THE INSTITUTE OF FINANCE MANAGEMENT

PROSPECTUS 2017/2018

IFM Prospectus is published each academic year to give information on the Institute's main activities, members of staff all academic programmes. Further to these, examination and student regulations are provided as appendices to this Prospectus. The information provided herein is for the Academic year 2017/2018.

The Institute reserves the right to make changes on information displayed in this prospectus any time without prior notice.

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CHAPTER ONE: GENERAL INFORMATION

1.1 INTRODUCTION

The Institute of Finance Management (IFM) was set up in 1972 by the National Bank of Commerce (NBC), National Insurance Corporation (NIC) and other local financial institutions to cater for their training needs specifically, banking and insurance courses, which over the years have remained the nucleus family of the programmes offered at the Institute. IFM was also meant to replace the Institute of Bankers of London, which was the only known/available school for banking professionals in the country. However, in the same year IFM was taken over by the Government and formally established via Act No. 3 of Parliament as a Government Institution of Higher Learning to provide training, research and consultancy services in banking, insurance, social protection, taxation, accountancy and related disciplines to the public.

 Thus, while today there are higher learning institutions that have ventured into providing training in banking, insurance, social protection/security, and taxation, IFM, which became officially operational on 10th July, 1972, remains to be the pioneer and oldest training Institution of them all. Today, although IFM has retained its focus to the training needs of banking and insurance sectors, it has also demonstrated sensitivity to the broad range of needs of the country's financial services sector in general.

1.1.1 Mandate of the Institute of Finance Management

The Institute of Finance Management (IFM) was established by Act No. 3 of 1972 as corporate body with the following objectives:

i. To provide facilities for the study and training in principles, procedures and techniques of Banking, Insurance, Finance Management and such other related subjects as the Council may from time to time decide;

ii. To conduct training programmes leading to professional qualifications in Banking, Insurance, Finance Management and other related subjects;

iii. To conduct examinations and grant Diplomas, Certificates and other awards of the Institute;

iv. To sponsor, arrange and provide facilities for conference and seminars; and

v. To arrange for the publication and general dissemination of materials produced in connection with the work and activities of the Institute.

The Institute is therefore mandated to offer bachelor's degree programmes or National Technical Award (NTA) Level 8 in Accountancy, Banking and Finance, Insurance and Risk Management, Taxation, Social Protection, Computer Science and Information Technology for which IFM was given full accreditation by the National Council for Technical Education (NACTE), effective from 2008. From the 2017/2018 academic year, the Institute will offer bachelor degree in Actuarial Science. Since the 2013/2014 academic year, the Institute began offering its own master's degree programmes in Accounting and

Finance, Finance and Investment, and Human Resource Management. From the 2017/2018 academic year, the Institute will offer two new additional Masters programmes namely; Master of Science in Insurance and Actuarial Science and Master of Science in Social Protection Policy and Development. The Institute also offers master's Degree awards in collaboration with other universities around the globe.

Currently, the Institute offers 20 undergraduate programmes and 14 postgraduate programmes leading to its own awards and awards of other universities with which the Institute collaborates.

1.2 PROFESSIONAL ACTIVITIES

The Institute offers a wide range of consultancy services to the public as well as to the private sectors and conducts executive development programmes through short courses, seminars and public lectures.

In addition, the Institute undertakes research in finance and related areas. The Institute also publishes *The African Journal of Finance and Management* and a number of teaching manuals in relevant disciplines.

Over the years, IFM has gained an international reputation for the quality of its courses. The Institute has attracted a number of students from Botswana, Ethiopia, Gambia, Ghana, Grenada, Kenya, Lesotho, Mozambique, Namibia, Sierra Leone, South Africa, Swaziland, Uganda, Zambia and Zimbabwe.

1.3 VISION, MISSION, PHILOSOPHY AND CORE VALUES

1.3.1 Vision

The Vision of the Institute is to become a world class centre of academic and professional excellence and agent for change in financial studies and related disciplines.

1.3.2 Mission

The Institute of Finance Management will endeavour to provide quality academic and professional training that nurture creativity and innovation through integrated training, research and consultancy in financial studies and related disciplines.

1.3.3 Philosophy and Core Values

Philosophy

The Institute will continue to be an agent for change in public and private sector development by offering quality market-driven academic and professional training, as well as research and consultancy services.

Core Values

In line with its Vision and the need to fulfill its Mission and live its Philosophy, the Institute will adhere to the following nine core values:

Table 1.1: Core Values of the Institute of Finance Management

Customer Focus	IFM believes that customer is the foundation of its existence. Customer focus means; IFM will be sensitive

	and responsive to customer and stakeholders' needs, customer-driven in all endeavours, committed to customer care, satisfaction and social responsibility.
Academic freedom	In an atmosphere of intellectual rigor made possible by academic freedom, the Institute of Finance Management is positioned to develop and teach courses innovatively while producing scholarly and creative work that serves the interests of the Institute and the community at large.
Accountability	Demonstrating high degree of responsibility, answerability, diligence and ethical behaviour in decision making, operations, transactions, dealings and services of the Institute.
Competence	Knowledgeable, resourceful, research-oriented and professional in conduct; relentless and continuous quest for the highest frontiers of knowledge, experience, skills and best practice.
Excellence	IFM is committed to attaining excellence. This means, but not limited to, delivering prompt and exemplary service to all and at all times; striving towards effective and efficient performance; being professional, diligent; and business-

	oriented in attitude, communication, appearance and action.
Fairness	It is in the interest of the Institute to create equal opportunity for all, treating people equally; demonstrating objectivity; observing, upholding and practicing justice in all matters; avoiding bias, prejudice and discrimination; as well as applying uniform rules and standards.
Gender equity & Diversity	Embracing diversity and gender equity in the life of the Institute in order to promote gender balance and reap the most from the human resource potentials of the Institute.
Integrity	Demonstrating high fidelity, honesty, faithful and trustworthy behaviour; being professional, credible, responsible, dependable, and diligent in duty; committed to IFM, its vision, mission and goals and having the Institute's best interest at heart.
Teamwork	Promoting the culture of team spirit and compassion in order to create synergy in operations, commonality of purpose and unity of direction; avoiding conflicts and divisiveness at the place of work and acting like a family.

1.4 GENERAL ADMISSION INFORMATION

The Institute is committed to providing a fair admissions system that provides equal consideration for applicants who apply by the relevant closing date. The admission criteria treat all students fairly and do not discriminate unlawfully because of marital status, gender, race (including colour, nationality, national origin or ethnic origin), disability, pregnancy and/or parental status, age, religion or belief, political or other opinion, social origin, property, birth or other status.

Applications are assessed on the basis of the information provided by the applicant on the application form and supporting documents. All admission decisions are made on the basis of merit and the ability of each applicant to meet the academic criteria for admission to the relevant programme of study. The burden of proof for the authenticity of documents submitted during applications process lies on the applicant. The Institute reserves the right at any time before or during the progress of the programme to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet the Institute's criteria for admission.

The Institute normally opens applications for admission to various basic certificate, diploma and postgraduate programmes between February and August. A non-refundable application fee of TZS 20,000 for Tanzanian applicants on certificate and diploma programmes, TZS 40,000 on bachelor and TZS 50,000 for all postgraduate programmes (i.e. Postgraduate Diploma and Master's programmes) has to be paid by applicants when applying direct to the Institute. Foreign applicants

are charged US$ 40 for undergraduate or US$ 50 for postgraduate applications.

Postgraduate applicants with lesser qualifications are sometimes called for an interview or a matriculation examination sitting.

The selection process takes about two months, after which successful applicants are declared and notified by letters, text messages, media and Institute's website.

The Institute's academic year starts the last week of October. Selected candidates are required to report for studies not later than two weeks after the commencement of the respective academic year. Candidates who fail to register within the prescribed registration period will have their admissions withdrawn.

The Institute has also started enforcing the dress code policy within its premises. It is therefore imperative to adhere to the required standards of dressing which project an image of decency and credibility.

1.5 MODE OF APPLICATION
Candidates, who wish to apply for admission in any of the programme offered by the Institute, can do so using in one of the following ways:

Using online admission system through
https://ifm.admission.ac.tz

or collect application form from IFM admission office at IFM Main Campus, Dar Es Salaam or at IFM Mwanza Teaching Centre. The Institute has right to change application fee without prior notice and applicable fee will be given during application process. Application

forms can also be downloaded from the IFM website: http://www.ifm.ac.tz

1.6 CONTACTS AND ADDRESSES

1. Inquiries regarding applications, admission procedures or any other information about IFM should be addressed to: −

   Rector
   The Institute of Finance Management
   P. O. Box 3918
   5 Shaaban Robert Street
   11101 Dar-Es-Salaam, Tanzania, East Africa.
   Tel: +255(0)22 2112931/4
   Fax: +255(0)22 2112935
   Website: http://www.ifm.ac.tz
   Emails: rector@ifm.ac.tz
   **   admissions@ifm.ac.tz**

2. Inquiries regarding HELSB loans and application procedures should be addressed to:

   Either
   Head Students Loans Office
   Institute of Finance Management
   P. O. Box 3918
   Shaaban Robert Street
   11101 Dar-Es-Salaam, Tanzania, East Africa.
   Block E
   Telephone number +255(0)22 2112931/4
   Or
   Executive Director
   HESLB

Plot No. 8, Block No. 46, Sam Nujoma Road,
Mwenge,
P.O. Box 76068
Dar es Salaam
Website: http://heslb.go.tz/

3.   Inquiries regarding TCU should be addressed to:

Tanzania Commission for Universities
Mlimani Tower, Sam Nujoma Road Opposite Mlimani
City,
P. O. Box 6562, Dar Es Salaam Tanzania,
Tel: +255 (0) 22 2772657
Fax: +255 (0) 22 2772891
Email: es@tcu.go.tz
Website: http://www.tcu.go.tz

4.   Inquiries regarding NACTE should be addressed to:

The National Council for Technical
Education:
Plot No. 719/1/4,
Mikocheni Light Industrial Area,
P. O. Box 7109,
Dar-es-Salaam,
Tanzania.
Tel: 255-22-2780077 / 2780312
Fax: 255-22-2780060
E-Mail: info@nacte.go.tz
Website: www.nacte.go.tz

5.   Inquiries regarding Certificate of Proficiency in Insurance (COP) should be addressed to:

The Institute of Finance Management

Faculty of Insurance and Social Protection
2nd Floor Block E.
P. O. Box 3918
Shaaban Robert Street
11101 Dar-Es-Salaam, Tanzania, East Africa.

Or

Outside Dar es salaam at the following offices:

Mwanza:	**IFM Teaching Center and Mwanza TIRA's office**
Arusha:	**Arusha TIRA's office**
Mbeya:	**Mbeya TIRA's office**
Zanzibar:	**Zanzibar TIRA's office**

1.6 MEMBERS OF THE GOVERNING COUNCIL

CHAIRPERSON

   Prof. Leticia Rutashobya

MEMBERS

   Mr. Julius Rugemalira

   Mr. Ezra M. Msanya

   Mr. James Washime

   Mr. Chacha M. Mariba

   Ms. Juliana H. Lema

   Mr. Samwel E. Mwiru

   Ms. Neema I. Muro

SECRETARY TO COUNCIL

   Mr. Hassan H. Semkiwa   IFM

1.7 MANAGEMENT TEAM

RECTOR
Prof. Tadeo A. Satta – ADB (IFM), PGDFM (IFM), MBA Financial Mgt (Hull), PhD. Finance (Manchester).

DEPUTY RECTOR – ACADEMIC, RESEARCH AND CONSULTANCY
Dr. Imanueli D. Mnzava (Acting) –B.Com-Finance (UDSM) PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).

DEPUTY RECTOR – PLANNING, FINANCE AND ADMINISTRATION
Dr. Abeid F. Gasper (Acting)–B.Com-Accounting (UDSM), MSc. Finance (Strathclyde), PhD. Accounting (Southampton).

DIRECTOR OF POLICY AND PLANNING
Dr. Suleiman R. Mohamed–BSc. Education (UDSM), PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).

DIRECTOR OF POSTGRADUATE, RESEARCH AND CONSULTANCY
Dr. Josephat D. Lotto (Acting) –BSc. Geology (UDSM), CPA (T) (NBAA), MBA Finance (UDSM), MSc Finance (Strathclyde), PhD. Finance (Strathclyde).

DIRECTOR OF UNDERGRADUATE STUDIES
Dr. Shaban J. Ngole –Diploma in Education (Monduli TTC), B.Com-Accounting (UDSM), MSc. Accounting

and Finance (Birmingham City), PhD. Accounting and Finance (Leeds).

DIRECTOR OF COMPUTER SERVICES

Dr. Dennis M. Lupiana (Acting) –FTC. Telecommunication Engineering (DIT), ADIT (IFM), MSc Computing (Dublin Institute of Technology), PhD Computer Science (Dublin Institute of Technology).

REGISTRAR

Dr. Said S. Jafari –BSc. Computer Science (UDSM), MSc. Information Technology and Management (Avinashilingam), PhD. Computer Science (Dublin Institute of Technology).

DIRECTOR OF LIBRARY SERVICES

Dr. Vicent T. Msonge (Acting)–BA. Education (UDSM), MA. Information Studies (UDSM), PhD. Information Studies (UDSM).

DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION

Mr. Hassan H. Semkiwa–BA. Public Administration (UDSM), MA. Public Policy (I.S.S.), PGD in Law, Mediation and Arbitration (I.S.W.)

DIRECTOR OF FINANCE

Ms. Christina Akwilin (Acting)–ADA (IFM), ACPA(T) (NBAA), MSc. Finance (Strathclyde).

DIRECTOR OF INTERNAL AUDIT
Dr. Emmanuel M. Sadiki–Diploma in Accounting (DSA) MBA Finance (UDSM), CPA (T) (NBAA), PhD. Economics (UM-KL).

DEAN OF STUDENTS
Mr. Hamis M. Kihongoa–Diploma in Ed. (Morogoro T.C.), B.Ed (UDSM), MA. Ed (UDSM).

DEAN FACULTY OF ACCOUNTING, BANKING AND FINANCE (FABF)
Dr. Ernest F. Mabonesho (Acting) –Diploma in Education (MTC), BED. Commerce (UDSM), MSc. International Accounting and Financial studies (Strathclyde), PhD Accounting and Finance (Strathclyde).

DEAN-FACULTY OF COMPUTING, INFORMATION SYSTEMS AND MATHEMATICS (FCIM)
Dr. Faraja T. Igira–ADCS (IFM), MSc. Information Systems (Oslo), PhD. Information System (Oslo).

DEAN-FACULTY OF INSURANCE AND SOCIAL PROTECTION (FISP)
Dr. Kadida R. Mashaushi (Acting) –B.Com-Accounting (UDSM), PGDA (IFM), MBA Information Management (Hull), PhD. Finance (Leeds).

DEAN-FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES (FEMS)

Dr. Godwin E. Kaganda–Bsc. Food Science and Technology (SUA), MBA (Birmingham City), PhD. Marketing and International Entrepreneurship (Birmingham City).

PRINCIPAL LEGAL OFFICER

Mr. John F. Nzunda–LLB (UDSM), LL.M (UDSM).

1.8 IFM TEACHING CENTRES

MANAGER-MWANZA TRAINING CENTRE

Dr. Paul K. Rugangira–ADB (IFM), PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance and Banking (Leeds).

1.9 HEADS OF ACADEMIC DEPARTMENTS

1.9.1 Department of Information Technology

Dr. Rose I. Tinabo–BSc. Computer Science (UDSM), MSc. Information Tech. (Dublin Institute of Technology), PhD. Computer Science (Dublin Institute of Technology).

1.9.2 Department of Computer Science and Mathematics

Dr. Dossa M. Massa–BSc. Computer Science (UDSM), MSc. Data Telecom and Networks (Salford), PhD. Telecommunication (Porto).

1.9.3 Department of Economics and Tax Management

Dr. Euseby C. John–Associate Diploma in Banking (TIOB), BA. Economics (UDSM), M.A Economics (Wuhan), PhD. Economics (CUEB).

1.9.4 Department of Management Sciences

Dr. Martha P. Mwolo—BA. Education (UDSM), MA. Governance and Development (Antwerp), PhD. Social Sciences (Fernando Pessoa (UFP))

1.9.5 Department of Accounting and Finance

Dr. Hamis M. Sinde—B.Com Accounting (UDSM), MSc, Accounting and Finance (Kingston, UK), CPA (T) (NBAA). PhD Accountancy (Central Lancashire)

1.9.6 Department of Banking and Financial Services

Dr. Bill N. Kiwia—ADB (IFM), MSc. Finance (Strathclyde), PhD. Finance (Leeds).

1.9.7 Department of Social Protection and Actuarial Studies

Mr. Arthur J. Ngasani—ADSP (IFM), PGDFM (IFM), MSc. Public Policy and Human Development-Social Protection Financing (Maastricht).

1.9.8 Department of Insurance

Mr. Frank P. Kitende—ADIRM (IFM), MSc Marketing (Mzumbe), MSc IRM (City).

1.9.10 Department of Admissions and Customer Care

Dr. Omary I. Fadhil—BSc-Engineering (UDSM), B.Com-Accounting (UDSM), MSc. (Econ) in Accounting and Finance (Aberdeen), PhD. Accountancy (Aberdeen).

1.9.11 Department of Students' Records and Statistics

Dr. Bernard E. Mnzava–B.Com-Accounting (UDSM), MA. Accounting and Finance (Leeds), PhD. Finance (Leeds).

1.9.12 Department of Examinations

Dr. Elirehema J. Doriye–B.Com-Finance (UDSM), MSc. Banking and Finance (Leeds), PhD. Finance (Leeds).

1.9.13 Department of Research and Publications

Dr. Mnaku H Maganya–BA. Economics (UDSM), MA Economics (UDSM) PhD. Economics (UDSM).

1.9.14 Department of Executive Development and Consultancy

Dr. Josephat D. Lotto–BSc. Geology (UDSM), CPA (T) (NBAA), MBA Finance (UDSM), MSc Finance (Strathclyde), PhD. Finance (Strathclyde).

1.9.15 Department of ICT Business Solution Development

Ms. Jessica E. Chiwenda, BSc. Computer Science (UDSM), PGD Management Control Managerial Information System (MSM), MSc. Information Technology and Management (Avinashilingam).

1.9.16 Department of ICT Infrastructure Management and User Support

Mr. Kiduma F. Yanga -ADCS (IFM), BSc Computer Information Systems (Lincoln), MSc Network Systems (Sunderland).

1.9.17 Department of Library Reader Services

Ms. Nasemba J. Mtagwa (Acting)–Dip. in Librarianship (Botswana), BALIS (Tumaini), M.A. Information Studies (UDSM)

1.9.18 Department of Library Technical Services

Mr. Eric A. Saul–Dip in Lib and Doc Studies (SLADS), Bsc. Info Serv. And Magt.(Deventer), MA Info Mgt (London).

1.10 HEADS OF ACADEMIC UNITS

1.10.1 Quality Assurance, Monitoring and Evaluation Unit

Dr. Shufaa M.Albeity–ADA (IFM), CPA (T) (NBAA), Masters of Accountancy (Dundee), PhD. Accounting and Finance(Leeds).

1.10.2 Learning and Teaching Unit

Dr. Yustin I. Bangi – Diploma in Education (Monduli TTC), Dip. CRC (Lund), BA Education (UDSM), MEMA (UDSM), PhD Management (MLSU).

1.10.3 Students' Loans Unit

Mr. Deo D. Mbasa - Bachelor of Arts with Education (UDSM); Masters of Business Administration (Mzumbe)

1.11 COORDINATORS FOR ACADEMIC PROGRAMMES

1.11.1 MBA – International Business

Mr. Benedict K. Mahona–BSc.Economics (Mzumbe), MA.Economics (Chonnam), Msc. Finance and Investment (IFM)

1.11.2 MSc. Finance, MSc Accounting and Finance, MSc. Finance and Investment, PGDA, PGDFM

Mr. Zakaria N. Swedi–B.Com-Accounting (UDSM), CPA (T) (NBAA), Msc. Accounting and Finance (Mzumbe).

1.11.3 MSc. IT and Management

Mr. Mutama I. Samuel–ATEC (NBAA), ADIT (IFM), MSc Information Technology with Security (Greenwich), CCNSP.

1.12 HEADS OF NON-ACADEMIC DEPARTMENTS

1.12.1 Department of Policy and Planning

Mr. Heri G. Mulamula(Acting) –B.Com- Accounting (UDSM), MSc. International Accountancy and Finance (Birmingham).

1.12.2 Department of Human Resources

Ms. Stella F. Manumbu–BA. PSPA (UDSM), PGD–HRM (IFM), Msc–HRM (Mzumbe).

1.12.3 Department of Estate and Building

Mr. Erasmus S. Kessy–BSc. Eng. (UDSM).

1.12.4 Students Welfare Manager

Vacant

1.12.6 Students Counselling Services Manager

Vacant

1.13 HEADS OF NON-ACADEMIC UNITS

1.13.1 Procurement Management Unit

Mr. Messon M. Siame–Diploma in Education (Mkwawa TTC), National Storekeeping Certificate (NBMM), Diploma in Material Management (NBMM), CSP (NBMM), MBA (UDSM)

1.13.2 Public Relations Unit

Ms. Theresia Mendoza – BA Public Relation and Advertisement

CHAPTER TWO: MEMBERS OF FACULTIES

2.1 FACULTY OF ACCOUNTING, BANKING AND FINANCE

Professors/ Associate Professors
1. **Prof. Tadeo A. Satta**–ADB (IFM), PGDFM (IFM), MBA Financial Mgt (Hull), PhD. Finance (Manchester).

Senior Lecturers
1. **Dr. Suleiman R. Mohamed**–BSc. Education (UDSM), PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).

2. **Dr. Imanueli D. Mnzava**–B.Com-Finance (UDSM) PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).

3. **Dr. Mwamini M. Tulli**–B.Com-Accounting (UDSM), PGDBS, Masters Business Studies (New Zealand) CPA (T) (NBAA), PhD. Accounting (UDSM).

4. **Dr. Abdulrahman J. Nkoba**–B.Com-Finance (UDSM), MBA (Linz), PhD. Economics (UDSM).

5. **Dr. Abeid F. Gasper**–B.Com-Accounting (UDSM), MSc. Finance (Strathclyde), PhD. Accounting (Southampton).

6. **Dr. Bernard E. Mnzava**–B.Com-Accounting (UDSM), MA Accounting and Finance (Leeds), PhD. Finance (Leeds).

7. **Dr. Tausi A. Mkasiwa**–B.Com-Accounting (UDSM), MBA Finance (UDSM) CPA (T) (NBAA), PhD. Accounting (Southampton).

8. **Dr. Josephat D. Lotto**–BSc. Geology (UDSM), CPA (T) (NBAA), MBA Finance (UDSM), MSc Finance (Strathclyde), PhD. Finance (Strathclyde).

Lecturers

9. **Dr. Emmanuel M. Sadiki**–Diploma in Accountancy (DSA), MBA Finance (UDSM), CPA (T) (NBAA), PhD. Economics (UM-KL).

10. **Dr. Bill N. Kiwia**–ADB (IFM), MSc. Finance (Strathclyde), PhD. Finance (Leeds).

11. **Dr. Elirehema J. Doriye**–B.Com-Finance (UDSM), MSc. Banking and Finance (Leeds), PhD. Finance (Leeds).

12. **Dr. Shaban J. Ngole**–B.Com-Accounting, Diploma in Education (Monduli TTC), MSc. Accounting and Finance (Birmingham City), PhD. Accounting and Finance (Leeds).

13. **Dr. Omary I. Fadhil**–BSc-Engineering (UDSM), B.Com-Accounting (UDSM), MSc. (Econ) in Accounting and Finance (Aberdeen), PhD. Accountancy (Aberdeen).

14. **Dr. Paul K. Rugangira**–ADB (IFM), PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Leeds).

15. **Dr. Shufaa M. Albeity**–ADA (IFM), CPA (T) (NBAA), Masters of Accountancy (Dundee), PhD. Accounting and Finance (Leeds).

16. **Dr. Ernest F. Mabonesho**– Diploma in Education (MTC), BED. Commerce (UDSM), MSc. International

Accounting and Financial studies (Strathclyde), PhD Accounting and Finance (Strathclyde).

17. **Dr. Mwiga M. Wiljonsi**–ADA (IFM), MBA Finance (Birmingham City), PhD Social Sciences (Fernando Pessoa (UFP))

18. **Dr. Zawadi K. Ally**–B.Com-Accounting (UDSM), MBA Finance (UDSM), CPA (T) (NBAA), MSc. Finance (Strathclyde),

19. **Mr. Ibrahim R. Kikwiye*****–ADCA (IDM–Mzumbe), CPA (T) (NBAA), MBA (Mzumbe).

20. **Mr. Gregory D. Lyimo*****–ADA (IFM), CPA (T) (NBAA), MSc. Accounting and Financial studies (Strathclyde).

Assistant Lecturers

1. **Dr. Hamis M Sinde**–B.Com Accounting (UDSM), MSc, Accounting and Finance (Kingston, UK), CPA (T) (NBAA). PhD Accountancy (Central Lancashire)

2. **Dr. Lilian J. Kishimbo**–B. Accounting and Finance (Mzumbe), MBA Finance and Banking (Mzumbe), PhD. Business and Management (Manchester)

3. **Mr. Bilali B. Jumanne**–BSc. Education (UDSM), MSc. Finance (Strathclyde).

4. **Ms. Bupe J. Mwakyusa*****–ADB (IFM), ATIOB, MBA Banking and Finance (Wales).

5. **Ms. Elizabeth C. Mofulu*****–ADA (IFM) MSc. Finance (Strathclyde).

6. **Mr. Erick L. Mwambuli*****–ADA (IFM), CPA (T) (NBAA), MSc. Finance (Strathclyde).

7. **Mr. Ezra J. Kakozi**–ADA (IFM), CPA (T) (NBAA), MSc. Finance (Strathclyde).

8. **Mr. Flavianus B. Ng'eni*****–ADA (IFM), MSc. International Accounting and Financial studies (Strathclyde), CPA (T) (NBAA).

9. **Mr. Heri G. Mulamula**–B.Com Accounting (UDSM), MSc International Accountancy and Finance (Birmingham).

10. **Mr. Hamza K. Shabani**–ADA (IFM), MSc International Accounting and Financial studies (Strathclyde).

11. **Mr. Indiael D. Kaaya*****–B. Accounting and Finance (Mzumbe), CPA (T) (NBAA), MSc. Accounting and Finance (Birmingham).

12. **Mr. Joseph J. Mapendo**–ADA (IFM), MSc. Finance (Strathclyde).

13. **Mr. Julius J. Macha*****–Associate Dip in Banking (TIOB), B.Com (UDSM), MSc. Finance (Strathclyde).

14. **Mr. Justus G. Mwemezi**–ADB (IFM), MSc. Economics and Finance for Development (Bradford).

15. **Ms. Mehrin S. Rajwani*****–ADB (IFM), MSc. Finance (Strathclyde).

16. **Mr. Miano M. Enoce**–B. Accounting and Finance (Mzumbe) Msc. Finance (Strathclyde).

17. **Mr. Mussa M. Emmanuel**–ADB (IFM), MSc. International Banking & Finance (Strathclyde), Microfinance Trainer of Trainers (ADB Institute & Tokyo D C).

18. **Ms. Mwila J. Mulenga*****–ADA (IFM), MSc. Finance (Strathclyde).

19. **Mr. Ramadhani M. Khalid*****–B.Com-Finance (UDSM), MSc. Money, Banking and Finance (Birmingham).

20. **Mr. Salutary J. Orio**–BBA and Management (Martyrs), Associate Diploma in Banking (TIOB), MSc Finance (Strathclyde).

21. **Mr. Zakaria N. Swedi**–B.Com-Accounting (UDSM), CPA (T) (NBAA), Msc. Accounting and Finance (Mzumbe).

22. **Ms. Fatma A. Omar**–ADB (IFM), PGDFM (IFM), MSc. Islamic Banking and Finance (Bangor).

23. **Mr. Fred Chaula**–ADA (IFM), Microfinance Trainee of Trainers (Tokyo), CPA(T), MSc. Finance (Strathclyde).

24. **Mr. Kennedy Aikoh**–ADA (CBE), CPA(T) (NBAA), MSc. Accounting and Finance (Mzumbe).

Tutorial Assistants

1. **Ms. Catherine T. Mmari**– ADB (IFM), Msc. Economics and Finance for Development.

