass			2.0 – 2.6

- (7) Postgraduate Diploma awards are not classified.

- (8) (a) Marks to be awarded for every module shall depend on quality of work and diligence of a candidate in the semester/trimester/block examinations, tests and other assignments as may be approved by the Academic Board.
- (b) In the case where student's coursework has been unfairly assessed, the DR-ARC shall appoint a panel to review the coursework and that the panel shall recommend to DR-ARC for proper action. Such a student shall have to lodge his/her complaint to DR-ARC within 7 working days after coursework results are published.
- (c) A non-computing programme candidate must score minimum coursework and minimum semester/trimester/block examination marks for all modules in a particular programme as stated below except for the field/project work:
- (i) An NTA level 4 and 5 candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester/trimester/block examination (25 out of 50 marks on conversion).
  - (ii) An NTA level 6 candidate must score at least 45% of his/her coursework (18 out of 40 marks on conversion), and 45% of his/her semester/trimester/block examination (27 out of 60 marks on conversion).
  - (iii) An NTA level 7 and 8 candidate must score at least 40% of his/her coursework (16 out of 40 marks on conversion), and 40% of his/her semester/trimester/block examination (24 out of 60 marks on conversion).
  - (iv) An NTA level 9 candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester/trimester/block examination (25 out of 50 marks on conversion).
  - (v) A Postgraduate Diploma candidate must score at least 50% of his/her

coursework (25 out of 50 marks on conversion), and 50% of his/her semester/trimester/block examination (25 out of 50 marks on conversion).

- (d) A computing programme candidate must score minimum coursework and minimum semester/trimester/block examination marks for all modules in a particular programme as stated below except for the field/project work:
  - (i) An NTA level 4 and 5 candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester/trimester/block examination (25 out of 50 marks on conversion).
  - (ii) An NTA level 6 candidate must score at least 45% of his/her coursework (22.5 out of 50 marks on conversion), and 45% of his/her semester/trimester/block examination (22.5 out of 50 marks on conversion).
  - (iii) An NTA level 7 and 8 candidate must score at least 40% of his/her coursework (20 out of 50 marks on conversion), and 40% of his/her semester/trimester/block examination (20 out of 50 marks on conversion).
  - (iv) An NTA level 9 candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester/trimester/block examination (25 out of 50 marks on conversion).
  - (v) A Postgraduate Diploma candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester/trimester/block examination (25 out of 50 marks on conversion).
- (e) For apprenticeship programmes modules taught during industrial training practices a candidate must score at least 40% of his/her coursework (24 out of 60 marks on conversion), and 40% of his/her semester/trimester/block examination (16 out of 40 marks on conversion).
- (f) A candidate who fails to score the required minimum coursework marks as stipulated in Regulation 17(8)(c) or (d) or (e) as the case may be, shall be barred from sitting for semester/trimester/block examination and shall automatically be declared to have failed the concerned module and be required to sit for supplementary examination(s) subject to Regulation 17 (1).
- (g) A candidate who fails to score the required minimum marks for a semester/trimester/block examination as stipulated in Regulation 15(10)(c) or (d) as the case may be, shall be considered to have failed the concerned module and be required to sit for supplementary examination(s) subject to Regulation 19 (1).
- (h) A module facilitator shall be required to submit hard and soft copy of course outline, assessment plans and schemes for allocation of coursework marks to responsible

Head of Department who shall submit it to the Registrar. The same shall be made available to students in hard and soft copy at the beginning of each semester/trimester/block in an academic year.

## **18. Conditions for Passing a Module and Progressing from One Academic Year to the Next**

- (1) A candidate shall be required to fulfill either of the following conditions in order to proceed to the next academic year:
  - (a) Has passed all the modules in the academic year.
  - (b) Where carry over condition is applicable.
- (2) Subject to Regulation 18 (1) (b), a candidate who fails to sit for more than 2 supplementary examinations on permission from the Deputy Rector - Academic, Research and Consultancy at the time of supplementary examinations session shall be required to request for postponement of studies.
- (3) The pass mark for every module shall depend on the programme a student pursues as follows;
  - (a) For Certificate (NTA Level 4 and 5), the pass mark for each module shall be 50% (C).
  - (b) For Ordinary Diploma (NTA Level 6), the pass mark for each module shall be 45% (C).
  - (c) For Higher Diploma and Bachelor Degree (NTA Level 7 and 8), the pass mark for each module shall be 40% (C).
  - (d) For Postgraduate Diploma, the pass mark for each module shall be 50% (B).
  - (e) For Master Degree (NTA Level 9), the pass mark for each module shall be 50% (B).
- (4) To the satisfaction of the Academic Board, a candidate who attains the pass mark in all the modules in the academic year shall:
  - (a) In the case of years other than the final year, be eligible to proceed to the following year of study.
  - (b) In the case of the final year, be eligible for award as per regulation 17(6).
- (5) A candidate who, being ill or otherwise incapacitated decides to sit for semester/trimester/block or supplementary examinations shall be responsible for the results.

## **19. Conditions for Supplementing**

- (1) A candidate shall be allowed to sit for supplementary examination(s) if he does not

- fail more than half of the modules taken in an academic year.
- (2) Supplementary examinations shall be conducted within such time after the date of declaration of the overall year results as the Academic Board may determine.
- (3) A candidate shall be allowed to sit for his/her supplementary examination(s) within the same scheduled supplementary examinations session. (4) Supplementary/re-sit examinations shall be paid for per module at the rate that shall be determined by management and reviewed after every three years or where it deems necessary.
- (5) Supplementary/re-sit examination shall be marked out of 100 marks and the pass mark for supplementary/re-sit examination shall be the same as that for semester examination. A pass grade of 'C' for supplementary/re-sit examination is stipulated in Regulation 19 (6).
- (6) Where a candidate has passed by virtue of supplementary or re-sit examinations, he shall be awarded a pass grade C for NTA Level 4 – 8 modules, and a pass grade B for NTA Level 9 and Postgraduate Diploma modules.
- (7) Undergraduate candidate who passes fieldwork after having been required to re-submit a field/project report shall be awarded a pass grade "C".
- (8) An NTA Level 9 candidate who passes dissertation/project report after having been required to re-submit a dissertation/project shall be awarded a pass grade "B".
- (9) (i) A final year candidate who fails in two modules or below in supplementary examinations shall re-sit the examinations as an external candidate in the following available sittings within the next two academic years.  
(ii) Upon application any re-sit student may be allowed to attend classes provided that he has paid a fee which is calculated based on the total tuition fee divided by the total number of modules in that particular academic year times the number of re-sit modules.
- (10) (i) A candidate who fails coursework or semester examination shall sit for supplementary examination of the failed module during the supplementary examination session.  
(ii) A pass grade for supplementary examinations are stipulated in Regulation 19 (5) of these Regulations.
- (11) Subject to Regulation 18 (1) (b), a candidate who fails to sit for more than two supple-

mentary examination(s) on permission from the Deputy Rector - Academic, Research and Consultancy at the time of supplementary examination session shall be required to postpone studies.

## **20. Conditions For Special Examinations**

- (1) Where a candidate pursuing any programme of study of the Institute fails to attend the whole or part of an examination under circumstances which are beyond the control of the candidate, such as, serious illness or death of a close relative or any other ground as may be approved by DR-ARC, then such a candidate may, subject to production of authentic evidence and with the approval of the Deputy Rector – Academic, Research and Consultancy, be allowed to sit for special examinations of the modules of which he did not complete.
- (2) Notwithstanding the generality of regulation 20(1) above, where there are such factors as may adversely affect a candidate's performance or attendance in the whole or part of the examination, immediately before the examination he must draw the attention of the Registrar and the Deputy Rector – Academic, Research and Consultancy in writing where upon being satisfied by the reasons made by the candidate the Deputy Rector – Academic, Research and Consultancy may allow the candidate to postpone the studies.
- (3) If a candidate faces a circumstance in the examination room such as serious illness that prevents him to proceed doing the examination in progress as scheduled, such a candidate shall be required to complete an emergency form.
  - (i) If he recovers within the examination session, and feels that can proceed with the examination, the chief invigilator can allow additional time if necessary, which is equivalent to time wasted. Such a candidate shall be counted to have attempted the full time allocated for the particular examination.
  - (ii) If the candidate is unable to proceed with the examination, the Academic Board shall be guided by the rule for examinations conduct to decide whether the candidate deserves to be granted the opportunity to sit for special examination.
- (4) A candidate who appears for special examination(s) under this regulation shall be treated as he had sat for the examination(s) for the first time.
- (5) Special examinations shall be conducted at a time coincident with supplementary examinations of the same academic year.
- (6) Special examinations shall be paid for per module at the rate that shall be determined by management and reviewed after every three years or where it deems necessary.

- (7) A candidate who fails to sit for a special examination as per regulation 15 (6) of these regulations on permission from the Deputy Rector - Academic, Research and Consultancy at the time of supplementary examination session shall be required to postpone studies. Such a candidate shall be required to sit for the special examination(s) in the next relevant semester examination session.
- (8) A candidate who fails special examination(s) shall sit for supplementary examination(s) in the next available supplementary examination session.
- (9) Students of Command and Staff College shall sit for special examination during the time coincident with supplementary examinations of the same academic year.

## **21. Conditions for Carry-Over Examinations**

- (1) (i) Carry over shall apply only to NTA level 7 and any two year programme of NTA level 9.  
(ii) A candidate who fails not more than two (2) supplementary examinations shall carry over the failed examinations.  
(iii) Similar cases arising from military collaborative programs shall be dealt with under relevant military regulations.
- (2) The maximum number of allowable carried over examinations is two (2).
- (3) A candidate shall be required to carry over by redoing examination during semester examinations within a period of one year.
- (4) The grade for a carry-over examination shall be "C".
- (5) A candidate who fails a carried over examinations shall sit for a supplementary examination in the following available sittings within the next two (2) academic years.
- (6) A candidate who fails a supplementary examination of carried over examinations shall not be allowed to progress to the next NTA level until he clears the module.
- (7) A candidate who fails a supplementary examination of a carried over examinations shall be allowed to re-sit the failed carry-over examination(s) in the following available sittings within the next two academic years.
- (8) There shall be no repetition of an academic year or NTA level.

- (9) A candidate who fails a carry-over examination shall be granted an NTA award for a successfully completed NTA level which is lower than the one he was aspiring for where applicable.
- (10) A carried over examination shall be charged appropriate fee as prescribed by relevant authority

## **22. Conditions for Discontinuation**

- (1) A candidate who fails more than half (½) of the total modules offered in an academic year shall be discontinued from studies.
- (2) A candidate who fails more than two (2) modules in supplementary examinations shall be discontinued from studies
- (3) A final year candidate who fails to pass a re-sit examination within the next two academic years shall be discontinued from studies.
- (4) A candidate who fails to clear a re-sit examination within time as stipulated in Regulations 19 (10) and 21 (7) shall be discontinued from studies.
- (5) A candidate who fails a re-sit examination of a carried over module shall be discontinued from studies subject to regulation 21(7). In a case where a candidate is ill or incapacitated and not able to re-sit examination within the stipulated period he must write a letter of notification and request for extension of the period.
- (6) A candidate who absents himself from semester, carry - over or supplementary examination shall be discontinued from studies.
- (7) A candidate found guilty of examination irregularity shall be discontinued from studies.
- (8) A candidate who fails to re-submit field/project report /dissertation as stipulated in respective guideline shall be discontinued from studies.
- (9) This regulation shall not apply to candidates in military collaborative programmes.

## **23. Examination Irregularities and Disciplinary Actions**

- (1) Conduct of Examinations;

The Rector may from time to time prescribe rules governing the conduct of examinations and lay down measures to be invoked upon contravention of these rules.

(2) Examination Irregularities;

The following shall constitute examination irregularities;

- (a) Unauthorized absence from examination hall.
- (b) Passing or receiving written or verbal communication leading to cheating to or from other candidate or any other person in or around examination hall during the examination session.
- (c) Possession of any unauthorized material in or around examination hall during the examination session.
- (d) Disturbing or causing disturbance by a candidate in or around examination hall during an examination session.
- (e) Disobeying an order, directive or instruction given by invigilator.
- (f) Unauthorized borrowing of material such as calculators, rulers, statistical tables and any other materials among candidates during examination session.
- (g) Plagiarism exceeding 20 percent.
- (h) Exchanging scripts and question papers, allowing copying or copying from other candidate's answers.
- (i) Copying from unauthorized material.
- (j) Cheating in examination.
- (k) Possession of any unauthorized material around the examination hall during an examination session.
- (l) Scribbling notes on own body parts or garments.
- (m) Involvement in leaking or in any conduct that leads to examination leakage
- (n) Involvement in forgery leading to cheating in examination
- (o) Possession of arms or any material that can harm others or can be used to disturb peace and tranquility in examination hall
- (p) Leaving examination venue with examination booklet.
- (q) Writing examination in a booklet other than the one supplied during examination session.
- (r) Any other conduct which may constitute an examination irregularity as may be determined by the Examination Irregularity Committee.

(3) In this regulation:

- (a) "Unauthorized material" means any written or printed material that is generally or specifically prohibited from being brought into examination hall, cellular or mobile phones, "masai" and other "shukas", bottled water or any other drink, purses, radios, radio cassette, smart devices or any other electronic device with audio or retrievable information, computers, and any other materials as may be specified from time to

time by these regulations.

(b) "Unauthorized absence from examination hall" means going out of the examination hall without proper authorization or permission of the invigilator for the concerned examination.

(c) "Cheating in examination" means impersonation and/or any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

(d) "In or around the examination venue" refers to wherever the candidate is, as long as the examination is in progress.

(4) Subject to regulation 23 (6) (a) in all cases of examination irregularities, the candidate shall be allowed to continue with examination while his case is being pursued.

(5) A candidate found to threaten the tranquility of examination hall shall be expelled from the examination venue and shall be placed under the custody of security officers and or medical officer depending on circumstances. Such a candidate shall be considered to have been discontinued or postponed the examination depending on the circumstances.

(6) Disciplinary action and procedures:

(a) Where an invigilator finds that a candidate is committing an examination irregularity he shall outline the allegations on a prescribed form and shall require the candidate to read, understand and sign it agreeing or disagreeing with the allegations.

(b) Soon after the conclusion of the examination, the Chief Invigilator shall report the examination irregularities to the Registrar for further action.

(c) The Registrar shall charge the student of examination irregularity within 48 hours of working days.

(d) The Registrar shall table the matter before the Examination Irregularity Committee which shall deliberate on the same.

(e) The Examination Irregularity Committee shall investigate the concerned candidate or seek explanation on the matter from staff or invigilator where it deems necessary.

(f) If the candidate fails to appear before the Examinations Irregularity Committee:

- i. With the approval of DR-ARC, his results shall be withheld.
- ii. Without approval of DR-ARC, the committee shall proceed with handling the case in his absence.

(g) (I) The Examination Irregularity Committee for the main campus shall consist of the following members:

(i) The Registrar, who shall be the Chairperson.

(ii) The HOD – Examinations, who shall be the Secretary to the

- Committee.
- (iii) Heads of Teaching Academic Departments.
- (iv) The Dean of Students
- (v) The Institute's Legal Secretary
- (vi) IAA-SO Legal and Constitution Minister.
- (vii) The Chairperson may invite any other person(s) where he deems necessary.
- (II). Campus Managers shall form examinations irregularity committees in their respective campuses and upon the committees finding a candidate guilty of examination irregularity shall recommend one of the two penalties under sub-paragraph (h) of this regulation to the DR-ARC.
- (III). Collaborative military programmes shall be guided by their own guidelines on examination irregularity except the Command and Staff College - Duluti which shall be guided by regulation 21 (6) (f) (ii) of these regulations.
- (h) The quorum of the examinations irregularity committee both at the main campus and campuses shall be 2/3 of the committee members excluding the Registrar or his representative who shall always be present during the committee's sittings.
- (i) (i) The Committee upon finding the candidate guilty of examination irregularity shall recommend one of the following penalties to the DR-ARC:
1. Discontinuation from studies.
  2. Withholding of results pending further investigation, if applicable.
- (ii) The DR-ARC shall then communicate the decision of the committee to the candidate and a copy to the relevant HoD and report the decision to the Academic Board for noting.
- (j) Where the candidate is dissatisfied by the decision may within seven (7) working days appeal to the Academic Appeals Committee.
- (k) All matters of examination irregularities shall be determined within twenty one (21) working days after the conclusion of an examination session except for cases pending investigation.
- (7) For the purpose of this regulation, examination means class test, quiz, assessed as-

signment, semester examination, supplementary examination, special examination and field or project report or dissertation.

## **24. Conditions for Re-Admission**

- (1) A student who has been discontinued from a programme of study, may be re-admitted to any programme offered by the Institute, subject to having satisfied the currently applicable entry requirements and TCU/NACTVET guidelines applicable at the time.
- (2) A discontinued student may apply for re-admission into the appropriate NTA level in the following academic year.
- (3) A student shall be allowed to de-register from a programme of study upon submission of formal request for de-registration and approval by DR-ARC where by fees paid shall not be refunded.
- (4) A de-registered student who wishes to re-join the Institute shall be required to apply afresh for re-admission.

## **PART VI**

### **PUBLICATION, NULLIFICATION AND REVIEW OF EXAMINATION RESULTS**

## **25. Release of Examination Results**

- (1) The results of candidates in every examination shall be published provisionally by the Deputy Rector - Academic, Research and Consultancy soon after their deliberation by the Academic Board.
- (2) The results of a candidate may be withheld pending determination of examination irregularity, or any other reason as deemed appropriate by the Institute.
- (3) Where a candidate is discontinued from studies on grounds of examination irregularity or on any form(s) of fraud relating to examinations, his results for that NTA level programme shall be nullified.
- (4) The provisional results shall be deemed to be final upon endorsement by the Academic Affairs Committee and approval by the Governing Council.
- (5) In the event that the Institute releases examination results by publishing on the no-

tice boards or its official website or students' information management system or any other official platform, only examination or registration numbers shall be used, and under no circumstances shall names or any other identification known to a third party shall be used for publishing results to the general public.

- (6) A candidate shall be responsible for checking his published continuous assessment and semester examination results and to report any anomaly to the Examinations Office within fourteen (14) working days from the day of release of provisional results.

## **26. Review of Examination Results**

- (1) As soon as the Academic Board releases provisional results, any candidate who has valid grounds for review of his results shall, within fourteen (14) working days (counted from the day of release of provisional results or from the day of the start of a new semester if results are declared during vacation) lodge his application for review with the DR-ARC.
- (2) The request shall state the grounds for the necessity of review and shall be in written form and be accompanied by relevant and documented substantive evidence.
- (3) Upon receiving such a request, the DR- ARC may call for an explanation from the Registrar to obtain such advice and assistance as he may deem appropriate.
- (4) Upon the receipt of the request, or as soon as possible thereafter, the DR-ARC shall inform the candidate in writing of one of the following decisions:
- (a) That the request provides *prima facie* evidence to meet the grounds for review and it will be forwarded to a Review Panel appointed as per sub regulation 5 of this regulation for that purpose;
- (b) That the request does not meet the required grounds for review and it will not be acted upon.
- (5) The DR-ARC shall, if in his opinion there is a *prima facie* case, appoint a Review Panel to review the scripts and results of the candidate which shall submit its report to the DR-ARC who shall make decisions thereof and table the case to the Academic Board for noting, thereafter.
- (6) The DR-ARC's decision shall be communicated to the candidate within reasonable time.

**PART VII**  
**APPEALS AND DECISIONS OF THE ACADEMIC APPEALS COMMITTEE**

**27. Appeal to the Academic Appeals Committee**

- (1) A candidate dissatisfied by the decision of the DR-ARC may appeal to the Academic Appeals Committee only on the following grounds:
  - (a) Where there has been procedural irregularity; or
  - (b) Where there is new evidence of material nature capable of affecting the decision of the DR - ARC.
- (2) Where a candidate wishes to appeal pursuant to sub regulation (1) of this regulation he shall within seven (7) working days after having been served with the decision of the DR - ARC lodge his application with the Academic Appeals Committee through the Rector.
- (3) A candidate entitled to appeal under sub-regulation (2) of this regulation shall pay an appeal fee as shall be determined by the institute's management from time to time.
- (4) The appeal shall be in writing stating grounds of the appeal and be accompanied by relevant evidence.
- (5) Within seven (7) working days of receipt of the appeal or soon thereafter the Rector shall forward the appeal to the Academic Appeals Committee.
- (6) (a) If the Academic Appeals Committee is of the view that the appeal is laden with sufficient evidence that warrants upholding it shall deliberate and make a final decision on the matter.  
(b) If the Academic Appeals Committee, in its opinion, finds that there is no evidence sufficient to entertain the appeal; it shall dismiss the appeal.  
(c) In either of the above cases in (a) or in (b), the Rector shall inform the appealing candidate within seven working days.
- (7) On receipt of the appeal the Academic Appeals Committee may:
  - (a) Set aside the findings and the decision made against the candidate; or
  - (b) Uphold the finding and the decision made against the candidate; or
  - (c) Take any other decision as the Committee deems appropriate.
- (8) No mass action by candidates shall be entertained in academic appeal matters.

## **28. Determination of Cases and the Decisions of the Governing Council**

All cases arising out of these regulations shall be heard and determined by the organs stipulated in these regulations and decisions of the Governing Council shall be final and conclusive.

## **PART VIII OTHER PROVISIONS**

### **29. Postponement of Examinations or Studies**

- (1) (a) A student may be allowed to postpone examinations / studies for reasons of proven ill-health supported by a registered doctor's medical certificate, or for any other reasons which, in the opinion of Deputy Rector – Academic, Research and Consultancy or the Campus Managers of the respective campuses, are strong enough to prevent one from pursuing studies effectively, provided that the postponed examinations shall be done during the supplementary session subject to regulation 15 (6) and 20 (5) of these regulations.  
(b) Campus Managers shall be required to notify the Rector of any students allowed to postpone examinations or studies soon after the semester examinations session.
- (2) The maximum period for a student to postpone studies or examinations is three academic years (6 semesters) provided that at the expiry of each academic year a student must seek in writing for a second postponement.
- (3) The student will have to pay for the difference between the current fees and the fees already paid. On resumption of studies a student will be registered and examined for a full semester irrespective of the point at which he left studies.

### **30. Dates of Examinations**

Examinations shall be held during the period designated in the Institute's Calendar or at such times as may be approved by the Academic Board.

### **31. Preservation of Scripts**

Written examination scripts shall be preserved for at least six (6) years after publication of the results.

### **32. Certificates and Transcripts**

- (1) The Governing Council shall issue certificates for such awards as established by regulation 10, of these regulations, to such candidates as shall be declared to have satisfied prescribed requirements for the relevant award.
- (2) Any finalist student desirous of obtaining a transcript shall present a request for the transcript, a clearance form and passport size photograph for the preparation of the transcript.
- (3) Upon application, a former student shall be given a transcript of his academic performance record and charged a fee that shall be determined from time to time by the Institute.
- (4) The issuance of Transcripts / Certificates to persons on behalf is not allowed instead applicants shall give powers of attorney authorizing witness in the event of dispatch.

### **33. Loss and Replacement of Certificate**

In case of loss or total or partial destruction of the original certificate or a copy thereof, the Institute may issue a copy on condition that:

- (1) The applicant produces a police report and a sworn affidavit;
- (2) The certificate so issued shall be marked "COPY" across it;
- (3) The replaced certificate will not be issued until a period of 12 months from the date of such loss has elapsed and the Institute has notice thereof. However, this regulation does not cover certificates which are not issued by the Institute.
- (4) The applicant must produce evidence that the loss had been adequately and publicly announced in a reputable newspaper with mass circulation 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.
- (5) The applicant shall be charged a fee that shall be determined from time to time by the Institute.
- (6) The Institute shall not issue a new certificate to students on grounds of mis spellings or errors in candidates' names thereon which were not brought to the Institute's attention in writing at the time of issue.

### **34. Graduation Ceremony**

- (1) There shall be held a Graduation Ceremony every calendar year, except where such graduation is impossible to hold for reasons beyond the control of the Institute in which case the same shall be held in the next calendar year.
- (2) The ceremony shall be held on such a date, determined by the Governing Council, as may be convenient to the Institute after the declaration of the overall year results pertaining to the previous academic year.

## **PART IX FINAL PROVISIONS**

### **35. Repeal**

The Institute of Accountancy Arusha Assessment of Student's Performance Regulations of August 2020 are hereby repealed.

### **36. Conflict of Interest**

All members of the academic staff, part time facilitators and examination moderators shall be required to declare conflict of interest whenever involved in teaching, supervision and marking of student work.

### **37. Conflict of Laws**

- (a) Where these regulations are at variance or in conflict with any of the provisions of the IAA Act, such provisions of the Act shall prevail.
- (b) Where any rules, notices or directives made under regulations 15 (2) and 23 (1) of these regulations are at variance or in conflict with these regulations, these regulations shall prevail.

### **38. Amendments**

These regulations may be amended by the Governing Council from time to time.

### **39. Effective Date**

These Regulations shall be operational with effect from the date of approval by the Governing Council.

# CHAPTER NINE: STUDENTS' BYLAWS

## GOVERNING GENERAL CONDUCT, DISCIPLINARY OFFENCES, PROCEEDINGS AND PENALTIES, (2014)

### PREAMBLE

**WHEREAS** The Institute of Accountancy Arusha is aware of its responsibility as a para-statal educational institution, and that, peace and tranquility are mandatory requirements for producing and maintaining conditions conducive to academic pursuit. This can only be achieved through mutual trust and cooperation among all stakeholders of the Institute but in particular its students, as they are the foremost beneficiaries of the desired environment.

AND

Whereas the Institute being mindful of the need to promote and sustain peace, tranquility and co-operation among all members of the Institute; Conscious of the fact that such peace and tranquility is attainable only through mutual trust and cooperation.

### NOW THEREFORE

These by-Laws, which are promulgated and made to maintain these conditions and protect the Institute from actions which would damage its academic reputation and standards of the Institute and its members, have been adopted

### PART I

RULE TITLE	PRELIMINARY PROVISIONS	SHORT
1.	These rules shall be cited as the Institute of Accountancy Arusha Students' (General Conduct, Disciplinary Offences, Proceedings, and Penalties) By-Laws, 2014 (herein after referred to as the "By-Laws" and shall come into force on such date as the Council may approve.	<i>Citation and commencement</i>
2.	Act of Institute of Accountancy to be used.	
3.(1)	In these By-Laws, unless the context otherwise requires. <b>"Act"</b> means the Institute of Accountancy Arusha Act No.1 of 1990 as amended from time to time.	<i>Interpretation</i>
	<b>"Appropriate Authority"</b> Any IAA committee vested with mandate to deal with students' of-	

fences.

**“Appropriate Fees”** means money paid as fees as are approved by the Council and shall include students’ organization membership subscriptions or “Students’ Union Fees”.

**“Baraza”** means the Institute Students’ official gathering constituted of all students at the Institute.

**“Campus”** includes any place where the activities or affairs of the institution to which a staff association or a students’ organization belongs may under lease or license take place, be conducted or where the residence of students is established, provided, organized or overseen whether regularly or in Semester intently or on a particular occasion or occasions;

**“Competent Organ”** includes such Board, Committee, Office or Officer of the Institute vested with express or legal powers to do or to disallow or to order the doing or non doing of such act or acts as is or are referred to in any of the respective provisions of these Rules.

**“Dean of Students”** for the purpose of these By-Laws, means the Officer responsible for students’ administration, or any other officer acting on his behalf.

**“Disciplinary Authority”** means the Students’ Committee which administers the by-laws as established by rule 18.2 of this Bylaws; the Disciplinary Appeals Committee which receives appeals as established in these Rules at rule 23.1 and the Institute’s Governing Council, which is the final disciplinary authority of the Institute.

**“Disciplinary Offence”** includes but is not limited to the offences provided under Part II of these By-Laws.

**“Disciplinary Appeals Committee”** means the Appeals Committee established under s. 23 of these by-laws

**“DR-PFA”** means Deputy Rector- Planning Finance and Administration

**Citation and commencement**

**“IAASO”** means Institute of Accountancy Arusha Students’ Organization.

**“Employee of the Institute”** any person working for the institute either on permanent, renewable contractual or part time terms.

**“Examination”** includes end of semester, final, supplementary and special examination, class tests, quiz, and field project reports and others.

**“Governing Council”** means the body appointed by the Minister, having mandate to administer the Institute.

**“IAA Authority”** means the Rector, Deputy Rector-Academic Research and Consultancy (DR-ARC), the Deputy Rector-Planning, Finance and Administration(DR-PFA) the Dean of Students, or any other officer of the Institute who will have the mandate to summon a student of the Institute of Accountancy Arusha.

**“IAASO Authority”** means the President, Vice President and the Prime Minister who will have the mandate to represent student matters to Management through the Dean of Students.

**“Members”** mean persons appointed to various committees for the purpose of implementing these Bylaws.

**“Natural Justice”** shall include the right to be heard by an impartial body; the right to be informed of an offence alleged to have been committed and a specific rule alleged to have been violated; the right to tender defense and to appeal.

**“Officer”** shall mean a teaching and administrative staff of the Institute.

**“Organization”** shall mean a legitimately registered group of students and also, an illegitimate group of students.

**“Student”** means any person admitted to the Institute as a candidate for a Certificate, Ordinary Diploma, Bachelor Degree, Postgraduate Diploma, Master’s degree or any other award of the Institute, or any other award conferred by the Institute.

**“The Institute”** means the Institute of Accountancy Arusha as established by the Institute of Accountancy Arusha Act No.1 of 1990.

**“Motor Vehicle”** includes motorcar, motor scooters, motorcycle, tricycle, bicycle and other mechanical means of conveyance/transport on land.

**“Wider Community”** means the neighbouring settlement, the Regional Authority, District and the Ward area in which the institute is located

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

4.(1) Every student on enrolment will be availed with a hard or soft copy of these By-Laws; and of any other Institute or part of the Institute regulations for the time being inforce. Acceptance of a place in the Institute is conditional upon signing of a student Declaration Form which shall signify the students’ awareness and acceptance of these By-Laws and any other rules and regulations of the institute.

***Acceptance of  
By-Laws;  
conditions for  
Admission***

(2) Nevertheless, ignorance of the same shall not exonerate the concerned student from responsibility.

The operation and application of the By-Laws is without prejudice to the constructions and the general laws of the United Republic of Tanzania.

5. Payment of tuition and other appropriate fees shall be a condition for registration to pursue and/or to continue with studies at the Institute as per Students’ Fee Collection Policy; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the Institute.

***Payment  
of fees,  
Conditions for  
registration***

## **PART II**

### **GENERAL DISCIPLINARY OFFENCES**

6.(1)	Breaching any of the rules under this part by any student shall be a disciplinary offence and the appropriate authority shall take disciplinary actions against such student and where the offence committed involves violation of the country's laws, disciplinary measures may still be taken against him/her notwithstanding that he/she has been prosecuted and/or punished by a court of law. To this extent the offences that appear below are only specific but the list is not exhaustive.	<b>Constitution of disciplinary offence</b>
(2)	<ul style="list-style-type: none"><li>a. Using force or offering violence or threats against or striking a fellow student, an employee of the institute or any person within and outside the institute.</li><li>b. Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute provided that such conduct is that of a student towards another student, member or members of the Institute, Community or any other employee or employees of the Institute, provided further that the conduct in question occurred in or outside the Institute campus;</li><li>c. Damaging, defacing or destroying structures, posts or property, or any other item of the Institute or of fellow student whether or not such property has been rented by the Institute or leased to any public or private company or person;</li><li>d. Any act or conduct of a student which is likely to obstruct or frustrate or that actually frustrates activities such as:<ul style="list-style-type: none"><li>(i) Conducting of any lecture, practical assignment, field work, research or other instructional activity given or authorized by the Institute.</li><li>(ii) Holding of any meeting, proceedings function or lawful activity authorized by the Institute.</li><li>(iii) Demand of a student's identity card by the Institute's security guards.</li><li>(iv) Efforts of the Institute's security guards to obtain a student's name.</li></ul></li></ul>	<b>Violence</b>  <b>Conduct causing damage to property or person</b>  <b>Destruction</b>  <b>Obstruction</b>

- (v) Surveillance systems.
  - e. Disobeying or retorting arrogantly against the Rector, or any other officer(s) of the Institute or Failure, neglect or refusal to abide by any lawful order issued under any laws of the Institute or any lawful decision or directive passed by any appropriate organ of the institute.
  - f. Unauthorized use of, or interference with, any technical, electrical or other service or installation of the Institute which includes but is not limited to interference with the switching off of lights by the Institute's Security Guards, in the classrooms or class halls or any other place where it is in the interest of the Institute to do so.
  - g. Dissemination of inciting literature or distributing any material that may induce feelings of hatred or violence, either by hard copy or soft copy including through the internet/intranet. Graffiti: drawings, messages, etc. often obscene, scribbled on the walls of public lavatories, advertising posters, etc. within the Institute campus or on any other facilities rented by the Institute is not allowed.
  - h. Where a student commits a criminal offence (s) either within or outside the Institute against the laws of the country.
  - i. Unauthorized possession of a key (s) for any room or office or any property belonging to the Institute.
  - j. Stealing or attempting to remove any IAA-ICT properties.
    - (i) Rejection of or failure to comply with a lawful order or directive given by any officer of the Institute, acting on his/ her behalf or under an order from any competent organ or authority of the Institute.
- For avoidance of doubt, refusal or failure in this paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in their behalf, in order to sustain the refusal;
- (ii) Refusal or failure to obey any lawful order or instruction issued under the Insti