2.2 FACULTY OF COMPUTING, INFORMATION SYSTEMS AND MATHEMATICS

Senior Lecturers
1. **Dr. Faraja T. Igira**–ADCS (IFM) MSc. Information Systems (Oslo), PhD. Information System (Oslo).

2. **Dr. Eliamani M. Sedoyeka**–ADCS (IFM), MSc. Networking Mgt (Anglia Ruskin), PhD. Broadband Wireless Systems (Anglia Ruskin).

Lecturers
1. **Dr. Said S. Jafari**–BSc. Computer Science (UDSM), MSc. Information Technology and Management (Avinashilingam), PhD. Computer Science (Dublin Institute of Technology).

2. **Dr. Rose I. Tinabo**–BSc. Computer Science (UDSM), MSc. Information Tech. (Dublin Institute of Technology), PhD. Computer Science (Dublin Institute of Technology).

3. **Dr. Dennis M. Lupiana**–FTC. Telecommunication Engineering (DIT), ADIT (IFM), MSc Computing (Dublin Institute of Technology), PhD Computer Science (Dublin Institute of Technology).

4. **Dr. Dossa M. Massa**–BSc. Computer Science (UDSM), MSc. Data Telecom and Networks (Salford), PhD. Telecommunication (Porto).

5. **Dr. Pendo T. Kivyiro**– BSc. Education (UDSM), Postgraduate in Math Science (Cape Town), MSc. Finance (Strathclyde), PhD. Economics and Business Administration (Lappeenranta).

Assistant Lecturers

1. **Dr. Zanifa J. Omari**–ADCS (IFM) MSc. Information Technology (DIT), PhD in Computer Science (DIT).

2. **Ms. Mastidia E. Byanyuma*****–BSc. Engineering (UDSM), MSc. Engineering (UDSM), MSc. Finance (Strathclyde).

3. **Mr. Daniel A. Tairo**–ADIT (IFM), MSc. Data, Warehousing and Mining (Greenwich).

4. **Mr. Edwin M. Kwesigabo*****–BSc. Computer Science (UDSM), MSc. Network Computing (Coventry).

5. **Mr. Julius A. Raphael*****–BSc. Computer Science (UDSM), MSc. Advanced Computer Science (Sheffield).

6. **Mr. Daniel N. Koloseni*****–ADIT (IFM), MSc Information Security and Biometric Studies (Kent).

7. **Mr. Samuel I. Mutama**–ATEC (NBAA), ADIT (IFM), MSc Information Technology with Security (Greenwich), CCNSP.

8. **Mr. Saleh M. Mwachaka**–BSc. Telecommunication Engineering (UDSM), MSc Electronic Engineering (Dublin Institute of Technology).

9. **Mr. Bossi A. Masamila**–BSc. Eng. Electrical (UDSM), MSc. Eng. Electrical (UDSM).

10. **Mr. Faith J. Shimba*****–ADIT (IFM), MSc.Computing IT (DIT).

11. **Mr. Msury R. Mahunnah*****–BSc. Computer Science (UDSM), MSc Computing (IT) (DIT).

12. **Mr. Heri O. Nderingo**–Diploma in Education. (MTC), ADIT (IFM), MSc. E–Commerce (Coventry).

13. **Ms. Lilian G. Nyamizi**–BED in Double Mathematics (CUEA), MSc. In Biostatistics (Limburgs).

14. **Mr. Herman E. Mandari*****–BSc. Computer Science (UDSM), MSc. Web Technology (Southampton).

15. **Mr. Deogratius M. Lashayo*****–BSc. Computer Science (UDSM), MSc. Software Systems and Internet Technology (Sheffield).

16. **Mr. Edgar M. Msangawale**–ADIT (IFM), MSc. Information Technology Management (Coventry).

17. **Mr. Mugaga L. Mugyabuso**–ADIT (IFM), ME. Business Information Technology, (MSM).

18. **Mr. Robert J. Ngeleshi**–BSc. Computer Science (UDSM), MSc. Software Systems and Internet Technology (Sheffield)

19. **Mr. Thomas N. Nagunwa**–BSc. Computer Engineering and Information Technology (UDSM), MSc Computing (DIT).

20. **Mr. Abdallah S. Seleman**–BSc. Computer Science (UDSM), MSc. Advanced Computer Science and Info. Tech .Mgt (Manchester).

21. **Mr. Hussein B. Abubakari**–BSc. Computer Science (UDSM), MSc. Web Tech (Southampton).

22. **Mr. Renatus M. Michael*****–BSc. Computer Engineering and Information Technology (UDSM), MSc. Computing (DIT).

23. **Mr. David T. Makota**–ADCS (IFM), MSc. Information Technology and Management (Avinashilingham).

24. **Mr. Christopher P. Rabi**–ADCS (IFM), MSc. Information Technology and Management (Avinashilingham).

25. **Daud M. Mungure** – Bachelor of Education in Science (UDSM), Masters of Education in Science (UDSM).

26. **Salvius Mgaya**– Diploma in Education (Klerrue), Bachelor of Education (Mathematics) (Tumaini), MSc. Mathematical Modelling (USDM).

Tutorial Assistants
1. **Mr. Malamsha J. Augustine**–BSc. Computer Science (UDSM).

2.3 FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES

Senior Lecturers

1. **Dr. Jamal K. Adam**–BSS (IUIU), MBA–Finance and Banking (Mzumbe), PhD. (Nottingham).

2. **Dr. Godwin E. Kaganda**–BSc. Food Science and Technology (SUA), MBA (Birmingham City), PhD. Marketing and International Entrepreneurship (Birmingham City).

Lecturers

1. **Dr. Grace K. Kazoba**–Diploma in Law (Mzumbe), LLB (UDSM), LLM (Pretoria), PhD. Law (UDSM).

2. **Dr. Hawa I. Munisi**–BSc. Urban and Regional Planning (UDSM), MEM (UDSM), PhD. Economics (Kyoto).

3. **Dr. Eugene E. Mniwasa** – LL.B (UDSM), Postgraduate Diploma in Law (Zimbabwe), LL.M (Zimbabwe), PhD in Law (Kent).

4. **Dr. Mnaku H. Maganya**–BA. Economics (UDSM), MA. Economics (UDSM), PhD Economics (UDSM).

5. **Mr. Hussein N. Nassoro*****–BSc. Agronomy (SUA), MSc. Agricultural Economics (SUA).

6. **Dr. John N. Kingu–**Diploma in Education (Butimba TTC), BA. Education (UDSM), MA. Economics (Leeds), PhD. Economics (MLSU).

7. **Dr. Yustin I. Bangi** – Diploma in Education (Monduli TTC), Dip. CRC (Lund), BA Education (UDSM), MEMA (UDSM), PhD Management (MLSU).

8. **Dr. Michael D. Mawondo**– Diploma in Education (Mkwawa TC), National Accountancy Diploma (NAD), National Materials Management Diploma (NMMD), PGDTM (IFM), MBA-Marketing (Mzumbe), PhD Business Administration (Deakin).

9. **Dr. Martha P. Mwolo**–BA. Education (UDSM), MA. Governance and Development (Antwerp), PhD. Social Sciences (Fernando Pessoa (UFP))

10. **Dr. Richard F. Kiangi*****–BA. Economics (UDSM), MSc. Economics (Groningen), PhD Economics (MLSU).

Assistant Lecturers

1. **Dr. Euseby C. John**–Associate Diploma in Banking (TIOB), BA. Economics (UDSM), M.A Economics (Wuhan), PhD. Economics (CUEB).

2. **Dr. Faustina M. Msigwa**–Diploma in Education, (Marangu TTC), BA. Education (UDSM), MA. Education (Abo Akademi), PGD Poverty and Policy Analysis (Erasmus-Rotterdam), PhD Higher Education Policy Development and Management (Bristol).

3. **Mr. Abdulfattah A. Ally**–LLB (Zanzibar), LLM Commercial and Telecom (Hertfordshire).

4. **Mr. Emmanuel P. Mushi*****–BA. Philosophy (Urbaniana), BA. Education (UDSM), MA. Linguistic (UDSM).

5. **Mr. Edmund L. Kimaro*****–BA. Economics (UDSM), MA Economics (UDSM).

6. **Mr. Zacharia E. Lema*****–BA. Economics (UDSM), MA Labour Policy and Globalization (Kassel).

7. **Mr. Gregory V. Mkenda**–B.Com- Accounting (UDSM), MA. Taxation (Bournemouth).

8. **Mr. Talib S. Zahor*****–ADTM (IFM), PGDFM (IFM), MSc. Corporate Finance (Groningen).

9. **Mr. Jerome A. Nguridada*****–ADTM (IFM), MBA Finance (Birmingham City).

10. **Mr. David S. Mfalamagoha*****–Diploma in Education (DTC), ADMA (IDM Mzumbe), CIPS Graduate Diploma (UK), MBA (Mzumbe), International Cert. in Entrep. and Small Bus. Dev.(Niesbud, Noida Uttar-Pradesh).

11. **Mr. Revocatus K. Bayona***–ADMA (Mzumbe), MBA Marketing (Mzumbe), CPSP (T) (PSPTB).

12. **Mr. Freddy J. Gamba***–B.Com (UDSM), Small Business Planning and Promotion (Niesbud, Noida Uttar-Pradesh), Master in Small Business Studies (Leipzig).

13. **Ms. Silvia K. Rutagumirwa***–BA. General Sociology (UDSM), MA. Development Studies (UDSM).

14. **Mr. Charles A. Nyanga**–BSc. Economics (Mzumbe), MSc. Economics (Mzumbe).

15. **Mr. Tresphory O. Mgeni***–BA. Education (UDSM), MA International Development studies (HUFS).

16. **Mr. Benedict K. Mahona**–BSc. Economics (Mzumbe), MA Economics (Chonnam), Msc. Finance and Investment (IFM)

17. **Ms. Astrida K. Leonard**–BA. Business Administration (Mzumbe), MBA (UDSM).

18. **Mr. Juma S. Kibacha**–LL.B (UDSM), LL.M Information Technology, Media and E– Commerce (Essex).

19. **Ms. Fridabertha J. Haule***–LL.B (UDSM), LL.M (Manchester).

20. **Mr. Augustus E. Fungo***–LL.B (UDSM), LL.M International Trade Laws (Essex).

21. **Ms. Wema A. Mbwana**–B.A. Education (UDSM), MA. Language Communication and Cognition Studies (Brighton).

22. **Mr. Michael N. Sam*****–B.A. Language Studies (UDSM), MA. Linguistics (UDSM), M.Law European Social Security (KULeuven).

23. **Ms. Sara T. Msuya**–BA .PSPA (UDSM), MBA (UDSM)

24. **Mr. James E. Igakinga**–LL.B (UDSM), LLM (UDSM).

25. **Ms. Rosemary S. Massae**–BSc. Education (UDSM), MBA (UDSM).

26. **Mr. Steven C. Shekiondo*****–B.A. Economics (UDSM), MA. Economics (UDSM)

27. **Mr. Kamazima K. Idd**–LL.B (UDSM), LL.M (UDSM).

28. **Mr. Bariki J. Urassa** - Diploma in Education (Marangu T.C), B. Ed. Languages (TUMA), M. A. Linguistics (UDSM).

29. **Mr. Magembe N. Makoye** – B.ED (UDSM), MA Development studies (UDSM).

30. **Ms. Josepher B. Panga**–Diploma in Education (Marangu T.C), Bed (University of Arusha), MA. Linguistics (UDOM).

31. **Mr. Ernest D. Bendera**–BA. Political Science and Public Adm. (UDSM), MSc.HRM (Mzumbe).

32. **Dr. Joseph N Laurent**–Diploma in Education (Butimba), BA. Education (Arusha), MA. Development Studies (UDOM), PhD. Environmental Science (UDOM).

33. **Mr. Filbert D. Mhanza**–ADTM (IFM), PGDTM (IFM), Master of Arts in Revenue Law and Administration (UDSM).

34. **Ms. Menchidia P. Rwabunywenge**–ADTM (IFM), Master of Arts in Revenue Law and Administration (UDSM).

35. **Mr. Abdallah R. Mgallusy**–ADTM (IFM), MSc. Finance (Strathclyde).

Tutorial Assistants

1. **Mr. Abdul A. Kawinga**–ADTM (IFM).

2. **Mr. Greyson D. Nyantamba**–B. Accounting and Finance (Mzumbe)

3. **Mr. Mohamed A. Juma****–B.A Economics (Zanzibar)

4. **Mr. Emmanuel M. Samwel**–BED. Arts (UDSM),MA. Linguistics (UDSM).

5. **Mr. Hyasinti K. Faustine**–ADTM (IFM)

6. **Mr. Furael E. Lema**** –BA. PSM(SUA), MBA-International Business (IIFT-India)

7. **Mr. Henry J. Miku****–BA. PSM(SUA)

2.4 FACULTY OF INSURANCE AND SOCIAL PROTECTION

Senior Lecturers
1. **Dr. Kadida R. Mashaushi**–B.Com-Accounting (UDSM), PGDA (IFM), MBA (Hull) PhD. Finance (Leeds).

Assistant Lecturers

1. **Mr. Emmanuel L. Magoti**–B.A. (UDSM), PGDFM (IFM), MSc Public Policy and Human Development–Social Protection Financing (Maastricht).

2. **Ms. Zubeda A. Chande*******–B.A. Sociology (UDSM), MSc. Public Policy and Human Development (Maastricht).

3. **Mr. Michael L. Bukwimba*******– B.A. Statistics (UDSM), MSc. Actuarial Science (Heriot-Watt).

4. **Ms. Doreen L. Rutagumirwa*******–BSc. With education (UDSM), MSc. Mathematical Modelling (Zimbabwe), MSc. Actuarial Science (Glasgow).

5. **Mr. Mussa C. Juma*******–Diploma in Education (Morogoro TTC), Diploma in Insurance (CII), Advanced diploma in Insurance (CII), B.A. Economics and Statistics (UDSM), MSc. (Insurance and Risk Mgt (City).

6. **Mr. Elibariki Mwasha**–B.A. Statistics (UDSM), MSc. Actuarial Science (New South).

7. **Ms. Antimaria L. Kajuna** –ADSP (IFM), MSc. Public Policy–Social Protection Financing (Maastricht).

8. **Mr. Arthur J. Ngasani**–ADSP (IFM), PGDFM (IFM), MSc. Public Policy and Human Development-Social Protection Financing (Maastricht).

9. **Mr. Frank P. Kitende** –ADIRM (IFM), MSc Marketing (Mzumbe), MSc IRM (City).

10. **Ms. Anna-Marie S. Peter** –ADSP (IFM), MBA Corporate Governance (Mzumbe), Msc. Public Policy and Human Development-Social Protection Financing (Maastricht).

11. **Mr. Goodluck E. Maruma** – ADSP (IFM), Msc. Public Policy and Human Development-Social Protection Financing (Maastricht).

Tutorial Assistants

1. **Mr. Musa L. Daud**** –ADIRM (IFM), PGDFM (IFM).

2. **Mr. Hababi J. Sadiki** –ADSP (IFM).

3. **Mr. Abraham J. Mlindwa** – ADSP (IFM).

4. **Mr. Clifford W. Cosmas** – ADIRM (IFM), PGDIRM (IFM).

5. **Shaibu N. Chande**–BSc. SP (IFM).

6. **Godfrey T. Zephania**–BSc. IRM (IFM).

Key: *   **On Postgraduate Diploma Training**

         **   **On Master Training**

         ***   **On PhD. Training**

CHAPTER THREE: ACADEMIC PROGRAMMES

3.1 INTRODUCTION

3.1.1 Master's degree Programmes
i. Master of Science (MSc) in Finance and Investment [18 months evening mode only]
ii. Master of Science (MSc) in Accounting and Finance [18 months evening mode only]
iii. Master of Science (MSc) in Human Resources Management [18 months evening mode only]
iv. Master of Science Insurance and Actuarial Science [18 months evening mode only]
v. Master of Science in Social Protection Policy and Development [18 months evening mode only]
vi. Master of Business Administration (MBA) in International Business [24 months evening mode].
vii. Master of Science (MSc) in Finance [24 months for part time].
viii. Master of Science in Information Technology and Management (MSc ITM) [24 months evening mode].

3.1.2 Postgraduate Diploma Programmes
i. Postgraduate Diploma in Financial Management (PGDFM) [13 months part–time]
ii. Postgraduate Diploma in Tax Management (PGDTM) [13 months part–time]
iii. Postgraduate Diploma in Accountancy (PGDA) [13 months part–time]
iv. Postgraduate Diploma in Business Administration (PGDBA) [13 months part–time]

v. Postgraduate Diploma in Human Resources Management (PGDHRM) [13 months part-time]
vi. Postgraduate Diploma in Insurance and Risk Management (PGDIRM) [13 months part-time]

3.1.3 Bachelor's degree Programmes

i. Bachelor of Accounting (BAC) [36 months]
ii. Bachelor of Banking and Finance (BBF) [36 months Full-time and Part time]
iii. Bachelor of Computer Science (BCS) [36 months]
iv. Bachelor of Science in Information Technology (BIT) [36 months]
v. Bachelor of Science in Insurance and Risk Management (BIRM) [36 months full-time and Part time]
vi. Bachelor of Science in Social Protection (BSP) [36 months]
vii. Bachelor of Science in Taxation (BTX) [36 months]
viii. Bachelor of Science in Actuarial Science (BAS) [36 months]

3.1.4 Ordinary Diploma Programmes

i. Ordinary Diploma in Computer Science (ODCS) [24 months full-time]
ii. Ordinary Diploma in Information Technology (ODIT) [24 months full-time]
iii. Ordinary Diploma in Banking and Finance (ODB) [24 months full-time and part time]
iv. Ordinary Diploma in Accounting (ODA) [24 months full-time]
v. Ordinary Diploma in Taxation (ODTM) [24 months full-time]

vi. Ordinary Diploma in Insurance and Risk Management (ODI) [24 months full-time and part time]

vii. Ordinary Diploma in Social Protection (ODSP) [24 months full-time]

3.1.5 Basic Technician Certificate Programmes

i. Basic Technician Certificate in Accounting (BTCA) [12 months full-time]

ii. Basic Technician Certificate in Banking and Finance (BTCBF)
[12 months full-time and part time]

iii. Basic Technician Certificate in Computing and Information Technology (BTCC&IT) [12 months full-time]

iv. Basic Technician Certificate in Insurance and Social Protection (BTCISP) [12 months full-time and part time]

v. Basic Technician Certificate in Taxation (BTCT) [12 months full-time]

3.2 POSTGRADUATE PROGRAMMES

These programmes include postgraduate diploma programmes and master degree programmes offered by the Institute.

3.2.1 Master's degree Programmes

Respective Faculties handles all instructional activities, dissertations and research projects of postgraduate programmes. The programmes are summarised here below

i. Master of Science (MSc) in Accounting and Finance

ii.   Master of Science (MSc) in Finance and Investment
iii. Master of Science (MSc) in Human Resources Management
iv.   Master of Science Insurance and Actuarial Science

v.   Master of Science in Social Protection Policy and Development
vi.   Master of Science in Finance (MSc. Finance) programme, in collaboration with Strathclyde University, Glasgow, Scotland, UK
vii. Master of Business Administrations (MBA) International Business programme in collaboration with Indian Institute of Foreign Trade (IIFT), New Delhi, India
viii. Master of Science in Information Technology and Management (MSc.ITM), in collaboration with Avinashilingham University for Women, India.

3.2.2 Postgraduate Diploma Programmes

Postgraduate programmes are offered both on full time (12 months) and part time (13 months) basis. The following programmes are offered in the 2017/2018 Academic Year.

i.   Postgraduate Diploma in Financial Management (PGDFM)
ii.   Postgraduate Diploma in Tax Management (PGDTM)
iii. Postgraduate Diploma in Accountancy (PGDA)
iv.   Postgraduate Diploma in Business Administration (PGDBA)
v.   Postgraduate Diploma in Human Resources Management (PGDHRM)
vi.   Postgraduate Diploma in Insurance and Risk Management (PGDIRM) Part time only.

3.3 UNDERGRADUATE STUDIES

These programmes include Basic Technician Certificate programmes, Ordinary Diploma programmes and bachelor degree programmes offered by the Institute.

3.3.1 Bachelor's degree Programmes

The philosophy behind the bachelor's degree programmes at the Institute of Finance Management is geared towards producing competent, responsible and creative graduates with all the necessary competencies, knowledge and understanding to deal with matters relating to accountancy, banking, computer science, information technology, taxation, insurance and risk management, and social protection.

Each bachelor's degree curriculum is a three-year programme comprising two levels of study: The Higher Diploma at National Technical Award Level 7 (NTA 7) studied for two years and the bachelor's degree at National Technical Award Level 8 (NTA 8) studied for one year.

The Higher Diploma Programmes comprise a specified minimum number of modules that are spread in four semesters over two academic years. Each module is covered in one semester of 17 weeks. Each academic year has two semesters (i.e. 34 weeks). The programmes have a component of assessed fieldwork training, which covers 15 weeks: 7 weeks after the second semester and 8 weeks after the fourth semester.

Practical Training is considered to be an essential part of the programme, allowing a student to develop his/her practical skills in his/her programme of study. The

philosophy of Practical Training is to support the learning process, give knowledge by direct observation and fact-finding. It illustrates the task related techniques and observations. Practical Training is assessed on the basis of the students' performance on the task and formal report based on the task given.

Each module is assessed through summative assessment (i.e. continuous assessment or coursework) and formative assessment (i.e. end of semester examination). The summative assessment includes at least 2 timed tests of at most 3 hours duration, case studies, assignments and seminar presentations. The summative assessment constitutes 40% of the grades while the end of semester examination constitutes 60%.

The award of a Higher Diploma at NTA 7 shall be made to students who leave (exit) at that point of study after satisfying the following criteria

a.　Have completed all modules in Semester I and Semester II, all compulsory modules in Semester III and Semester IV, and the required number of elective modules in each of Semester III and Semester IV.

b.　Have achieved Cumulative Grade Point Average (GPA) equivalent to at least a Pass, which will be calculated using the National Council for Technical Education (NACTE) guidelines.

Upon successful completion of the Higher Diploma, the holder of the qualification will be able to apply knowledge, skills and understanding in broad range of complex technical activities, a high degree of personal

responsibility and some responsibility for work of others and will be eligible for enrolment for bachelor's degree in the same discipline of study or a bachelor's degree of any other related discipline of study.

The Bachelor Degree (NTA 8) programme is a continuation and completion of a bachelor's degree curriculum for professionals who have successfully completed the Higher Diploma Curriculum at NTA 7.

The bachelor's degree programme is a one (1) academic year curriculum spread over two semesters. Each bachelor's degree programme comprises a specified minimum total number of modules. Each module is covered in one semester of 17 weeks. Each academic year has two semesters (i.e. 34 weeks of training).

The award of Bachelor's Degree at NTA 8 shall be made to students who satisfy the following criteria

a. Have completed all compulsory modules in Semester V and Semester VI, and the required number of elective modules in each of Semester III and Semester IV.

b. Have achieved Cumulative Grade Point Average (GPA) equivalent to a Pass, which will be calculated using NACTE's guidelines.

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

Upon successful completion of the bachelor's degree programme, the holder is eligible for enrolment for a master's degree in the same discipline of study or in any other related discipline of study at the National Technical Award Level 9 (NTA 9).

3.3.2 Ordinary Diploma Programmes

The philosophy behind the design of Ordinary Diploma Programmes at the Institute is geared towards developing low level managers with technical and managerial skills to effectively and efficiently execute duties within accountancy, banking, computer science, information technology, taxation, insurance and risk management, and social protection professions.

This philosophy is built under the following principles;

i.   To cultivate innovative ideas towards social, economic, information technology, accounting and finance applications in business environment and society in general.
ii.   To provide professional principles, knowledge and skills that will give the greatest opportunities to serve community.
iii. To provide graduates who are ready to enter employment at middle level.
iv.   Prepare students for more advanced studies in their disciplines of choice.

The following are the Ordinary Diploma programmes that are offered in the 2017/18 academic year

i.   Ordinary Diploma in Accounting (ODA)
ii.   Ordinary Diploma in Banking and Finance (ODBF)
iii. Ordinary Diploma in Computer Science (ODCS)

iv. Ordinary Diploma in Information Technology (ODIT)
v. Ordinary Diploma in Insurance and Risk Management (ODIRM)
vi. Ordinary Diploma in Social Protection (ODSP)
vii. Ordinary Diploma in Taxation (ODT)

Each Ordinary Diploma curriculum is a two-year programme comprising two levels of study: The Technician Certificate at National Technical Award Level 5 (NTA 5) and the Ordinary Diploma at National Technical Award Level 6 (NTA 6).

Each curriculum comprises of a specified minimum total number of modules that are spread over four semesters in two academic years. Each module is covered in one semester. Each academic year has two semesters (i.e. 34 weeks). The programmes have a component of assessed project work, which covers 15 weeks of the last semester in the NTA level 6.

The award of a Technician Certificate at NTA–Level 5 shall be made to students who leave (exit) at that point of study after satisfying the following criteria

a. Have completed all modules in Semester I and Semester II of NTA 5.

b. Have achieved Cumulative Grade Point Average (GPA) equivalent to at least a Pass, which will be calculated using the National Council for Technical Education (NACTE) guidelines.

Upon successful completion of the Technician Certificate, the holder of the qualification will be able to apply skills, knowledge and understanding in a range of

activities under supervision of others, some of which are non-routine. The candidate will be eligible for enrolment for ordinary diploma in the same discipline of study or an ordinary diploma of any related discipline of study.

The Ordinary diploma (NTA 6) programme is a continuation and completion of an ordinary diploma curriculum for technicians who have successfully completed the Technician Certificate at NTA 5.

The award of Ordinary Diploma at NTA 6 shall be made to students who satisfy the following criteria

a. Have completed all the modules in semester I and II at NTA 6

b. Have achieved Cumulative Grade Point Average (GPA) equivalent to a Pass, which is calculated using NACTE's guidelines

c. Have completed and passed the project work assigned in the last semester of the study.

Upon successful completion of the ordinary diploma qualification, the holder of the qualification will be able to apply skills, knowledge and understanding in broad range of work activities, most of which are non-routine and be able to assume operational responsibility. The candidate, who completes the ordinary diploma studies, is eligible to apply and enrol in bachelor's degree programmes in the same field of study or any other related discipline of study.

3.3.3 Basic Technician Certificate Programmes

The philosophy behind the design of Basic Technician Certificate Programmes at the Institute is focused in

developing professionals with knowledge and technical skills to effectively and efficiently execute duties within accountancy, banking, computer science, information technology, insurance and risk management, and social protection professions. The intention is to produce innovative, creative, flexible and self-reliant technicians, by providing them with hands-on experience course of study. As such, the graduates will be capable of performing routine technician operations in the area of accountancy, banking, computer science, information technology, taxation, insurance and risk management, and social protection professions.

It is expected that, technicians from these programmes shall have skills and knowledge, and understanding in a wide and critical perspective in issues related to dynamics of the turbulent business environment. In addition, the programmes aim at equipping students with lifelong skills as well as enabling them to proceed with higher education.

This philosophy is built under the following pillars;

i.   To develop foundation that will act as an entrance point for students to enter into business, social and computing-based studies or any other advanced studies of their discipline of choice.
ii. To stimulate student interest in learning computing, accounting and social related applications, motivation in pursuing further studies of their choice.
iii. To develop problem solving skills related to business operations and society in general, while preparing them to enter the labour market.

iv. To satisfy the requirements of National Technical Award Level 4 (NTA 4)

The following programmes are offered in the 2017/18 Academic Year

i. Basic Technician Certificate in Accounting (BTCA)
ii. Basic Technician Certificate in Banking and Finance (BTCBF)
iii. Basic Technician Certificate in Computing and Information Technology (BTCC&IT)
iv. Basic Technician Certificate in Insurance and Social Protection (BTCISP)
v. Basic Technician Certificate in Taxation (BTCT)

Each Basic Technician Certificate curriculum is a one-year programme with an award graded as a National Technical Award Level 4 (NTA 4) accredited by the National Council for Technical Education (NACTE).

Each programme comprises of a specified minimum total number of modules that are spread over two semesters in one academic year. Each module is covered in one semester of 17 weeks. The academic year has two semesters (i.e. 34 weeks).