**Disobedience**

**Interference**

**Inciting Literature**

**Criminal Offences**

**Possession of key**

**ICT Policy Manual**

**Refusal to comply with a lawful orders**

**Defying lawful order**

	tute's regulations including Examination Regulations or any other regulations promulgated by the Institute;	
a.	Use of slanderous, abusive, obscene or threatening language by any student against any person at the Institute or outside the Institute;	<b>Use of slanderous language</b>
b.	Forging a document or uttering a false statement or perpetrating forgery with intent to join the Institute or acquire any Institute's service, or cheat, defraud, or cause loss to the Institute, or to any other person;	<b>Forging</b>
c.	Knowingly inviting or entertaining a student, students' organization or any other person or unregistered groups of people known to have been barred from the Institute's premises.	<b>Inviting barred person(s)</b>
d.	Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent Authority.	<b>Failure to attend a disciplinary or any authorised call</b>
e.	(i) Willful interference of the work of or proceedings conducted by the Disciplinary Authority, Disciplinary Appeals Committee or any other competent organ at the Institute or elsewhere. (ii) Wilful refusal by a student, upon being called for that purpose, to give evidence or to answer a question or to produce a document or any other thing as required by the Disciplinary Authority, Disciplinary Appeals Committee or any other competent organ;	<b>Wilful obstruction of proceedings</b>
f.	Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority of the Institute;	<b>Failure to abide by the disciplinary Committee's Ruling</b>
g.	Holding of meetings or Students' Baraza at the Institute Premises or participating in any activity outside IAA which may cause embarrassment to the Institute without a written approval by the appropriate authority.	<b>Holding Unauthorised Meetings</b>
h.	Doing any unpleasant act causing inconvenience or annoyance such as to interfere with the rights of others, including (i) Drunkenness, disturbing noise, disor-	<b>Nuisance</b>

- derly conduct of oneself which is likely to cause disruption of learning, sleeping, or the carrying out of legitimate business of the Institute.
- (ii) Involvement in drug abuse, and the stocking and/or consumption of alcoholic beverages within residences provided by the Institute and its immediate environs.
- (iii) The holding of parties in these residences irrespective of whether use of alcohol takes place or not.
- s. (i) To invite, entertain and or accommodate any criminal fugitive.
- (ii) To invite unauthorised outsiders as guest speakers, social entertainers, journalists or any other persons without a written notification of the IAA Authority.
- t. The forming and/or establishing of an unauthorized gatherings which are likely to cause disunity and disorder at the Institute or in the wider community and also the engagement in active national politics directly or indirectly within the Institute premises, whose activities may lead to the disruption or distraction of students from their studies, or in any way lead to breach of peace.
- u. Any sexual harassment which may be physical and/or psychological in nature that may be committed by either gender through, among others, repeated and unwanted verbal, physical, gestural sexual advances, explicit derogatory sexual statements, sexually discriminatory remarks, or any other acts made by a student of the Institute which are so offensive to a fellow student or any other person as to make them feel threatened, or interfered with in the smooth and peaceful pursuit of their studies/work or undermined in their general feeling of security.
- v. Rape or any other physical sexual assault on a person, including verbal attack of a sexual theme, and self physical exposure of sexual anatomy;
- w. Being involved in homosexual conducts, public and group sex thus, tarnishing the image of the Institute.

**Hosting  
unauthorised  
people**

**Unauthorised  
students'  
groups or  
organisations**

**Sexual  
harassment**

**Indecent  
assault**

**Sex**

- x. Mismanagement and/or misuse embezzlement of funds belonging to the Institute or to IAASO.
- y. Failure to obtain permission to carry out collection of money other than students' organization subscriptions and entrance fees for film shows and other functions, which should be sought from the Dean of Students through the students' organization;
- z. Unauthorized carrying, keeping or using of a weapon (s) within the campus, or in any facilities rented by the Institute which may potentially cause harm to oneself and or others.
  - (aa) Unauthorized entry or trespass into any Institute premises including but not limited to students' rooms, computer labs and/or staff houses.
  - (ab) Planning, initiating, encouraging, helping and or participating in unauthorized demonstration, mob action, mounting road blocks on any part of the campus, and class boycott by students at IAA which has not been permitted by IAA authority.
  - (ac) Doing or engaging in an act which, in the judgment of IAA authority, is undesirable and likely to jeopardize the harmony and security of the students and the Institute's community in general.
  - (ad) Engaging in any political party's activities or conducting political affairs on campus or having a constitution or any other written or non written material which in any way or manner whatsoever offends or conflicts with the provisions of the IAA Act or regulations or any other written law.

### **PART III STUDENTS' RESIDENCE, LEAVE OF ABSENCE AND CATERING SERVICES**

7. (1) Students bear the primary responsibility for securing their own accommodation. Whenever the Institute provides accommodation it shall determine the criteria of doing so depending on the circumstances of the time.

**Embezzlement**

**Unauthorised  
collection of  
money**

**Being in  
possession of  
weapons**

**Unauthorised  
Entry**

**Demonstrations,  
Mob Action and  
Class Boycott**

**Undesirable  
Act**

**Engaging in  
Politics**

**Provisions  
Relating to  
Residence**

- (2) Subject to rule 7 (1), Students may be offered accommodation in the Institute hostels of Residence or any hostel or hostel residence rented to the Institute. Where campus or hostel accommodation is not available to all for residence in the campus halls or in Institute rented hostels, priority shall be given to female students and students with disabilities or any other categories as management shall determine from time to time;
- (3) Residence rooms wherever provided will be furnished minimally and essentially for the purposes of private study and decent habitation. Occupants are responsible for the proper care of all property and any damage or loss must be reported to Hostel Supervisor/ Dean of Students. The number of occupants in a room shall be determined by the Institute's Management from time
- (4) The occupants shall be required to sign an accommodation contract for all inventories and the state of IAA property found in the room at the beginning of each semester, vacation, programme and return the copy of the contract to the Dean of students. Students shall also be required to sign off at the end of semester, otherwise they shall be charged for the property not handed in.
- (5) Hostels occupied by students shall be used for the purpose of residence only. And for those occupied by female students, no outside male visitors, not even male students, shall be allowed in them.
- (6) At any time from 7:00 am to 7:00 pm, visitors including parents and relatives will be allowed in the compound for a brief visitation, but not inside the rooms.
- (7)
  - a. The Institute Security guards shall have the right to ask guests who flout this rule to leave and the right said hereby shall include the right to call the police and apprehend the culprit.
  - b. Any person who is neither a student nor a resident of the Institute who is party to the breach of this rule is liable to criminal-proceedings for trespass, and the matter shall be reported to the police for that purpose.

**Residence Room**

**Signing for IAA Property**

**Hostels Accommodation**

**Visitations**

**Overstaying guests**

- |  |  |
|--|--|
| <p>a. Students are required to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms;</p> <p>b. No students shall be allowed to get into or out of the Institute's campus after 11:00 pm. Notwithstanding the foregoing; all students shall be required to show their Identity cards whenever they get into the campus</p>   | <b>Cleanliness</b>                                       |
| <p>8. Students shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute buildings without prior written permission from the office of the Hostel Supervisor/ Dean of Students as the case may demand.</p>   | <b>Time into and out of the campus and indenty cards</b> |
| <p>9.</p> <ul style="list-style-type: none"> <li>a. Keys must be returned on leaving Institute residence at the end of each semester, and during short breaks exceeding one week. Failure to do so will involve the paying of full residential charges from the beginning of vacation to the time the key is returned, plus any other compensation deemed necessary by the Institute's Authorities. Each key (holder) must ensure that he/she has signed in the key book when the key is returned to the Hostel Supervisor/Dean of Students.</li> <li>b. Loss of keys by a student must be reported immediately to the Hostel Supervisor Dean of Students. The key will be replaced on payment of the cost of a new key and/ or new lock by the student responsible for its loss and/or safe custody. Otherwise recovery of the damage will be through retaining one's caution money.</li> </ul> | <b>Transer of furniture</b>                              |
| <p>10.</p> <p>Each student shall be personally responsible for the safety of his/her money and valuables. The Institute shall not be responsible for any loss. Students are advised to avoid bringing with them valuable items which they can do without while at the Institute.</p>   | <b>Keys</b>  |
| <p>11.</p> <p>Students are not allowed to change rooms without the permission of the Hostel Supervisor. If they defiantly do so, they will be expelled from the Hostels</p>  | <b>Money and valuables</b>                               |
| <p>12</p> <ul style="list-style-type: none"> <li>a. No electrical appliance other than reading lamp, table fan, computer, electric iron,</li> </ul>  | <b>Change of Rooms</b>                                   |

- shall be used in students' rooms. The maximum voltage used for lighting in any student's room shall not exceed 150W.
- b. Students shall not use electric appliances mentioned in Rule 13 (a) which exceed the maximum current of 13 amps at wall power points;
  - c. Appliances other than the said if found in hostels shall be confiscated
  - d. Televisions shall not be allowed into students' hostel rooms. These can be watched in commonly allowed places.
13. No cooking or cooling appliances are allowed in the hostel rooms. For the purposes of this rule, cooking includes any of the following; frying, roasting, boiling and baking by using an appliance or source of energy. **Cooking**
14. Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children, friends or other relatives; **Living with unauthorised persons**
15. Any noise or disorderly conduct that causes inconveniences to other students shall be regarded as an offence, and concerned students should be reported to the office of the Dean of Students by the offended students through their IAASO representatives.
- a. Students shall refrain from overcrowding in the rooms by sharing with or subletting their rooms to any other person. The institute reserves the right to administer random checks at any time. **Subletting Rooms**
  - b. Students shall be expected to live peacefully with one another in their allocated rooms. **Failure to live peacefully with others**
17. No student is permitted to stay on campus during break/vacation without special written permission from the Dean of Students. Student(s) whose course of study requires them to stay in the Institute's residence during break/vacation may be permitted to do so by the Dean of Students through the recommendation of the Deputy Rector, Academic Research and Consultancy save for times when the residences have to be reserved for other purposes. **Accommodation During vacation**
18. Rules for Institute residence within the campus shall apply mutatis mutandis to the students

living in off-campus residences supervised by the Institute;

### **LEAVE OF ABSENCE**

- |        |  |   |
|--------|--|---|
| 19.(1) | For any reason no student shall travel outside Arusha without proper permission as stipulated by this rule;  | <b>Absence without leave</b>                                  |
| (2)    | a. Students may obtain leave of absence not involving missing of lectures for a period not exceeding two days during the semester on application to the Dean of students.<br>b. Leave of absence involving missing of lectures not exceeding seven days may be obtained from the Director of Relevant studies upon recommendation from the Dean of students.<br>c. Students' applications for any leave sought under this rule shall contain good reasons and evidence, if any, justifying such leave. | <b>Two days leave</b>   |
| (3)    | In the absence of official leave, attendance of Lectures, Tutorials, seminars, practical, examinations, tests and such other scheduled courses of instruction is compulsory to every individual student.   | <b>A fortnight leave</b>                                      |
|        |  | <b>Attendance of lectures tutorials and other assignments</b> |

### **CATERING SERVICES**

- |        |   |                      |
|--------|---|----------------------|
| 20.(1) | Students utilizing the Institute catering system shall abide by these rules, failure of which shall constitute a disciplinary offence.  | <b>Kitchen rules</b> |
| (2)    | The kitchens shall be out of bounds to all students except for student leaders appointed to oversee Cafeteria matters;  |                      |
|        | a. Drug abuse is strictly prohibited<br>b. Smoking of any kind is not allowed in the cafeteria, halls and/or any other public place;  |                      |
| (3)    | No utensils may be taken from the eateries without the permission of the Catering Vendor(s)   |                      |
| (4)    | Any comments, complaints or suggestions about catering services shall be reported in the first instance to the Catering Vendor through the IAASO. If the situation persists IAASO shall inform the Dean of Students who will intervene. |                      |

## **PART IV** **GENERAL RULES**

- |        |  |  |
|--------|--|--|
| 21.(1) | Failure to comply with any provision under this part shall constitute a Disciplinary Offence   | <b>Institute's<br/>Transports</b>                      |
| (2)    | No student shall use the Institute's transport for any purpose unless permission is granted by the Institute's Management.   | <b>Motor vehicle<br/>registration</b>                  |
| (3)    | Students wishing to keep and drive motor vehicles within the Institute campus must first register their vehicles with the Dean of Students; and motor vehicles will be so kept at owner's risk. Security Guards must also be notified of the same, at the Institute main gate. | <b>Parking</b>   |
| (4)    | No student is allowed to park his/her vehicle in the staff residence parking lot, unless permission is granted by the Dean of Students.  | <b>Reckless<br/>driving</b>                            |
| (5)    | Permission for any student to drive a motor vehicle within the campus may be revoked by the Dean of Students whenever it is proven by any Institute Authority that the student concerned is a dangerous or reckless driver.  | <b>Complaints<br/>about members<br/>of staff</b>       |
| 22.    | Complaints concerning any member of staff of the Institute must first be directed to the Dean of Students.   | <b>Use of Institute<br/>Telephones by<br/>Students</b> |
| 23.(1) | Institute's office telephones shall not be used for student's private calls.   | <b>Students letters<br/>to mass media</b>              |
| (2)    | Any issue to be published in the media regarding students' affairs, the Dean of Students' shall be consulted in the first place for guidance.  | <b>ICT policy<br/>manual</b>                           |
| (3)    | Use of ICT equipments, services, security and Communication through the electronic media shall be conducted in accordance with the Institute's ICT policy manual.  | <b>Staff Services</b>                                  |
| 24.    | The services of the Institute such as printing, photocopying, computers and the like from all staff shall not be used by students.   |  |

## **STUDENTS' GENERAL CONDUCT**

- |        |  |                  |
|--------|--|------------------|
| 25.(1) | Upon being admitted to the Institute, all students shall behave in such a way as to maintain the good name of the Institute on and off campus. | <b>Behaviour</b> |
|--------|--|------------------|

(2)	The Institute reserves the right to take appropriate disciplinary action in respect of any misconduct that occurs on and off campus for which no provision has been made under these rules, as long as the conduct is not criminal in nature for which the matter will be referred to the police.	
26.(1)	Smoking shall not be allowed in the library, cafeteria, lecture rooms or any other public place that may be specified by an appropriate notice from time to time.	<b>Smoking</b>
(2)	Mobile phones shall be turned off in the Library, during lectures, seminars, meetings, workshops, and at any other public event.	<b>Mobile Phones</b>
(3)	Students shall not litter or cause others to litter the Institute's campus.	<b>Litter</b>
(4)	Students shall not be allowed to visit or wander into or through construction sites on campus.	<b>Construction sites</b>

### **INSTITUTE'S PROPERTY**

27. (1)	Students shall demonstrate their maturity by taking good care of the Institute's property as well as others' properties whether or not such property is in their use or possession.	<b>Care to institute's property</b>
(2)	Students shall report without delay to the Dean of Students any damage to Institute's property whether accidental or intentional.	<b>Reporting Damage</b>
(3)	Notwithstanding institution of disciplinary action, any loss or damage to the Institute's property arising out of malice, recklessness, negligence, class boycott, mob action and or demonstrations shall be made good by the student(s) concerned.	<b>Making Good Damage/Loss</b>
(4)	In the event of any dispute as to one's liability under Rule 16 (3) the Dean of Students shall report the same to the Students' Disciplinary Committee for determination.	<b>Dispute</b>
(5)	Where damage or loss is caused by students whose identities cannot be specifically determined, the cost of repair or replacement shall be shared by all the students determined to be involved in one way or another.	<b>Sharing Damage/Loss</b>
(6)	Any student who has debts owing to the Institute shall not be registered as a student.	<b>Student Debtors</b>

## MARRIAGE

28. (1) Any student is free to marry as provided by the law.
- (2) Married students, like any other students, shall be required to comply with the Institute's students' residential rules, as no separate family accommodation will be provided for this case by the Institute.
- Right to marry**  
**Matrimonial Cohabitation**

## PART V STUDENTS DISCIPLINARY COMMITTEE (SDC) AND DISCIPLINARY PROCEDURE

29. (1) It is hereby established a Students' Disciplinary Committee, the powers and functions of which shall be as provided herein under Rules 18 (5) (a)-(g).
- (2) The Student's Disciplinary Committee shall be composed of the following persons:
- DR - PFA - Chairperson
  - Dean of students - Secretary
  - Head of Department to which the student belongs - Member
  - Prime Minister (IAASO) - Member
  - IAASO Minister for Legal Affairs - Member
  - Nominated staff by Academic staff Association - Member
  - An impartial person versed in the law - Member
- (3) The Committee shall have the powers to co-opt any other person(s) where appropriate.
- (4) The students' Disciplinary Committee shall be quorate provided that two thirds 2/3 of the members of the Committee including the Chairperson and at least one student representative are present. The Committee shall meet where necessary.
- (5) The Students' Disciplinary Committee shall have the following functions and powers;
- to oversee general students' discipline in the institute.
  - to enquire into cases of indiscipline suo-moto, upon report from any student or staff.
  - to receive, investigate and deliberate on any matter or matters relating to the
- Establishment**  
**Membership**  
**Co-option**  
**Quorum**  
**Functions**

- a. conduct of any student or students of the Institute as may be referred to it by the Dean of Students or any other person appointed for that purpose;
  - b. to summon and interrogate any student or students after the student's or students' failure and or refusal to show cause as to why any disciplinary action should not be taken against him/her or them or for an alleged misconduct;
  - c. to impose after, due investigation and determination of any fault or on appropriate penalty or penalties on any student or students for any offence or offences committed under these regulations or any other by-laws of the Institute in which the Conduct of the student is an issue;
  - d. to advise the Institute on any matter in which the conduct and discipline of students is an issue and, in appropriate cases, propose measures to be taken for any act or acts of misconduct or indiscipline by any student or students that occurs on or off the campus or other premises of the Institute;
  - e. to advise the Institute on any act committed which is not specifically stated in these rules for the maintenance and promotion of good discipline among students and between students and the general community within and outside the Institute;
- (6) All issues at a meeting of the Students' Disciplinary Committee shall be decided by a majority of votes of the members present.
- (7) Save for what is provided under Rule 24 (d), the decision of the Students' Disciplinary Committee shall be final on approval by the Rector of the Institute.