Upon successful completion of the Basic Technician Certificate (NTA 4), the holder of the qualification will be able to apply skills, knowledge and understanding in a range of activities under supervision of others. The candidate will be eligible for enrolment for Technician Certificate (NTA 5) in same discipline of study or Technician Certificate of any related discipline of study. Technician Certificate (NTA 5) is a first level of an ordinary diploma programme.

3.4 ENTRY QUALIFICATION AND ADMISSION REQUIREMENTS

Entry qualifications for each programme depend on the standards set out by the Institute's Admission Committee. The Committee sets standards based on the minimum requirements sets out by the Regulatory bodies (ie NACTE/TCU) and collaborative partners for programmes which are jointly administered.

Based on these standards, any applicant should consider the following issues;

i.   All applications and recommendations must be submitted to the Admission office

ii.   Each applicant is responsible for ensuring his/her application is complete

iii.   No application will be considered if the relevant non-refundable application fee has not been paid

iv.   IFM will not consider any additional materials or changes once an application has been submitted

v.   The completed application becomes the confidential property of IFM and is not returnable

vi.   Applicants are responsible for ensuring that all the information and accompanying material provided in connection with their application is authentic and accurate

vii.   The Institute may at any time require applicants to provide satisfactory verification of the information and documents submitted as part of the application. If an applicant is unable to do so, the Institute reserves the right to cease consideration of the application, to withdraw any offer of admission already made, and/or to terminate one's status as a student

viii. Applicants assume all costs for authenticating and verifying documents and information associated with their application

ix. All applicants previously admitted but did not register in the admitted year, are required to re-submit a new completed application

x. Once an application is submitted, the Institute reserves the right to request additional information from the applicant, including, but not limited to, an interview

xi. All applicants who have been invited for an interview must fulfil the request in order to complete the application process

xii. Communication for admission will be done to applicants who meet the admission requirements.

3.4.1 Entry Requirement into Postgraduate Programmes

This category includes Postgraduate diploma programmes and Master's programmes which are either offered by IFM only or offered in collaboration with other Institutes.

3.4.1.1 Entry Requirements for Master's Programmes

Entry requirements for various master's programmes depend on the study objectives of the specific programme. But the minimum entry requirement for master's programmes is a good bachelor degree or a 3 years advanced diploma in the relevant field.

1. Master of Science in Finance and Investment (MSc.FI)

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration)

in any relevant field of study with at least second class from an accredited higher learning institution.

For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration),will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

2. Master of Science in Accounting and Finance (MSc.AF)

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.

For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration), will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

3. Master of Science in Human Resources Management

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.

For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration),will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

4. Master of Science in Insurance and Actuarial Science

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.

For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration),will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

5. Master of Science in Social Protection Policy and Development

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.

For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration),will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

6. Master of Science in Finance (MSc. Finance)

Admission into this programme requires a Bachelor's degree or Advanced Diploma (at least 3 years duration) in any relevant field of study with at least upper second class from an accredited higher learning institution

Mode of Application

Online applications should be done via the following website:http://www.strath.ac.uk/accfin/postgraduatecourses/mscfinanceintanzania. Application costs will be paid during registration period at IFM for successful applicants. A non-refundable Application fee of TZS 50,000 for Tanzanians/East Africans and of US$50 for Foreigners should be paid during registration period. No successful applicant will be registered on SIS without payment of the application fee and required tuition fee.

7. Master of Business Administration in International Business (MBA-IB)

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.

Applicants with at least three years of work experience after bachelor's degree or advanced diploma (3 years duration) studied from an accredited higher learning institution are eligible for the programme.

8. Master of Science in Information Technology and Management (MSc-ITM)

Admission into this programme requires a Bachelor's degree or Advanced Diploma (at least 3 years duration) in any formal science related field of study with at least second class from an accredited higher learning institution.

3.4.1.2 Entry Requirements into Postgraduate programmes

Admission into the PGDFM, PGDBA, PGDHRM, PGDA and PGDTM programmes requires a Bachelor's degree or Advanced Diploma (at least 3 years duration) from an accredited higher learning institution.

For applicants into PGDA, the above requirements apply, BUT an applicant must have satisfactory background of Accountancy at Intermediate level as per NBAA syllabus.

3.4.2 Entry Requirement into Undergraduate Programmes

This category includes Basic certificates, ordinary diploma and Bachelor's degree programmes which are currently offered by the Institute or in collaboration with other Institutes.

3.4.2.1 Entry Requirement into Bachelor's Degree Programmes

Admission into Bachelor's degree programmes requires all applicants to present a proof that they have completed Ordinary and Advanced level Secondary School Education or equivalent OR have successfully completed programmes at National Technical Award (NTAs) up to Level 6.

Applicants with Advanced Certificate of Secondary Education Examination (ACSEE) (Direct Entry Mode):

For those who completed A-level before 2014 and from 2016, must have two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1)

For those who completed A-level in 2014 and 2015, must have two principal passes (Two Cs) with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1)

For application into Bachelor of Accounting, Bachelor of Banking and Finance and Bachelor of Taxation should have a pass in Mathematics. Those without a principal pass or subsidiary pass in Mathematics must have a credit at O' level. For bachelor of Computer Science, the passes must be in Physics and Mathematics. For Bachelor of Information Technology, the two passes must be in science subjects.

Applicants with Ordinary Diploma (NTA 6) or (Equivalent Entry Mode)

Applicants must have at least five passes at Certificate of Secondary Education Examination (Form Four) including Mathematics and English and at least Grade Point Average (GPA) of 3.0 at NTA –Level 6 (Ordinary diploma). The studying leading into NTA 6 should be conducted in at least three years (ie NTA 4, NTA 5 and NTA 6 or equivalent)for Form four leavers OR two years (NTA 5 and NTA 6 or equivalent) for form six leavers with pass and a subsidiary results which qualifying the applicant for directly entry into IFM diploma.

Acceptable NTA 6 for Bachelor of Accounting and Bachelor of Banking and Finance should be in Accounting, Business Administration, Procurement and Supplies Management, Tax Administration, Economics or Banking and Finance; for Bachelor of Computer Science and Bachelor of Information Technology should be in

Information Technology or Computer Engineering or Computer Science; for Bachelor of Social Protection should be in Social Protection, Accounting, Business Administration, Economics or Banking and Finance; for Bachelor of Insurance and Risk Management should be in Insurance and Risk Management or Business Administration or Economics; and for Bachelor of Taxation should be in Tax Management, Accounting, Business Administration, Procurement and Supplies Management, Economics or Banking and Finance.

3.4.2.2 Entry Requirements into Ordinary Diploma Programmes

Admission into Ordinary diploma programmes requires all applicants to present a proof that they have completed a Basic Technician Certificate (NTA 4) or equivalent. In addition they should possess all requirements for being admitted into IFM's Basic Technician Certificate (NTA 4). For **equivalent entry**, an applicant must have completed a one year Basic Technician Certificate (NTA 4) and for **direct entry**, an applicant must have at least a principal pass and a subsidiary pass with combined total points of 1.5 or more at Advanced Certificate of Secondary Education Examination (**applicable for results before 2014 and from 2016**) for results in 2014 and 2015 an applicant must have at least a **'D'** and an **'E'**.

Ordinary diploma in Computer Science and Ordinary diploma in Information technology

In addition to above requirements, applicants into computer and information technology programmes must have at least a pass in ether Physics, Chemistry or

Mathematics on their Certificates of Secondary Education Examination (Form IV).

3.4.2.3 Entry Requirements into Basic Technician Certificate Programmes

Admission into Basic Technician Certificate Programmes requires all applicants to present a proof that they have completed Certificate of Secondary Education Examination with at least **four passes**. A 'pass grade' is any grade score equivalent to 'D' or higher.

Basic Technician Certificate in Computer Science and Information technology

In addition to above requirements, applicants into this programme must have at least a pass in ether Physics, Chemistry or Mathematics on their Certificates of Secondary Education Examination (Form IV).

3.5 DETAILS OF ACADEMIC PROGRAMMES

Programme Structure

Programme structure refers to a composition of Compulsory and Elective Modules[1] as defined in Examination Regulations:

Compulsory Module: shall mean a subject that a student must take in a given semester in order to meet the requirement of the course/programme and which is designated as such by the Institute.

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[1]Module means a Subject. Therefore module and subject describe the same thing in this prospectus

Elective Module: shall mean a subject chosen by a student from among the list given by the Institute in a given semester as an addition to any compulsory modules in that semester and which is designated as such by the Institute.

3.5.1 Faculty of Accounting, Banking and Finance (FABF)

3.5.1.1 Department of Accounting and Finance

The Department of Accounting and Finance offers postgraduate and undergraduate programmes. In the 2017/2018 Academic year the following programmes are offered.

1. Master of Science in Finance (MSc. Finance)
Programme Objectives

Whilst no specific knowledge of finance as an academic subject is assumed at the outset of the course, candidates will be well equipped to embark on careers in finance upon completion of the programme. The primary objectives of the MSc. Finance programme are to develop

i. A good understanding of financial theory and analysis;

ii. An appreciation of the nature and functioning of financial markets and institutions;

iii. The ability to structure and take financial decisions to meet specified objectives;

iv. A good working knowledge of accounting information and its use in financial decision taking and analysis;

v.   An introduction to the use of computing in the area of finance;

vi.   The ability to interpret and analyse financial data;

vii.   Knowledge of the latest development in the theoretical, empirical and applied research in finance;

viii.   The ability to apply the concept acquired in the course – in financial management, international finance, security analysis, and portfolio management;

ix.   An appreciation of recent developments in the financial markets, particularly the derivative markets;

x.   The ability to identify and analyse problems, consider alternative approaches and choose appropriate solutions;

xi.   Various transferable skills in problem solving, critical evaluation, data analysis, statistical analysis, model building, the use of spreadsheets and other software packages, information collection, report writing, the communication of ideas and analysis, presentational techniques and research activities; and

xii.   Employability through the acquisition of specific subject and transferable skills consistent with the expectations of employers in corporate finance and financial services.

Tuition Fee (for the entire programme)

The tuition fee for the programme amounts to GB £3,750. Students should pay at least 50% of the tuition fees (£1,875) before registration. The remaining fee may be

paid in two Instalments (each of at least the same amounts) which fall due as specified below.

i.   2nd Instalment – May 2017

ii.   3rd Instalment – August 2017

Programme Structure

The taught component of the course will be covered in the first two semesters. Both of these semesters will run for twelve weeks. The examinations for all classes will take place at the end of the semester in which they are offered. The distribution of the classes across the two taught semesters is given below. The research component of the course will take up the third (summer) semester. A core class implies that this is compulsory for the programme.

FULL TIME PROGRAMMES
SEMESTER I

Class Code	Class title	Core	Option	Credits	Weeks
AG910	Principles of Finance	■	-	20	1-12
AG911	Accounting and Financial Analysis	■	-	20	1-12
AG909	Quantitative Methods for Finance	■	-	20	1-12
AG912	International Financial Markets and Banking	■	-	20	1-12
			Semester Total	80	

First Semester Examinations – Dates will be communicated during the first 3 weeks

SEMESTER II

Class Code	Class title	Core	Option	Credits	Weeks
AG915	Advanced Corporate Finance and Applications	■		20	1-12
AG916	Behavioural Finance		■	10	7-12
AG918	Security Analysis		■	10	1-6
AG920	Management Accounting		■	10	1-6
AG924	Portfolio Theory and Management		■	10	1-6
AG925	Derivatives and Treasury Management	■		20	1-12
			Semester Total	60	

Not all optional classes will be offered in each academic year – most likely are Security Analysis and Portfolio Theory Management

Second Semester Examinations–Dates will be communicated during the first 3 weeks

SEMESTER III

Class	Class title	Core	Option	Credits
AG913	Empirical Research Projects/Dissertation[2]	■	-NA-	40

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[2]All of the taught component (including re-sit) has to be completed at the required standard for the MSc. Degree prior to commencing the research projects stage of the course

PART TIME PROGRAMMES

SEMESTER I

Code	Class title	Core	Option	Credits	Weeks
AG911	Accounting and Financial Analysis	■	-	20	1-12
AG909	Quantitative Methods for Finance	■	-	20	1-12
			Semester Total	40	

First Semester Examinations

SEMESTER II

Code	Class title	Core	Option	Credits	Weeks
AG910	Principles of Finance	■	-	20	1-12
AG912	International Financial Markets and Banking	■	-	20	1-12
			Semester Total	40	

Second Semester Examinations

SEMESTER III [complete one optional class from those listed below]

Code	Class title	Core	Option	Credits	Weeks
AG915	Advanced Corporate Finance and Applications	■		20	1-12
AG918	Security Analysis		■	10	1-6
AG920	Management Accounting		■	10	1-6
			Semester Total	30	

Not all optional classes will be offered in each academic year – most likely is Security Analysis

Second Semester Examinations

SEMESTER IV [complete one optional class from those listed below]

Class Code	Class title	Core	Option	Credits	Weeks
AG916	Behavioural Finance		■	10	7-12
AG924	Portfolio Theory and Management		■	10	1-6
AG923	Empirical Methods in Finance		■	10	
AG925	Derivatives and Treasury Management	■		20	1-12
		Semester Total		30	

Not all optional classes will be offered in each academic year – most likely is Portfolio Theory Management

SEMESTER V

Class Code	Class title	Core	Option	Credits
AG913	Empirical Research Projects/Dissertation[3]	■	-NA-	40

2. Master of Science in Finance and Investment (Msc.FI)

Programme Objectives

The Master of Science in Finance and Investment at NTA level 9 is geared towards producing competent graduates who will work in managerial level in the field of finance and investment in public and private sectors. This

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[3]All of the taught component (including re-sit) has to be completed at the required standard for the MSc. Degree prior to commencing the research projects stage of the course

programme impacts knowledge and equips graduates with tools of finance and investment analysis for application in policy making and decision making in public and private sectors. The primary objectives of the MSc. Finance and Investment programme are to develop excellent analytical skills in finance and investment necessarily to

i.   Assess and Make Finance Decisions
ii.   Appraise and Manage Investment Projects and Portfolios
iii. Evaluate and Manage Corporate Risks
iv.   Carry out Research in Finance and Investment
v.   Design and Implement Corporate Strategies and Policy

Programme Structure

Master of Science in Finance and Investment degree programme is an 18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fifteen (15) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (12) weeks starting soon after the end of the second semester. Therefore, the whole programme takes a minimum total of forty eight (48) weeks.

SEMESTER I

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	MT09104	Quantitative Techniques for Finance
Module 2	AF09101	Accounting for Decision Making and Control
Module 3	AF09103	Advanced Corporate Finance
Module 4	AF09108	Computing for Finance and Investment Analysis
Elective Modules (student should take 2 modules)		
Module 5	AF09105	Financial Markets and Institutions
Module 6	AF09107	Business Analysis and Valuation
Module 7	AF09110	Advanced Investment Analysis
Module 8	BF09108	Loan Portfolio Management

Students are to sit for semester final examinations on all modules

SEMESTER II

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	MS09201	Research Methodology
Module 2	AF09202	Advanced Portfolio Management
Module 3	AF09203	International Financial Management
Module 4	MS09204	Strategic Management and Business Policy
Elective Modules (student should take 2 modules)		
Module 1	AF09209	Equity and Fixed Income Investment
Module 2	AF09210	Case Study in Corporate Finance
Module 3	BF09206	Bank Risk Management
Module 4	MS09208	Corporate Governance

| Module 5 | BF09207 | Treasury Management |

Students have to sit for semester final examinations on all modules except MS09201: Business Research Methodology and AF09210: Case Studies in Corporate Finance.

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement of the MSc. Finance and Investment degree programme is that each student must undertake a research project followed by submission of dissertation; a core module carrying 20 credits. A student is only allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above.

3. Master of Science in Accounting and Finance

Programme Objectives

The Master of Science in Accounting and Finance at NTA level 9 is geared towards producing competent graduates with master's degree in accounting and finance who will work in managerial level in the field of accounting and finance both in public and private sectors. The programme aims to cater for the current demand at postgraduate level in the field of Accounting and Finance and the need for advanced capabilities of analysing the corporate challenges and opportunities that lie ahead in the East African Region and Global financial environment. This programme impacts

knowledge and equips the new generation of accounting and finance professionals with relevant and appropriate academic backup in analysing challenges and opportunities in a global accounting and financial environment. The programme equips candidates with the skills necessarily to

i. Analyse and apply accounting theories, principles, standards and knowledge to prepare financial reports for internal and external use.

ii. Analyse and apply auditing principles, theories, practices and knowledge to prepare audit reports for private and public sectors.

iii. Assess, evaluate, raise and manage sources of funds and investments in local and international context.

iv. Collect, preserve, communicate and use various models and methods to solve practical problems in accounting and finance.

Programme Structure

Master of Science in Accounting and Finance degree programme is an 18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fifteen (15) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (12) weeks starting soon after the end

of the second semester. Therefore, the whole programme takes a minimum total of forty eight (48) weeks.

Modules Summary

SEMESTER I

Compulsory Modules		
Module Number	Module Code	Module Name
Module 1	MT09104	Quantitative Techniques for Finance
Module 2	AF09102	Advanced Financial Reporting
Module 3	AF09103	Advanced Corporate Finance
Module 4	AF09104	Accounting for Public Sectors
Module 6	AF09110	Advanced Investment Analysis
Elective Modules (Select one)		
Module 7	AF09107	Business Analysis and Valuation
Module 8	MS09104	Strategic Management

SEMESTER II

Compulsory Modules		
Module Number	Module Code	Module Name
Module 1	MS09201	Business Research Methodology
Module 2	AF09204	Advanced Auditing and Assurance Services
Module 3	AF09203	International Financial Management
Module 4	AF09205	Advanced Management Accounting
Module 5	AF09202	Advanced Portfolio Management

Module 6	AF09210	Case Studies in Corporate Finance

SEMESTER III

Compulsory Modules		
Module Number	Module Code	Module Name
Module 1	AF09215	Dissertation

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement of the MSc. Accounting and Finance degree programme is that each student must undertake a research project followed by submission of dissertation. This is a core module carrying 20 credits. A student will only be allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above

4. Postgraduate Diploma in Accounting (PGDA)

The Overall PGDA Programme Objective

The overall objective of the programme is to integrate the accountancy discipline as part of the overall management and accommodation of changes. It aims at developing students' skills and understanding of contemporary financial reporting, international dimension of financial management, and dynamics of corporate strategy formulation and implementation and information technology.

The programme has been redesigned so that CPA Syllabi of Modules E and F are covered.

Programme Structure

SEMESTER I

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	PENT101	Entrepreneurship
Module 2	FB400D	Management Accounting
Module 3	CC400D	Research Methodology
Module 4	CI400D	Quantitative Techniques for Business
Elective Modules		
Module 5	CI402D	Business Computing
Module 6	CC402D	Organisational Behaviour

Each subject has three (3) credits and each student has to take a total of 18 credits in the first semester. This means that there is only one option subject to be taken. Subjects that will not have sufficient number of students may not be taught.

SEMESTER II

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	CC406D	Project Paper
Module 2	AC402D	Financial Accounting
Module 3	FB403D	International Finance
Module 4	AI201	Auditing and Investigation
Optional Modules		
Module 5	CI403D	E-Commerce

Module 6	FB404D	Investment Analysis and Capital Markets
Module 7	CC406D	Strategic Management
Module 8	TX404D	Tax Accounting

Except for the Project Paper, each subject has three (3) credits. The Project Paper carries four (4) credits. Each student has to take a total of 22 credits in the second semester. This means that there is only one option subject to be taken. Subjects that will not attract sufficient number of students will not be offered.

Teaching Arrangement

Each semester will have 48 contact hours required in each subject. For part time students, the academic year is divided into three blocks. In each block, there shall be taught three to four subjects depending on what is considered to be the best arrangement for the students and lecturers. For full time students, the academic year will have two semesters of 15 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department.

5. Postgraduate Diploma in Financial Management (PGDFM)

The Overall PGDFM Programme Objective

The overall objective of the PGDFM is to provide education and training to financial analysts, planners and related cadres. The course prepares students to participate effectively in financial related expertise especially now with emerging capital markets and transactions. It also provides students with ability to

undertake higher degrees in related fields more comfortably.

Programme Structure

SEMESTER I

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	CI401D	Managerial Economics
Module 2	AC405D	Accounting for Managers
Module 3	FB400D	Business Finance I
Module 4	CC400D	Research Methodology
Module 5	CI400D	Quantitative Techniques for business
Optional Modules		
Module 6	CI402D	Business Computing
Module 7	CC402D	Organisational Behaviour
Module 8	DI400D	Risk Management

Each subject has three (3) credits, and each student has to take a total of 18 credits in the first semester. This means that there is only one option subject to be taken. Subjects that will not have sufficient number of students will not be offered.

SEMESTER II

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	CC406D	Project Paper
Module 2	FB401D	Business Finance II
Module 3	CC406D	Strategic Management
Module 4	FB402D	Portfolio & Investment Analysis
Module 5	FB403D	International Finance
Optional Modules		
Module 6	CI403D	E–Commerce
Module 7	FB404D	Investment Analysis and Capital Markets
Module 8	FB406D	International Banking and Finance
Module 9	AC403D	Management Accounting

Except for the Project Paper, each subject has three (3) credits. The Project Paper carries (4) credits. Each student has to take a total of 22 credits in the second semester.

Teaching Arrangements

Each semester will have 48 contact hours required in each subject. For part time students, the academic year is divided into three blocks. In each block, there shall be taught three to four subjects depending on what is considered to be the best arrangement to the student and lecturers and available electives. For full time students, the academic year will have two semesters of 15 weeks each. It should be noted that the administration of these teaching arrangements is primarily the task of the Head of Department.

6. Higher Diploma in Accounting (HDA) and Bachelor of Accounting (BAC)

This qualification is designed to produce competent personnel in accounting and auditing field to work at middle and senior level positions in public and private sectors and as entrepreneurs. The programme is geared towards producing innovative and flexible graduates in the field of accounting and auditing. The holder of this qualification will be able to

i.   Apply knowledge, skills and understanding in broad range of complex technical activities in accounting, auditing and related fields.

ii. Apply appropriate skills, knowledge, techniques and principles of preparing financial statements of various entities.

iii. Work independently in financial accounting, auditing and other related fields.

The Bachelor of Accounting degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and at level 8 (NTA 8).

At NTA 7, the Higher Diploma in Accounting (HDA) comprises a minimum total of 26 modules which constitute a total of 282 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HDA and opts (exit) out of the programme will be awarded a **Higher Diploma in Accounting**.

For Bachelor of Accounting (BAC) programme, NTA level 8, the minimum entry requirements shall be a Pass from

the Higher Diploma Accounting (HDA) at NTA 7. The BAC programme comprises a minimum total of 12 modules which constitute a total of 137 credits that are spread over two semesters in one academic year.

Upon successful completion of the BAC programme, the candidate will be awarded a **Bachelor of Accounting** degree and will be eligible for enrolment for a *Master's* degree in any related discipline of study at NTA level 9.

HDA and BAC Programme Structure
NTA Level 7 – HDA

Scheme of Study per module per week (Hours)			
Instruction /Lecture	Tutorial /Seminar	Practical / Assignment	Self Study
2	1	1	1

YEAR 1
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	BFU 07101	Principles of Commerce	10
-NA-	GSU 07103	Business Law	10
-NA-	MTU 07101	Business Mathematics	10
-NA-	GSU 07102	Development Studies	10
-NA-	ECU 07101	Micro Economics	12
-NA-	AFU 07101	Principles of Accounting	14
		Total	66

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	GSU 07204	Business Communication	10
-NA-	MTU 07203	Business Statistics I	10
-NA-	ITU 07205	Introduction to Computers	10
-NA-	ECU 07202	Macro Economics	12
-NA-	AFU 07202	Introduction to Financial Accounting	14
-NA-	MSU 07201	Principles of Management	10
-NA-	AFU 07311	Practical Fieldwork Report[4]	12
		Subtotal	**78**

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
ITU 07204	ITU 07305	Computer Applications Package	10
-NA-	AFU 07303	Corporate Finance	10
AFU 07202	AFU 07304	Intermediate Financial Accounting	14
AFU 07202	TMU 07308	Taxation	12
-NA-	AFU 07305	Auditing	14

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[4] Practical Fieldwork will be conducted in 8 weeks

Elective Modules (At least 1 Elective Module)			No of Credit
Pre-requisite	Module Code	Module Name	
AFU 07202	AFU 07306	Government Accounting	10
	MSU 07301	Principles of Marketing	10
ECU 07201	ECU 07306	Managerial Economics	10
		Subtotal	**90**

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
AFU 07202	AFU 07407	Financial Reporting	14
AFU 07202	AFU 07408	Cost Accounting	14
MTU 07101 & MTU 07203	MTU 07404	Business Statistics II	10
-NA-	MSU 07401	Research Methodology	10
TMU 07308	TMU 07409	Taxation II	10

Elective Modules (At least 1 Elective Module)			No of Credit
Pre-requisite	**Module Code**	**Module Name**	
-NA-	BFU 07407	Credit and Lending	10
AFU 07304	AFU 07409	Investment Analysis and Capital Markets	10
		Total	**78**

NTA Level 8 – Bachelor of Accounting (BAC)

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
AFU 07407	AFU 08501	Advanced Financial Reporting I	12
AFU 07408	AFU 08503	Management Accounting	12
AFU 07303	AFU 08504	International Finance	12
MSU 08501	MSU 08502	Entrepreneurship	12
MSU 07201	MSU 08501	Strategic Management	12
Elective Modules (At least 2 Elective Modules) No of Credit			
CIT 725	ITU 08505	Electronic Business	10
MTU 07401	MTU 08501	Operations Research	10
AFU 07303	BFU 08501	Corporate Governance	10

SEMESTER VI

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
AFU 08501	AFU 08605	Advanced Financial Accounting	14
AFU 07401	AFU 08606	Contemporary Issues in Accounting	14
AFU 08503	AFU 08607	Performance Management	14
AFU 07305	AFU 08602	Auditing and Assurance Services	14

Elective Modules (At least 2 Elective Modules) No of Credit			
AFU 07303	AFU 08608	Project Management	12
TMU 07409	TMU 08606	International Taxation	12
AFU 07303	AFU 08609	Treasury Management	12
MSU 08502	MSU 08603	Business Planning and Management	12

7. Ordinary Diploma in Accounting (ODA)

This qualification is designed to produce competent personnel in accounting and auditing field to work at middle level positions in the accounting and auditing sector. The programme is geared towards producing junior professionals with accounting skills and knowledge in a broad range of work activities, most of which are non-routine. The holder of this qualification will be able to;

i. Perform routine and non-routine accounting and auditing duties and excise some supervisory skills in accounting and auditing fields and prepare accounting information from complete and incomplete records.

ii. Independently work in accounting and auditing section, describe and apply management principles in business organisations and apply entrepreneurial techniques in planning, appraising and managing an enterprise.

iii. Apply appropriate corporate finance principles in making investment decisions and ability to apply commercial law and solve legal problems in different business contexts.

Ordinary Diploma in Accounting (ODA) is awarded upon successfully completion of two National Technical Awards Programmes at level 5 (NTA 5) and level 6 (NTA 6).

The Technician Certificate in Accounting (TCA) NTA level 5 comprises a minimum of 10 modules which constitute a total of 120 credits that are spread over two semesters in one academic year.

The award of the Technician Certificate in Accounting shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award.

The candidate who successfully completes the TCA will be eligible for enrolment for an Ordinary Diploma in Accounting at NTA level 6 but if he/she opts (exit) out of the programme will be awarded a **Technician Certificate in Accounting.**

At NTA level 6 for Ordinary Diploma in Accounting (ODA) programme, the minimum entry requirement shall be a Pass from Technician Certificate in Accounting (TCA) at NTA level 5.

The ODA programme comprises a minimum of 12 modules which constitute a total of 136 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Accounting shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award. Upon successful completion of the ODA programme, the candidate will be awarded an **Ordinary Diploma in Accounting** and will be eligible for enrolment in Bachelor's degree in Accounting or any related

discipline of study at NTA level 7 provided that a minimum GPA set out by the Admission committee as an entry cut off has been met.

TCA and ODA Programme Structure

NTA Level 5 – TCA

Scheme of Study per module per week (Hours)			
Instruction /Lecture	Tutorial /Seminar	Practical / Assignment	Self Study
2	1	1	1

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	AFT 05101	Introduction to Accounting I	14
-NA-	AFT 05102	Fundamentals of Cost Accounting	12
-NA-	MTT 05101	Basic Mathematics and Statistics	12
-NA-	ECT 05101	Elements of Economics	12
-NA-	GST 05101	Basic Communication Skills	10
		Total	60

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	AFT 05203	Introduction to Accounting II	14
-NA-	AFT 05204	Basics of Corporate	12

Pre-requisite	Module Code	Module Name	No of Credits
		Finance	
-NA-	BFT 05203	Commerce	10
-NA-	TMT 05201	Introduction to Indirect Taxation	12
-NA-	ITT 05207	Introduction to Computer Applications	12
		Total	**60**

NTA Level 6 – ODA

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	AFD 06301	Fundamentals of Financial Accounting I	12
	AFD 06302	Principles of Auditing	12
	AFD 06303	Principles of Corporate Finance	12
	AFD 06307	Field Practical Work[5]	12
	GSD 06303	Introduction to Business Law	10
	MTD 06302	Mathematics and Statistics	12
	GSD 06301	Business Communication	10
		Total	**80**

SEMESTER II

Compulsory Modules			
Pre-req	**Module Code**	**Module Name**	**No of Credits**
	AFD 06404	Fundamentals of Financial Accounting II	12

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[5] Field Practical will be conducted for 8 weeks

	AFD 06406	Public Sector Accounting And Cooperatives	12
	AFD 06405	Introduction to Cost Accounting	12
	MSD 06201	Fundamental of Entrepreneurship	10
	MSD 06202	Fundamentals of Management	10
	AFD 06404	Fundamentals of Financial Accounting II	14
		Total	**70**

8. Basic Technician Certificate in Accounting (BTCA)

The philosophy behind the development of this programme is focused on developing professionals with the ability to perform routine tasks in organised groups taking into account environmental and safety issues, applying elementary and accounting skills in performing routine tasks.

Modules Summary

Scheme of Study per module per week (Hours)			
Instruction /Lecture	**Tutorial /Seminar**	**Practical / Assignment**	**Self Study**
2	1	1	1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFT 04101	Bookkeeping and Accounts I	12
-NA-	AFT 04102	Foundation of Finance	12

-NA-	BFT 04101	Elements of Commerce	12
-NA-	GST 04101	Elementary Business Communication	10
-NA-	MTT 04101	Element of Mathematics and Statistics	10
		Total	**56**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	AFT 04203	Bookkeeping and Accounts II	12
	AFT 04204	Elements of Cost Accounting	12
	MST 04201	Basic Entrepreneurship	10
	MST 04202	Element of Customer Services	10
	ITT 04205	Basic Information Technology Applications	10
	AFT 04205	Practical Training	12
		Total	**66**

3.5.1.2 Department of Banking and Finance

In the 2017/2018 Academic Year, the Department of Banking and Finance offers the following programmes.

1. Higher Diploma in Banking and Finance (HDBF) and Bachelor of Banking and Finance (BBF)

This qualification is designed to produce competent personnel who will be able to apply knowledge and skills of banking and finance principles, in banking and financial services industries. Bachelor of Banking and Finance (BBF) programme is geared towards producing

innovative and flexible graduates who can fit in modern banking and financial profession and orient themselves towards job creating mindset. The holder of this qualification will be able to;

i. Evaluate risks and uncertainty as applied in banking and financial services industry and execute the principles and techniques of risk and treasury management.

ii. Plan and allocate resources for effective management of the functions of banks and other financial institutions.

iii. Responsibly perform his/her professional duties in an ethical manner.

iv. Evaluate and execute principles and techniques of international finance and banking operations, strategic planning and management.

The Bachelor of Banking and Finance degree is awarded upon successfully completion of two National Technical Awards Programme at level 7 (NTA 7) and at level 8 (NTA 8).

The Higher Diploma in Banking and Finance (HDBF−NTA level 7) comprises a minimum of 30 modules which constitute a total of 266 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HDBF and leaves (exits) will be awarded a **Higher Diploma in Banking and Finance**.

At NTA Level 8 for Bachelor of Banking and Finance (BBF) programme, the minimum entry requirements shall be a

Pass from the Higher Diploma in Banking and Finance (HDBF) at NTA 7.

The BBF programme comprises of a minimum total of 12 modules which constitute a minimum of 146 credits that are spread over two semesters in one academic year.

Upon successful completion of the BBF programme, the candidate will be awarded a **Bachelor of Banking and Finance** and will be eligible for enrolment for a Master's degree in any related discipline of study at NTA Level 9.

HDBF AND BBF PROGRAMME STRUCTURE

BACHELOR DEGREE IN BANKING AND FINANCE
YEAR I
SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	GSU 07103	Communication Skills	10
	GSU 07102	Business Law I	10
	MTU 07101	Business Mathematics	10
	GSU 07101	Development Studies	10
	ECU 07101	Micro Economics	10
	AFU 07101	Principles of Accounting	14
		Total	**64**

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	BFU 07201	Principles of Banking	12
QM 711	MTU 07201	Descriptive Statistics for Business	10
-NA-	ITU 07205	Introduction to Computers	10
EC 711	ECU 07201	Macro Economics	10
AC 711	AFU 07202	Introduction to Financial Accounting	14
-NA-	MSU 07201	Principles of Management	10
	BF 07202	Fieldwork	8
		Total	**74**

BACHELOR DEGREE IN BANKING AND FINANCE
YEAR 2
SEMESTER III

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	BFU 07303	Banking Operations	12
-NA-	AFU 07304	Corporate Finance	10
-NA-	BFU 07304	International Trade Finance	12
LW 721	GSU 07304	Law Related to Banking	12
-NA-	BFU 07305	Marketing of Financial Services	12

Elective Modules (At least 1 Elective Module)			No of Credit
Pre-requisite	Module Code	Module Name	
EC 121	ECU 07301	Managerial Economics	10
-NA-	BF 07306	Islamic Banking	12
AFU 07304	AFU 07410	Investment Analysis and Capital Markets	10
		Total	**90**

SEMESTER IV

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	BFU 07406	Credit and Lending Decisions	12
-NA-	BFU 07407	International Banking and Finance	12
-NA-	BFU 07408	Bank Management	14
-NA-	MGU 07402	Entrepreneurship	10
-NA-	RM 741	Research Methodology	10
-NA-	BFU 07409	Field work	8

Elective Modules (At least 1 Elective Module)			No of Credit
Pre-requisite	Module Code	Module Name	
AFU 07301	AFU 07408	Financial Reporting	14
MTU 07101, MTU 07201	MTU 07401	Business Statistics II	10
-NA-	AFU 07411	Lease Financing	10
		Total	**100**

NTA LEVEL 8 – BBF

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	BFU 08501	Corporate Governance	12
AFU 07304	AFU 08504	International Finance	12
-NA-	BFU 08502	Risk Management	12
-NA-	BFU 08503	Financial Markets and Institutions	12
-NA-	BFU 08504	Money and Banking	12
		Total	**60**
Elective Modules (At least 2 Elective Modules) No of Credit			
-NA-	ITU 08509	Electronic Business	10
-NA-	MSU 08501	Strategic Management	10

		Property and Pecuniary Insurance	10
-NA-	IRU 08502		
		Total	**30**

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Cre dits**
-NA-	IRU 08506	Bancassurance	12
AFU 07304	AFU 08605	Financial Analysis and Project Management	12
AFU 08504	AFU 08604	Treasury Management	12
-NA-	BFU 08605	Microfinance	12
		Total	**48**
Elective Modules (At least 2 Elective Modules) No of Credit			
ECU 07101 and ECU 07201	ECU 08604	Public Finance	10
-NA-	IRU 08612	Microinsurance	10
-NA-	SPU 08603	Social Protection Financing	10
		Total	30

2. Ordinary Diploma in Banking and Finance (ODBF)

This is a two-year programme designed for candidates who require basic banking skills or those who wish to learn about new technology and practices in the banking and financial institutions industry. The programme combines banking and finance principles and practices in financial institutions and focuses on teaching students through

actual case studies and real world applications. An ordinary diploma in banking and finance is an appropriate choice for those aspiring to pursue Bachelor's degree in Banking and Finance. The holder of this qualification will be able to;

i. Apply microfinance theories and models, banking practices and laws governing banking in providing effective and efficient banking services

ii. Apply communication skills, fundamentals of marketing and customer care skills, management skills and basics of entrepreneurial skills in promoting banking products and sales

iii. Appropriately use mathematics and economics skills in executing routine and non routine work in banking and financial institutions environment, use accounting skills and corporate finance principles in making investment decisions in banking and financial institutions.

Ordinary Diploma in Banking and Finance (ODBF) is awarded upon successfully completion of two National Technical Awards at level 5 (NTA 5) and level 6 (NTA 6).

NTA level 5 for the Technician Certificate in Banking and Finance (TCBF) comprises a minimum of 10 modules which constitutes a minimum total of 120 credits that are spread over two semesters over one academic year. The award of the Technician Certificate in Banking and Finance shall be made to a successful student who has completed and passed all modules in Semester I and Semester II.

A student who successfully completes the TCBF will be eligible for enrolment for an Ordinary Diploma in Banking and Finance at NTA level 6 but if he/she leaves (exits) will be awarded a **Technician Certificate in Banking and Finance.**

For NTA level 6 of the Ordinary Diploma in Banking and Finance (ODBF) programme, the minimum entry requirement shall be a Pass from Technician Certificate in Banking and Finance (TCBF) at NTA level 5.

The ODBF programme comprises a minimum of 12 modules which constitute a minimum of 146 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Banking and Finance shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award.

Upon successful completion of the ODBF programme, the candidate will be awarded an **Ordinary Diploma in Banking and Finance** and will be eligible for enrolment in a Bachelor's degree in Banking and Finance or any related discipline of study at NTA level 7 provided that a minimum GPA set out by the Admission committee as an entry cut off has been met.

TCBF and ODBF Programme Structure

NTA Level 5 – TCBF

Semester I

TECHNICIAN CERTIFICATE IN BANKING AND FINANCE (TCBF):

SEMESTER I

Compulsory Modules				
Pre-requisite	Module Code	Module Name	Module classification	No of Credits
-NA-	CLT 05101	Basic Communication Skills	Supportive	10
-NA-	AFT 05101	Introduction to Accounting I	Core	14
-NA-	BFT 0 5101	Elements of Banking	Core	14
-NA-	LW511	Introduction to Business Law	Core	12
MTU 04101	MTT 05101	Basic Mathematics and Statistics	Core	10
				60

SEMESTER II

Compulsory Modules				
Pre-requisite	Module Code	Module Name	Module classification	No of Credits
-NA-	BFT 05202	Selling and Customer Care Skills	Supportive	12

Pre-requisite	Module Code	Module Name	Type	Credits
-NA-	BFT 05203	Commerce	Core	12
-NA-	AFT 05202	Basics of Corporate Finance and Financial Services	Core	12
-NA-	BFT 0 5204	Introduction to International Trade	Core	14
-NA-	CIT 528	Introduction to Computer Application	Core	10
ALL	BFT 05205	Field Work Practical Training	Core	12
				72

NTA Level 6-ODBF
ORDINARY DIPLOMA IN BANKING AND FINANCE:
SEMESTER I:

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	BFD 06101	Principles of Micro Finance	10
-NA-	ECD 06101	Principles of Economics	14
AFT 05101	AFD 06101	Financial Accounting I	14
MTT 05101	MTD 06101	Mathematics and statistics	12
BFT 05101	BFD 06102	Principles and practices of banking	10
BF 521	MG 611	Principles of Marketing and customer services	

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
GST 05101	BFU 0620	Project work	14
AFT 05203	AFD 06103	Principles of corporate finance	12
-NA-	BFD 06203	SMEs Financing by banks	12
GST 05102	GSD 06201	Law Relating to Banks	10
-NA-	MSD 06202	Fundamentals of Management	12
-NA-	MSU 06201	Fundamentals of Entrepreneurship	12

3. Basic Technician Certificate in banking and Finance (BTCBF)

This qualification is intended for a person who will competently work at technical level positions at routine level in Banking and Finance field by performing daily business related tasks involving banking and finance data and executing the duties assigned to him/her in business environments. Basic Technician Certificate in banking and finance is an appropriate choice for those aspiring to pursue a higher technical education and training in finance related programmes.

BASIC CERTIFICATE IN BANKING AND FINANCE:
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	AFC 04101	Bookkeeping and Accounts	12

-NA-	AFC 04102	Foundation of Finance	12
-NA-	BFC 04101	Elements of Commerce	12
-NA-	CLC 04101	Elementary Business Communication	12
-NA-	MTC 04101	Elements of Business Mathematics and Statistics	12
		TOTAL	**60**

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
CS 411	MSC 04201	Elements of Customer Services	12
-NA-	MSC 04202	Basics Entrepreneurship	12
-NA-	BFC 04202	Elements of Financial Institutions	12
-NA-	ITC 04201	Basic Information Technology Applications	12
-NA-	CLC 04202	Elements of Business Law	12
ALL	BFC 04203	Practical Training	**60**

3.5.2 Faculty of Economics and Management Sciences (FEMS)

3.5.2.1 Department of Management Sciences

The Department of Management Sciences offers postgraduate and undergraduate programmes. The Department collaborates with other International Institutions to run some of postgraduate programmes in Executive Business Fields. The following programmes are offered in the 2017/2018 Academic Year.

1. MBA-International Business

The MBA-IB is offered in collaboration with the Indian Institute of Foreign Trade (IIFT). This programme aims at imparting professional education and training in modern management techniques for handling international business operations in a highly dynamic and competitive environment. The specific objectives of the programme are

i. To familiarize the participants with the basic fundamental concepts of management

ii. To expose the participants to the challenges in the merging competitive business environment.

iii. To relate the management concepts to the business situations and help the participants to develop analytical and decision skills so as to evolve effective national and international business strategy.

iv. Prepare the participants for professional career and senior management positions in strategic management of International Business

Programme Structure

YEAR 1	YEAR 2
Trimester I [October – January]	**Trimester IV [October – January]**
1. Accounting for Managers 2. Business Communication 3. Business Statistics 4. French I 5. Introduction to Computer 6. Managerial Economics 7. Marketing Management 8. Principles of Management	1. Business Law with Tanzania Perspective 2. Cross – Cultural Management 3. Global Business Environment 4. International Trade Logistics 5. Perspectives on Entrepreneurship 6. Supply Chain Management
Trimester II [February – May]	**Trimester V [Feb – June]** **6 + 3 elective Courses**
1. Financial Management 2. French II 3. International Marketing Management 4. Macro Economics 5. Management Information System 6. Organisational Behaviour 7. Quantitative Techniques	1. Global Sourcing 2. International Business Strategy 3. IT Application in Management 4. Port Visit & Field Visit 5. Project Appraisal 6. WTO & International Trade Policy Dev. Countries
Trimester III [June – September]	**Electives [Opt for 3 Elective Courses During trimester V]**
1. Business Research Methods 2. Human Resource Management 3. International Economics 4. International Financial Management 5. International Trade	1. Consumer Behaviour 2. Derivatives and Risk Management 3. International Brand Management 4. Management of Financial Services

Operations 6. Operations Management 7. Tanzania Economy and Foreign Trade	5. Market Access Issues in Trade 6. Marketing of Services 7. Security Analysis and Portfolio Management 8. Small & Medium Business Management 9. Regional Trading Blocks

Dissertation Project

During Trimester VI, students will undertake a detailed research project on the subjects assigned to them.

2. Master of Science in Human Resources Management (MSc HRM)

Programme Objectives

The Master of Science in Finance and Investment at NTA level 9 is geared towards producing competent graduates with master's degree in human resource management who will work as strategic human resource managers at senior level positions in public and private sectors. This programme is intended to facilitate graduates to acquire skills and knowledge that satisfy the needs of employers as well as self- employment, the society at large, and to practice human resource management at national and international levels. Graduates from this programme will be flexible and able to meet challenges of the job market. The MSc. HRM programme also addresses national and international needs articulated through various Higher Education policies. The philosophy behind the development of this programme is, therefore, geared towards producing

competent, innovative, creative and flexible strategic managers in the field of human resource management. The specific objectives of the programme are:

i. To apply knowledge, skills and understanding in a broad range of complex technical activities in the field of human resource management, including ability to analyse contemporary and emerging issues in human resource management and adapting them to the changing realities of their work situations.

ii. To use appropriate skills, knowledge, techniques, models, and principles to perform the human resource processes of human resource planning and acquisition, training and development, performance and compensation management, and employment relations

iii. To apply appropriate human resource skills to improve organisational performance through planning and the design of effective organisational structure and work systems, staffing, designing appropriate reward and compensation schemes that will attract, motivate and retain potential members of the organisation.

iv. To facilitate the role of other managers in building an organisation-wide culture of excellence through effective motivation, leadership, teamwork, conflict management, creativity, innovation, and organisational commitment, and relating effectively and appropriately with others in the management team as well as subordinates.

v. To work independently and collectively to solve problems, and make strategic decisions relating to human resource management in their work places as

well as ability to apply knowledge and skills to conduct research in human resource management, championing organisational change and diversity, and advocating organisational learning.

Programme Structure

The distribution of notional hours per semester and credits by module in each semester is presented in Table below.

SEMESTER I

Compulsory Modules			
Module number	**Module Code**	**Module Name**	**No of Credits**
Module 1	MS09102	Management Processes and Functions	15
Module 2	MS09106	Quantitative Methods	13
Module 3	MS09103	Organisational Behaviour	15
Module 4	MS09104	Strategic Management	13
Module 5	MS09101	Nature of Human Resource Management	13
Module 6	RM09201	Research Methodology	13

SEMESTER II

Compulsory Modules			
Module number	**Module Code**	**Module Name**	**No of Credits**
Module 1	MS 09105	Human Resourcing	12

		Processes	
Module 2	MS 09202	Training and Development	10
Module 3	MS 09203	Performance and Compensation Management	13
Module 4	MS 09204	Labour Law	15
Module 5	MS 09205	Industrial Relations	15
		Elective module	
Elective Modules (At least one) No of Credit			
Module 6	MS09207	Labour Economics	15
Module 7	MS09208	Management Information System	13
Module 8	AC950	Accounting for Decision-making	13

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement of the MSc. HRM degree programme is that each student must undertake a research project followed by submission of dissertation; a core module carrying 20 credits. A student is only allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above.

3. Postgraduate Diploma in Business Administration (PGDBA)

Programme Objective

This programme has been designed to meet the current needs of the competitive business environment. It will familiarize the participants with the requisite understanding of the modern business environment.

At the end of the programme, candidates will be able to identify business opportunities that exist in the business world.

Programme Structure

SEMESTER I

Compulsory Modules			
Module number	**Module Code**	**Module Name**	**No of Credits**
Module 1	PMKT101	Marketing Management	-NA-
Module 2	PENT101	Entrepreneurship	-NA-
Module 3	CC401	Managerial Economics	-NA-
Module 4	PMKT102	International marketing for Decision Making	-NA-
Module 5	CC400D	Research Methodologies	-NA-
		Elective module	-NA-
Elective Modules (At least one) No of Credit			
Module 6	CI402D	Business Computing	-NA-
Module 7	CC402D	Organisational Behaviour	-NA-
Module 8	DI400D	Risk Management	-NA-

SEMESTER II

Compulsory Modules

Module number	Module Code	Module Name	No of Credits
Module 1	PMKT201	International Marketing	-NA-
Module 2	PMKT202	Marketing Communications	-NA-
Module 3	CC406D	Strategic Management	-NA-
Module 4	PSCM201	Supply Chain Management	-NA-
Module 5	PIT201	Information Technology for Business	-NA-
Module 6		Elective module	-NA-
Module 7	CC407D	Project Paper	-NA-
Elective Modules (At least one) No of Credit			
Module 6	CI403D	E-Commerce	-NA-
Module 6	FB404D	Investment Analysis and Capital Markets	-NA-
Module 6	AC403D	Management Accounting	-NA-

Teaching Arrangement

Each semester will have 48 contact hours required in each subject. For part time students, the academic year is divided into three blocks. In each block there shall be taught three to four subjects depending on what is considered to be the best arrangement for students and lecturers. For full time students, the academic year will have two semesters of 15 weeks each. It should be noted

that the administration of these teaching arrangements is primarily the task of the Head of Department.

4. *Postgraduate Diploma in Human Resource Management (PGDHRM)*

Programme Objectives

The main objectives of this course are

i. To equip participants with theories, techniques and skills on human resource management in the competitive environment.
ii. To emphasize the need to manage human resource functions, and ensure efficient utilization of manpower for the provision of products and services.
iii. To enhance knowledge and awareness of factors influencing human resource management.

Programme Structure

SEMESTER I

Compulsory Modules			
Module number	**Module Code**	**Module Name**	**No of Credits**
Module 1	HR101D	Human Resource Management	-NA-
Module 2	HR102D	Labour Law	-NA-
Module 3	CC400D	Research Methodology	-NA-
Module 4	HR103D	Industrial Relations	-NA-
Module 5	BC103D	Business Communication	-NA-
Module 6		Elective module	-NA-

Elective Modules (At least one)			No of Credit
Module number	Module Code	Module Name	
Module 6	CI 402D	Business Computing	-NA-
Module 6	HR104D	Principles of Social Security Administration	-NA-

SEMESTER II

Compulsory Modules			
Module number	Module Code	Module Name	No of Credits
Module 1	CC402D	Organisational Behaviour	-NA-
Module 2	CC406D	Strategic Management	-NA-
Module 3	HR201D	Manpower Planning	-NA-
Module 4	HR204D	Labour Economics	-NA-
Module 5	HR205D	Human Resource Information Systems	-NA-
Module 6		Elective module	-NA-
Elective Modules (At least one) No of Credit			
Module 1	AC405D	Accounting for Managers	-NA-
Module 2	PENT101	Entrepreneurship	-NA-

Teaching Arrangement

Each taught module is allocated 36 hours.

5. Postgraduate Diploma in Tax Management (PGDTM)

Programme Objective

The objective of this course is to expose candidates to a package of advanced courses in taxation and other

related fields that offer both theoretical and practical training. The main objective is to give students analytical skills of taxation and groom them into executive positions for Government departments, parastatal organisations, as well as private companies where tax departments and tax consultancy wings have been established.

Programme Structure

SEMESTER I

Compulsory Modules			
Module number	Module Code	Module Name	No of Credits
Module 1	TX400D	Domestic Tax Law I	3
Module 2	TX401D	Domestic Tax Law II	3
Module 3	CC400D	Research Methodologies	3
Module 4	TX406D	Economics & Finance of Public Sector	3
Module 5	CI400D	Quantitative Techniques I	3
Module 6		Elective module	3
Elective Modules (At least one) No of Credit			
Module 6	CI402D	Business Computing	3
Module 6	CC402D	Organisational Behaviour	3
Module 6	FB400D	Corporate Finance	3
Module 6	AC405D	Accounting for Managers	3

SEMESTER II

Compulsory Modules			
Module number	**Module Code**	**Module Name**	**No of Credits**
Module 1	CC406D	Project Paper	4
Module 2	TX404D	Tax Accounting	3
Module 3	TX403D	Tax Procedures	3
Module 4	CI401D	Quantitative Techniques II	3
Module 5	AC402D	Tax Audit and Investigation Techniques	3
Module 6	TX402D	International Taxation	3
Module 7		Elective module	
Elective Modules (At least one) No of Credit			
Module 7	CI403D	E–Commerce	3
Module 7	AC404D	Cost Accounting	3
Module 7	CC406D	Strategic Management	3

Teaching Arrangements

Each semester will have 48 contact hours required in each subject. For part time students, the academic year is divided into three blocks. In each block there shall be taught three to four subjects depending on what is considered to be the best arrangement for the student and lecturers. For full time students, the academic year will have two semesters of 15 weeks each. It should be noted that the administration of the teaching arrangements is primarily a task of the Head of Department.

6. Higher Diploma in Taxation (HDT) and Bachelor of Science in Taxation (BSc-Taxation)

This qualification intends to equip students with the ability to analyse, evaluate, implement and monitor taxation policies. Also intends to produce candidates with wide knowledge and skills capable of making tax analysis and revenue forecasting. The programme is intended to produce responsible and creative graduates who will deal with taxation aspects. The graduates from this programme will be competent and able to;

i.   Understand and apply taxation knowledge and skills relating to tax audit and investigation techniques
ii. Assist the government, public and private sectors in obtaining qualified personnel to build their confidence in financial and socio-economic aspects of taxation
iii. Assess and administer both direct and indirect taxation

Bachelor of Science in Taxation degree is awarded upon successfully completion of two National Technical Awards Programmes at NTA level 7 (NTA 7) and at NTA level 8 (NTA 8).

The Higher Diploma in Taxation (HD Taxation – NTA Level 7) comprises of a minimum total of 26 modules which constitutes a total of 276 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HD Taxation and leaves (exits) will be awarded a **Higher Diploma in Taxation**

For Bachelor of Science in Taxation (BTX) programme, admission will be open to candidates with Higher Diploma in Taxation (NTA Level 7).

The BTX Programme comprises of a minimum total of 12 modules which constitute a total of 136 credits that are spread over two semesters in one academic year.

Upon successful completion of the BTX programme, the graduate will be awarded a **Bachelor of Science in Taxation** degree and will be eligible for enrolment for a Master's degree in Taxation or in any other related discipline of study at NTA Level 9.

Programme structure

NTA Level 7 – HD Taxation

YEAR 1

SEMESTER I

Compulsory Modules			
Classification	Module Code	Module Name	No of Credits
Supporting	GSU 07103	Communication skills	10
Supporting	GSU 07101	Development Studies	10
Supporting	MTU07101	Business Mathematics	11
Core	ECU 07101	Micro economics	10
Supporting	GSU 07102	Business law	10
Core	AFU 07101	Principles of Accounting	10
		Total	**61**

SEMESTER II

Compulsory Modules			
Classification	Module Code	Module Name	No of Credits
Core	TMU 07202	Taxation Theories	12

Supporting	MTU 07201	Business Statistics I	11
Supporting	ITU 07204	Introduction to Computers	10
Core	AFU 07202	Introduction to Financial Accounting	10
Core	TMU 07201	Income Taxation I	12
Core	ECU 07202	Macro economics	11
7 weeks	RMU 721	Field work	4

YEAR 2

SEMESTER III

Compulsory Modules			
Classification	Module Code	Module Name	No of Credits
core	AFU 07305	Intermediate Financial Accounting	10
core	TMU 07304	Income Taxation II	12
core	TMU 07303	Indirect Taxation I	12
Supporting	AFU07304	Corporate finance	12
core	ECU 07310	Economics of Taxation	12
Supporting		Elective module	10
Elective Modules (At least one) No of Credit			
Supportive	ECU 07306	Managerial Economics	10
supportive	MG 731	Principles of Management	10

SEMESTER IV

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
Core	TMU7405	Indirect Taxation Laws II	12
Core	TMU7406	Income Taxation laws II	12

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Core	AFU07408	Research Methodology	10
Supporting	RM007401	Business Statistics ll	10
Supporting	MTU07401	Financial Reporting	10
supporting	RM742	Field Practical Work	8
Elective Modules (At least one) No of Credit			
supporting	BFU07402	Credit and Lending	10
supporting	AFU07403	Cost Accounting	10

NTA Level 8 –Bsc. Taxation

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	TMU 08501	Tax Appeals Laws and Procedures	12
-NA-	TMU 08502	Indirect Taxation III	12
-NA-	ECU 08504	Public Finance	12
-NA-	AFU 08502	Auditing and Assurance Services	12
-NA-	MSU 08502	Entrepreneurship	12
		Elective module	10
		Total	**70**
Elective Modules (At least one) No of Credit			
-NA-	ITU 08507	Electronic Business	10
-NA-	MTU08501	Operational research	10
-NA-	MSU 08501	Strategic management	10

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**

-NA-	TMU 08605	Tax Procedures	12
-NA-	TMU 08606	International Taxation	12
-NA-	TMU 08603	Tax Audit and Investigation	12
-NA-	TMU 08607	Tax Analysis and Revenue Forecasting	12
-NA-	TMU 08602	Local Government Tax Administration	12
		Elective module	10
		Total	**70**
Elective Modules (At least one) No of Credit			
-NA-	AFU 08608	Project Management	10
-NA-	MSU 08609	Business Innovation and Planning	10

7. Technician Certificate in Taxation and Ordinary Diploma in Taxation (ODTM)

This qualification is intended for a person who will be able to perform duties in tax areas; apportion input tax to taxable supply, file returns and notices; make assessments; compute employment income, business income, and investment income; and compute interest and penalties and other tasks related to taxation. The holder of this qualification will able to

i. Apply taxation knowledge and skills relating to customs procedure, and management of public finance.
ii. Verify returns and collect taxes.
iii. Educate and sensitize tax payers on tax laws and procedures.
iv. Apply statistical knowledge and skills to analyse and interpret tax data.