***Decisions of the Committee***

***Finality of decisions of SDC***

## **DISPLINARY POCEEDINGS**

30. (1) Breach of any part of these rules shall be reported to the Dean of Students or any other disciplinary authority established herein, who shall have the power to warn, reprimand or instruct any such student concerned to rectify such a breach forthwith.

***Reporting***

- (2) Where an offence of misconduct is alleged, the Disciplinary Committee shall investigate and decide whether or not there is a case to answer for the student or students. The process of investigation and evidence-gathering may involve interviewing suspects and witnesses. A student who is the subject of an investigation shall have the right to be informed, in writing, what offence he or she is suspected of having committed. He or she shall have the right to remain silent in any question (however, such silence will be reported in any subsequent disciplinary hearing and may be used to draw a negative inference against him/her).
- (3) When its investigation is complete, the Disciplinary Committee shall decide on one of the following:
- Whether it is an offence that can be dealt with by the Committee or it is
  - Whether or not the facts do or do not support a charge of misconduct under these Rules in which case, the Disciplinary Committee may find the student not in violation of the rules. The student shall be informed in writing and the charge determined thereby.
  - If the Disciplinary Committee finds that an offence supports a charge under these Bylaws, and the accused student accepts the findings so reached, the accused student shall be deemed to have agreed to accept responsibility and SDC shall move to the Disciplinary Sanctions as stipulated in these rules at part VII.
  - If the Disciplinary Committee decides that an offence supports a charge under these rules, but the accused student disagrees, the accused student will be charged with violation of the Bylaws and the SDC will then summon the student concerned to a disciplinary hearing as per the procedure laid down under Rules 20-23 herein.

### **Preliminary investigation**

### **Finding of preliminary investigation**

- PROCEDURE BEFORE HEARING**
31. (1) If hearing is due under these rules, the SDC shall do the following;
- Before hearing**

- a. Make arrangements for the hearing and shall notify the student in writing of the day, date, time and place of the hearing.
  - b. Unless the student requests otherwise, the hearing shall be in camera.
  - c. The student shall notify the Chair of the Disciplinary Committee in advance of the hearing if the student desires the hearing to be public.
- (2) Students accused of breaching these rules shall have the following rights;
- a. To know which Section of the rule he or she is accused of breaching, when and where;
  - b. To know the full evidence against him or her;
  - c. To be accompanied or represented
  - d. To call witnesses in defense;
  - e. To appeal against the outcome of the proceedings.
- (3) The chair of the Committee shall present a narration of the facts pertaining to the nature of the allegation(s) against the student and invite the student to state whether he or she admits or still denies the allegations.
- (4) The complainant shall be allowed to present his/her case and produce his/her evidence in support thereof.
- (5) The SDC shall then give opportunity to the accused student to state his/her case and produce evidence in support thereof.
- (6) At the conclusion of the case by the student, the complainant may address the SDC in reply provided that the student has not produced evidence in support of his/her case, the complainant shall not, without special leave of the disciplinary authority, make an address in reply.
32. (1) Any student shall have committed a disciplinary offence if he/she willfully obstructs the work or proceedings of the Students Disciplinary Committee.
- (2) Evidence may be taken by the SDC orally or by written statement. Where a witness is called by a party he/she shall be first examined by the party which called him/her and then cross-examined by another party.

**Rights of accused persons**

**Procedure during the hearing**

**Interfering with the work of SDC**

		<b>PART VI</b>
		<b>STUDENTS' DISCIPLINARY APPEALS COMMITTEE</b>
33.	Where circumstances demand, the Students Disciplinary Committee shall have the power to change its previous decision	<b>Review of decision</b>
34. (1)	<p>It is hereby established IAA Students' Disciplinary Appeals Committee composed of the following persons:</p> <ul style="list-style-type: none"> <li>• Rector - Chairperson</li> <li>• HRAM - Secretary</li> <li>• Lecturer in-charge of Programme - Member</li> <li>• IAA Legal Officer – Member</li> <li>• Nominated staff by Academic staff Association - Member</li> </ul>	<b>Establishment and composition</b>
(2)	<p>Any member of the Students' Disciplinary Committee who took part in the decision which is the subject of an appeal before the Students' Disciplinary Appeals Committee shall not attend.</p>	<b>Exclusion</b>
(3)	<p>Any party aggrieved by the decision and penalty imposed by the Students' Disciplinary Committee may appeal to the Students' Disciplinary Appeals Committee within seven (7) days from the date the penalty was imposed. Any such appeal shall be in writing, stating out the grounds of appeal and in any case, the appellant will have to seek leave of appeal from the Students' Disciplinary Committee. Notice of intention to appeal must be registered with the Secretary of the Students' Disciplinary Committee within 24 hours of the Committee's decision.</p>	<b>Right of appeal</b>
(4)	<p>The Students' Disciplinary Appeals Committee shall meet within seven days following the receipt of an appeal. For any meeting a presence of three-quarters of the members will constitute a quorum.</p>	<b>Meeting and quorum</b>
35.	<p>Where an appeal has been lodged with the Students' Disciplinary Appeals Committee, execution of any penalty imposed by the Students' Disciplinary Committee shall be stayed pending until the determination of such appeal is completed.</p>	<b>Stay of disciplinary action</b>

36. At the hearing of the appeal by the Students' Disciplinary Appeals Committee, the aggrieved party shall be entitled to be heard and may be represented.
37. In determining an appeal, the Students' Disciplinary Appeals Committee shall have the power to confirm, vary or set aside any decision reached, or enhance or reduce any penalty imposed by the Students' Disciplinary Committee.
38. The decision of the Students' Disciplinary Appeals Committee on any appeals against any penalty stipulated in these rules shall be final and conclusive, save as provided for hereunder:
- Where an appellant is dissatisfied with the decision of the Students' Disciplinary Appeals Committee in respect of an appeal against any penalty imposed under any rule in these Bylaws he/she shall be entitled to appeal to the Governing Council of the Institute within 14 days from the date of determination of such appeal by the Students' Disciplinary Appeals Committee.
  - The appellant shall have to seek leave of appeal from the Students' Disciplinary Appeals Committee. Notice of intention to appeal must be registered with the Secretary of the Appeals Committee within 48 hours of the Committee's decision.
  - The appeal shall be in writing, clearly stating out the grounds of appeal.
  - At the hearing of the appeal, the Governing Council may require the presence of any of the parties involved as it may deem fit.
  - The decision of the Governing Council on such appeal shall be final and conclusive.

## **PART VII DISCIPLINARY PENALTIES**

39. Penalties delineated here shall be imposed by the students Disciplinary Committee on individual students for misconduct whether the misconduct involved only the student or the student as a part of a group. The students Disciplinary Committee may combine different sanctions in a given decision.

**Right to be heard**

**Determination  
of appeal**

**Decision  
of appeals  
committee**

**Determination  
of appeal**

**Decision  
of appeals  
committee**

**Power to  
penalise**

<b>OFFENCE UNDER RULE</b>	<b>GENERAL DISCIPLINARY OFFENCES UNDER PART II</b>	<b>PENALTY</b>
6 (2) (a)	Violence	<b>Reprimand and or Rustication for a period of one semester at the students' own expenses.</b>
6 (2) (b)	Conduct that causes or is likely to cause damage, defacement or violence to person	<b>Reprimand and or Rustication for a period of one semester at the students' own expenses.</b>
6 (2) (c)	Destruction	<b>Compensation of the property.</b>
6 (2) (d)	Obstruction	<b>Rustication for one semester at the students' own expenses or expulsion depending on the gravity of the breach.</b>
6 (2) (e)	Disobedience	<b>Rustication for two weeks or one semester at the students' own expenses depending on the gravity of the breach.</b>
6 (2) (f)	Interference	<b>Reprimand and compensation of any property related to such an offence or rustication for two weeks.</b>
6 (2) (g)	Inciting literature	<b>Reprimand and or rustication for two weeks at the students own expenses depending on the gravity of the breach.</b>
6 (2) (h)	Criminal offences	<b>Expulsion.</b>
6 (2) (i)	Unauthorised possession of key	<b>Reprimand and or rustication for two weeks at the students' own expenses.</b>
6 (2) (j)	Breaching ICT Policy Manual	<b>Same as above.</b>
6 (2) (j) (i) & (ii)	Defying or Refusal to comply with lawful order	<b>Rustication for one semester at the students' own expenses.</b>
6 (2) (k)	Use of slanderous language	<b>Reprimand and or rustication for one semester at the students' own expenses depending on the gravity of obstruction.</b>
6 (2) (l)	Forging	<b>Students shall be expelled and reported to the police.</b>
6 (2) (m)	Inviting barred person(s)	<b>Rustication for one month or expulsion depending on the gravity of the breach.</b>
6 (2) (n)	Failure to attend a disciplinary or any authorised call	<b>Rustication for one month at the students' own expenses depending on the gravity of the breach.</b>
6 (2) (o) (i) & (ii)	Wilful obstruction of proceedings	<b>Rustication for one semester at the students' own expenses.</b>
6 (2) (p)	Failure to abide by the disciplinary Committee's Ruling	<b>Rustication for one semester at the students' own expenses.</b>
6 (2) (q)	Holding Unauthorised Meetings	<b>Rustication for two weeks at the students' own expenses or expulsion depending on the gravity of the breach.</b>

6 (2) (r) (i) (ii) & (iii)	Nuisance	<b>Reprimand and or rustication for two weeks or one semester at the students' own expenses depending on the gravity of the breach.</b>
6 (2) (s)	Hosting unauthorised people	<b>Rustication for one semester at the students' own expenses or expulsion.</b>
6 (2) (t)	Unauthorised students' groups or organisations	<b>Rustication for two weeks or one semester at the students' own cost depending on the gravity of breach</b>
6 (2) (u)	Sexual harassment	<b>Expulsion with no privilege for readmission.</b>
6 (2) (v)	Indecent assault	<b>Expulsion.</b>
6 (2) (w)	Involvement in homo-sexuality and or public and or group Sex	<b>Expulsion with no privilege for readmission.</b>
6 (2) (x)	Embezzlement	<b>Reprimand, compensation and or rustication for one semester at the students' own expenses.</b>
6 (2) (y)	Unauthorised collection of money	<b>Reprimand and or rustication for two weeks or expulsion depending on the gravity of breach.</b>
6 (2) (z)	Unauthorised possession of weapons	<b>Expulsion with no privilege for readmission at own costs.</b>
6 (2) (aa)	Unauthorised Entry	<b>Rustication for two weeks at the students' own expenses.</b>
6 (2) (ab)	Demonstrations, Mob Action and Class Boycott	<b>Students shall be Expelled at the students' own expenses.</b>
6 (2) (ac)	Undesirable Act	<b>Rustication for one semester at the students' own expenses</b>
6 (2) (ad)	Engaging in Politics	<b>Rustication for one semester at the students' own expenses.</b>

### **DISCIPLINARY OFFENCES RELATING TO STUDENTS RESIDENCE UNDER PART III**

7 (3)	Failure to take proper care to property in residential rooms	<b>Compensation of that property</b>
7 (4)	Failure to sign for IAA Property	<b>Reprimand and strong warning.</b>
7 (5) (a)	Allowing students of opposite sex into ones room	<b>Removing the student from a room and strong reprimand / warning</b>
7 (7) (c)	Failure to maintain cleanliness in rooms	<b>Removing the student from a room.</b>
7 (7) (d)	Time to get into and out of the campus beyond allowed time and failure to produce identity cards	<b>Rustication for two weeks at the students' own expenses.</b>

7 (8)	Transferring furniture or fittings without permission	<b>Reprimand, compensation or rustication for two weeks at the students' own expenses.</b>
7 (9)	Misuse of keys	<b>Reprimand, compensation of full residential charges or rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
7 (11)	Change of rooms illegally	<b>Removing the student from a room.</b>
6 (2) (f)	Interference	<b>Reprimand and compensation of any property related to such an offence or rustication for two weeks.</b>
7 (12), 7 (13) (a) (b) and (c)	Misuse of musical and electrical appliances	<b>Removing the student from a room.</b>
7 (14)	Cooking	<b>Removing one from a room and confiscate the student's cooker.</b>
7 (15)	Living with unauthorised persons	<b>Reprimand and or evicting the student from a room at own expenses.</b>
7 (16)	Making noise or engaging in disorderly conduct	<b>Reprimand and or rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
7 (17) (a) and (b)	(a) Subletting rooms	<b>(a) Those found contravening this rule; will be evicted from the hostels without a refund of any rent paid in advance.</b>
	(b) Failure to live peacefully with others	<b>(b) If at all one student is found to be misbehaving towards his/her roommate the misbehaving student shall be evicted from the room;</b>
7 (18) (a) and (b)	Staying in campus without permission during vacations	<b>Payment a fine of one semester cost of hostel fee.</b>
8 (1) (2) (3)	Absence without leave	<b>Reprimand.</b>
9 (1), (2), (4) (5)	Interfering with Institutes Catering System	<b>Reprimand and or rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
9 (3) 10 (1) - (6)	Drug abuse  Offences related to motor vehicles and other means of conveyance.	<b>Expulsion.  Compensation of any property related to such an offence or rustication for two weeks depending on the gravity of the breach.</b>
	Students communication:  i. Use of facilities without permission	<b>Rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>

	ii. Publishing outside any materials related to the Institute without permission	<b>Rustication for one semester</b>
13.	Use of staff services without permission	<b>Reprimand and compensation of any property related to such an offence.</b>
14 (1)	Failure to Observe Good Manners	<b>Reprimand</b>
15 (1)-(4)	Offences relating to smoking, not switching off mobile phones in library, littering environment and entering unauthorized areas.	<b>Reprimand and or rustication for two weeks at the students' own expenses.</b>
16(1)-(6)	Damaging Institute's and others' property	<b>Compensation of any property related to such an offence.</b>
17 (1) and (2)	Offences associated with marriage	<b>Expulsion at the students' own expenses.</b>
19 (2)	Non compliance with the Disciplinary authority's warning, reprimand or instruction to rectify a breach, or repeated breaches of any of these rules by any student.	<b>Expulsion at the students' own expenses.</b>
21 (1)	Willfully obstructs the work or proceedings of the Students Disciplinary Committee of Enquiry or any other competent organ of the Institute or interferes with witnesses.	<b>Rustication for one semester and thereafter proceedings will continue for one final time.</b>