Ordinary Diploma in Taxation (ODT) is awarded upon successfully completion of two National Technical Awards Programmes at level 5 (NTA 5) and level 6 (NTA 6).

NTA level 5 for the Technician Certificate in Taxation (TCT) comprises a minimum of 10 modules which constitutes a total of 120 credits that are spread over two semesters over one academic year. The award of the Technician Certificate in Taxation shall be made to a successful student who has completed and passed all modules in Semester I and Semester II. A student that successfully completes the TCT will be eligible for enrolment for an Ordinary Diploma in Taxation at NTA level 6 but if he/she leaves (exits) will be awarded a **Technician Certificate in Taxation**.

The ODT programme comprises a minimum of 12 modules which constitutes a total of 134 credits that are spread over two semesters in one academic year.

The award of the Ordinary Diploma in Taxation shall be made to a successful student who has completed and passed all modules in Semester I and Semester II.

Upon successful completion of the ODT programme, the candidate will be awarded an **Ordinary Diploma in Taxation** and will be eligible for enrolment for a Bachelor's degree in Taxation or any related discipline of study at NTA level 8.

Programme Structure

NTA Level 5 – TCT

Semester I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Supporting	CLT 05101	Basic Communication Skills	10
Core	AFT 05101	Introduction to Accounting I	14
Supporting	GST 5102	Development Studies	10
Supporting	MTT 05101	Basic Mathematics and Statistics	10
Core	ECT 05101	Elements of Economics	12

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Core	TMT 05201	Introduction to Indirect Taxation	14
Core	TMT 05202	Introduction to Direct Taxation	14
Core	TMT 05203	Introduction to Customs	14
Supporting	ITT 05208	Introduction to Computer Applications	10
Core	BFT 05202	Commerce	12
Core	TMT 05204	Practical Training	12

NTA Level 6 – ODT

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
Core	TMD 06101	Introduction to Value Added Tax	12
Core	TMD 06102	Introduction to Income Taxation	12
Supporting	MTD 06101	Mathematics and Statistics	12
Supporting	GST 06101	Business Communication	10
Core	AFD 06101	Fundamental of Financial Accounting I	10
Supporting	CLD 06101	Introduction to Business Law	10

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
Core	MSD 06201	Fundamentals of Management	10
Core	ECD 06201	Principles of Economics	12
Core	TMD 06204	Introduction to Customs Procedure	12
Core	TMD 06205	Introduction to Tax Administration	12
Supporting	MSD 06201	Basics of Entrepreneurship	12

Core	TMD 06206	Field Work Practical Training	12

8. Basic Technician Certificate in Taxation (BTCT)

This qualification is intended for a person who will competently work at technical level positions at routine level in Taxation Field by performing daily business related tasks involving taxation data and executing the duties assigned to him/her in business environment.

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Core	AFT 04101	Bookkeeping and Accounts I	12
Core	TMT 04101	Principles of Taxation	12
Core	BFT 04101	Elements of Commerce	12
Supporting	CLT 04101	Basic communication Skills	12
Supporting	MTT 04101	Commercial Arithmetic	12

SEMESTER II

	Compulsory Modules			
Classification	**Pre-requisite**	**Module Code**	**Module Name**	**No of Credits**
Core	TMU41011	ECT 04201	Introduction to Public Finance	12
Core	-NA-	TMT 04203	Basic Tax Computations and Procedures	12
Suppo	-NA-	MST 04201	Basic	12

			Entrepreneurship	
Core	-NA-	GST 04201	Elements of Business Law	12
Suppo rting		ITT 04206	Basic Information Technology Applications	
Core	-NA-	TMT 04204	Practical Training	12

3.5.3 Faculty of Insurance and Social Protection (FISP)

3.5.3.1   Department of Insurance and Risk Management

The Department of Insurance and Risk Management offers both postgraduate and undergraduate programmes. In the 2017/2018 Academic Year, the programmes to be offered under this Department are as follows.

1. Master of Science in Insurance and Actuarial Science

The Master of Science in Insurance and Actuarial Science at NTA level 9 is geared towards producing competent graduates with master's degree become competent strategic managers in the field of insurance and actuarial science who will work as managers at senior level positions in public and private sectors. This programme is intended to facilitate graduates to acquire skills and knowledge that satisfy the needs of employers as well as self- employment, the society at large, and to practice Insurance and Actuarial Science at national and international levels. Graduates from this programme will be flexible and able to meet challenges of the job market. The rationale of this programme is to produce

competent, strategic, highly skilled and educated managers who will be able to
  i.   Manage risks in government, public and private institutions,
  ii.   Design conventional insurance, micro-insurance and reinsurance products,
  iii. Manage various insurance portfolios,
  iv.   Conduct research and provide consultancy services in financial sector areas

The objectives of the programme are:
  i.   To allow experienced professionals to upgrade their insurance knowledge;
  ii.   To assist those professionals in earning professional certification;
  iii. To provide a solid academic foundation for its constituencies to become successful actuaries;
  iv.   To offer a structured assistance for those professionals or students wishing to take the international exams of the Society of Actuaries, the Causality Actuarial Society, Insurance, or others.

Programme Structure
The distribution of notional hours per semester and credits by module in each semester is presented in Table below.
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	IRM 09101	Theory of Risk and Insurance Business	16

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-NA-	ASM 09101	Contingency	16
-NA-	ASM 09102	Actuarial Practices	16
-NA-	IRM 09102	General insurance	16
-NA-	ASM 09103	Financial Mathematics	16
Electives (At least one)			
-NA-	IRM 09103	Marketing of Financial Services (Elective)	12
-NA-	IRM 09105	Advanced Claims Management (Elective)	12
-NA-	FIN 09101	Principles of Finance and Financial Analysis(Elective)	12

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASM 09204	Risk Analysis and Modelling	16
-NA-	IRM 09207	Insurance Law and Regulations	16
-NA-	ASM 09205	Survival Models	16
-NA-	IRM 09206	Property and	16

		Casualty Insurance	
-NA-	RM 09201	Research Methodology	12
-NA-	IRM 09208	Dissertation	20
Elective Modules (At least one)			
-NA-	IRM 09209	Re-insurance Practice(Elective)	12
-NA-	IRM 09210	Marine and Aviation Insurance(Elective)	12
-NA-	FIN 09201	Financial Management(Elective)	12

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement of the MSc. Insurance and Actuarial Science degree programme is that each student must undertake a research project followed by submission of dissertation; a core module carrying 20 credits. A student is only allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above.

2. Postgraduate Diploma in Insurance and Risk Management (PGDIRM)

Programme Objective

The programme is designed to provide students with a firm understanding of general principles as well familiarity with methods used by organisations and individual to manage risks whose outcomes cannot be forecasted exactly, i.e., measures taken to reduce the risk of damage to physical assets, exposure to legal liability, or injury to employees or customers.

Programme Structure
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	PIR524	Theory of Risk and Insurance Markets	-NA-
-NA-	CI400D	Quantitative Technique for Business 1	-NA-
-NA-	DI400D	Risk Management	-NA-
-NA-	PIR527	Life insurance and Pension Management	-NA-
-NA-	CC400D	Research Methodology	-NA-
Elective Modules No of Credit			
-NA-	FB400D	Corporate Finance	-NA-
-NA-	PIR512	Sociology	-NA-
-NA-	AC405D	Accounting for Managers	-NA-

SEMESTER II

Compulsory Modules

Pre-requisite	Module Code	Module Name	No of Credits
-NA-	PIR501	General Insurance	-NA-
-NA-	PIR503	Insurance law and Regulation	-NA-
-NA-	CC406D	Strategic Management	-NA-
-NA-	PIR525	Liability Insurance	-NA-
-NA-	PIR523	Actuarial studies: Practice & Analysis	-NA-
-NA-	CC408D	Research Paper Project	-NA-
		Elective module	-NA-
Elective Modules (At least one) No of Credit			
-NA-	PIR500	Property and Causality Insurance	-NA-
-NA-	PIR504	Motor Insurance	-NA-
-NA-	PIR505	Marine Insurance	-NA-
-NA-	PIR528	Reinsurance	-NA-
-NA-	PIR529	Life and Health Insurance	-NA-

3. Higher Diploma in Insurance and Risk Management and Bachelor of Science in Insurance and Risk Management (BIRM)

This qualification is designed for a person who will be able analyse, apply skills and knowledge in a wider range of activities in insurance market, so as to provide services at managerial level. The programme is designed to produce responsible, creative, comprehensive and innovative graduates to deal with all types of insurance business and associated risks which could cause both unfavourable outcomes in business and in well–being of human life. The graduates of this programme will be competent and be able to;

i. Underwrite insurance risks
ii. Analyse, evaluate and assess risks in insurance context
iii. Undertake professional risk assessment, evaluation, and control
iv. Design insurance covers
v. Serve insurance companies as senior managers and play supervisory roles in the insurance industry, work as personal financial planners or as an employee benefits managers, insurance agents, brokers, risk managers, or safety or loss-control expert
vi. Provide insurance and risk management advisory services.

The Bachelor of Science in Insurance and Risk Management degree is upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and at level 8 (NTA 8).

The Higher Diploma in Insurance and Risk Management (HDIRM) NTA level 7 comprises a minimum total of 24 modules which constitute a total of 276 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HDIRM and leaves (exists) will be awarded a **Higher Diploma in Insurance and Risk Management**.

At NTA 8 of the Bachelor of Science in Insurance and Risk Management (BIRM) programme, admission will be open to candidates with Higher Diploma in Insurance and Risk Management (NTA 7). The BIRM Programme comprises a minimum of 12 modules which constitute a total of 120 credits that are spread over two semesters in one academic year. Upon successful completion of the BIRM

programme, the graduate will be awarded a **Bachelor of Science in Insurance and Risk Management** degree and will be eligible for enrolment in a Master's degree in Insurance and Risk Management or in any other related discipline of study at NTA level 9.

HDIRM and BSc. IRM Programme Structure

NTA Level 7 – HDIRM

YEAR I

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	GSU 07101	Communication Skills	12
-NA-	GSU 07102	Business Law	12
-NA-	GSU 07103	Development Studies	12
-NA-	ECU 07102	Principles of Economics	12
-NA-	AFU 07101	Principles of Accounting	10
-NA-	MTU 07101	Business Mathematics	10

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
GSU07102	GSU 07204	Laws of Insurance	12
-NA-	IRU 07201	Theory of risk and insurance	12
-NA-	ITU 07205	Introduction to Computers	12
-NA-	IRU 07202	Principles of risk management	12

MTU07101	MTU 07203	Business statistics	10
-NA-	MSU 07201	Principles of Management	10
		Field Practical Work	10

YEAR 2
SEMESTER III

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
ITU07205	IRU07303	Statistical Package for Insurance	12
-NA-	IRU07304	General Insurance	12
IRU07201& IRU07202	IRU 07305	Enterprise Risk Management	12
-NA-	MSU 07303	Principles of Marketing	12
-NA-	IRU 07306	Life Insurance	10
-NA-	IRU 07307	Field Work Report	10
Elective Modules (At least two) No of Credit			
-NA-	IRU 07308	Insurance Broking	12
IRU07201,I RU07202&I RU07305	IRU 07309	Alternative Risk Transfer	12
-NA-	IRU 073011	Marketing of Insurance Products	12

SEMESTER IV

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
none	IRU 074012	Insurance Underwriting	12
none	IRU 07013	Claims Management	12
MTU0710	SPU 7410	Fundamentals of	12

		Actuarial Science	
1& MTU0720 3			
none	IRU 74014	Motor Insurance	10
none	MSU 7401	Research Methodology	12
		Elective	12
		Field Work	
Elective Modules (At least one)No of Credit			
-NA-	IRU74015	Engineering Insurance	12
-NA-	IRU74016	Economics of Insurance	12
-NA-	IRU74017	Fundamentals of Loss Assessment adjustment	12

NTA Level 8 – BIRM

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
IRU07201	IRU08501	Liability insurance	11
-NA-	IRU08502	Operational risk management	12
-NA-	IRU08503	Marine insurance principles	12
-NA-	MSU08501	Strategic management	12
-NA-	IRU08504	Property and pecuniary insurances	12
-NA-	RM851	Field Work Report	8

Elective Modules (At least one)			
-NA-	IRU08505	Risk management in financial institutions	10
-NA-	MSU08501	Human resource management	10
-NA-	IRU 08506	Bancassurance	10

SEMESTER VI

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPU08601	Health Insurance Financing	11
-NA-	MSU08601	Entrepreneurship	3
IRU07306	IRU08607	Life Insurance Underwriting	11
IRU08503	IRU08608	Marine insurance practice	11
-NA-	IRU08610	Reinsurance	12
Elective module			
-NA-	IRU08609	Financial risk management	10
-NA-	IRU08611	Retirement Planning and Administration	10
-NA-	IRU08612	Project risk management	12
-NA-	IRU08613	Micro-insurance	10

4. Ordinary Diploma in Insurance and Risk Management (ODIRM)

This qualification is intended for people who will be able to analyze, apply skills and knowledge in a wide range of activities in insurance market, provides services as middle level managers in an organisations. The holder of the qualification will be able to apply insurance and risk management knowledge and skills in a broad range of work activities, most of which are non-routine. At the end of the programme, the participants will be able to:

i.   Apply the fundamental principles and practices relating to commercial general insurance.
ii.   Design and develop simple Insurance Products
iii. Apply principles of management and entrepreneurial skills in Businesses

Ordinary Diploma in Insurance and Risk Management (ODIRM) is awarded upon successfully completion of two National Technical Awards Programmes at level 5 (NTA 5) and level 6 (NTA 6).

The Technician Certificate in Insurance and Risk Management (TCIRM) NTA level 5 comprises a minimum of 12 modules which constitute a total of 134 credits that are spread over two semesters in one academic year.

The award of the Technician Certificate in Insurance and Risk Management shall be made to a successful student who has completed and passed all modules in Semester I and Semester II.

A candidate who successfully completes the TCIRM will be eligible for enrolment in an Ordinary Diploma in Insurance and Risk Management at NTA level 6 but if he/she leaves (exits), he/she will be awarded a

Technician Certificate in Insurance and Risk Management.

At NTA level 6 for Ordinary Diploma in Insurance and Risk Management (ODIRM) programme, the minimum entry requirement shall be a **Pass** at Technician Certificate in Insurance and Risk Management (TCIRM) NTA level 5.

The ODIRM programme comprises a minimum of 12 modules which constitute a total of 146 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Insurance and Risk Management shall be made to a successful student who has completed and passed all modules in Semester I and Semester II.

Upon successful completion of the ODIRM programme, the candidate will be awarded an **Ordinary Diploma in Insurance and Risk Management** and will be eligible for enrollment in a Bachelor's degree in Insurance and Risk Management or any related discipline of study at NTA level.

Programme Structure
NTA Level 5 – TCIRM
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	ECT 05101	Elements Of Economics	10
-NA-	GST 05101	Introduction To Communication Skills	10
-NA-	IRT 05101	Introduction To Insurance	12
-NA-	IRT 05102	Introduction To Risk Management	12
-NA-	IRT 05103	Legal Aspects Of Insurance	12
	MTT 05101	Basic Mathematics And Statistics	10

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	AFT 05201	Introduction to Accounting I	10
-NA-	IRT 05203	Insurance Intermediaries	12
-NA-	IRT 05204	Insurance Claims Procedures	12
-NA-	IRT 05205	Introduction To Theory And Practice Of Life Assurance	12
-NA-	IRT 05206	Introduction To General Insurance Business	12
-NA-	ITT 05207	Introduction To Computer Applications	10
ALL		Field Practical Work	

NTA Level 6 – ODIRM

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
IRT0501	IRD 06101	Insurance Practice	12
none	IRD 06102	Household Insurance	12
none	IRD 06103	Motor Insurance Products	12
IRT05102	IRD 06104	Operational Risk Management	12
none	GSD 06101	Basic Communication Skills	10
MTT05101	MTD 06103	Mathematics and Statistics	10
none	MSD 06202	Field Work Report	10

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
IRD06101	IRD 06205	Insurance Regulations	12
none	IRD 06206	Introduction to Health Insurance	12
none	IRD 06207	Introduction to Marine and Aviation Insurance	12
none	MSD 06201	Fundamentals of Entrepreneurship	10
none	MSD 06202	Fundamentals of Management	10
IRD06101	IRD 06205	Insurance Regulations	12

3.5.3.2   Department of Social Protection

Under the Department of Social Protection the following undergraduate programmes are offered in the 2017/2018 Academic Year.

1. Master of Science in Social Protection Policy and Development

The designed master's programme in the area of social protection intends to produce professionals who will be able to apply skills in a broad range of complex managerial and technical activities related to social protection policies and practices, while exhibiting a high degree of personal and social responsibility. The programme is designed to offer opportunity for individuals of different educational backgrounds, professional careers and experiences to learn and apply skills and competencies at both the local environment

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and the global scenario to help promote the wellbeing of individuals and society at large.

The Masters of Science in Social Protection policy and Development (MSc.SPP) is a one year programme that enabling graduates to become competent strategic managers in the field of social protection policy and development. At the end of the programme the graduates will have the ability to:

(i) Evaluate appropriate institutional determinants for the design of social protection policies and reforms,

(ii) Analyze the public-social expenditure and revenues and apply skills in public finance and financial management in governing social protection institutions,

(iii) Apply actuarial aspects and quantitative methods in modelling, designing and implementing various social protection programmes,

(iv) Apply legal, administrative and public policy making skills in governing social protection institutions,

(v) Use research skills to solve social issues related to gender, child protection and disability in Tanzania, and

(vi) Design feasible micro-insurance instruments for managing socio-economic risks.

Programme Structure

The distribution of notional hours per semester and credits by module in each semester is presented in Table below.

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPG 09101	Public Policy Making	16
-NA-	SPG 09102	Public Finance	16
-NA-	SPG 09103	Comparative Social Policy Analysis	16
-NA-	SPG 09104	Social Protection Laws and Labour administration	16
-NA-	SPG 09105	Financing Social Protection	16

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPG 09207	Social Protection Governance	16
-NA-	SPG 09208	Health Care	16

		Modelling and Financing	
-NA-	SPG 09209	Actuarial Practices in Social Protection	16
-NA-	SPG 09210	Social Budgeting	16
-NA-	MSG 09201	Research Methodology	15
Elective Modules (At least one)			
-NA-	SPG 09211	Social Policy Administration	14
-NA-	SPG 09212	Gender, Child Protection and Disability Perspectives in Social Protection	14
-NA-	IRG 09201	Micro-Insurance	14

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement of the MSc. Social Protection Policy and Development degree programme is that each student must undertake a research project followed by submission of dissertation; a core module carrying 20

credits. A student is only allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above.

2. Higher Diploma in Social Protection (HDSP) and Bachelor of Science in Social Protection (BSP)

This qualification is intended to produce competent experts who will be able to provide services in a range of social protection issues, at higher levels of an organisation. The programme has been developed to produce responsible, creative, comprehensive graduates to deal with social policy administration, including social protection systems, social health financing systems/methods and other income security programmes designed to respond to the socio–economic demands of the nation. The graduates of this programme will be competent and able to;

i. Design and implement viable and sustainable social protection systems.
ii. Plan and manage social protection schemes in the country and elsewhere.
iii. Evaluate, analyse and design sustainable social protection systems.
iv. Manage actuarial information systems, implement actuarial recommendations and facilitate actuarial valuation of a social protection system.

The Bachelor of Science in Social Protection degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and at level 8 (NTA 8).

The Higher Diploma in Social Protection (HDSP) NTA level 7 comprises a minimum total of 24 modules which constitutes a total of 278 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HDSP and leaves (exists) will be awarded a **Higher Diploma in Social Protection**

At NTA Level 8 of the Bachelor of Science in Social Protection (BSP) programme, admission to the programme will be open to candidates with Higher Diploma in Social Protection (NTA 7). The BSP Programme comprises a minimum total of 12 modules which constitute a total of 125 credits that are spread over two semesters over in academic year.

Upon successful completion of the BSP programme, the candidate will be awarded a **Bachelor of Science in Social Protection** and will be eligible for enrolment in a Master's degree in Social Protection or in any other related discipline of study at NTA level 9.

Programme Structure

Scheme of Study per module per week (Hours)			
Instruction /Lecture	**Tutorial /Seminar**	**Practical / Assignment**	**Self Study**
2	1	1	1

NTA Level 7 – HDSP

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPU07101	Principles of Social	12

		protection	
-NA-	ECU07101	Micro-Economics	12
-NA-	MTU07101	Business Mathematics	10
-NA-	GSU 07101	Communication Skills	10
-NA-	GSU07102	Development Studies	10
	GSU07103	Business Law	10
		Subtotal	**64**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	SPU07202	Social Protection Laws	12
	ECU07202	Macroeconomics	12
	MTU07203	Business Statistics	12
	SPU07203	Social Risk Management	12
	MSU07201	Principles of Management	10
	ITU07205	Introduction to Computers	12
		Subtotal	**70**

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPU07304	Poverty and Inequality	13
-NA-	SPU07305	Health Insurance policy and planning	12
-NA-	SPU07306	Principles of Demography	12
-NA-	SPU07307	Computer Application (Social Protection	12

		Package)	
-NA-	AFU07304	Corporate Finance	12
	SPU07308	Field Work Report	10
Elective Modules (At least one) No of Credit			
	IRU 07304	Life Assurance	10
	ECU07303	Managerial Economics	10
	MSU07303	Principles of Marketing	10
		Subtotal	

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	SPU07409	Social Protection Policy Design	12
	SPU07410	Fundamentals of Actuarial Science	12
	SPU07411	Economics of social insurance	12
	MSU07401	Research Methodology	10
	MTU07401	Business Statistics ll	10
Elective Modules (At least one) No of Credit			
	AFU07401	Investment Analysis and Capital Markets	10
	IRU07402	Claims Management	10
	IRU07401	Insurance Underwriting	10

NTA Level 8 – BSP

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**

Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPU08501	Social Protection Administration	12
-NA-	SPU08502	Actuarial Practice in Social Protection	13
-NA-	SPU08503	Public Policy	12
-NA-	SPU08504	Labour Laws	12
-NA-	ECU08504	Public Finance	12
-NA-	SPU08505	Field Work Report	10
Elective Modules (At least one)			
-NA-	MSU08502	Entrepreneurship	10
-NA-	MSU08501	Strategic Management	10
-NA-	IRU08506	Alternative Risk Transfer	10

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPU08606	Health Care Modelling & Financing	11
-NA-	SPU08607	Social Budgeting	9
-NA-	SPU08608	Social Protection Financing	11
-NA-	SPU08609	Retirement Planning and Administration	11
-NA-	MSU08602	Human Resources Management	11

Elective Modules (At least one)			
-NA-	ECU08608	Labour Economics	10
-NA-	SPU08610	Risk And Uncertainty	10
-NA-	IRU08613	Micro-Insurance	10

3. Technician Certificate in Social Protection (TCSP) and Ordinary Diploma in Social Protection (ODSP)

This qualification is designed to train participants to have competencies in the field of social protection who will work at supervisory or junior management positions in the social welfare sectors. The holder of the qualification will be able to apply social protection knowledge and skills in a broad range of work activities, most of which are non routine and be able to assume operational responsibilities. At the end of the programme, candidate will be able to;

i. Describe complex issues of social and economic development problems that are raising concern for the need for public policy.

ii. Use theoretical tools of public finance in designing and administering social policy.

iii. Apply social protection skills to target and design a social protection system, including the mechanisms for its administration, financing and sustainability, as well as applying various components of social security legislation in a country's social protection system.

Ordinary Diploma in Social Protection (ODSP) is awarded upon successfully completion of two National Technical Awards programmes at level 5 (NTA 5) and level 6 (NTA 6).

NTA level 5 for the Technician Certificate in Social Protection (TCSP) comprises of 12 modules which constitute a total of 132 credits that are spread over two semesters in one academic year.

The award of the Technician Certificate in Social Protection shall be made to a successful student who has completed and passed all modules in Semester I and Semester II.

A candidate who successfully completes the TCSP will be eligible for enrollment in an Ordinary Diploma in Social Protection at NTA level 6 but if he/she leaves (exits) will be awarded a **Technician Certificate in Social Protection.**

At NTA level 6 for Ordinary Diploma in Social Protection (ODSP) programme, the minimum entry requirement shall be a **Pass** at Technician Certificate in Social Protection (TCSP) NTA level 5.

The ODSP programme comprises 12 modules which constitutes a total of 140 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Social Protection shall be made to a successful candidate who has completed and passed all modules in Semester I and Semester II.

Upon successful completion of the ODSP programme, the candidate will be awarded an **Ordinary Diploma in Social Protection** and will be eligible for enrollment for a Bachelor Degree in Social Protection or any related discipline of study at NTA level 7.

Summary of the TCSP and ODSP Programme Structure

Scheme of Study per module per week (Hours)			
Instruction /Lecture	Tutorial /Seminar	Practical / Assignment	Self Study
2	1	1	1

NTA Level 5 – TCSP

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPT05101	Introduction to Social Security	12
-NA-	IRT05102	Introduction to Risk Management	12
-NA-	ECT 05101	Elements of Economics	12
-NA-	GST 05102	Development Studies	10
-NA-	MTT 05101	Mathematics & Statistics	10
-NA-	GST 05101	Basic Communication Skills	10
		Subtotal	**66**

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SP 05202	Administration of a Pension Scheme	12
-NA-	SPT05203	Administration of a Social Health Insurance Scheme	
-NA-	SPT05204	Law Related to Social Security	12

Pre-requisite	Module Code	Module Name	No of Credits
-NA-	AFT05204	Basics of Corporate Finance	12
-NA-	IRT05205	Introduction to theories and practice of Life assurance	10
-NA-	ITT 05207	Introduction to Computers	10
		Subtotal	**66**

NTA Level 6 – ODSP
YEAR I
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPD 06101	Fundamentals of Welfare Economics	12
-NA-	SPD 06102	Legal Aspects of Social Protection	12
-NA-	SPD 06103	Economic Theory of Insurance	12
-NA-	SPD 06104	Micro- Insurance & Social Protection	12
-NA-	MTD 06101	Mathematics & Statistics	12
-NA-	GSD 06101	Basic Communication Skills	10
		Subtotal	**70**

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	SPD06205	Administration of Income Security Programs	13
-NA-	ECD06201	Principles of Economics	12
-NA-	IRD06202	Introduction to Health	13

		Insurance	
-NA-	MSD06201	Fundamentals of Entrepreneurship	12
-NA-	MSD06202	Fundamentals of Management	10
-NA-	SPD06206	Field Practical Work	10
		Subtotal	**70**

4. Basic Technician Certificate in Insurance and Social Protection (BTCISP)

This qualification is intended for a person who will be able to apply knowledge and skills in social protection programmes such as social insurance benefits, social safety nets, and poverty alleviation programs. This programme is based upon the philosophy which seeks to set the basis for producing able, responsible and innovative technicians to deal with the administration of social security programmes designed in response to the socio−economic demands of the nation.

Scheme of Study per module per week (Hours)			
Instruction /Lecture	**Tutorial /Seminar**	**Practical / Assignment**	**Self Study**
2	1	1	1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPT04101	Elements of Social Protection	12
-NA-	SPT04102	Fundamentals of Health Insurance	12
-NA-	IRT04101	Essentials of risk	12

		management	
-NA-	IRT04102	Fundamentals of Insurance	12
-NA-	MTT04101	Elements of Business Mathematics and Statistics	10
-NA-	GST04101	Elementary Business Communication	10
		Subtotal	**68**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
ISP411/412	SPT04203	Elements of Micro-Insurance	12
ISP411/412	SPT04204	Introduction to Law Related to Social Security	12
-NA-	IRT04203	Basics of short term insurance	12
-NA-	IRT04204	Basics of long term insurance	12
-NA-	ITT04205	Basic Information Technology Applications	10
-NA-	BFT04203	Elements of Commerce	10
-NA-	SPT04205	Field Practical Work	08
		Subtotal	**76**

5. Higher Diploma in Actuarial Science

This qualification is intended for a person who prepares and presents actuarial reports, analyze mathematical models in various actuarial applications, apply actuarial

skills acquired in carrying out evaluations, risk assessments and forecasts under minimum supervision, implements any prevailing organization policies, apply mathematical and statistical expertise to aid decision making in actuarial environment. At the end of the programme graduates are expected to:

a) Present fundamental actuarial ideas and arguments to non-actuaries;

b) Prepare and present actuarial reports;

c) Construct and analyze mathematical models in various actuarial applications;

d) Apply the knowledge acquired to undertake any actuarial professional examinations; and

e) Apply actuarial skills acquired in carrying out evaluations, risk assessments and forecasts under minimum supervision.