## **PART VIII**

### **MISCELLANEOUS PROVISIONS**

- |   |   |
|---|---|
| 40. (1) Where there is an emergency need for overt operations of security officials or Policemen amidst students in student compounds, the students' organization will be informed.   | <b>Emergency cases</b>                        |
| (2) These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library, or any other.   | <b>Coverage and scope</b>                     |
| 41. Notwithstanding, the repeal of the said rules under rule 31 herein, nothing done or continuing to be done and no subsisting disciplinary proceedings commenced under those Rules shall be deemed as void by virtue only of the repeal of the said Rules and all other regulations not expressly repealed shall continue to be in force and shall have effect as if made under these Bylaws. | <b>Review of previous Committee decisions</b> |
| 42. These IAA Students' Bylaws, 2014 shall commence upon approval by the IAA Governing Council  | <b>Commencement</b>                           |
| 43. The Governing Council may at any time amend these Bylaws. Ammendments   | <b>Ammdements</b>                             |
| 44. The 2003 Institute of Accountancy Arusha Students' (General Conduct, Discipline, Disciplinary Proceedings and Penalties) Rules) are hereby repealed.  | <b>Repeal provision</b>                       |
| 45. The Governing Council hereby approves the Institute of Accountancy Arusha Students' (General Conduct, Disciplinary Offences, Proceedings, and Penalties) By- Laws, 2014 (herein after referred to as the "By-Laws" to be in operational starting from today the 20th day of June, 2014  | <b>Governing Council approval</b>             |

# CHAPTER TEN:

## ALMANAC 2023/2024

START DATE	END DATE	ACTIVITY
May 01, 2023	May 01, 2023	Labour Day
May 02, 2023	May 08, 2023	Administration of progress Test -Semester II: <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2022/2023)</li> </ul>
May 02, 2023	May 30, 2024	International Collaboration and Marketing Activities
May 02, 2023	May 31,2023	<ul style="list-style-type: none"> <li>• Research and publication committee meeting</li> <li>• Editorial committee meeting</li> </ul>
May 03, 2023	May 05, 2023	Post-Moderation of Supplementary Examinations - for Semester I modules: <ul style="list-style-type: none"> <li>• Basic Technician Certificate, Ordinary Diploma and Bachelor Degree Programmes (October Intake)</li> </ul>
May 08, 2023	May 12, 2023	<ul style="list-style-type: none"> <li>• Administration of Progress Test Semester II – BTHM I, II and III</li> </ul>
May 09, 2023	May 09, 2023	DEC meetings to Deliberate on: Supplementary Examinations Results for Semester I Modules: <ul style="list-style-type: none"> <li>• Basic Technician Certificate, Ordinary Diploma and Bachelor Degree programmes</li> </ul>
May 11, 2023	May 11, 2023	Academic Board Secretariat Meeting: Convene for Supplementary Examination Results for Semester I Modules
May 15, 2023	May 15, 2023	Academic Board Meeting (ABM) to Approve Supplementary Examination Results for Semester I Modules: <ul style="list-style-type: none"> <li>• Basic Technician Certificate, Ordinary Diploma and Bachelor Degree Programmes (October Intake)</li> </ul>
May 15, 2023	May 19, 2023	Administration of Progress Test- Semester II for Bachelor programmes
May 19, 2023	June 03, 2023	IAASO General Elections
May 22, 2023	May 26, 2023	Departmental Stakeholders meeting

START DATE	END DATE	ACTIVITY
May 25, 2023	September 25, 2023	<p>Admission activities:</p> <ul style="list-style-type: none"> <li>• Basic Technician Certificate, Ordinary Diploma, Bachelor Degree and Master Degree Programmes (October Intake)</li> <li>• Submission of applicants details to NACTVET and TCU for verification</li> <li>• Publishing of Qualified/selected applicants to IAA portal</li> </ul>
May 26, 2023	May 26, 2023	Budget Committee Meeting
May 31, 2023	May 31, 2023	11 <sup>th</sup> Top Management Meeting of 2022/2023
June 01, 2023	June 30, 2023	Staff promotion committee Meeting
June 05, 2023	June 09, 2023	<p>Administration of Progress Test Semester I:</p> <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma (March Intake 2023/2024)</li> <li>• Pre moderation of Semester II Examinations – BTHM I, II and III</li> <li>• Study week –BTHM I, II and III</li> <li>• Printing and Packing of Semester II Examinations BTHM I, II and III</li> </ul>
June 07, 2023	July 14, 2023	SABASABA Exhibitions
June 12, 2023	June 16, 2023	Administration of Semester II Examinations - BTHM I, II and III
June 12, 2023	June 17, 2023	<p>Pre moderation of Semester II Examinations:</p> <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023)</li> </ul>
June 15, 2023	June 15, 2023	<p>Fouth Quarter Quality Assurance and Control Committee Meeting:</p> <ul style="list-style-type: none"> <li>• QA&amp;C, DR-ARC, DR-PFA, INTAANSA, RAAWU, THTU and IAASO</li> </ul>
June 15, 2023	June 16, 2023	ICT Summit (Conference)
June 18, 2023	June 24, 2023	Entrepreneurship Exhibition week
June 19, 2023	June 23, 2023	<ul style="list-style-type: none"> <li>• Pre moderation of Semester II Examinations: Bachelor Degree Programmes including BB Appr and BIRM I, II and III</li> <li>• Study week – Basic Technician Certificate and Ordinay Diploma Programmes- (October Intake 2022/2023)</li> <li>• Printing and packing of Semester II Examination – Basic Techniccion Certificate and Ordinary Diploma (October Intake 2022/2023)</li> </ul>
June 19, 2023	June 30, 2023	<ul style="list-style-type: none"> <li>• Study week – Masters Degree Programmes</li> <li>• Printing and packing of Block II Examinations - Masters Degree programmes</li> </ul>

START DATE	END DATE	ACTIVITY
June 20, 2023	June 20, 2023	Workers Council Meeting
June 20, 2023	October 13, 2023	Industrial practical Training BTHM I, II and III
June 21, 2023	June 21, 2023	12 <sup>th</sup> Top management meeting of 2022/2023
June 23, 2023	June 23, 2023	Academic Assembly
June 26, 2023	June 30, 2023	<ul style="list-style-type: none"> <li>Administration of Semester II Examinations: Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2022/2023)</li> <li>Study week Bachelor programmes</li> <li>Printing and packing of Semester II Examinations papers - Bachelor Degree programmes -2022/2023 BB Appr and BIRM I, II and III</li> </ul>
June 28, 2023	June 28, 2023	Eid Al-hajj-depending on the sighting of the moon
June 30, 2023	June 30, 2023	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> <li>Closure of Financial Year- 2022/2023</li> </ul>
June 30, 2023	July 10, 2023	Block II Examination – Masters Degree programmes
July 01, 2023	July 01, 2023	Starting of the Financial Year 2023/2024
July 03, 2023	July 09, 2023	<p>Marking of Semester II Examinations scripts:</p> <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma October Intake 2022/2023, Bachelor of Tourism and Hospitality (BTHM I, II and III)</li> </ul>
July 03, 2023	July 10, 2023	<p>Administration of Semester II Examination:</p> <ul style="list-style-type: none"> <li>Bachelor Degree Programmes 2022/2023 BB Appr and BIRM ,I, II, and III, BECS I,II and III</li> </ul>
July 07, 2023	July 07, 2023	Sabasaba Day
July 07, 2023	July 30, 2023	Submission of Annual Audit Committee Report and Annual Internal Audit Report to Internal Auditor General Department
July 07, 2023	July 07, 2023	Budget Committee Meeting
July 10, 2023	July 12, 2023	<p>Post Moderation Semester II Examination:</p> <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023), Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
July 10, 2023	July 14, 2023	IAA Risk Management Team Meeting
July 11, 2023	July 14, 2023	<ul style="list-style-type: none"> <li>BREAK- Masters Degree Programmes</li> <li>BREAK - Bachelor II Programmes</li> </ul>
July 11, 2023	October 21, 2023	BREAK – Long vacation Bachelor I Programmes

START DATE	END DATE	ACTIVITY
July 13, 2023	July 14, 2023	Compilation of Semesteer II Examinations Results: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023), Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
July 13, 2023	July 17, 2023	Marking of Examinations Scripts: <ul style="list-style-type: none"> <li>Semester II Bachelor Degree Programmes, Block II Master Degree Programmes</li> </ul>
July 17, 2023	July 18, 2023	DEC meeting to Deliberate on Semester II Examinations Results: Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023), Bachelor of Tourism and Hospitality (BTHM I, II and III)
July 17, 2023	August 01,2023	Library stock taking
July 17, 2023	August 25, 2023	Field practical Training – Ordinary Diploma I Programmes (October Intake 2022/2023)
July 17, 2023	August 31, 2023	Proposal Defense – Masters Degree Programmes (October Intake 2022/2023)
July 17, 2023	September 08, 2023	<ul style="list-style-type: none"> <li>Teaching practice – Bachelor of Education with computer science (BECS I and II)</li> <li>Industrial attachment</li> <li>Information Technology (BECS III)</li> <li>Field practical Training Bachelor II Programmes 2022/2023</li> </ul>
July 18, 2023	July 20, 2023	Post Examination moderation of: <ul style="list-style-type: none"> <li>Semester II Examinations – Bachelor programmes, Block II Examinations programmes</li> </ul>
July 19, 2023	July 19, 2023	Academic Board Sectretariat Meeting convenes for Semester II of: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023)</li> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
July 21, 2023	July 21, 2023	Academic Board meeting to approve Semester II Examination Results for: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023)</li> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul> Publishing of Semesster II Examinations Results for: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023), Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>

START DATE	END DATE	ACTIVITY
July 21, 2023	July 24, 2023	Compilation of Examinations Results for: <ul style="list-style-type: none"> <li>Semester II Bachelor Degree Programmes, Block II Masters Degree Programmes</li> </ul>
July 24, 2023	August 04, 2023	Lodge of appeals against published results - Semester I for: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023)</li> <li>Bachelor of Tourism and Hospitality (BTHM I, II and III)</li> </ul>
July 24,2023	September 09,2023	<ul style="list-style-type: none"> <li>First Tender Board Ordinary Meeting</li> <li>First Tender Board extra Ordinary Meeting</li> </ul>
July 25, 2023	July 26, 2023	<ul style="list-style-type: none"> <li>DEC meeting to deliberate on Examinations Results</li> <li>Semester II – Bachelor Degree Programmes</li> <li>Block II- Masters Degree Programmes</li> </ul>
July 26, 2023	July 26, 2023	1 <sup>st</sup> Top Manager Meeting of 2023/2024
July 28, 2023	July 28, 2023	<ul style="list-style-type: none"> <li>Academic Board Secretariat Meeting: Convenes for Semester II and Block II Examinations Results and</li> <li>Submission of Quarter IV Internal Audit Report to Internal Audit General Department (IAGD) and Public Procurement Regulatory Authority (PPRA)</li> </ul>
July 28, 2023	August 11, 2023	Nanenane Exhibitions
July 30,2023	July 30,2023	Submission of Annual Audit Committee Report and Annual Internal Audit Report to Intenal Auditor General Department
July 31, 2023	July 31, 2023	Budget Committee Meetings
August 01, 2023	August 01, 2023	<ul style="list-style-type: none"> <li>Academic Board Meeting (ABM) to approve the Examinations Results for: Semester II – Bachelor Degree Programmes (2022/2023), Block II –Masters Degree Programmes (2022/2023)</li> <li>Publishing of Examinations Results for Semester II Bachelor Degree programmes, Block II - Masters Degree Programmes</li> </ul>
August 01,2023	August 01,2023	Editorial Committee meeting
August 01, 2023	February 02, 2024	Industrial Practical Training: <ul style="list-style-type: none"> <li>BB APPR II and III at Tanzania Commercial Bank (TCB)</li> <li>BIRM II and III at National Insurance Corporation (NIC)</li> </ul>

START DATE	END DATE	ACTIVITY
August 02, 2023	August 15, 2023	<p>Lodge of appeals against Published results of:</p> <ul style="list-style-type: none"> <li>• Semester II - Bachelor Degree Programmes</li> <li>• Block II - Masters Degree Programmes</li> </ul> <p>Field visitation</p>
August 07, 2023	August 11, 2023	<ul style="list-style-type: none"> <li>• Processing of the appeals and release of reviewed results.</li> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2022/2023)</li> <li>• Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
August 08, 2023	August 08, 2023	Nanenane Day (Farmers Day)
August 14, 2023	August 22, 2023	Administration of Supplementary Examination-Diploma II and Basic Technician Certificate programmes (October Intake 2022/2023)
August 14, 2023	September 01,2023	Marking of Supplementary Examinations - Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2022/2023)
August 16, 2023	August 31, 2023	Processing of appeals and Release of Reviewed results
August 18, 2023	August 18, 2023	Submission of Implementation status of Audit Recommendation to Treasury Registrar (TR) and Ministry of Finance and Planning (MoFP)
August 25, 2023	August 25, 2023	<ul style="list-style-type: none"> <li>• Submission of Annual Audit Committee Report and Annual Internal Audit Report to Internal Auditor General Department</li> <li>• Budget Committee Meeting</li> </ul>
August 28, 2023	September 01, 2023	Submission of field reports - Ordinary Diploma I Programmes (October Intake 2022/2023)
August 29, 2023	August 29, 2023	Audit and Risk Management – Extra Ordinary Meeting for Approval of Financial Statement
August 30, 2023	August 30, 2023	2 <sup>nd</sup> Top Management Meeting of 2023/2024
September 01, 2023	September 01, 2023	External Audit starts 2022/2023 FY Audit
September 01, 2023	September 29,2023	Institutional conference
September 01, 2023	October 20, 2023	Report writing – Masters Degree Programmes-(October Intake 2023/2024)
September 04, 2023	September 06, 2023	Post Examination moderation supplementary Examinations – Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2022/2023)
September 04, 2023	September 08, 2023	Marking of field Reports - Ordinary Diploma I - (October Intake (2022/2023) Programmes
September 07, 2023	September 07, 2023	4 <sup>th</sup> Top management Meeting of 2023/2024

START DATE	END DATE	ACTIVITY
September 07, 2023	September 08, 2023	Compilation of Supplementary Examinations Results – Basic Technician Certificate and Ordinary Diploma II (October Intake 2022/2023)
September 11, 2023	September 15, 2023	<ul style="list-style-type: none"> <li>• Submission of Field Reports</li> <li>• Bachelor II Programmes</li> </ul>
September 12, 2023	September 13, 2023	DEC meeting to Deliberate on Supplementary Examinations results for Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2022/2023)
September 14, 2023	September 14, 2023	Academic Board Secretariat Meeting: convene for: Supplementary Examinations Results: Basic Technician Certificate and Ordinary Diploma II (October Intake 2022/2023)
September 15, 2023	September 15, 2023	Academic Board meeting (ABM) to approve supplementary examinations results –Basic Technician Certificate and Ordinary Diploma II (October Intake 2022/2023)
September 18, 2023	September 18, 2023	External Audit starts 2022/2023 FY Audit
September 18, 2023	September 22, 2023	Marking of Field Reports – Bachelor II Degree Programmes
September 18, 2023	September 29, 2023	<p>Lodge of appeals against published results – Supplementary Examination Results for:</p> <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma II (October Intake 2022/2023)</li> </ul> <p>Administration of Supplementary Examinations for Semester II Modules:</p> <ul style="list-style-type: none"> <li>• Diploma I programmes (October Intake 2022/2023), Bachelor Degree Programmes</li> </ul> <p>Administration of Supplementary Examinations for Block I &amp; II Modules: Master Degree programmes</p>
September 18, 2023	October 06, 2023	<ul style="list-style-type: none"> <li>• Marking of Supplementary Examination; Diploma I Programmes (October Intake), Bachelor Degree Programmes, Masters Degree Programmes</li> </ul>
September 18, 2023	October 30, 2023	External Audit Field Work
September 18, 2023	October 11, 2023	<ul style="list-style-type: none"> <li>• Administration of Supplementary Examination: Ordinary Diploma I, Bachelor Degree and Masters Degree Programmes - (October Intake)</li> </ul>
September 18, 2023	October 13, 2023	Marking of Supplementary Examination: Ordinary Diploma I, Bachelor Degree and Masters Degree Programmes-(October Intake) Supplementary Examination