The Bachelor of Science in Actuarial Science degree is awarded upon successfully completion of two National technical Awards Programmes at level 7 (NTA 7) and at level 8 (NTA 8).

Programme Structure

Scheme of Study per module per week (Hours)			
Instruction /Lecture	Tutorial /Seminar	Practical / Assignment	Self Study
2	1	1	1

NTA Level 7 – HDAS

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	ASU07101	Introduction to Calculus	16
-NA-	ECU07101	Micro Economics	10
-NA-	ASU07102	Introduction to Actuarial Science	15
-NA-	ASU 07103	Introduction to Statistics	16
-NA-	ASU 07104	Introduction to Pension Mathematics	16
-NA-	ASU 07105	Linear Algebra	15

SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
ASU 07102	ASU07206	Functions of Several Variables	16
ECU 07101	ECU07202	Macro Economics	10
-NA-	ASU07207	Differential Equations	15
-NA-	AFU07202	Introduction to Financial Accounting	14
-NA-	ASU07208	Numerical Methods	16
-NA-	ITU07206	Introduction to Computer Packages.	14

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	ASU07309	Financial Mathematics	13
-NA-	ASU07310	Probability Theory	14
-NA-	ASU07311	Actuarial Risk Management	14
ITU 07206	ITU 07307	Computer Programming	14
-NA-	ASU 07312	Contingency I	13
-NA-	ASU 07313	Operations Research	13
-NA-	ASU 07314	Field Work Report I	
		Elective Module	14
One Elective Module			
-NA-	ASU 07315	Time Series and Forecasting	14
-NA-	ASU 07316	Investment Analysis	14

SEMESTER IV

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	ASU07417	Introduction to Financial Economics	13
-NA-	RMU07401	Research Methodology	14
-NA-	ASU07418	Introduction to Risk Theory	14
ITU 07206	ASU07419	Stochastic Processes	14
-NA-	ASU07420	Survival Models	13
-NA-	ASU07421	Demographic Methods	13
-NA-		Field Work Report II	

NTA Level 8 – BAS

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU08501	Risk Theory	14
-NA-	AFU08501	Finance and Financial Reporting	13
-NA-	ASU08502	Contingency II	14
	MSU08502	Entrepreneurship	13
-NA-	IRU08502	Life Insurance	10
-NA-	MSU08501	Strategic Management	10
-NA-	ASU08503	Field Work Report II	

SEMESTER V1

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU08604	Actuarial Practices	11
-NA-	ASU08605	Professionalism and Business Ethics	10
-NA-	ASU0806	Econometrics	10
	ASU08607	Financial Economics	14
-NA-	ASU08508	Statistical Inferences	12
-NA-		Elective	11
One Elective Module			
-NA-	SPU08606	Health Care Modelling & Financing	11
-NA-	ASU08605	None – Life Insurance Policies	11
-NA-	MSU08602	Human Resource Management	11

3.5.4 Faculty of Computing, Information Systems and Mathematics (FCIM)

3.5.4.1   Department of Information Technology

The Department of Information Technology offers postgraduate and undergraduate programmes and other programmes in collaboration with other Institutes. In the 2017/2018 Academic Year, the Department offers the following programmes.

1 MSc. in Information Technology and Management (MSc. ITM)

This programme is run in collaboration with the *Avinashilingam (Deemed) University (India)*;it is a two-year Master's Programme. The programme aims at providing students with sound knowledge and skills of information technology engineer/technocrat. The programme is tailor-made on request of various IT organisations with combined skills of Management, Software and Networking Technologies. The courses in management and information technology provide a veritable career launching pad for candidates aspiring to be successful executives.

Programme Structure

Semester I	Semester III
1. Business Process &Information Technology	1. Total Quality Management
2. Human Resource Information Systems	2. Network Administration
3. Marketing Information Systems	3. Enterprise Resource planning
4. Financial Information	4. E-Government Information Systems

Systems 5. Fundamentals of Computers 6. Programming Languages 7. Systems Software 8. Computer Programming Lab 1	5. Software Quality Management 6. Data Mining and Warehousing 7. Enterprise Network Computer Programming Lab II
Semester II	**Semester IV**
1. Management of Information Modeling and Project Management 2. Management of Technology and Innovation 3. E– Commerce 4. System Analysis and Design 5. Research Methodology 6. Database Management Systems 7. Computer Communication 8. Computer Programming Lab II	1. Customer Relationship Management 2. Health and Hospital Information Systems 3. Multimedia Systems 4. Web Technology MSc Project

Dissertation Project

During Semester IV, students will be required to undertake a detailed research project on selected research topics.

2. Higher Diploma in Information Technology and Bachelor of Science in Information Technology (BIT)

This qualification is designed for a person who will independently study, apply, plan, innovate and manage Information and Communication Technology solutions for

better performance in the dynamic business environments. The programme has been developed towards producing responsible, creative graduates with managerial skills necessary to deal with professional Computing and Information Technology aspects in an organisation. The graduates of this programme will be competent and able to;

i. Analyse, evaluate and interpret business and industry challenges.
ii. Provide sound IT – based solutions.
iii. Implement, maintain computer based information systems.
iv. Develop and enforce policies pertaining to Information Technology in relation to a particular organisation.

The Bachelor of Science in Information Technology degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and at level 8 (NTA 8).

The Higher Diploma in Information Technology (HDIT), NTA level 7 comprises a minimum of 26 modules which constitute 260 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HDIT and leaves (exists) will be awarded a **Higher Diploma in Information Technology**.

For NTA level 8 of the Bachelor of Science in Information Technology (BIT) programme, admission will be open to candidates with Higher Diploma in Information Technology (NTA level 7). The BIT Programme comprises a minimum of 12 modules which constitute 128 credits that are spread over two semesters in one academic year.

Upon successful completion of the BIT programme, the candidate will be awarded a **Bachelor of Science in Information Technology** degree and will be eligible for enrolment in a Master's degree in Information Technology or in any other related discipline of study at NTA level 9.

Programme Structure

NTA Level 7 – HDIT

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU 07101	Programming in C I	12
-NA-	ITU 07102	Fundamentals of Computers	12
-NA-	GSU 07101	Communication Skills	8
-NA-	MTU 07104	Mathematics I	10
-NA-	GSU 07102	Development Studies	8
-NA-	ITU 07101	System Analysis and Design I	10

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU 07202	Programming in C II	10
-NA-	ITU0 7203	System Analysis and Design II	10
-NA-	CSU 07203	Fundamentals of Databases	10
-NA-	ITU 07204	Fundamentals of Web Technologies	10

Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU 07204	Fundamentals of Data Communication	10
-NA-	CSU 07205	Operating Systems I	10
-NA-	ITU 07205	Field practical training Report I	12

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU07306	Database Management Systems	12
-NA-	CSU07307	Internet and Web Development Technologies	10
-NA-	ITU07306	Management Information Systems	10
-NA-	CSU07308	Operating Systems II	12
-NA-	ITU07307	Multimedia Systems	8
-NA-		Elective module	8
Elective Modules (At least one) No of Credit			
-NA-	CSU07310	Visual Programming	8
-NA-	GSU07303	Information Technology Law	8

SEMESTER IV

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU07411	Object Oriented Programming	12
-NA-	CSU07412	Computer Networks	12
-NA-	ITU07408	Electronic Commerce	10

-NA-	CSU07413	Software Engineering	12
-NA-	ITU07409	Human Computer Interface	10
-NA-	ITU07410	Field practical training Report ll	12
-NA-		Elective module	
Elective Modules (At least one)			
-NA-	ITU07411	Computer Systems Security	10
-NA-	MTU07406	Theory of Computing	10

YEAR 3

NTA Level 8 – BIT
SEMESTER V

Steam: Information Systems Development Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU08101	Computer systems Management I	12
-NA-	ITU08101	IS Strategy Formulation	10
-NA-	ITU08102	IS Research methods	10
-NA-	ITU08103	E-Government	10
-NA-	ITU08104	Supply Chain Management Systems	10
-NA-		Elective module	10
		Total	**62**
Elective Modules (One Elective Module) No of Credit			
-NA-	ITU 08105	Customer Relationship Management	10
-NA-	CSU08107	Web Database Applications	10

Stream: Systems Administration Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08101	Computer Systems Management I	12
-NA-	CSU08102	Advanced Networking I	10
-NA-	ITU08102	IS Research methods	10
-NA-	CSU08103	Wireless Technologies	10
-NA-	ITU08104	Supply Chain Management Systems	10
-NA-		Elective module	10
		Total	**62**
Elective Modules (At least two) No of Credit			
-NA-	ITU08103	E-Government	10
-NA-	ITU08105	Customer Relationship Management	10

SEMESTER VI

Stream: Information Systems Development Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08211	Computer systems Management II	12
-NA-	ITU08206	Final Year Project	12
-NA-	ITU08207	ICT Policy Formulation	10
-NA-	ITU08208	Management of Technology & Innovation	10
-NA-	MSU08201	ICT Entrepreneurship	8
-NA-		Elective module	10
		Total	**62**
Elective Modules (At least two) No of Credit			
-NA-	CSU08212	Social Networking	10

		Technologies	
-NA-	CSU08209	Network Security	10

Stream: Systems Administration Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU08211	Computer systems Management II	12
-NA-	CSU08208	Advanced Networking II	10
-NA-	CSU08209	Network Security	10
-NA-	ITU08206	Final Year Project	12
-NA-	MSU08201	ICT Entrepreneurship	8
-NA-		Elective module	10
		Total	62
Elective Modules (At least two) No of Credit			
-NA-	ITU08208	Management of Technology & Innovation	10
-NA-	ITU08207	ICT Policy Formulation	10

3. Ordinary Diploma in Information Technology (ODIT)

This qualification is designed to train candidates who are expected to independently study, apply, plan, innovate and manage Information and Communication Technology solutions at the low and middle level tier towards performance in the dynamic business environments. The holder of the qualification will be able to apply computing skills and knowledge in a broad range of work activities, most of which are non–routine and be able to assume operational responsibility. Among other things, the graduate will be competent and be able to

i.   Use analytical skills to analyse, design, manage and administer computer based information systems in an organisation.
ii. Apply productively latest technology in Information Technology field.
iii. Use IT tools to solve business problems and take advantages of business opportunities and provide recommendations that will help an organisation to achieve its objectives.

Ordinary Diploma in Information Technology (ODIT) is awarded upon successfully completion of two National Technical Awards programmes at level 5 (NTA 5) and level 6 (NTA 6).

For NTA level 6 of the Ordinary Diploma in Information Technology (ODIT) programme, the minimum entry requirement shall be a **Pass** at Technician Certificate in Computing and Information Technology (TCC&IT) NTA level 5. The ODIT programme comprises 12 modules which constitute a total of 140 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Information Technology shall be made to a successful student who has completed and passed six modules in each of Semester I and Semester II for the programme. Upon successful completion of the ODIT programme, the candidate will be awarded an **Ordinary Diploma in Information Technology** and will be eligible for enrollment in a Bachelor's degree in Information Technology or any related discipline of study at NTA level 7.

Summary of the ODIT Programme Structure

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	GSD06101	Business Communication	10
-NA-	MTD06102	Mathematics and Statistics	12
-NA-	ITD06101	Fundamentals of Systems Analysis and Design	12
-NA-	ITD06102	Business Application Packages	12
-NA-	CSD06103	Fundamentals of Computer Security	12
		Elective module	12
Elective Modules (At least one) No of Credit			
-NA-	ITD06103	Introduction to Management Information Systems	12
-NA-	GSD06102	Principles of Marketing	12

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	MSD06201	Fundamentals of Management	10
-NA-	ITD06204	Maintenance of Computer Systems	12
-NA-	ITD06205	Introduction to Multimedia Systems	12
-NA-	ITD06206	Introduction to Business Intelligence	12
-NA-	ITD06207	Project Work	12

		Elective module	12
Elective Modules (At least one) No of Credit			
-NA-	MSD06202	Fundamentals of Entrepreneurship	12
-NA-	ITD06208	Introduction to E-Government	12

4. Technician Certificate in Computing and Information Technology (TCC&IT)

This qualification is intended for a person who will help to monitor and operate large computer systems and networks; perform technical and clerical information system responsibilities; administer and support computer-based information systems in an organisation; and develop ideas towards technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills. Among other things, a graduate will be competent and be able to;

i.   Support new and existing computer users.
ii.   Conduct service and repair of hardware and software upgrading
iii. Set up a simple computer network
iv.   Install computer software and hardware in standalone computers and servers.

NTA level 5 of the Technician Certificate in Computing and Information Technology (TCC&IT) comprises 12 modules which constitute a minimum of 140 credits that are spread over two semesters in one academic year. The award of the Technician Certificate in Computing and Information Technology shall be made to a successful student who has completed and passed all modules in Semester I and Semester II of the programme.

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A candidate who successfully completes the TCC&IT will be eligible for enrollment for either an Ordinary Diploma in Information Technology (ODIT) or an Ordinary Diploma in Computer Science (ODCS) at NTA level 6, but if he/she leaves (exits) will be awarded a **Technician Certificate in Computing and Information Technology.**

TCC&IT Programme Structure
NTA-Level 5: YEAR I
SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CST05101	Programming I	12
-NA-	CST05102	Introduction to Data Communications	12
-NA-	GST05101	Introduction to Communication Skills	10
-NA-	ITT05101	Fundamentals of Website Design	12
-NA-	ITT05102	Introduction to Computer Systems	12
-NA-	MTT05101	Basic Mathematics and Statistics	10

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CST05203	Basic Operating Systems	10
-NA-	CST05204	Introduction to Computer Networks	12
-NA-	CST05205	Fundamentals of Database Management	12
-NA-	ITT05203	Introduction to Electronic Commerce	12
-NA-	ITT05204	Desktop Publishing	12
-NA-	ITT05205	Introduction to Information Systems	12

5. Basic Technician Certificate in Computing and Information Technology (BTCC&IT)

This qualification is intended for a person who will clearly understand computer systems and related devices, install software, hardware and software troubleshooting, network troubleshooting, create simple databases, create desktop publications, design simple website, possess entrepreneurial skills and communicate technical information in the field of computing and information technology; and develop ideas towards technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills.

Modules Summary
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	GST04101	Elementary Business Communication	10
-NA-	MTT04101	Elements of Business Mathematics and Statistics	10
-NA-	ITT04101	Computer Applications	12
-NA-	CST04101	Basics of Data Communications	12
-NA-	ITT04102	Introduction to computer hardware and software	14

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CST04202	Introduction to programming concepts	12
-NA-	CST04203	Essentials of Internet and Web technology	12
-NA-	ITT04203	Basics of Computer maintenance and troubleshooting	14
-NA-	CST04204	Database Principles	12
-NA-	MST04201	Basic Entrepreneurship	10
-NA-	ITT04204	Project	12

3.5.4.2 Department of Computer Science

The Department of Computer Science offers undergraduate programmes at different levels. The following programmes are offered in the 2017/2018 Academic Year.

1. Higher Diploma in Computer Science and Bachelor of Computer Science (BCS)

The programme has been developed to produce competent, responsible and creative graduates to manage computers, information technology and communication aspects. This qualification is intended for those who will achieve advanced competence and ability to

i.   Develop, manage and administer computer-based information systems.
ii.   Apply and innovate computing operations for better performance in the dynamic business, manufacturing and production, finance and accounting, marketing and sales, human resource management or engineering environment.
iii. Develop ideas towards technical knowledge, skills and motivation in computing, information and communication in pursuance of further knowledge and research.

The Bachelor of Computer Science degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and at level 8 (NTA 8).

The Higher Diploma in Computer Science (HDCS) NTA level 7 comprises a minimum of 26 modules which constitute 288 credits that are spread over four semesters in two academic years. A candidate who successfully completes the HDCS and leaves (exits) will be awarded a **Higher Diploma in Computer Science**.

The minimum entry requirements for Bachelor of Computer Science (BCS) programme shall be a **Pass** at the Higher Diploma Computer Science (HDCS) NTA level 7. The BCS Programme comprises a minimum of 12 modules which constitute 146 credits that are spread over two semesters in one academic year. Upon successful completion of the BCS programme, the candidate will be awarded a **Bachelor of Computer Science** degree and eligible for enrolment in a *Master's* degree in Computer Science or in any other related discipline of study at NTA level 9.

Programme Structure
NTA Level 7 – HDCS: YEAR 1
SEMESTER I

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU07101	Programming in C I	12
-NA-	ITU07102	Fundamentals of Computers	12
-NA-	GSU07101	Communication Skills	8
-NA-	MTU07104	Mathematics I	10
-NA-	GSU07102	Development Studies	8
-NA-	ITU07101	System Analysis and Design I	10

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU07202	Programming in C II	10
-NA-	ITU07203	System Analysis and Design II	10
-NA-	CSU07203	Fundamentals of Databases	10
-NA-	ITU07204	Fundaments of Web Technologies	10
-NA-	CSU07204	Fundamentals of Data Communication	10
-NA-	CSU07205	Operating Systems I	
-NA-	CSU07202	Programming in C II	10
-NA-	ITU07205	Field Practical Training Report I	

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	MTU07305	Discrete Mathematics	8
-NA-	CSU07306	Database Management Systems	12
-NA-	CSU07307	Internet and Web Development Technologies	10
-NA-	CSU07308	Operating Systems II	12
-NA-	CSU07309	Data Structures and Algorithms	10
-NA-	ITU07205	Field Practical Training	

| | | Report I | |
| | | Elective module | |

Elective Modules (At least one)			No of Credit
Pre-requisite	Module Code	Module Name	
-NA-	CSU07310	Visual Programming	8
-NA-	ITU07307	Multimedia Systems	8

Semester IV

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU07411	Object Oriented Programming	12
-NA-	CSU07412	Computer Networks	12
-NA-	MTU07406	Theory of Computing	10
-NA-	CSU07413	Software Engineering	12
-NA-	ITU07411	Computer Systems Security	10
	ITU07410	Field Practical Training Report II	
		Elective module	
Elective Modules (At least one) No of Credit			
-NA-	ITU07408	Electronic Commerce	10
-NA-	ITU07409	Human Computer Interface	10

NTA Level 8 – BCS

SEMESTER V

Stream: Computer Networks Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08102	Advanced Networking I	10
-NA-	CSU08103	Wireless Technologies	10
-NA-	CSU08104	Distributed Systems	12
-NA-	ITU 08102	IS Research methods	10
-NA-	MTU08101	Operational Research	10
		Elective module	10
		Total	**62**
Elective Modules (At least one) No of Credit			
-NA-	ITU08103	E-Government	10
-NA-	ITU08101	IS Strategy Formulation	10

Stream: Software Engineering and Database Development Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08105	Software Engineering II	10
-NA-	CSU08106	Advanced database Technologies	10
-NA-	ITU08102	IS Research methods	10
-NA-	MTU08101	Operational Research	10

-NA-	CSU08104	Distributed Systems	12
		Elective module	10
		Total	**62**
Elective Modules (At least one) No of Credit			
-NA-	ITU 08101	IS Strategy Formulation	10
-NA-	ITU 08105	Customer Relationship Management	10

SEMESTER VI

Stream: Computer Networks Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08208	Advanced Networking II	12
-NA-	CSU08209	Network Security	12
-NA-	CSU08210	Artificial Intelligence	10
-NA-	ITU08209	Final Year Project	10
-NA-	MSU08201	ICT Entrepreneurship	8
		Elective module	10
		Total	**62**
Elective Modules (At least one) No of Credit			
-NA-	ITU08208	Management of Technology & Innovation	10
-NA-	CSU08212	Social Network Technologies	10

Stream: Software Engineering and Database Development Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	CSU08213	Mobile Programming	12
-NA-	CSU08214	Advanced web programming	10
-NA-	CSU08215	Artificial Intelligence	10
-NA-	ITU08206	Final Year Project	12
-NA-	MSU08201	ICT Entrepreneurship	8
		Elective module	10
		Total	**62**
Elective Modules (At least one) No of Credit			
-NA-	ITU 08207	ICT Policy Formulation	10
-NA-	ITU 08208	Management of Technology & Innovation	10

2. Ordinary Diploma in Computer Science (ODCS)

This qualification is intended for a person who will design simple information systems based on information requirements of end users; create simple computer programs based on the specifications of systems analysts; manage, administer and support computer-based information systems in an organisation; perform managerial responsibilities at the operational level and develop ideas towards technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills. The holder of this qualification will be able to;

i. Develop programs that stress problem solving, independent of a particular programming language,

and therefore encouraged to be "multilingual" in their use of programming languages.

ii. Comprehend the techniques used to apply computers to a wide range of tasks, and associated skills of problem solving with the aid of computers.

iii. Apply knowledge of computer systems to the solution of a range of problems, at an appropriate level.

Ordinary Diploma in Computer Science (ODCS) is awarded upon successfully completion of two National Technical Awards Programmes at level 5 (NTA 5) and level 6 (NTA 6).

For NTA level 5 of this award (ODCS), a candidate must have completed all requirements of the **Technician Certificate in Computing and Information Technology (TCC & IT)** as shown in Information Technology Department programmes.

For NTA level 6 of the Ordinary Diploma in Computer Science (ODCS) programme, the minimum entry requirement shall be a **Pass** at Technician Certificate in Computing Science (TCC&IT) NTA level 5. The ODCS programme comprises 12 modules which constitute a total of 140 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Computer Science shall be made to a successful student who has completed and passed six modules in each of Semester I and Semester II for the programme. Upon successful completion of the ODCS programme, the candidate will be awarded an **Ordinary Diploma in Computer Science** and will be eligible for enrollment in a Bachelor's degree in Computer Science or any related discipline of study at NTA level 7.

Programme Structure

NTA Level 6 – ODCS

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	GSD06101	Business Communication	10
-NA-	MTD06102	Mathematics and Statistics	12
-NA-	CSD06101	Object Oriented Programming	12
-NA-	ITD06101	Fundamentals of Systems Analysis and Design	12
-NA-	CSD06102	Relational Database Development Using SQL	12
		Elective module	
Elective Modules (At least one) No of Credit			
-NA-	CSD06103	Fundamentals of Computer Security	12
-NA-	CSD06104	Introduction to Visual Programming	12

SEMESTER II

Compulsory Modules			
Pre-requisite	Module Code	Module Name	No of Credits
-NA-	MSD06201	Fundamentals of Management	10
-NA-	CSD06205	Event–Driven Programming	12
-NA-	ITD06204	Maintenance of Computer Systems	12
-NA-	CSD06206	Fundamentals of Operating Systems	12
-NA-	ITD06207	Project Work	12
		Elective module	12
Elective Modules (At least one) No of Credit			
-NA-	MSD06202	Fundamentals of Entrepreneurship	12
-NA-	ITD06208	Introduction to Internet and Web Development Technologies	12
-NA-	-NA-	-NA-	-NA-

3.6 GUIDELINES FOR DISSERTATIONS AND INDUSTRIAL PRACTICAL TRAINING

3.6.1 Guidelines for Dissertations

All students in the Postgraduate Diploma Programmes and Master Programmes are required to write dissertations. Dissertations are normally done after finishing examinations in the last semester of attending taught sessions. The requirements for writing dissertations vary according to specific programmes. Students should

read and understand the requirements set out under each programme.

Students should also note that plagiarism is not accepted. All dissertations can be subjected to plagiarism tests (using plagiarism software) as determined by Institute. If found that, the presented dissertation has been copied from a previously submitted document(s) for academic award or for any other purpose(s), a student will be given failure on that dissertation and other actions following rules regarding examinations will be implemented. However students may incorporate part(s) of other author's work into their dissertation and acknowledge the source(s).

3.6.2 Guidelines for Industrial Practical Training

All first and second year Bachelor's degree students, first year Technician Certificate students (Diploma), are required to undergo fieldwork training for a period of not less than 7 weeks at the end of each academic year. The maximum available fieldwork/practical training period for the entire programme is 15 weeks spread over two academic years. The Institute's field coordinator has the mandate to allocate the periods to the specific year of study. The fieldwork consists of the following two major aspects which must be fulfilled by each student.

a) **Attendance**

A student must report to the organisation, which he/she has been attached to. If any change of field placement is made for any reason, the student must report to the Institute (field coordinator) immediately

by phone or in person and in writing. The report on this change should consist of the student's own letter and a letter of acceptance from the organisation he/she has moved to. The documents should reach the coordinator within two weeks after the change.

A student is expected to attend his/her training for 7 or 8 weeks. The organisation's Internal Supervisor will keep an attendance register. The student should be there when the supervising lecturer comes to visit him/her. The student will have to sign a document to prove his/her presence and progress.

b) Assessment

For the student's fieldwork report to be assessed there must be evidence that he/she actually attended the training as stated in part (a) above. In addition, a report from the student's internal supervisor must be mailed or submitted to the Institute. It is part of the student's assessment. The Institute reserves the right to confirm the authenticity of the internal supervisor's report.

Each student is expected to submit his/her own report together with Log Book that has been signed by Internal Field Supervisor (employer) and the visiting supervisor from the Institute. Any report found to have been copied (plagiarized) would be nullified and awarded a zero score.

The student's report should be submitted by the end of 1st week of December. Late submission will attract a penalty.

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Non-compliance with any of these requirements will be considered as non-fulfillment of the requirements for the practical training.

CHAPTER FOUR: DIRECTORATE OF POSTGRADUATE, RESEARCH AND CONSULTANCY

4.1 INTRODUCTION

The Directorate of Postgraduate, Research and Consultancy replaces the then Centre for Advanced Studies in Corporate Governance, Entrepreneurship and Finance (CASCEF) which came into existence in 2006. The new Directorate handles all academic activities related to postgraduate, research and publications, executive development programmes and consultancy services. In line with the Institute's vision of becoming a 'Centre of Excellence' in financial studies and business related disciplines in the Southern Africa Sub-region, the Directorate's mission is focused on coordinating all postgraduate activities and encouraging both members of academic staff and postgraduate students to conduct and produce regionally and internationally accepted quality academic research works that promote debate in both academic and business communities in the areas of corporate governance entrepreneurship, finance and other business related disciplines.

Three departments namely, Department of Postgraduate, Department of Research and Publications and Department of Executive Development and Consultancy operate under the Directorate.

4.2 DEPARTMENT OF POSTGRADUATE

This Department coordinates all Postgraduate Programmes run at the Institute to ensure that the academic standards set forth by relevant authorities are adhered.

4.3 DEPARTMENT OF RESEARCH AND PUBLICATIONS

This Department handles all research and publication activities of the Institute. Faculty member of all disciplines channel their research activities and publications through this Department. The Department also collaborates with other external researchers whose interest is in corporate governance, entrepreneurship, finance and other business related disciplines.

4.4 DEPARTMENT OF EXECUTIVE DEVELOPMENT PROGRAMME AND CONSULTANCY (EDPC)

Consultancy services are organised by the Executive Development and Consultancy Department. The Department connects over 166 full-time faculty members to undertake different consultant services in various professional disciplines. The range of professional services provided includes;

Auditing
- Management Audit

Accountancy
- Preparing Final Accounts
- Design of Accounting Systems

Banking
- Customer Relations

- Marketing of Financial Services
- Legal Aspects of Banking
- Foreign Exchange Control

Financial Management

- Financial Analysis
- Capital Restructuring
- Risk Management
- Money and Capital Markets
- Portfolio and Investment Management

Insurance

- Risk Studies.
- Market Research
- Certificate of Proficiency in Insurance

Social Security

- Pension Planning
- Health Insurance Planning
- Terminal Benefits Management

Taxation

- Organizing Clients' Tax Affairs
- Computations and Assessment of Income Tax, Customs and Excise,
- VAT and Other Levies
- Local Government Taxation / Revenue Systems

Management

- Corporate/Strategic Planning
- Materials Management and Physical Distribution

Operations Research

- Project Writing, Management, Monitoring and Evaluation.