START DATE	END DATE	ACTIVITY
September 20, 2023	September 29, 2023	Processing of appeals and Release of the Reviewed Results
September 25, 2023	September 29, 2023	First Quarter Quality Assurance and Control Committee Meeting. QA&C, DR-ARC, DR-PFA, INSTAANSA, RAAWU, THTU and IAASO
September 25, 2023	October 15, 2023	<ul style="list-style-type: none"> <li>• Registration and Orientation</li> <li>• Masters Programmes (October Intake)</li> </ul>
September 27, 2023	September 27, 2023	Prophet Muhammad's Birthday
September 28, 2023	September 28, 2023	3 <sup>rd</sup> Top Management Meeting of 2023/2024
September 29, 2023	September 29, 2023	Budget Committee Meeting
September 30, 2023	October 01, 2023	Interview of new applicants with Public Service Secretariat
October 02, 2023	October 20, 2023	Academic writing session Masters Programmes – (October Intake)
October 02, 2023	October 20, 2023	Registration and orientation - Basic Technician Certificate and Ordinary Diploma (October Intake 2023/24)
October 02, 2023	October 23, 2023	Registration and orientation to library - Basic Technician Certificate and Ordinary Diploma, (October Intake 2023/24)
October 02, 2023	November 03, 2023	Dissertation Defense Masters Degree Programmes
October 02, 2023	February 09, 2024	Industrial Practical Training Bachelor of Banking (BB-Appr II and III) and Bachelor of Insurance and Risk Management (BIRM II and III)
October 04, 2023	October 04, 2023	First TPS Collaborative Technical Meeting
October 09, 2023	October 11, 2023	Post moderation of Supplementary Examinations Results: <ul style="list-style-type: none"> <li>• Diploma I Programmes (October Intake), Bachelor Degree Programmes, Masters Degree Programmes</li> </ul>
October 09, 2023	October 13, 2023	IAA Risk Management Team meeting
October 09, 2023	October 31, 2023	External Audit Field Work
October 09, 2023	February 02, 2024	<ul style="list-style-type: none"> <li>• Semester I classes – Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2023/2024)</li> <li>• Block I classes- Masters Programmes</li> </ul>
October 10, 2023	October 10, 2023	Completion of External Audit Report
October 11, 2023	November 15, 2023	<ul style="list-style-type: none"> <li>• Second Tender Board Ordinary meeting</li> <li>• Second Tender Board Extra Ordinary meeting</li> </ul>
October 14, 2023	October 14, 2023	Nyerere Day
October 15, 2023	January 15, 2024	Quarterly Performance Report for MoFP

START DATE	END DATE	ACTIVITY
October 16, 2023	October 18, 2023	Post examination Moderation of Supplementary Examination Results Ordinary Diploma I, Bachelor Degree and Masters Degree Programmes -(October Intake)
October 17, 2023	October 17, 2023	Planning, Finance and Infrastructure Committee - Extra Ordinary Meeting (for approval of Financial Statements)
October 18, 2023	October 18, 2023	First TPS Joint Collaborative Board (JAB) Meeting
October 19, 2023	October 19, 2023	Audit Committee Ordinary
October 19, 2023	October 21, 2023	<ul style="list-style-type: none"> <li>• Compilation of Supplementary Examination Results: Ordinary Diploma I, Bachelor Degree and Masters Degree Programmes (October Intake)</li> <li>• Compilation of Field Report Results Bachelor II</li> </ul>
October 20, 2023	October 20, 2023	Human Resource and Administration Committee – Ordinary Meeting
October 21, 2023	October 21, 2023	Governing Council – Ordinary Meeting
October 23, 2023	November 17, 2023	Registration and Orientation Bachelor Degree Programmes-2023/2024
October 23, 2023	October 23, 2023	Registration and orientation to library for Master students – NTA Level 9 (October Intake 2023/2024)
October 23, 2023	October 24, 2023	<ul style="list-style-type: none"> <li>• DEC Meeting to deliberate on: Supplementary Examination Results Ordinary Diploma I, Bachelor Degree and Master Degree Programmes -(October Intake)</li> <li>• Field Report Results – Bachelor II Programmes</li> </ul>
October 23, 2023	November 04, 2023	Registration and orientation to library- Bachelor Degree (October Intake 2023/24)
October 23, 2023	November 05, 2023	External Audit Field Work
October 23, 2023	November 11, 2023	<ul style="list-style-type: none"> <li>• Online Registration through ISMS: Masters Degree Programmes (March Intake)</li> <li>• Ordinary Diploma II Students (October Intake 2023/2024)</li> </ul>
October 23, 2023	November 17, 2023	Registration and Orientation Bachelor Degree Programmes-2023/2024
October 25, 2023	October 25, 2023	<ul style="list-style-type: none"> <li>• Academic Board Secretariat meeting: Convenes for: Supplementary Examinations Results - Ordinary Diploma I, Bachelor Degree and Master Degree Programmes</li> <li>• Submission of Quarter I Internal Audit Report to Internal Audit General Department (IADG) and Public Procurement Regulatory Authority (PPRA)</li> </ul>
October 27, 2023	October 27, 2023	Budget Committee Meeting

START DATE	END DATE	ACTIVITY
October 27, 2023	October 27, 2023	<ul style="list-style-type: none"> <li>• Academic Board Meeting (ABM) to approve Supplementary Examination Results Ordinary Diploma , Bachelor Degree and Master Degree Programmes-October Intake), Field Report Results- Bachelor II (October Intake)</li> <li>• Publishing of the Results</li> </ul>
October 30, 2023	February 12, 2024	Semester I classes - Bachelor Programmes - 2023/2024 including Bachelor of Education with Computer Science (BECS I, II and III), Bachelor of Tourism and Hospitality Management (BTHM I, II and III), Bachelor of Banking – Apprenticeship (BB-Appr I) and Bachelor of Insurance and Risk Management (BIRM I)
November 02, 2023	November 02, 2023	International Project Management Day
November 04, 2024	November 11, 2024	Financial Service week
November 06, 2023	November 10, 2023	Dissertation collection Masters Degree Programmes
November 06, 2023	November 24, 2023	Online Registration through ISMS – Bachelor II and III students –Semester I
November 06, 2023	November 25, 2023	Students Transfer window-TCU online Transfer of students From one programmes to another - for new students and from one Institution to another for continuing students
November 13, 2023	November 14, 2023	Dissertation submission – Masters Degree Programmes
November 13, 2023	November 17, 2023	Marking Dissertation Masters Degree Programmes
November 16, 2023	November 16, 2023	International Accounting Day
November 20, 2023	November 22, 2023	Compilation of Dissertation Results – Masters Degree Programmes
November 20, 2023	November 24, 2023	Administration of Progress Test Semester I – Basic Technician Certificate and Ordinary Diploma Programmes – (October Intake 2023/2024)
November 20, 2023	November 24, 2023	<ul style="list-style-type: none"> <li>• Administration of Online Compulsory Assignment - Basic Technician Certificate and Ordinary Diploma Programmes – (October Intake 2023/2024)</li> <li>• Departmental conference presentation of papers (Business Management)</li> </ul>
November 20, 2023	November 24, 2023	<ul style="list-style-type: none"> <li>• Research skills Seminar for staff</li> <li>• Research and publication committee meeting</li> <li>• Editorial committee meeting</li> </ul>
November 20, 2023	November 20, 2023	Combating GBV Day
November 23, 2023	November 23, 2023	DEC Meeting to deliberate on Dissertation Results – Masters Degree Programmes

START DATE	END DATE	ACTIVITY
November 24, 2023	November 24 2023	<ul style="list-style-type: none"> <li>• Seminar on HIV/AID, NCD to staff</li> <li>• Anti-corruption and Ethics Seminar to all staff</li> <li>• Budget Committee Meeting</li> <li>• Academic Board Secretariat meeting: Convenes for Dissertation Results</li> </ul>
November 27, 2023	November 27, 2023	<ul style="list-style-type: none"> <li>• Academic Board Meeting to approve Dissertation Results -Masters Degree</li> <li>• Publishing of Dissertation Results</li> </ul>
November 29, 2023	November 29, 2023	Governance and Security Conference
November 29, 2023	November 30, 2023	Departmental conference Paper presentation (Accounting and Finance Department) and Governance and Security Studies
November 29, 2023	November 29, 2023	College Baraza
December 01, 2023	December 01, 2023	World AIDS Day
December 04, 2023	December 04, 2023	International Bankers Day
December 05, 2023	December 05, 2023	Academic Board Meeting to approve graduand list
December 05, 2023	December 12, 2023	Administration of Compulsory Online Assignment – Bachelor Degree Programmes - 2023/2024 Semester I
December 08, 2023	December 21, 2023	SHIMIVUTA
December 08, 2023	December 08, 2023	Seminar to all staff Corruption Issues
December 09, 2023	December 09, 2023	Independence Day
December 10, 2023	December 10, 2023	Celebration of PCCB Day
December 10, 2023	December 28, 2023	<ul style="list-style-type: none"> <li>• Risk management unit meeting</li> <li>• Submission of risk management report to the management</li> <li>• Audit and Risk Management Committee</li> </ul>
December 12, 2023	December 12, 2023	Academic Committee - Extra Ordinary meeting (For graduation)
December 14, 2023	December 14, 2023	Governing Council - Extra Ordinary Meeting (For graduation)
December 15, 2023	December 15, 2023	IAA Graduation Day
December 18, 2023	December 22, 2023	Second quarter IAA QA &C Committee, DR – ARC, DR - PFA, INSTAANSA, RAAWU, THTU & IAASO
December 22, 2023	December 22, 2023	Second Quarter Quality Assurance and control Committee Meeting QA&C, DR-ARC, DR-PFA, INSTAANSA, RAAWU,THTU and IAASO
December 25, 2024	December 25, 2024	Christmas Day
December 26, 2024	December 26, 2024	Boxing Day

START DATE	END DATE	ACTIVITY
December 27, 2023	December 27, 2023	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> <li>Submission of Final Audited Financial Statements to Governing Council for adoption</li> </ul>
December 28, 2023	December 28, 2023	Audit Committee – Ordinary Meeting
December 29, 2023	December 29, 2023	Governing Council – Ordinary Meeting
December 29, 2023	December 29, 2023	Budget Committee Meeting
January 01, 2024	January 01, 2024	New Year's Day
January 01, 2024	January 20, 2024	Update Admission Guide Book for 2024/2025 for Bachelor Degree Programmes
January 02, 2024	February 05, 2024	Administration of Progress Test Semester I – Basic Technician Certificate and Ordinary Diploma Programmes – (October Intake 2023/2024)
January 03, 2024	January 12, 2024	Budget Committee meeting (Recast meeting and new FY budget preparation)
January 08, 2024	January 12, 2024	<ul style="list-style-type: none"> <li>Compilation of Semester II Examinations Results for Ordinary Diploma Programmes (March Intake 2022/2023)</li> <li>Administration of progress Test Semester I – Bachelor Degree Programmes - 2023/2024</li> </ul>
January 08, 2024	January 20, 2024	Visiting student on Industrial Practical Training: <ul style="list-style-type: none"> <li>BB APPR students at Tanzania Commercial Bank (TCB)</li> <li>BIRM students at National Insurance Corporation (NIC)</li> </ul>
January 10, 2024	March 05, 2024	Third Tender Board Ordinary meeting
January 11, 2024	January 11, 2024	<ul style="list-style-type: none"> <li>Third Tender Board extra Ordinary meeting</li> <li>Risk Management Team Meeting</li> </ul>
January 12, 2024	January 12, 2024	Zanzibar Revolution Day
January 12, 2024	January 12, 2024	Budget committee (Management meeting and recast financial year and new FY budget approval)
January 13, 2024	January 13, 2024	Finalizing the discussions - New Budget – Extended Management
January 15, 2024	January 15, 2024	Budget - Workers Council
January 15, 2024	January 15, 2024	Budget Committee (Workers Council meeting for recast and new budget approval)
January 16, 2024	January 16, 2024	Extra Ordinary meeting Planning Finance and Infrastructure Committee (Approval of Recast Budget and new financial year budget)
January 17, 2024	January 17, 2024	Human Resource and Administration Committee – Ordinary Meeting
January 19, 2024	January 19, 2024	Governing Council - Extra Ordinary Meeting (For Recast and New Budget)

START DATE	END DATE	ACTIVITY
January 22, 2024	January 26, 2024	Pre moderation of Semester I Examinations – Basic Techninician Certificate and Ordinary Diploma Programme (October Intake 2023/2024)
January 26, 2024	January 26, 2024	Seminar to all staff on Ethics in the Public Service
January 28,2024	February 07,2024	<ul style="list-style-type: none"> <li>• Risk management unit meeting</li> <li>• Submission of risk management report to the management</li> <li>• Audit and Risk Management Committee</li> </ul>
January 29, 2024	January 29, 2024	7 <sup>th</sup> Top Management Meeting of 2023/2024
January 29, 2024	February 02, 2024	Pre moderation of Semester I Examinations – Basic Techninician Certificate and Ordinary Diploma Programme (October Intake 2023/2024)
January 29, 2024	February 02, 2024	Field practical Training - Ordinary Diploma I-2024/2025
January 29, 2024	February 02, 2024	<ul style="list-style-type: none"> <li>• Study weak –Basic Technician Certificate and Ordinary Diploma programmes (October Intake-2023/2024)</li> <li>• Printing and Packing of Semester I Examinations papers-Basic Techninician Certificate and Ordinary Diploma programmes. (October Intake 2023/2024)</li> </ul>
January 31, 2024	January 31, 2024	Submission of Quarter II Internal Audit Report to Internal Audit General Department (IAGD) and Public Procurement Regulatory Authority (PPRA)
February 05, 2024	February 09, 2024	<ul style="list-style-type: none"> <li>• Study week – Basic Technician Certificate and Ordinary Diploma programmes (October Intake-2023/2024)</li> <li>• Printing and Packing of Semester I Examinations papers-Basic Technician Certificate and Ordinary Diploma programmes (October Intake 2023/2024)</li> </ul>
February 05, 2024	February 22, 2024	<ul style="list-style-type: none"> <li>• Study week masters Programmes</li> <li>• Printing and Packing of Block I Examinations - Masters Degree Programmes</li> </ul>
February 05, 2024	March 05, 2024	<ul style="list-style-type: none"> <li>• Admissions Activities for Basic Techninician Certificate and Ordinary Diploma &amp; Masters March Intake 2024/2025</li> <li>• Submission of Applications details to NACTVET for Verification</li> </ul>
February 05, 2024	February 09, 2024	Administration of Semester I Examinations – Basic Technician Certificate and Ordinary Diploma Programmes (October Intake- 2023/2024)
February 06, 2024	February 06, 2024	Planning, Finance and Infrastructure Committee – Ordinary Meeting

START DATE	END DATE	ACTIVITY
February 05, 2024	February 17, 2024	Administration of Supplementary Examinations: <ul style="list-style-type: none"> <li>Bachelor of Banking (BB-Appr II and III) and Bachelor of Insurance and Risk Management (BIRM II and III)</li> </ul>
February 07, 2024	February 07, 2024	Audit Committee – Ordinary Meeting
February 08, 2024	February 08, 2024	Human Resource and Administration Committee – Ordinary Meeting
February 12, 2024	February 16, 2024	<ul style="list-style-type: none"> <li>Administration of Semester I Examinations – Basic Technician Certificate and Ordinary Diploma Programmes (October Intake-2023/2024)</li> <li>Pre moderation of Block I Examinations - Master Degree Programmes</li> <li>Pre – moderation of Semester I Examinations-Bachelor Degree Programmes including: Bachelor of Tourism and Hospitality Management (BTHM I, II and III), Bachelor of Banking with Apprenticeship (BB APPR I, II and III), Bachelor of Insurance and Risk Management (BIRM I,II and III) and Bachelor of Education With Computer Science (BECS I, II and III) - 2023/2024</li> </ul>
February 12, 2024	February 23, 2024	<ul style="list-style-type: none"> <li>Marking of Examintions</li> <li>Semester I Examinations Basic Technician Certificate and Ordinary Diploma</li> <li>Administration of Supplementary Examinations - Ordinary Diploma I&amp;II Programmes (March Intake- 2022/2023)</li> </ul>
February 12, 2024	March 23, 2024	BREAK-Basic Technician Certificate and Ordinary Diploma programmes (October Intake 2023/2024)
February 16, 2024	February 16, 2024	Governing Council – Ordinary Meeting
February 19, 2024	February 23, 2024	<ul style="list-style-type: none"> <li>Study week - Bachelor programmes 2023/2024</li> <li>Printing and packing of Semester I Examinations paper - Bachelor Degree Programmes -2023/2024</li> </ul>
February 19, 2024	March 02, 2024	BREAK - Basic Technician Certificate and Ordinary Diploma programmes (October Intake 2023/2024)
February 26, 2024	March 01, 2024	Administration of Block I Examinations Masters Degree Programmes
February 26, 2024	March 01, 2024	Admistration of Semester I Examinations – Bachelor Degree Programmes
February 26, 2024	March 01, 2024	Post-moderation <ul style="list-style-type: none"> <li>Semester I Examinations for Basic Technician Certificate and Ordinary Diploma (October Intake)</li> </ul>

START DATE	END DATE	ACTIVITY
February 26, 2024	June 07, 2024	Semester II Classes –Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2023/2024)
March 01, 2024	March 30, 2024	Update Admission Guide Book for 2024/2025 Academic year for NTA Level 4 & 5
March 02, 2024	April 30, 2025	Field Solitictation Activities in Various Organisation
March 04, 2024	March 06, 2024	Compilation of Examinations Results: <ul style="list-style-type: none"> <li>• Semester I Examinations for</li> <li>• Basic Technician Certificate, Ordinary Diploma (October Intake)</li> </ul>
March 04, 2024	March 10, 2024	BREAK – Bachelor Degree Programmes
March 04, 2024	March 11, 2024	Marking of Examintions Semester I Examinations for Bachelor Degree Programmes, Block I Examinations Masters Degree Programmes
March 04, 2024	March 22, 2024	Online Registration through ISMS - Basic Technician Certificate and Ordinary Diploma Programmes (October Intake) Semester II 2023/2024
March 04, 2024	April 30, 2024	Proposal Defense - Masters Degree Programmes
March 05, 2024	June 14, 2024	Semester II Classes –Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2023/2024)
March 06, 2024	March 06, 2024	Second TPS Collarative Technical Meeting
March 06, 2024	March 08, 2024	Submission of Applications for March Intake 2024/2025
March 07, 2024	March 08, 2024	DEC meetings to Deliberate on : <ul style="list-style-type: none"> <li>• Semester I Examinations Results for</li> <li>• Basic Technician Certificate, Ordinary Diploma (October Intake)</li> </ul>
March 08, 2024	April 03, 2024	<ul style="list-style-type: none"> <li>• Research skills Seminar for staff</li> <li>• Research and publication committee meeting</li> <li>• Editorial committee meeting</li> </ul>
March 11, 2024	March 11, 2024	Academic Board Secretariat Meeting: Convences to perform the functions as stipulated by Regulation 6 of ASPR 2022- Semester I Examination Results fo NTA Level 4-6
March 11, 2024	March 29, 2024	Online Registration through ISMS Bachelor Programmes - Semester II
March 11, 2024	June 21,2024	Semestrer II classes-Bachelor Programmes including: <ul style="list-style-type: none"> <li>• Bachelor of Education with Computer Science (BECS I, II and III),Bachelor of Banking-Apprenticeship (BB-Appr I, II and III) and Bachelor of Insurance and Risk Management (BIRM I, II and III)</li> </ul>

START DATE	END DATE	ACTIVITY
March 11, 2024	June 10, 2024	Semester II Classes - Bachelor of Tourism and Hospitality Management (BTHM I, II and III)
March 11, 2024	March 14, 2024	<ul style="list-style-type: none"> <li>Post-moderation</li> <li>Semester I/ Block I Examinations for Bachelor Degree and Examinations Masters Degree Programmes</li> <li>Diploma I and II Programmes (March Intake) Supplementary Examinations</li> </ul>
March 13, 2024	March 13, 2024	<p>Academic Board Meeting (ABM) to Approve Examinations Results for :</p> <ul style="list-style-type: none"> <li>Semester I Examinations Results: Basic Technician Certificate, Ordinary Diploma (October Intake)</li> <li>Publishing of Examinations Results: Semester I of NTA Level 4 - 6</li> </ul>
March 14, 2024	March 14, 2024	Academic Assembly
March 15, 2024	15th March,2024	Feedback from NACTVET for the applied March Intake 2024/2025 Admissions
March 15, 2024	March 19, 2024	Compilation of Examinations Results: Semester I/ Block I Examinations for: Bachelor Degree and Masters Degree Programmes
March 15, 2024	March 25,2024	<ul style="list-style-type: none"> <li>Seminar to all staff on Fire Fighting Techniques</li> <li>Preparation of Annual Personnel Emolument Budget</li> </ul>
March 16,2024	March 17, 2024	Publishing of qualified selected Applicants to IAA portal
March 18, 2024	March 22, 2024	Third Quarter Quality Assurance and control Committee Meeting. QA&C, DR-ARC, DR-PFA, INTAANSA, RAAWU, THTU and IAASO
March 18, 2024	April 05,2024	Online Registration through ISMS Masters Programmes-Block II
March 18, 2024	June 14, 2024	Block II classes- Masters Programmes
March 20, 2024	March 22, 2024	<p>DEC meetings to Deliberate on:</p> <ul style="list-style-type: none"> <li>Semester I/ Block I Examinations Results for Basic Bachelor Degree and Masters Degree programmes</li> </ul>
March 20, 2024	March 20, 2024	Second TPS Joint Collaborative Board (JAB) Meeting
March 21 2024	March 21, 2024	Economics Day
March 21, 2024	April 12, 2024	Registration and Orientation of March Intake Students (NTA LEVEL 4,5 & 9)
March 25, 2024	March 25, 2024	Academic Board Secretariat Meeting: Convenes for Semester I, Block I and Supplementary Examinations Results

START DATE	END DATE	ACTIVITY
March 27, 2024	March 27, 2024	Academic Board Meeting (ABM) to Approve Examinations Results for : <ul style="list-style-type: none"> <li>Semester I Examinations Results: Bachelor Degree Programmes, Block I Examinations Results -Masters Degree Programmes</li> </ul>
March 28, 2024	April 5, 2024	Lodge of appeals against published results for Semester I, Block I and Supplementary for: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024), Bachelor Degree Programmes, Masters Degree Programmes</li> </ul>
March 29, 2024	March 29, 2024	Budget Committee meeting
March 31, 2024	March 31, 2024	Easter Sunday
April 01,2024	April 01,2024	Easter Monday
April 01, 2024	April 30,2024	NACTVET monitoring and evaluation- All heads of departments
April 02, 2024	April 02, 2024	8 <sup>th</sup> Top Management Meeting of 2023/2024
April 07, 2024	April 07, 2024	<ul style="list-style-type: none"> <li>Karume Day</li> <li>Good Friday</li> </ul>
April 08, 2024	April 12, 2024	Compulsory Online Assignment -Basic Technician Certificate and Ordinary Diploma Programmes (October Intake-2022/2023)
April 08, 2024	April 08, 2024	Risk Management Unit Meeting
April 08, 2024	April 12, 2024	Processing of appeals and Release of the Reviewed Results: <ul style="list-style-type: none"> <li>Semester I, and Block I for Bachelor Degree Programmes and Masters Degree Programmes, Supplementary Examinations Results for Diploma I and II Programmes (March Intake 2022/2023)</li> </ul>
April 08, 2024	April 16, 2024	Compulsory Online Assignment Semester II - BTHM I, II and III
April 09, 2024	April 09, 2024	NACTE Monitoring and Evaluation - IAA Management
April 10, 2024	April 11, 2024	Eid - al-Fitr-depends on the sighting of the moon
April 15, 2024	April 19, 2024	Administration of progress Test -Semester II Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2023/2024)
April 15, 2024	April 23, 2024	Compulsory online Assignment Bachelor Programmes
April 15, 2024	April 24,2024	<ul style="list-style-type: none"> <li>Risk Management Unit meeting</li> <li>Submission of risk management report to the management</li> <li>Audit and Risk Management Committee</li> </ul>

START DATE	END DATE	ACTIVITY
April 17, 2024	April 17, 2024	Career Day
April 22, 2024	April 22, 2024	Academic Committee – Ordinary Meeting
April 23, 2024	April 23, 2024	Planning, Finance and Infrastructure Committee – Ordinary Meeting
April 23, 2024	April 23, 2024	3 <sup>rd</sup> quarter Ordinary meeting- Planning and Infrastructure Committee
April 24, 2024	April 24, 2024	Audit Committee – Ordinary Meeting
April 25, 2024	April 25, 2024	Human Resource and Administration Committee – Ordinary Meeting
April 26, 2024	April 26, 2024	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> <li>• Closure of Financial Year- 2023/2024</li> </ul>
April 26, 2024	April 26, 2024	Union Day
April 29, 2024	April 29, 2024	Budget Committee meeting
April 29, 2024	May 3, 2024	Addministration of Progress Test- Semester II for Bachelor programmes
May 01, 2024	May 01, 2024	Labour Day
May 07, 2024	May 07, 2024	9 <sup>th</sup> Top Management Meeting of 2023/2024
May 10, 2024	May 10,2024	Governing Council – Ordinary Meeting
May 15, 2024	May 21, 2024	The 3 <sup>RD</sup> NACTVET Exhibitions
May 17, 2024	June 30, 2024	Opening of Students Admission window for the Academic year 2024/2025 September Intake
May 20, 2024	May 20, 2024	IAASO General Elections
May 25, 2024	September 20, 2024	Receiving and Processing of NTA Level 9 Applications
May 27, 2024	May 31, 2024	<ul style="list-style-type: none"> <li>• Pre moderation of Semester II Examinations</li> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul>
May 29, 2024	May 30, 2024	International conference
May 30, 2024	May 30, 2024	Submission of Implementation status of Audit Recommendation to Treasury Registrar (TR) and Ministry of Finance and Planning (MoFP)
May 31, 2024	May 31, 2024	Budget Committee Meeting
June 01, 2024	June 01, 2024	Staff promotion committee Meeting
June 03, 2024	June 07, 2024	<ul style="list-style-type: none"> <li>• Study week –Basic Technician Certificate and Ordinay Diploma Programmess- (October Intake 2023/2024</li> <li>• Printing and packing of Semester II Examination -Basic Technicion Certificate and Ordinary Diploma (October Intake 2023/2024 )</li> </ul>

START DATE	END DATE	ACTIVITY
June 10, 2024	June 14, 2024	Administration of Semester II Examinations-Basic Technician Certificate and Ordinary Diploma Programmes(October Intake 2023/2024)
June 10, 2024	June 14, 2024	Administration of Semester II Examinations - BTHM I, II and III
June 10, 2024	June 14, 2024	Pre moderation of Semester II Examinations for: Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)
June 10, 2024	June 22, 2024	<ul style="list-style-type: none"> <li>• Risk management unit meeting</li> <li>• Submission of risk management report to the management</li> <li>• Audit and Risk Management Committee</li> </ul>
June 12, 2024	June 12, 2024	Third TPS Collaborative Technical Meeting
June 13, 2024	June 14, 2024	ICT Summit (Conference)
June 15, 2024	August 04, 2024	Window opens for the 2024/2025 Admission Cycle for NTA Level 7
June 17, 2024	June 21, 2024	Marking of Semester II Examinations scripts: <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma October Intake 2023/2024</li> </ul>
June 17, 2024	June 21, 2024	Fouth Quarter Quality Assurance and control Committee Meeting. QA&C, DR-ARC, DR-PFA, INTAANSA, RAAWU, THTU and IAASO
June 17, 2024	June 21, 2024	<ul style="list-style-type: none"> <li>• Pre moderation of Semester II Examinations - Bachelor Programmes including BB Appr and BIRM I, II and III</li> <li>• Study week - Basic Technician Certificate and Ordinay Diploma Programmess- (October Intake 2023/2024)</li> <li>• Printing and packing of Semester II Examination - Basic Technicion Certificate and Ordinary Diploma (October Intake 2023/2024 )</li> </ul>
June 17, 2024	June 21, 2024	<ul style="list-style-type: none"> <li>• Study week – Masters Degree Programmes</li> <li>• Printing and packing of Block II Examinations- Masters Degree programmes</li> <li>• Eid Al-Adha depends on the sighting of the moon</li> </ul>
June 18, 2024	June 22, 2024	Entrepreneurship Exhibition week
June 20, 2024	June 20, 2024	Insurance Day

START DATE	END DATE	ACTIVITY
June 24, 2024	June 28, 2024	<ul style="list-style-type: none"> <li>• Administration of Semester II Examinations - Basic Technician Certificate and Ordinary Diploma Programmes(October Intake 2023/2024)</li> <li>• Study week Bachelor programmes</li> <li>• Printing and packing of Semester II Examinations papers- Bachelor Degree programmes -2023/2024: BB Appr and BIRM I, II and III</li> </ul>
June 24, 2024	June 28, 2024	Post Moderation Semester II Examination: <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul>
June 26, 2024	June 26, 2024	Third TPS Joint Collaborative Board (JAB) Meeting
June 25, 2024	October 13, 2024	Field practical Training – Ordinary Diploma I Programmes (October Intake 2023/2024)
June 25, 2024	October 13, 2024	Industrial practical Training BTHM I, II and III
June 27, 2024	June 28, 2024	Faculty conference presentationof papers (Finance and Accountancy)
June 28,2024	June 28,2024	Budget Committee meeting
June 28, 2024	July 13,2024	SABASABA Exhibitions
July 01, 2024	July 03, 2024	Compilation of Semesteer II Examinations Results: <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul>
July 01, 2024	July 08, 2024	Block II Examination – Masters Degree programmes
July 01, 2024	July 08, 2024	Marking of Semester II Examinations scripts: <ul style="list-style-type: none"> <li>• Bachelor of Tourism and Hospitality (BTHM I, II and III)</li> </ul>
July 01, 2024	July 08, 2024	Administration of Semester II Examination: <ul style="list-style-type: none"> <li>• Bachelor Degree Programmes 2023/2024 BB Appr and BIRM ,I, II, and III, BECS I,II and III</li> </ul>
July 4, 2024	July 5, 2024	DEC meeting to Deliberate on Semester II Examinations Results: <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul>
July 07, 2024	July 07, 2024	Sabasaba Day
July 08, 2024	July 08, 2024	Academic Board Sectretariat Meeting: convenes to perform the function stipulated by Regulation 6 of ASPR 2022- Semester II for: <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul>
July 09, 2024	July 19, 2024	Marking of Examinations Scripts: <ul style="list-style-type: none"> <li>• Semester II Bachelor Degree Programmes</li> <li>• Block II Master Degree Programmes</li> </ul>

START DATE	END DATE	ACTIVITY
July 10, 2024	July 12, 2024	Post Moderation Semester II Examination: <ul style="list-style-type: none"> <li>Bachelor of Tourism and Hospitality (BTHM I, II and III)</li> </ul>
July 10, 2024	July 12, 2024	<ul style="list-style-type: none"> <li>BREAK- Masters Degree Programmes</li> <li>BREAK -Bachelor II Programmes</li> </ul>
July 10, 2024	July 10, 2024	<p>Academic Board meeting to approve Semester II Examination Results:</p> <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul> <p>Publishing of Semesster II Examinations Results for:</p> <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> </ul>
July 10, 2024	October, 2024	BREAK – Long vacation Bachelor I Programmes
July 12, 2024	July 12, 2024	All staff meeting on Mfuko wa Ahueni
July 15, 2024	July 17, 2024	<ul style="list-style-type: none"> <li>Compilation of Semesteer II Examinations Results:</li> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
July 15, 2024	August 30, 2024	Proposal Defense – Masters Degree Programmes (October Intake 2023/2024)
July 15, 2024	September 08, 2024	<ul style="list-style-type: none"> <li>Teaching practice – Bachelor of Education with computer science (BECS I and II)</li> <li>Industrial attachment Information Technology (BECS III)</li> <li>Field practical Training Bachelor II Programmes 2023/2024</li> </ul>
July 17, 2024	July 21, 2024	Submission of Selected Applicants for verification 1st Round (NTA Level 4 & 5)
July 22, 2024	July 23, 2024	<p>DEC meeting to Deliberate on Semester II Examinations Results:</p> <ul style="list-style-type: none"> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
July 22, 2024	August 02, 2024	Administration of Supplementary Examination-Basic Technician Certificate and Ordinary Diploma programmes (October Intake 2023/2024)
July 24, 2024	July 26, 2024	<p>Post Examination moderation of:</p> <ul style="list-style-type: none"> <li>Semester II Examinations – Bachelor programmes</li> <li>Block II Examinations programmes</li> </ul>
July 24, 2024	July 24, 2024	<p>Academic Board Sectretariat Meeting: convene for Semester II results of:</p> <ul style="list-style-type: none"> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>

START DATE	END DATE	ACTIVITY
July 26, 2024	July 26, 2024	Academic Board meeting to approve Semester II Examination Results: <ul style="list-style-type: none"> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul> Publishing of Semester II Examinations Results for: <ul style="list-style-type: none"> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
July 29, 2024	July 31, 2024	Compilation of Examinations Results: <ul style="list-style-type: none"> <li>Semester II Bachelor Degree Programmes</li> <li>Block II Masters Degree Programmes</li> </ul>
July 29, 2024	August 06, 2024	Lodge of appeals against published results - Semester I for: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
August 01, 2024	August 05, 2024	DEC meeting to deliberate on Examinations Results: <ul style="list-style-type: none"> <li>Semester II – Bachelor Degree Programmes</li> <li>Block II - Masters Degree Programmes</li> </ul>
August 01, 2024	August 08, 2024	Nanenane Exhibitions
August 01, 2024	August 16, 2024	Annual library stock taking (Arusha campus college)
August 02, 2024	August 09, 2024	Marking of Supplementary Examinations- Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2023/2024)
August 05, 2024	February 02, 2025	Industrial Practical Training: <ul style="list-style-type: none"> <li>BB APPR II and III at Tanzania Commercial Bank (TCB)</li> <li>BIRM II and III at National Insurance Corporation (NIC)</li> </ul>
August 07, 2024	August 07, 2024	Academic Board Secretariat Meeting: <ul style="list-style-type: none"> <li>Convenes for Semester II and Block II Examinations Results</li> <li>Submission of Quarter IV Internal Audit Report to Internal Audit General Department (IAGD) and Public Procurement Regulatory Authority (PPRA)</li> </ul>
August 07, 2024	August 14, 2024	Processing of the appeals and release of reviewed results: <ul style="list-style-type: none"> <li>Basic Technician Certificate and Ordinary Diploma (October Intake 2023/2024)</li> <li>Bachelor of Tourism and Hospitality Management (BTHM I, II and III)</li> </ul>
August 08, 2024	August 08, 2024	Nanenane Day (Farmers Day)