Computing and Information Technology
- Computer Acquisition
- Computerization of Manual Systems
- Systems Analysis
- Software Development
- Web design

4.5 EXECUTIVE DEVELOPMENT PROGRAMMES

The Department of Executive Development and Consultancy (EDC) also, through the IFM academic community, designs and delivers specialist short courses of varying duration. For convenience and meeting customers' expectations, the courses are normally run at IFM premises or in other venues across the country. Most of the short courses provided are tailor-made for specific groups or employers, but the Department also advertises in-house courses nationally and regionally with a view to reach participants from a wide range of organisations.

For tailor-made courses, the EDPC employs a participatory approach in which clients are involved in carrying out training needs assessment prior to designing the programme. Tailor-made courses targeted to reach overseas participants involve collaborative overseas partners in course material development, programme design and in providing readings, handbooks, case studies and training. In recent years, the EDPC run the following tailor-short courses to various government, non-government and public personnel;
i.   Marketing Skills of Livestock Training Institutions in Tanzania

ii.   Computer Assisted budgeting process
iii.   Computer–Based Financial Management for Middle Cadre Managers From English Speaking African and Mediterranean Countries.
iv.   Basic Computer Applications Courses for a number of clients;
v.   Cash management and Control Measures;
vi.   Pension Related Services for the Pension Funds;
vii.   Advanced Modern Computer Applications;
viii.   Management Training for District Water Engineers;
ix.   Project Management for Sustainable Development for Ministry of Finance, Tanzania;
x.   Management Training for Senior Technical Personnel Mbeya Cement Company, Tanzania;
xi.   Financial Management for Senior Executives from English Speaking African Countries and the Mediterranean
xii.   Paper and electronic records management
xiii.   Dealing with difficult members of staff in the organisations

Tailor-made courses that the EDC has run in collaboration with overseas partners, the Institute of Public Service International (IPS) of the University of Connecticut in the United States of America are;
i.   Project Management
ii.   Performance Auditing

To meet customers' satisfaction in both tailor-made and in-house courses, varieties of methods which are interactive in nature are used. Since most of participants are matured professionals with a considerable operational experience, a participatory–friendly

environment is given priority to suit the type of audience attending the courses.4.7.

4.5.1 Weekend College Review Classes

The EDC in collaboration with Professional Boards conducts intensive review classes for candidates who prepare to sit for professional examinations in the disciplines of accountancy, procurement and supplies and banking. The Boards include National Board of Accountants and Auditors (NBAA) which administers professional examinations in accountancy, the Procurement and Supplies Professionals and Technicians Board (PSPTB) which administers professional examinations in procurement and supplies, and the Tanzania Institute of Bankers (TIOB) which administers professional examinations in banking.

4.5.2 Admission to Weekend College Review Classes

Prior to undertake review classes at IFM, candidates should be required to register with respective Examining Boards (NBAA, PSPTB, and TIOB). The Boards Headquarters are all located in Dar es Salaam City centre.

4.5.3 Mode of Application

Prescribed Application Forms are available at IFM Block A, Ground Floor, Room number G 20 Weekend College Office.

4.5.4 Certificate of Proficient in Insurance

This course is provided by The Institute of Finance Management in mutual understanding with the

Insurance Institute of Tanzania (IIT) and Tanzania Insurance Regulatory Authority (TIRA).

The Certificate of Proficiency in Insurance (COP) is a practical course provided to candidates who wish to acquire professional training in various aspects of Insurance and Risk Management. The course has eleven (11) modules which give participants the general knowledge and skills of selling insurance products.

After attaining of the course candidates will be able to
   i. Have an understanding of Insurance and key aspects of underwriting criteria for different insurance products.
   ii. To develop skills and competence to manage insurance matters in efficient and effective manner.
   iii. Provide a steady stream of manpower resource to the insurance industry.

Eligibility

The following candidates are eligible for Certificate of Proficiency in Insurance
   i. Graduates in any discipline. Students appearing for final year degree examination can also apply.
   ii. Insurance Companies, Brokers, Agents and Bank-assurance practitioners with a limited knowledge of insurance practice.
   iii. Anyone with the aim of being entrepreneur (Agency) in this field of insurance field so as to meet with insurance regulations.
   iv. No admission test is held for admission into this course.
   v. Anyone with a Certificate of Secondary Education

The Certificate of Proficiency in Insurance (CoP) has the following eleven (10) subjects as indicated below:

CoP01	Fundamental of Insurance
CoP02	Essential of Risk Management
CoP03	Agency Management
CoP04	Aspect of Insurance Contract
CoP05	Personal Line Insurance
CoP06	Commercial Line Insurance
CoP07	Element of Micro-Insurance
CoP08	Basic Principles of Underwriting
CoP09	Basic Principles of Claims Procedures
CoP10	Tanzania Market Insurance Principles and Practice

Application forms are available at IFM Block E, Second Floor, Room number 209 or direct from IFM website (www.ifm.ac.tz)

CHAPTER FIVE: DIRECTORATE OF LIBRARY SERVICES

5.1 GENERAL INFORMATION

The mission of the Library Services Directorate is to selectively collect, organize, and disseminate information to support teaching, learning, research, and consultancy at the Institute through the provision of textbooks, periodicals, newspapers and other reading materials to lecturers, students, administrative staff, and other needy members of the public such as researchers, government and non-government officials.

Over the past forty three years (1972–2015) the Library has been committed to fulfill its core objectives and cope with the ever increasing user-information demands, and increased student enrollment. Recently, the Library has been expanded and equipped with modern information processing facilities. The automation of IFM Library has involved the installation of the State-of-the-art technology including Online Public Access Catalogue (OPAC) user access points, a heavy–duty reproduction photocopier and one heavy–duty network printer.

The installation of new Library Software has changed the *modus operandi* from manual to computerised. Selection, ordering and lending of library materials can now be done electronically. This has enabled the Library to have an online catalogue with automated resource management functions like cataloguing and classification based on Anglo–American Cataloguing Rule 2 (AACR2) and classified Dewey Decimal Classification (DDC). Also, the Software has effective information search and retrieval capability with

increased search and retrieval return rate and multi-user service capability.

5.1.2 Book Stock Development

In terms of numbers, the book stock shows a steady growth of over 100 volumes each year. In addition to the normal Lending, Reference and Special Reserve collections, the library started organizing collections of IFM and World Bank Publications since 1990. Currently, there are about 3,500 volumes and 500 CD ROMS of World Bank Publications and 24 print journal titles.

5.2 LIBRARY SERVICES

The Library provides free and charged services to users.

5.2.1 Free Library Services

i. The Library supplies information for the study, learning, teaching and research on tax management, accountancy, banking, financial management, insurance and risk management, social protection, computing and information technology, commerce and other related disciplines. This service involves lending of books to academic staff, researchers, students and the general public from either the General or Special Reserves.

ii. The Library guides and instructs the general readership on how to effectively search for information and use of libraries for their studies.

iii. The Library supports education, research, teaching, study and consultant works within the Institute and Tanzania at large.

5.2.2 Charged Library Services

Some charges are raised for certain services to subsidize their running costs.

i. Special Reserve charges on delayed items: an amount of TZS. 1,000/- is charged on hourly basis.
ii. Lost book charge: This amounts to the current value of the lost book.
iii. Photocopying charge
iv. Delayed book charge: an amount of TZS 1,000/- is charged per day.

5.2.3 Opening Hours

The Library opens at 8:00am-10:00pm in weekdays. On Saturday it opens at 9:00am-5:00pm, and Sunday at 9:00am-1:00pm. On Public Holidays the Library remains closed.

5.2.4 Admission to the Use of the Library

i. Members of the Governing Council, Examination Boards/Committee Academic and Administrative Staff are entitled to use Library services subject to present a valid Identification Card.
ii. All IFM registered students are entitled to use Library services subject to present a valid Student Identification Card.
iii. The general public is allowed to use Library services subject to permission granted by the Director of Library Services.

5.3 LIBRARY RULES

5.3.1 General Rules

Admission to the Library and use of the resources available is conditional upon observance of the following regulations.

i)   Silence must be observed in the Library, cell phones are not permitted.

ii) Smoking is not permitted in the Library.

iii) Dispatch, handbags, attaché cases, laptops, and overcoats should not be brought into the Library; they should be left in the cloakroom.

iv) All Library users must dress and behave in a manner that will cause neither offense nor damage.

v)   Readers and borrowers will be held responsible for any damage to book(s) while in their charge. If any damage occurs, the user will be required to pay up the full value of such book(s).

vi) Books presented as lost or missing will be charged the current value.

vii) The marking of books will be regarded as damage, and the persons responsible will be required to pay the cost of replacement.

viii) Bottles of ink should not be brought into the Library.

ix) Food and drinks are not allowed in the Library.

5.3.2 Rules of Borrowing

i)   No person may exercise the privilege of borrowing until he/she has filled in the Registration form to signify that he/she has read the rules and agree to abide by them.

ii) The librarian shall reserve the right, subject to the approval of the IFM Library Management, to prohibit or restrict the borrowing of certain classes of books and individual works. All prohibited resources will be clearly indicated.

iii) No book shall be removed from the Library until it has been officially issued to the borrower at the issue desk.

iv) Borrowing of books will be limited to three weeks. Postal borrowing will extend to four weeks.

v) Inter-lending between readers is strictly prohibited. Borrowers who persistently practice this method will have their privilege withdrawn.

vi) The librarian reserves the right to recall any book before the date on which it is due. The librarian may require that all books be returned when a stock inspection is to take place.

vii) Books taken from the shelves for consultation must not be re−shelved by readers. They should be left on the tables.

5.3.2.1 Borrowing by Students

i) No student may have in his/her possession more than five items (borrowing cards) at one time.

ii) All books must be returned to the Institute at the end of each semester. Borrowing for vacation will be sanctioned by the librarian after consultation with the teaching staff. Issues may be renewed for some further period if the books are not reserved by other readers.

iii) Books may be reserved by students. They will be returned to the shelves if not claimed within three

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days after a notice has been sent to the person reserving them.

5.3.2.2   Borrowing by Staff
i) The number of volumes, which a member of staff may have on loan at one time, should not exceed fifteen.
ii) Books on restricted loan may be borrowed only for the period prescribed.
iii) Any staff that terminates his/her contract with the Institute or goes for sabbatical leave, or further studies must return the borrowed books to the Library with immediate effect.

5.3.2.3   Borrowing by Others
i) Non-IFM readers who have been accorded borrowing privileges may not borrow more than two volumes at one time. This also applies to Post borrowing and interlibrary lending.
ii) The period of loan shall be the same as that for members of the Institute.
iii) Latest issues of periodicals may not be borrowed.
iv) Current or bound periodicals may not be borrowed by any person other than members of the teaching Staff. Any borrowing must have a special permission from the librarian.

The Director shall reserve the right subject to the IFM Library management, to exclude from all use of the Library any person who, owing to persistent disregard of the Library regulations or any other adequate cause, shall be considered to be, in his/her opinion undesirable.

5.4 THE AFRICAN JOURNAL OF FINANCE AND MANAGEMENT (AJFM)

IFM library is also the custodian of the Institute's Journal namely *'The African Journal of Finance and Management'* (AJFM). AJFM is an International Journal, which publishes scholarly articles and papers in the disciplines of finance and management. It was first published in July 1992, by then known as *The IFM Journal of Finance and Management*. Later on, its scope was broadened to have an international facade and the name was changed to AJFM in 2002.During the Zimbabwe International Book Fair the Journal was declared to be the best in Africa in terms of up to date and timely production since 1992 to 2002. The Journal is intended for scholars who are interested in finance, management and related fields. The ideal audience may be academics, researchers, trainers and students in higher learning institutions, policy makers, decision makers, managers, practitioners and professionals working with both private and public sectors.

APPENDICES

Appendix A: Examination Regulations and Guidelines

Examination Regulations as approved by the Governing Council in October 2016 are presented hereunder. All sections are as in the approved original document. All references to these sections should be made as they appear below. The referencing heading should read as:-

THE INSTITUTE OF FINANCE MANAGEMENT EXAMINATION REGULATIONS

1.0 CITATION AND APPLICATION

    1.1 These regulations shall be called "the examination regulations of the Institute of Finance Management"

    1.2 These regulations shall apply to Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma, Bachelor Degree, Postgraduate Programmes

2.0 DEFINITIONS

    (i)   "Act" shall mean the Institute of Finance Management Act Cap 91 R.E. 2002

    (ii)   "Assessment" shall mean an evaluation of examination, dissertation, fieldwork report, and research project.

(iii)   "Campus" any training centre established by the Institute within and outside Dar-es-Salaam.

(iv)   "Test" means a written examination in a particular module conducted any period before end of semester examination session.

(v)   "Collaborative Programme" means a programme offered by the Institute in collaboration with another Higher Learning Institution.

(vi)   "Committee" means the Academic Development Committee (ADC) or any other similar committee as established by the Institute's Governing Council.

(vii)   "Compulsory Module" means a subject that a student must take in a given semester in order to meet the requirements of the programme and which is designated as such by the Institute.

(viii)   "Coursework" shall consist of quizzes, take-home assignments, case studies, tests or any other form of assessment undertaken for the purpose of determining the continuous assessment of a module except fieldwork, research project and dissertation or thesis modules.

(ix)   "Council" shall mean the Institute's Governing Council as defined in the Act.

(x) "Dissertation" is a document submitted in support of candidature for postgraduate diploma and masters' degree presenting the author's research and findings.

(xi) "Elective Module" shall mean a subject chosen by a student from among the list given by the Institute in a given semester for students to take in addition to any compulsory modules in that semester and which is designated as such by the Institute.

(xii) "Examination" shall mean course-work, end of semester and supplementary examination.

(xiii) "Examination Board/Committee" shall mean an examination board of the Institute as established by Section 8 of the Act or Examination Committee established by the Governing Council.

(xiv) "Examination Irregularity" shall mean any conduct committed by a candidate in the course of examination that violates these regulations.

(xv) "Examination number" shall mean the number given to the candidate by the institute for the purpose of identification during the examination.

(xvi) "Examination Premises" shall mean the room, hall or venue in which an examination

is conducted and will include surroundings of such premises.

(xvii)   "Examination Season" means the period designated by the Institute for conducting tests, end-of-semester examinations and supplementary examinations.

(xviii)   **"Graduand"** shall mean a person who has satisfied examination requirements for awards of Basic Technician Certificate or Technician Certificate or Ordinary Diploma or Higher Diploma or Bachelor Degree or Postgraduate Diploma or Master degree offered by the Institute.

(xix)   **"Graduate"** shall mean a person who has satisfied examination requirements for any award offered by the Institute and has been duly conferred such an award.

(xx)   "Institute" means the Institute of Finance Management established by the Institute of Finance Management Act Cap 91 R.E. 2002.

(xxi)   "Module" shall consist of a subject taught, fieldwork, project work or dissertation undertaken which counts for an award offered by the Institute.

(xxii)   "Module Description" entails the detailed information about the module.

(xxiii)   "Postgraduate Programme" shall mean any programme which lead to the award of

Postgraduate Diploma, Master Degree or Doctoral Degree offered by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.

(xxiv)   "Provisional results" shall mean examination results which have not been approved by the relevant Examination Board or Committee.

(xxv)   "Maximum Registration period" shall mean the interval between initial registration and the maximum period stipulated in these regulations excluding the period that the student may be allowed to postpone the studies.

(xxvi)   "Student" means any person admitted and duly registered to undertake any programme of study conducted by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.

(xxvii)   "Unauthorized Materials" shall mean any form of materials which are not allowed into the examination venues as provided for in these regulations.

(xxviii) "Undergraduate Programme" shall mean any programme which leads to the award of Basic Technician Certificate, Technician

Certificate, Ordinary Diploma, Higher Diploma and Bachelor Degree offered by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.

3.0 EXAMINATIONS AND APPEALS COMMITTEE

3.1 There shall be an "Examinations and Appeals Committee".

3.2 The Committee shall comprise seven members as follows:

(a) Three (3) permanent members

   (i) A senior member of academic staff who is not a member of "Examination Regulations Enforcement Committee" appointed by the Rector who shall act as the chairperson of the Committee.

   (ii) The Registrar who shall be the secretary of the Committee

   (iii) The Legal Secretary

(b) Four (4) co-opted academic members of staff who is not a member of "Examination Regulations Enforcement Committee" appointed by the Rector who shall serve for two academic years and be eligible for reappointment.

3.3 The functions of the Committee shall be as follows

(i) To deliberate and recommend for approval of appeals results in respect of examinations scripts that have been remarked by independent examiners.

(ii) To submit recommendations concerning appeals results to the relevant authorities of the Institute.

(iii) To examine discrepancies between marks awarded before and after the appeals and where the difference in marks awarded exceeds ten (10) marks, the committee may recommend appointment of a different independent examiner who shall remark the script and submit the results to the committee.

(iv) To receive and deliberate on appeals lodged by students against decisions made by the Examinations Regulations Enforcement Committee concerning examinations irregularities

(v) To report the outcome of the appeal decision on examinations irregularities and appropriate action taken in accordance to these regulations to the Rector.

(vi) In case the Committee has deliberated on an appeal against a decision on examination irregularity, the committee shall give

recommendations to the respective examinations boards or committees.

3.4 The quorum at any Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.

3.5 The decision by the committee shall be done by the votes of the majority and in case of a disagreement among the committee members, the chairperson shall have a casting vote.

4.0 FACULTY BOARD

4.1 There shall be a "Faculty Board" for each Faculty of the Institute

4.2 The Faculty Board shall link the Examination Board/Committee with academic departments within a Faculty. Its decisions shall be reported directly to the Examination Board/Committee for approval. Its decisions may be reversed by the Examination Board/Committee depending on new evidence on the subject.

4.3 Members of the Faculty Board shall be the following:

(i) The Dean of Faculty who shall be the chairperson of the Faculty Board.

(ii) Heads of Departments within the Faculty. The Dean shall appoint one of the Heads to be the Secretary of the Faculty Board.

(iii) One member of academic staff from each of the departments in the Faculty.

(iv) The Director responsible for Postgraduate Studies.

(v) The Director responsible for Undergraduate Studies.

(vi) One representative from each of the other Faculties of the Institute appointed by the respective Faculty Deans.

(vii) One Faculty Student representative shall participate as an invitee.

4.4 The quorum at any Faculty Board meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Faculty Board shall appoint one of the members to chair the meeting.

4.5 The members of the Board stipulated under Regulations 4.3 (iii) and (vi) shall serve for two academic years and be eligible for re-appointment.

4.6 Functions of the Board shall be as follows:

(i) To direct and regulate, within the general policies of the Institute, all matters related to teaching, examinations, curriculum review, research and consultancy within the Faculty

and shall report to, and advise the Examination Boards/Committee on such matters.

(ii) To receive and deliberate on provisional examination results from Departmental Examiners' Committee.

(iii) To consider standardization of examination results in the event that more than 50 per cent of candidates who have sat for an examination in respect of any subject have failed, or the performance of the candidates is excessively high.

(iv) To appoint a committee of 3 academic members of staff who shall work to standardise the examination marks in respect of a particular module taken by candidates within a Faculty and submit the standardised results to the Faculty Board for approval.

(v) If the module(s) referred to under Regulation 4.5(iii) is taken by more than one Faculty, the respective Board shall recommend to the DR-ARC standardisation of examination results. The DR-ARC shall appoint a committee of 3 academic members of staff who shall standardise the marks and submit the standardised marks to the respective Faculty Boards for approval.

(vi) To ensure that in any event of standardization, such standardisation shall be done only once before the release and publication of the examination results.

(vii) To mandate the respective Faculty Dean to publish provisional examinations results subject to approval of the Examination Boards or Committees.

(viii) To submit all provisional examination results for the Faculty and make recommendations to the Examination Boards or Committees.

(ix) To review external examiners' Reports and make decisions accordingly.

5.0 DEPARTMENTAL EXAMINERS COMMITTEE

5.1 There shall be an Examiners Committee for each department within a Faculty.

5.2 Members of the Committee shall be as follows

(i) The Head of Department who shall be the chairperson of the Committee;

(ii) The Secretary of the Committee who shall be appointed by the Dean of the respective Faculty from the Department members of staff at the beginning of every academic year;

(iii) All academic members of staff who were involved in teaching the modules whose results are under deliberations;

(iv) Program assistant of the respective Faculty;

(v) All other members of academic staff within the Department.

5.3 Functions of the Committee shall be as follows

(i) To receive and deliberate on provisional examination results from the Department.

(ii) To review External Examiners' reports and give its observations and recommendations to the Faculty Board.

(iii) To determine the marks that shall prevail when the marks awarded by the internal and external examiners differ by 10 per cent of and the two examiners do not reach consensus.

(iv) To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular academic year provided that such an addition shall change the annual or overall status of such candidate. In case of supplementary examination, fieldwork report or project work report results one mark shall be awarded to the total mark of such module.

(v)   To submit all provisional examination results for the Department and make recommendations to the relevant Faculty Examination Boards.

5.4   There shall be a Campus or Centre Internal Examiners Committee at every campus or centre outside the main campus.

5.5   Members of the Committee shall be as follows

(i)   The head responsible for the campus or centre who shall be the chairperson.

(ii)   The secretary of the committee who shall be appointed by the head responsible for the campus or centre among members of the academic staff at the beginning of every academic year.

(iii)   All academic members of staff who were involved in teaching the modules whose results are under deliberations.

5.6   Functions of the Campus or Centre Internal Examiners Committee

(i)   To receive and deliberate on provisional examination results for the Campus or Centre

(ii)   To review External Examiners' reports and give its observations and recommendations to the respective Faculty Boards.

(iii)   To determine the marks that shall prevail when the marks awarded by the internal and external examiners differ by 10 per cent and the two examiners do not reach consensus.

(iv)   To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular academic year provided that such an addition shall change the annual or overall status of such candidate. In case of supplementary examination, fieldwork report or project work report results one mark shall be awarded to the total mark of such module.

(v)   To submit all provisional examination results for the Campus or Centre and make recommendations to the relevant Faculty Examination Boards.

6.0 EXAMINATION REGULATIONS ENFORCEMENT COMMITTEE

6.1   There shall be an 'Examination Regulations Enforcement Committee' at the Main Campus and at each Campus or Centre.

6.2 Members of the Committee at the main campus shall be as follows

(i)   The Director responsible for Postgraduate Studies who shall be the chairperson of the committee

(ii)   The Head of Examinations Department who shall be the Secretary of the committee.

(iii) The Deans of Faculties.

(iv) The Head of Department from which the accused student belongs to.

6.3 Members of the Committee at the campus or centre shall be as follows:

(i)   The head responsible for the campus or centre who shall be the chairperson.

(ii)   Any three members of academic staff teaching at campus or centre appointed by the head responsible for the campus or centre at the beginning of every academic year.

(iii) The Officer responsible for examinations at the campus or centre who shall be the secretary.

6.4 Functions of the Committees described in 6.1shall be as follows

(i)   To receive information related to examination irregularities from the examination department.

(ii)   To report the outcome of the decision and appropriate action taken in accordance to these regulations to the Rector.

(iii)   To deliberate on the general conduct of the examinations and advise the Rector accordingly.

6.5 The quorum at any Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.

6.6 The decision by the committee shall be done by the votes of the majority and in case of a disagreement among the committee members; the chairperson shall have a casting vote.

7.0 GENERAL RULES

7.1 Award of Basic Technician Certificates, Technician Certificates, Ordinary Diplomas, Higher Diploma, Bachelor Degrees, Postgraduate Diploma and Master Degrees qualifications shall be subject to the approval of the Governing Council.

7.2 End-of-Semester or Supplementary provisional examination results shall be approved by respective Faculty Boards.

7.3 The Examination Board or Committee shall be the final authority for the interpretation of these examinations regulations.

7.4 These Regulations shall apply to all programmes offered by the Institute.

7.5 These regulations shall apply to all programmes offered under collaborative programmes subject to the provisions of the particular collaborative agreement.

7.6 These regulations are subject to review from time to time as determined by the Institute.

7.7 At the end of every semester, each module lecturer shall submit to the Head of Department a report showing the attendance for each student highlighting clearly the student(s) whose attendance is less than 75 per cent. Students with less than 75 per cent attendance shall be barred by the Faculty Dean from doing the respective module examination.

7.8 There shall be end of semester examinations invigilated by teaching staff assisted by other administrative officers (with a minimum of an undergraduate degree or equivalent) appointed by the Deputy Rector-Academic, Research and Consultancy (DR-ARC).

7.9 End of the semester or supplementary examinations in each module shall consist of a

(i)   two hours examination for a Basic Technician Certificate, and Technician Certificate programmes,

(ii)   two and a half hours examination for Ordinary Diploma programmes, and

(iii)   three hours examination for Bachelor Degree and Postgraduate programmes.

7.10 No candidate shall be allowed to do any part of the examination without official identification issued by the Institute.

7.11 Where a student or a candidate has failed to fulfil a fundamental contractual or legal obligation with the Institute or a breach of same including, but not limited to, not paying fees or dues outstanding or where there is dishonesty or fraud, the Rector shall bar him/her from doing examination(s) or withholding examination results until he/she discharges the obligation(s) or is exonerated from wrong doing.

7.12 Examination scripts shall be stored by the Institute for four (4) calendar years from the date examination results to which they relate were approved by the Examination Board or Committee.

8.0 STUDENT REGISTRATION

8.1 All students shall register into the Institute's Students' Information System at the beginning of every semester.

8.2 Only students who have registered shall be considered as bona fide students for that semester.

8.3 Any examination taken by a student who has not fulfilled the semester registration requirements shall be null and void.

8.4 A student who qualifies for registration but fails to register within the stipulated time without notice to the Rector shall be regarded to have absconded.

8.5 For a student to be registered, the following conditions apply:

(a) For a continuing student,
(i)   The student must have met the conditions stipulated under Regulation 22

(ii) The student must have paid all fees as prescribed by the Institute.

(b) For a fresh student,
(i)   The student must have been duly admitted.

(ii) The student must have paid all fees as prescribed by the Institute.

(iii) The student must enter the necessary particulars in the system.

9.0 EXAMINATIONS SEASONS

9.1 There shall be three (3) examination seasons namely, End of First Semester, End of Second Semester, and Supplementary Examinations in any year of study.

9.2 There shall be no special end of the semester or supplementary examinations; all examinations shall be confined to the specified examination seasons.

10.0 ELIGIBILITY FOR EXAMINATIONS

10.1 A student shall be allowed to sit for any Institute's examination if he/she meets the following criteria:

(i) Must be a duly registered student for the particular semester.

(ii) Has a minimum attendance of 75 per cent of contact hours.

(iii) Has completed all required course work assessment for the module being examined.

(iv) Was allowed to postpone examination(s) as per Regulation 11.1

(v) Has not been barred by any lawful order; and

(vi) Has paid all required tuition fees, deposits and other charges as determined by the Institute.

10.2 A student who will not meet the eligibility criteria in items of regulations 10.1(i) to (iii) may be allowed to repeat a year of study on acceptable grounds as determined by the Faculty Dean.

11.0 POSTPONEMENT OF EXAMINATIONS

11.1 A candidate who needs to postpone end of the semester examination either in part or in its entirety, due to valid causes or reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons shall have been communicated and approved by the Faculty Dean prior to the commencement of the examination.

11.2 A candidate who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year.

11.3 A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the following academic year.

11.4 If the candidate referred to under Regulation 11.3 has an annual GPA of 1.8 or above in a respective academic year he/she shall be allowed to proceed with the following academic year otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

11.4 If the candidate referred to under Regulation 11.2 did not sit for such postponed exam during the required supplementary sessions, he/she should sit for the postponed examination(s) during supplementary sessions in the following academic year before continuing with studies.

12.0 CONDUCT OF EXAMINATIONS

12.1 All registered students shall be required to sit for all examinations.

12.2 Where a candidate is unable to sit for the examination due to any valid reason, he/she shall inform the Faculty Dean before the examination commences and the candidate shall be required to provide evidence.

12.3 A candidate will be admitted into the examination hall/room 30 minutes before the commencement of the examination, and will not be permitted to leave the hall/room before the expiry of 30 minutes after the commencement of the examination.

12.4 Any candidate arriving at the examination hall/room after the commencement of an examination but within the first 30 minutes shall be allowed to enter the examination hall/room but he/she shall not be given additional time.

12.5 No candidate shall be allowed to enter the examination hall/room more than 30 minutes after the commencement of the examination.

12.6 An invigilator shall be required to record registration numbers of candidates who have been disallowed to enter into the examination hall or room more than 30 minutes after the commencement of the examination.