START DATE	END DATE	ACTIVITY
August 09, 2024	August 09, 2024	<p>Academic Board Meeting (ABM) to approve the Examinations Results:</p> <ul style="list-style-type: none"> <li>• Semester II – Bachelor Degree Programmes (2023/2024)</li> <li>• Block II – Masters Degree Programmes (2023/2024)</li> </ul> <p>Publishing of Examinations Results:</p> <ul style="list-style-type: none"> <li>• Semester II –Bachelor Degree programmes</li> <li>• Block II – Masters Degree Programmes</li> </ul> <p>Editorial committee meeting</p>
August 12, 2024	August 16, 2024	Post Examination moderation supplementary Examinations – Basic Technician Certificate and Ordinary Diploma Programmes (October Intake 2023/2024)
August 12, 2024	August 20, 2024	<p>Lodge of appeals for published results:</p> <ul style="list-style-type: none"> <li>• Semester II – Bachelor Degree Programmes</li> <li>• Block II – Masters Degree Programmes</li> </ul> <p>Field visitation</p>
August 12, 2024	August 23, 2024	Administration of Supplementary Examination:
August 12, 2024	August 30, 2024	<p>Marking of Supplementary Examinations:</p> <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2023/2024)</li> </ul>
August 14, 2024	August 18, 2024	Submission of Students admitted in the 1 <sup>st</sup> application window
August 19, 2024	August 20, 2024	Compilation of Supplementary Examinations Results – Basic Technician Certificate and Ordinary Diploma (October Intake 2024/2025)
August 21, 2024	August 23, 2024	DEC meeting to Deliberate on Supplementary Examinations results for Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2023/2024)
August 21, 2024	August 27, 2024	Processing of appeals and Release of Reviewed results
August 25, 2024	August 25, 2024	Publication of NTA Level 7 students admitted in the 1st application window
August 25, 2024	September 01, 2024	Submission of field reports - Ordinary Diploma I Programmes (October Intake 2023/2024)
August 26, 2024	August 26, 2024	Academic Board Secretariat Meeting: convene to perform functions stipulated by Regulation 6 of ASPR 2022 –Supplementary Examinations Results:Basic Technician Certificate and Ordinary Diploma II (October Intake 2023/2024)

START DATE	END DATE	ACTIVITY
August, 26, 2024	September 06, 2024	Annual library stock taking (Dodoma and Babati campus college)
August 28, 2024	August 28, 2024	Academic Board meeting (ABM) to approve supplementary examinations results -Basic Technician Certificate and Ordinary Diploma II (October Intake 2023/2024)
August 28, 2024	September 03, 2024	2 <sup>nd</sup> Application window for NTA Level 7
August 31, 2024	August 31, 2024	Submission of Signed Financial Statements 2022/2023 FY to Treasury Registrar and Ministry of Finance
September 02, 2024	October 18, 2024	Report writing - Masters Degree Programmes - (October Intake 2023/2024)
September 02, 2024	Septembe 04, 2024	Post Examination moderation supplementary Examinations – Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2023/2024)
September 02, 2024	Septembe 04, 2024	Marking of field Reports - Ordinary Diploma I - (October Intake 2023/2024) Programmes
September 05, 2024	Septembe 06, 2024	Compilation of Supplementary Examinations Results – Basic Technician Certificate and Ordinary Diploma II (October Intake 2024/2025)
September 09, 2024	September 13, 2024	Submission of Field Reports - Bachelor II Programmes
September 09, 2024	Septembe 10, 2024	DEC meetings to Deliberate on Supplementary Examinations results for Basic Technician Certificate and Ordinary Diploma II Programmes (October Intake 2023/2024)
September 11, 2024	Septembe 11, 2024	Academic Board Secretariat Meeting: convene for Supplementary Examinations Results: Basic Technician Certificate and Ordinary Diploma II (October Intake 2023/2024)
September 11, 2024	September 15, 2024	Submission of NTA Level 7 Students Admitted in the 2nd Application window
September 13, 2024	September 13, 2024	Academic Board meeting (ABM) to approve supplementary examinations results – Basic Technician Certificate and Ordinary Diploma II (October Intake 2023/2024)
September 16, 2024	September 20, 2024	<ul style="list-style-type: none"> <li>• Compulsory Online Assignment Semester II – Basic Technician Certificate and Ordinary Diploma (March Intake 2024/2025)</li> <li>• Marking of Field Reports – Bachelor II Degree Programmes</li> </ul>

START DATE	END DATE	ACTIVITY
September 16, 2024	September 27, 2024	<p>Lodge of appeals against published results – Supplementary Examination Results:</p> <ul style="list-style-type: none"> <li>• Basic Technician Certificate and Ordinary Diploma II (October Intake 2023/2024)</li> </ul> <p>Administration of Supplementary Examinations for Semester II Modules:</p> <ul style="list-style-type: none"> <li>• Diploma I programmes (October Intake 2024/2025)</li> <li>• Bachelor Degree Programmes</li> </ul> <p>Administration of Supplementary Examinations for Block I &amp; II Modules:</p> <ul style="list-style-type: none"> <li>• Master Degree programmes</li> </ul>
September 16, 2024	October 04, 2024	<p>Marking of Supplementary Examination:</p> <ul style="list-style-type: none"> <li>• Diploma I Programmes (October Intake), Bachelor Degree Programmes, Masters Degree Programmes</li> </ul>
September 20, 2024	September 20, 2024	Announcement of NTA Level 7 students admitted in the 2 <sup>nd</sup> application window
September 23, 2024	October 07, 2024	Registration and Orientation of NTA Level 9 students
September 25, 2024	September 29, 2024	3 <sup>rd</sup> Application window for NTA Level 7
September 30, 2024	October 15, 2024	Registration and Orientation for NTA level 4 & 5 students
October 02, 2024	October 13, 2024	Processing of the appeals and release of Reviewed Results
October 04, 2024	October 07, 2024	Submission of NTA level 7 Students Admitted in the 3 <sup>rd</sup> application window
October 07, 2024	October 9, 2024	<p>Post moderation of Supplementary Examinations Results:</p> <ul style="list-style-type: none"> <li>• Diploma I Programmes (October Intake)</li> <li>• Bachelor Degree Programmes</li> <li>• Masters Degree Programmes</li> </ul>
October 10, 2024	October 10, 2024	Announcement of NTA Level 7 Applicants admitted in the 3 <sup>rd</sup> application window
October 10, 2024	October 11, 2024	Compilation Supplementary Examinations Results for:
		<ul style="list-style-type: none"> <li>• Diploma I Programmes (October Intake)</li> <li>• Bachelor Degree Programmes</li> <li>• Master Degree Programmers</li> </ul>
October 14, 2024	October 14, 2024	Nyerere Day
October 14, 2024	October 16, 2024	<p>DEC meeting to Deliberate on Supplementary Examination Results:</p> <ul style="list-style-type: none"> <li>• Ordinary Diploma I Programmes (October Intake)</li> <li>• Bachelor Degree Programme</li> <li>• Masters Degree Programmes</li> </ul>

START DATE	END DATE	ACTIVITY
October 18, 2024	October 18, 2024	Academic Board Secretariat Meeting convenes for Supplementary Examinations Results of: <ul style="list-style-type: none"> <li>• Ordinary Diploma I Programmes (October Intake)</li> <li>• Bachelor Degree Programmes</li> <li>• Masters Degree Programmes</li> </ul>
October 21, 2024	November 01, 2024	Administration of Supplementary Examinations - BTHM I, II and III
October 21, 2024	November 01, 2024	Registration and Orientation for NTA level 7 Students
October 21, 2024	November 08, 2024	<ul style="list-style-type: none"> <li>• Marking of Supplementary Examinations scripts - BTHM I, II and III</li> <li>• Dissertation Defense - Masters Degree (October Intake 2023/2024 ) and (March Intake)</li> </ul>
October 22, 2024	October 22, 2024	Academic Board meeting to approve supplementary Examinations Results Ordinary Diploma I Programmes (October Intake): <ul style="list-style-type: none"> <li>• Bachelor Degree Programmes</li> <li>• Master Degree Programmes</li> </ul> Publishing of Supplementary Examinations Results for: <ul style="list-style-type: none"> <li>• Ordinary Diploma I Programmes (October Intake)</li> <li>• Bachelor Degree Programmes</li> <li>• Masters Degree Programmes</li> </ul>
October 23, 2024	October 30, 2024	Lodge of appeals against published Results for: <ul style="list-style-type: none"> <li>• Ordinary Diploma I Programmes (October Intake)</li> <li>• Bachelor Degree Programmes</li> <li>• Masters Degree Programmes</li> </ul>
October 30, 2024	October 30, 2024	Submission of Quarter I Internal Audit Report to Internal Audit General Department (IADG) and Public Procurement Regulatory Authority (PPRA)
November 01, 2024	November 30, 2024	Online updating (Through Institutional Panel) the list of Technical Teachers in NACTET Database
November 01, 2024	November 08, 2024	Processing of appeals and release of reviewed results
November 06, 2024	November 07, 2024	Departmental conference (Arusha, DSM and Dodoma)
November 06, 2024	November 25, 2024	Transfer window for NTA level 7 students (Internal and External transfer)
November 08, 2024	November 09, 2024	<ul style="list-style-type: none"> <li>• Departmental conference presentation of papers (Business Management)</li> <li>• Departmental Conference presentation of papers (Informatics Department)</li> </ul>

START DATE	END DATE	ACTIVITY
November 11, 2024	November 13, 2024	Post moderation of Supplementary Examination – BTHM I, II and III
November 11, 2024	November 15, 2024	Marking of dissertation – Masters Degree Programmes
November 14, 2024	November 15, 2024	Compilation of Supplementary Examinations results – BTHM I, II and III
November 15, 2024	November 16, 2024	International Accounting Day
November 18, 2024	November 20, 2024	Complilation of Dissertation Results – Masters Degree Programmes (October and March Intakes)
November 18, 2024	November 18, 2024	DEC Meeting to deliberate on: <ul style="list-style-type: none"> <li>• Dissertation Results - Masters Degree programmes (October and March Intakes)</li> <li>• Supplementary Examinations Results for BTHM I, II and III</li> </ul>
November 20, 2024	November 20, 2024	Academic Board Secretariat Meeting convenes to perform functions stipulated by Regulation 6 of ASPR 2022: <ul style="list-style-type: none"> <li>• Dissertation Results (October and March Intakes)</li> <li>• Supplementary Examinations Results (BTHM I, II and III ) and others</li> </ul>
November 22, 2024	November 22, 2024	Academic Board Meeting to Approve: <ul style="list-style-type: none"> <li>• Dissertation Results – Masters Degree programmes</li> <li>• Supplementary Examinations Results (BTHM I, II, and III)</li> <li>• Graduands list- 2023/2024</li> </ul> Publishing of Results: <ul style="list-style-type: none"> <li>• Dissertation results Master Degree Programmes</li> <li>• Supplementary Examinations Results (BTHM I, II and III)</li> </ul>
November 25, 2024	November 29, 2024	Departmental Conference paper presentation (Accounting and Finance Department)
November 25, 2024	November 29, 2024	Lodge of appeals against Published Results (BTHM I, II and III)
November 25, 2024	November 29, 2024	Departmental conference – Paper presentation (Accounting and Finance Department)
November 25, 2024	November 29, 2024	Processing of appeals and release of the reviewed results BTHM I, II and III
December 09, 2024	December 09, 2024	Independence Day
December 25, 2024	December 25, 2024	Christmas Day
December 26, 2024	December 26, 2024	Boxing Day

START DATE	END DATE	ACTIVITY
December 27, 2024	February 03, 2025	<ul style="list-style-type: none"> <li>Visiting students on Industrial practical Training: BB APPR students at Tanzania Commercial Bank (TCB)</li> <li>BIRM students at National Insurance Corporation (NIC)</li> </ul>
December 15, 2024	December 31, 2024	Submission of the 2024/2025 Academic year enrollment Data to TCU



# CHAPTER ELEVEN: THE 2023/24 FEE STRUCTURE (Per annum)

COST ITEMS	DIPLOMA (NTA LEVEL 4)	DIPLOMA (NTA LEVEL 5&6)	BACHELOR (NTA 7)	MASTER'S PROGRAMMES	MASTER'S PROGRAMMES (MIS)
<b>Items payable to the Institute:</b>					
<b>Citizens</b>	<b>TSHS.</b>	<b>TSHS.</b>	<b>TSHS.</b>	<b>TSHS.</b>	<b>TSHS.</b>
1. Tuition Fees	750,000	900,000	1,500,000	4,200,000	5,800,000
2. Registration (IAA)	20,000	20,000	20,000	20,000	20,000
3. Examination (IAA)	20,000	70,000	70,000	100,000	100,000
4. Application Form (IAA)	10,000	10,000	10,000		
5. Caution Money	20,000	20,000	20,000	50,000	50,000
6. IAASO	20,000	20,000	20,000	20,000	20,000
7. Student ID	3,000	3,000	5,000	5,000	5,000
8. Computer Lab Fee					
8.1 Non Computer Programme	50,000	75,000	100,000		
8.2 Computer Programme	100,000	150,000	200,000		
<b>Total (Non-Computing)</b>	<b>883,000</b>	<b>1,108,000</b>	<b>1,733,000</b>		
<b>Total (Computing)</b>	<b>933,000</b>	<b>1,183,000</b>	<b>1,833,000</b>	<b>4,395,000</b>	<b>5,995,000</b>
Non- Citizens	US\$	US\$	US\$	US\$	US\$
EAC	600	700	700	2,250	2,660
SADC	650	750	750	2,300	2,710
Others	670	780	900	2,320	2,740

COST ITEMS	DIPLOMA (NTA LEVEL 4)	DIPLOMA (NTA LEVEL 5&6)	BACHELOR (NTA 7)	MASTER'S PROGRAMMES	MASTER'S PROGRAMMES (MIS)
<b>Items payable to the NACTE (Paid through the Institutes Account before Registration)</b>			<?>		
<b>Citizens</b>	<b>TSHS.</b>	<b>TSHS.</b>	<b>TSHS.</b>	<b>TSHS.</b>	<b>TSHS.</b>
NTA EXAMS FEES	15,000	15,000	20,000	30,000	30,000
<b>Items Payable to Students (Recommended Rates)</b>					
Meal Allowance	1,250,000	1,875,000	2,500,000	4,200,000	4,200,000
Books and Stationary	200,000	500,000	600,000	1,000,000	1,000,000
Medical Allowance	120,000	150,000	150,000	180,000	180,000
Scientific Calculator	50,000	75,000	75,000	70,000	70,000
Accommodation	400,000	400,000	400,000	500,000	500,000
Thesis Production				500,000	500,000
<b>Total</b>	<b>2,020,000</b>	<b>3,000,000</b>	<b>3,7250,000</b>	<b>6,455,000</b>	<b>6,455,000</b>

- For Items payable directly to the student, the sponsor is at liberty to pay according to own applicable rates.
- Students pursuing Ordinary Diploma and Bachelor Degree Programmes go for field work upon successfully completing their first and second year of study respectively. For Masters Programmes, the field/research work is on third semester (3rd block).
- Field allowances are negotiable between student and sponsor, but for undergraduate students should preferably be not less than Tshs. 10,000/- per day. Field duration for ordinary diploma is 42 days and bachelor degrees except BIRM, BB-Appr,BTH is 56 days.For BIRM&BB-Appr field duration is 210 days and BTH-Appr no of days are 120 & B Ed-CS no of days are 60.For Masters degree, the research/ field work is 120 days in which 30 days will be used for data collection.
- Transport and Research/Field expenses during the field attachment are met by sponsors.
- For more details, please contact the **Admissions Office**.

## **RECTOR**

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## **DAR ES SALAAM CAMPUS**

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