12.7 Candidates will be informed on the remaining time, thirty minutes prior to the end of examination time. No candidate shall be allowed to leave the examination hall/room during the last 15 minutes of the examination.

12.8 At the end of the examination, the Chief Invigilator shall declare that the examination is over. Once declared that the examination is over, candidates shall immediately stop writing and remain seated until all Answer Books and/or Answer Sheets have been collected and allowed to leave the examination hall/room or premises by the invigilators.

12.9 Where a candidate has a reason to leave the examination hall/room temporarily, he/she may seek for a permission from the chief invigilator and upon being given the permission to leave the candidate shall do so calmly and be

accompanied by an assistant invigilator or by any other person permitted by the invigilator.

12.10 Where a candidate has fallen ill during the examination and has informed the Chief invigilator that he/she is not able to continue with the examination, the Invigilator shall report and seek the assistance from the Dean of students who shall take the appropriate measures to ensure that the candidate receives medical attention. The Invigilator shall report the incident to the examination office.

12.11 Upon receiving report about illness of the candidate during the examination, examination office shall report to the relevant Faculty Dean who shall take the appropriate measures immediately.

12.12 A candidate shall be admitted into the examination hall or room if he/she carries with him/her the valid student's identity card provided by the Institute and the candidate shall be required to display his/her identity card on the table or desk throughout the examination time.

12.13 The use of slide rules, pocket silent non-programmable battery - operated or solar - powered calculators, and templates is permitted. Candidates must bring their own pens, pencils, erasers, sharpeners and rulers.

12.14 Where Mathematical or statistical tables and graph papers are required, they shall be supplied by the responsible module lecturer and the examination office shall ensure that those requirements are provided to the candidates.

12.15 Candidates are prohibited from being in possession of any unauthorized materials in the examination hall or room or within the examinations premises.

12.16 Candidates are prohibited from using any unauthorized materials in the examination hall or room or within the examinations premises.

12.17 For the purpose of this regulation, unauthorized materials shall include:

> purses, electronic equipments (such as cell phones, pagers, programmable calculators), chewing gum, water, food and other materials which impair the independence of a student

12.18 Any candidate who shall be found guilty of possessing or using unauthorized material in the examination hall/room or within the examination premises shall be regarded to have committed an examination irregularity.

12.19 Answers shall be written in a plain and legible manner using ballpoint pen with black or blue ink. Pencils may be used in drawing diagrams and shading answer sheets.

12.20 Candidates shall be required to be seated quietly and wait for instructions provided by the Invigilators and they shall observe those instructions.

12.21 A candidate shall be required to write on the attendance and examination control sheets the candidate's Examination Number, Answer Book Number and sign the sheets with similar the signature as appearing on Identity card provided by the Institute.

12.22 No names, initials or any other mark(s) should be written on Answer Book and/or Answer Sheet. A candidate shall be required to write only his/her Examination Number on the spaces provided in the examination Answer Book and/or Answer Sheet.

12.23 Candidates shall be required to read carefully and adhere to all the instructions on Answer Book and/or Answer Sheet and any other instructions on the examinations question papers.

12.24 No candidate shall be allowed to write or draw anything on the examination question papers. All work must be written on the Answer Book and/or Answer Sheet.

13.0 INVIGILATION OF EXAMINATIONS

13.1 All Institute's examinations shall be invigilated by invigilators appointed by the Deputy Rector – Academic, Research and Consultancy (DR-ARC).

13.2 It shall be the duty of the Invigilators to execute their responsibilities as prescribed by these regulations and other instructions, notes or guidelines.

13.3 There shall be a minimum of two invigilators in each examination hall/room one of whom shall be the Chief Invigilator and who shall be the overall in charge of all examination matters in the examination hall/room.

13.4 Specific examination's instruction(s) and any other relevant materials shall be issued and included in the envelopes handed to the Chief Invigilator. The Chief Invigilator and Assistant Invigilators shall check the envelope(s) carefully.

13.5 The responsibilities of the Invigilators before the commencement of examination shall be:

(i) To obtain the relevant sealed envelope(s) of the examination papers from the Examinations Officer as well as the necessary examination materials not more than 30 minutes before the commencement time of the relevant paper.

(ii) To make sure that his/her Examination Room/Hall is set out and ready (including placing Answer Book and/or Answer Sheet and other relevant

materials on the table or desks) before allowing any candidates to enter.

(iii) To make sure that candidates are well informed on the sitting arrangement in case there are more than one examination paper in the hall/room.

(iv) To read out fully, loudly and clearly the following examination instructions:

(a) "Do not open the question paper until I give you permission to do so."

(b) "If you have or in possession of any unauthorized materials, you should hand them to me now".

(c) "You should not speak to or communicate in any way with other candidates."

(d) "You will neither be allowed to leave the room during the first thirty minutes, nor will you be allowed to leave the room during the last fifteen minutes of the examination".

(e) "If you need to leave the room/hall for any reason, you must seek permission from Invigilators".

(f) "You should write in a plain and legible manner in black/blue ink using ballpoint pens. However, flow charts, graphs and diagrams may be drawn in pencil".

(g) You should do your rough work in the answer book and neatly cross it through.

Do not do your rough work on the question paper."

(h) "If you require the attention of invigilators, you should raise your hand and the invigilators will come to you. Do not leave your desk or table and go to the invigilators".

(i) "If you finish writing your examination before the time allowed expires, the Invigilators will come to your desk or table to ensure that all personal details on your Answer Book and/or Answer Sheet have been properly completed".

(j) "You must observe the instructions I have read to you and adhere to all examination regulations".

(k). "Do you have any questions before we start the examination?"

(l). "You may now open your examination paper, do not forget to write all the necessary information on the Answer Book and/or Answer Sheet."

(m). "I am timing the examination from now, you may start writing."

(v) To break open the seal on the envelope(s) of the question papers in the presence of and witnessed by Assistant Invigilator(s) and candidates.

(vi) To verify candidates identification before the commencement of the examination. No candidate will be admitted into the examination room/hall unless he/she carries a valid Student Identity Card or any other appropriate examination identification as determined by the Registrar.

13.6 The responsibilities of the Invigilators during the examination shall be as follows

(i)   To make sure that each candidate writes his/her Examination Number, Answer Book and/or Answer Sheet Number and sign in the Attendance Register or Sheet provided for that purpose.

(ii)   To fill correctly and timely all invigilation reports.

(iii) To make sure that no unauthorized person is allowed into the examination hall/room.

(iv)   To make sure that no candidate leave the examination hall/room with examination paper.

(v)   To make sure that no candidate temporarily leaves the examination hall/room without the permission or being accompanied by the invigilator.

(vi)   To verify that candidate's information conform to the information written by candidate on the

examination Answer Book(s) and/or Answer Sheet(s) against the attendance sheet.

(vii) To obtain clarification or guidance from the module lecturer or respective department where there is a misprint or missing information in the examination paper. The candidate should be advised to carry on with the rest of the questions while the invigilators try to get some guidance on the matter from the module lecturer or the Examination officer. Where the invigilators receive clarifications or guidance on the misprint, the clarification should be given to all candidates.

(viii) To be on alert and maintain constant and effective invigilation throughout the period of examination.

(ix) To take appropriate measures where the invigilator(s) notice that a candidate is in breach of examination regulations in the examination room/hall or premises of the examination against such candidate which will include to require the candidate to write a statement about the incident and sign the statement. The candidate shall then be left to continue with that examination paper.

(x) To make sure that during the writing of the statement by a candidate who is in breach of

examination regulations, assistant invigilator(s) witness the incident and sign the relevant documents.

(xi) To report in a prescribed form incidents of breach of examinations to the Head of Examinations Department immediately after the end of the respective examination.

(xii) To report to the respective Faculty Dean about the happening of any event which may affect the conduct or continuation of the examination and the same shall direct the invigilators on what to be done.

(xiii) To allow into the examination hall/room respective module lecturer(s) who wish to look at or make corrections on question papers or respective Head(s) of Department(s)or other relevant officers to carry out functions related to the conduct of examinations.

(xiv) To make sure that candidates are not disturbed during the examination.

(xv) To make announcements concerning the conduct of the examination or any other important information to the candidates.

(xvi) To inform:

(a) late candidates (candidates who arrived at the examination hall/room within 30

minutes after the commencement of the examination) that they may sit for the examination but there shall be no extra time to be given.

(b) late candidates (candidates who arrived at the examination hall/room in more than 30 minutes after the commencement of the examination) that they are not allowed to sit for the examination.

(xvii) To write and keep the records of all relevant events that occurred during the examination.

13.7 The responsibilities of the Invigilators at the end of the examination shall be as follows:

(i) To require the candidates to remain seated until all Answer Books and/or Answer Sheets have been collected.

(ii) To make any announcement to ensure orderly collection of examination Answer Books and/or Answer Sheets.

(iii) To make sure that all examination Answer Books and/or Answer Sheets have been collected and verified against the attendance sheet.

(iv) To make sure that all examination Answer Books and/or Answer Sheets are serially arranged according to their Examination Numbers

(v) To make sure that all examination Answer Book(s)and/or Answer Sheets relating to candidate(s) with examination irregularities is (are) serially arranged according to their Examination Numbers and are submitted to the examination's office in separate envelope(s).

(vi) To make sure that all examination Answer Books and/or Answer Sheets and invigilation reports are submitted to the examinations office immediately after the end of the examination.

14.0 EXAMINATION IRREGULARITIES AND PROCEDURES

14.1 It is prohibited for any candidate to commit an examination irregularity during the examination in the examination room/hall or premises.

14.2 Examination irregularities shall include but not limited to:

(i) making unauthorized verbal communication with and/or gesturing to another candidate,

(ii) being in possession of and/or using any unauthorized materials,

(iii) exchanging documents or Answer Books and/or Answer Sheets

(iv) assisting another candidate in writing his/her examination.

(v) providing answers to another candidate

(vi)   copying from another candidate

(vii) removing Question Paper, Answer Books and/or Answer Sheets from an examination room/hall or premises

(viii) involved in unauthorized removal of an examination Answer Book(s) and/or Answer Sheet(s), any part of an examination Answer Book(s) and/or Answer Sheet(s) or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so

(ix)   tearing whole or any part of the Answer Books and/or Answer Sheets

(x)   entering into an examination room/hall or premises with unauthorized materials as stipulated under Regulation 12.18.

(xi)   borrowing materials from another candidate(s) in the course of examination, materials including but not limited to, calculators, rulers, pens/pencils, and slide rules

(xii) causing disturbance in or near an examination room/hall or premises

(xiii) interfering the invigilator(s) from performing his/her duties in the course of the examination.

(xiv) impersonating another candidate

(xv) undertaking any conduct likely to give an unfair advantage.

(xvi) involved in fraudulent alteration or misrepresentation of data and/or other information

(xvii) attempting to do any of the acts described in (i) to (xvii).

14.3 For the purpose of dissertations, field work reports and project reports, examination irregularities shall include the following:

(i) Plagiarism

(ii) Using a "ghost" writer to author a dissertation, fieldwork report or project report.

(iii) Falsifying documents of Institutions or authorities relating to fieldwork placement.

(iv) False representation as to the attendance of the fieldwork activities.

14.4 The Head of Examination Department shall refer a matter which involves a candidate committing examination irregularities to the Examinations and Regulation Enforcement Committee (EREC) for hearing, deliberation and decision on the reported irregularity.

14.5 The Head of Examinations Department shall present a case against a candidate alleged to have

committed an examination irregularity to the Examinations Regulations Enforcement Committee.

14.6 A candidate who shall be found guilty of committing examination irregularities shall be subjected to one of the following penalties:

(i) Discontinuation from studies

(ii) Repeating a year of study

14.7 A candidate who has found guilty and punished in accordance to regulation 14.6 shall be informed in writing of his/her right to appeal against the decision to the Examination and appeals Committee. The appeal must be submitted within seven (7) working days from the date of receiving the letter containing the decision made by Examinations and Regulation Enforcement Committee (EREC).

14.8 After hearing and deciding an appeal lodged in accordance to regulation 14.6 the Examinations and Appeals Committee shall prepare and submit a report to the Rector.

14.9 A candidate who has been punished to repeat a year of study due to commission of an examination irregularity shall be discontinued from studies if found guilty of committing a subsequent examination irregularity.

14.10 The status of a student, who has been discontinued from studies due to commission of an examination irregularity, shall be discontinuation for irregularity.

15.0 ASSESSMENT

15.1 a) for all undergraduate and postgraduate diploma programmes, assessment in all modules shall be by coursework and end of semester examination. Coursework shall have a weight of 40 per cent and end of semester examination shall have a weight of 60 per cent.

b) For master programmes, assessment in all modules shall be by coursework and end of semester examination. Coursework shall have a weight of 50 per cent and end of semester examination shall have a weight of 50 per cent.

(c) For dissertations, field work and project reports, assessment shall be at the end of the period for submission given to candidates and shall have a weight of 100 per cent.

15.2 The pass marks for each module shall be as follows:

(i) 50 per cent for Basic Technician Certificate, Technician Certificate and Postgraduate programmes.

(ii) 45 per cent for an Ordinary Diploma programme

(iii) 40 per cent for Higher Diploma and Bachelor Degree programmes.

15.3 In order for a candidate to pass, he/she must obtain:

(i) For undergraduate and Postgraduate Diploma candidates, at least 25 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination marks

(ii) For Master candidates, at least 33.3 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination marks.

15.4 (a) For undergraduate and postgraduate diploma programmes, a coursework shall be computed from marks obtained from a minimum of two (2) tests and/or other assessments in every module conducted during the semester.

(b) For Master programmes, a coursework shall be computed from marks obtained from a minimum of one (1) timed test, one assignment and/or other coursework assessments in every module conducted during the semester.

15.5 A candidate who absents himself/herself from coursework related assessment(s) other than tests, the missed component(s) will be awarded a zero

mark and his/her coursework shall be computed accordingly.

15.6 For a candidate to be allowed to complete missed assessment(s), the following procedures shall be followed:

(a) Seek permission from the Faculty Dean, in writing, prior to his/her absence from the Institute clearly stating the reason(s) for seeking permission. The letter shall indicate student's personal details including the name, registration number, programme of study and the module in respect of which the permission is sought.

(b) In case of sickness, the candidate shall submit to the Faculty Dean original medical evidence stamped and signed by a registered medical practitioner within three (3) of sickness.

(c) If the candidate missed an assessment on ground of bereavement:

(i) He/she shall only be excused from attending a tutorial assignment, test or writing an end of the semester examination upon the demise of a father, mother, father in law, mother in law, sister, brother, child, and spouse;

(ii) He/she, immediately after receiving information about the demise, shall notify the Dean of the Faculty.

(iii) He/she shall submit upon his/her return, either a copy of the death certificate or burial permit or letter from the local government authority of the area where the burial took place.

15.7 There shall be fieldwork for all undergraduate students for a periods specified in respective curricula.

(i) A student who fails to secure a fieldwork placement shall undertake a project that will be supervised by an assigned teaching staff.

(ii) Full time teaching staff shall visit students during their fieldwork to assess their performance. The final assessment of the fieldwork or project shall be provided by the assigned supervisor who shall assess the student's written report.

(iii) Fieldwork or project reports shall be submitted to the respective field coordinators on the dates that shall be set by the Institute and communicated to the students.

(iv) Late submission or non-submission of the fieldwork or project reports with acceptable reason(s) shall be considered as fail and shall be allowed to resubmit the report only once during the supplementary session for that academic year.

(v) A student who fails to go to his/her allocated fieldwork station or who fails to do the project arranged by the Institute without acceptable reason(s) shall be considered to have absconded and discontinued from the studies.

(vi) A student who fails and is required to repeat a year of study, shall not be required to redo the fieldwork or project provided that he/she passed the assessment for the fieldwork or project submitted during the previous year of study.

15.8 All Postgraduate Diploma students shall undertake research projects as part of their assessments. The following procedures shall be adhered to in undertaking the research projects:

(i) Each student shall be allocated a supervisor who will guide him/her throughout the research project process.

(ii) A student shall write and submit the final research project report to the respective department after being approved by his/her supervisor before or on the prescribed date.

(iii) The departments shall distribute research reports to the respective supervisors who shall assess and grade them and submit the marked research reports and mark sheets to the respective heads of departments within the prescribed period

(iv) A candidate who submits but fails a research report shall be allowed to resubmit his/her research project report only once before the end of the following academic year.

(v) A candidate who will not submit his/her research report to the respective Department on the prescribed date due to a sufficient reason, shall be allowed to request extension.

(vi) A candidate who fails to submit his/her research report whether it is initial submission or resubmission within the prescribed time shall be considered as to have "Absconded" and be discontinued from studies.

16.0 DISSERTATION FOR MASTER PROGRAMMES

16.1   All Master students shall conduct research and write dissertations as part of their assessments. The following procedures shall be adhered to in undertaking the research and writing dissertations:

    (i)   Each student shall be allocated a supervisor who will guide him/her throughout the research process and writing of the dissertation.

    (ii)   A student shall write and submit the final dissertation to the respective department after being approved by his/her supervisor before or on the prescribed date.

    (iii)   The departments shall distribute dissertations to the respective supervisors who shall assess and grade them and submit the marked dissertations and mark sheets to the respective heads of departments within the prescribed period.

    (iv)   A candidate who submits but fails a dissertation shall be allowed to resubmit his/her Dissertation only once before the expiry of the prescribed period.

    (v)   A candidate who fails to submit his/her dissertation to the respective department on the prescribed date due to a sufficient

reason, shall be allowed to request extension.

(vi)   A candidate who fails to submit his/her dissertation whether during the submission or resubmission or with corrections without sufficient reasons within the prescribed time shall be considered as to have absconded and be discontinued from studies.

(vii)   The dissertation shall be assessed on the basis of the proposal (20%), the report (50%) and the viva voce (30%) as per dissertation guidelines.

(viii)   After submission of the dissertations to the respective departments, dates shall be appointed when candidates shall undertake viva voce examinations and the outcomes of the examination shall be as follows:

    (a) Pass without corrections
    (b) Pass with minor corrections
    (c) Pass with major corrections
    (d) Fail

(ix)   A candidate shall be considered to have passed the dissertation if the overall weighted score is at least 50 per cent.

(x) A re-submitted dissertation in the category of fail shall be assessed as a supplementary examination and in any case the maximum grade shall be "C"

(xi) A candidate who failed and was required to resubmit his/her dissertation and fails to score 50 per cent shall be declared to have failed the dissertation and be awarded a Postgraduate Diploma.

(xii) The categories of pass or fail with their respective periods of resubmission for dissertations shall be as follows:

Category	Maximum re-submission Period
Pass without corrections	None
Pass with minor corrections	Two (2) Calendar Months
Pass with major corrections	Four (4) Calendar Months
Fail during the initial submission	Six (6) Calendar Months
Fail during the resubmission	None

(xiii) Assessment of late submitted dissertation with approved written submission date extension shall be done according to the grading system stipulated under Regulation 18.

17.0 FACULTY DISSERTATION ASSESSMENT PANEL (FDAP)

(i) There shall be a Dissertation assessment panel for each Faculty

(ii) The respective Faculty Dean shall appoint a panel of experts for the purpose of assessing and approving Dissertation proposal(s) and conducting and assessing the viva voce for candidates undertaking Master programmes.

(iii) The composition of each panel shall be three members of which, at least one of them shall be an expert in the area/field of the student's dissertation.

(iv) The functions of the panel shall be:

   a) To assess presentations and the general quality of the Dissertation proposals;
   b) To conduct viva voce in defence of dissertations.
   c) To deliberate and decide on the outcomes of presentations and defence of the dissertations.

(v) In performing the above functions, the panel shall be guided by assessment guidelines provided by the respective Faculties.

(vi) The Chairperson of the panel shall communicate to the respective Faculty

about the deliberations and outcomes of the defense of the dissertations.

18.0 GRADING SYSTEM

18.1 Grading System for Basic Technician Certificate (NTA Level 4)

The grading system for a Basic Technician Certificate (NTA Level 4) shall be as below

Grade	Definition	Grade Points	SCORE RANGE
A	Excellent	4	80% – 100%
B	Good	3	65%– 79%
C	Average	2	50% – 64%
D	Poor	1	40% – 49%
F	Failure	0	0% – 39%
I	Incomplete	-	-

The pass mark for Technician Certificate (NTA Level 4) shall be 50 per cent.

18.2 Grading System for Technician Certificate (NTA Level 5)

The grading system for Technician Certificate (NTA Level 5) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	4	(80% - 100%)
B	Good	3	(65% - 79%)

C	Average	2	(50% - 64%)
D	Poor	1	(40% - 49%)
F	Failure	0	(0% - 39%)

The pass mark for Technician Certificate (NTA Level 5) shall be 50per cent.

18.3 Grading System for Ordinary Diploma (NTA Level 6)

The grading system for Ordinary Diploma (NTA Level 6) shall be as follows

GRADE	DEFINITION	POINTS	SCORERANGE
A	Excellent	5	(75% - 100%)
B+	Very Good	4	(65% - 74%)
B	Good	3	(55% - 64%)
C	Average	2	(45% - 54%)
D	Poor	1	(35% - 44%)
F	Failure	0	(0% - 34%)

The pass mark for Ordinary Diploma (NTA Level 6) shall be 45 per cent.

18.4 Grading System for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows

GRADE	DEFINITION	POINTS	SCORERANGE
A	Excellent	5	(70% - 100%)
B+	Very Good	4	(60% - 69%)
B	Good	3	(50% - 59%)
C	Average	2	(40% - 49%)
D	Poor	1	(35% - 39%)
F	Failure	0	(0% - 34%)

The pass mark for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be 40 per cent.

18.5 Grading System for Master Degree (NTA Level 9)

The grading system for Master degree (NTA Level 9) shall be as follows:

GRADE	DEFINITION	SCORE RANGE
A	Excellent	(80% - 100%)
B+	Very Good	(70% - 79%)
B	Good	(60% - 69%)
C	Average	(50% - 59%)
D	Poor	(35% - 49%)
F	Failure	(0% - 34%)

The pass mark for Master Degree shall be 50 per cent.

18.6 Grading System for Postgraduate Diploma

The grading system for Postgraduate Diploma shall be as follows:

GRADE	DEFINITION	SCORERANGE
A	Excellent	(80% - 100%)
B+	Very Good	(70% - 79%)
B	Good	(60% - 69%)
C	Average	(50% - 59%)
F	Fail	(0% - 49%)

The pass mark for Postgraduate Diploma shall be 50 per cent.

19.0 COMPUTATION OF GRADE POINTS AVERAGE

The aggregate Grade Point Average (GPA) shall be used for the purpose of classifying awards. The aggregate GPA for all modules shall be calculated using the following procedure:

(i) The letter grades obtained shall be converted into "points" as stipulated under Regulations 18.1 to 18.4

(ii) The credits for modules taken in each programme shall be used to determine the weight of each module. The credits for each module are shown in the programme curricula.

(iii) To compute the score for the module, the points in (i) shall be multiplied by the module credits in (ii).

(iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii).

(v) To compute the GPA, total score in (iv) shall be divided by sum of credits for all modules taken.

20.0 PROCESSING AND PUBLICATION OF EXAMINATION RESULTS

20.1 Immediately after the completion of writing of examinations by candidates all members of academic staff shall be required to mark the Answer sheets and/or Answer booklets and process the examination results in accordance with the guidelines prescribed by the DR-ARC.

20.2 The marking of the Answer sheets and/or Answer booklets shall be done at the place and for the period appointed by the DR-ARC.

20.3 The provisional results of candidates in every examination, arranged in a manner as prescribed by the guidelines shall be published by the Dean of the relevant Faculty soon after the Faculty Examination Board has held its meeting to approve such a results, but the results shall not be regarded as final until they are confirmed by Examination Boards/Committees.

20.4 The results may be published on notice boards, student information systems or websites at the discretion of the Rector. In publishing the results, only candidates' registration numbers and the grades scored shall be indicated, provided that with regard to student information system, an individual candidate will be able to see his/her name.

21.0 EXAMINATION RESULTS APPEAL PROCEDURES

21.1 A candidate who is not satisfied with his/her provisional examination results shall have the right to appeal against such results.

21.2 A candidate shall only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.

21.3 In lodging an appeal against examination results, the following procedures shall be followed:

(i) The appeal shall be lodged within fourteen (14) days counted from the day of publication of the provisional results.

(ii) The appeal shall be lodged through the Student Information System or any other appropriate system that will be determined by the Registrar.

(iii) The appeal shall be accompanied by a non-refundable fee to be determined by the Institute.

21.4 The Registrar shall submit all examination results appeals to the Examinations and Appeals Committee for review and publication.

21.**5 The Registrar shall present details of each appeal** and recommendations from the Examinations and Appeals Committee to the Examination Board/Committee for deliberations and approval.

21.6 Upon approval of examination appeal results by the Examinations Board/Committee, such results shall be final and conclusive.

22.0 CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR

22.1 A student shall be allowed to progress in his/her studies from one semester to another during the particular academic year if he/she:

(i) Has not absconded from studies
(ii) The student must have paid all fee as prescribed by the Institute
(iii) Has an incomplete result provided that he/she meets the condition as stipulated under Regulation 10.1 (iii) and 11.1

22.2 A student shall be allowed to progress in his/her studies from one academic year to another if he/she:

    (i) Passes all modules examined in the two semesters of the preceding year of study.

    (ii) Meets the conditions for carrying forward the modules failed as stipulated under Regulation 24.

    (iii) Was allowed to postpone the supplementary examinations as stipulated under Regulation 11.4

22.3 Without affecting the conditions stipulated under this regulation, a Postgraduate student shall be allowed to proceed to the research or dissertation if he/she completes and passes examinations in respect of the taught part of the course.

23.0 CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS

23.1 There shall be a supplementary examination session after the release of second semester examination results of a particular year of study.

23.2 An Undergraduate or Postgraduate diploma or Master Degree candidate who fails in the first attempt shall be allowed to sit for supplementary

examinations provided that he/she does not fail in more than half of the modules examined during a particular academic year.

23.3 A candidate who sits for supplementary examination(s) shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores shall not be taken into account.

23.4 The grade for supplementary examination shall be "C" for any score equal to or above the pass mark score depending on the grading system of the relevant programme.

24.0 CONDITIONS FOR CARRYING FORWARD FAILED MODULES

24.1 A student studying a Non-Collaborative Master, Postgraduate Diploma, Basic Certificate programmes and finalists in the Bachelor and Ordinary Diploma programmes shall be allowed to carry forward the failed module(s) at a fee to be prescribed by the Institute provided he/she has not exhausted his/her maximum registration period.

24.2 In order to carry forward a module the following conditions shall apply:

(i)   The module(s) must have been done and failed as a supplementary examination.

(ii)   A candidate who scored an annual GPA of 1.8 or above after Supplementary Examination, shall be allowed to carry over module(s) into the subsequent academic years.

(iii)   Examinations for carried forward modules shall be done only during the Supplementary examination season.

(iv)   No coursework shall be considered in assessing the carried forward module(s).

(v)   The grade for any carried forward module shall be "C" for any score equal to or above the applicable pass mark.

24.3 A student who carries forward a module may attend lectures and/or tutorials and do assignments at his/her convenience.

25.0 CONDITIONS FOR REPEATING AN ACADEMIC YEAR

25.1 In allowing a student to repeat a year, the Institute, among other things, shall consider the following maximum registration period allowed for the following programmes

PROGRAMME	NORMAL DURATION (YEARS)	MAXIMUM REGISTRATION PERIOD (YEARS)
Basic Technician Certificate	1	2
Ordinary Diploma	2	4
Bachelor Degree	3	5
Postgraduate Diploma	1	3
Master Degree	1.5	3

25.2 A student pursuing Ordinary Diploma, Bachelor Degree course shall be allowed to repeat a particular academic year only once provided that he/she has not exhausted his/her maximum registration period and if he/she:

    (i)   Fails in more than half of the modules examined during a year and has an annual GPA of 1.5 or above in respect of that particular academic year.

    (ii)   Scored an annual GPA of less than 1.8 after Supplementary Examination.

    (iii) Meets conditions stipulated under Regulation 10.2

    (iv) Is charged with an offence of violating examinations regulations and punished to repeat a year as stipulated under Regulation 14.6 (ii)

25.3 A student in the Basic Technician Certificate, Postgraduate Diploma and Master programmes shall not be allowed to repeat a year of study.

26.0 POSTPONMENT OF STUDIES

26.1 A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the Faculty Dean and the permission shall be reported to the respective Faculty Board.

26.2 A student who postpones a semester will only rejoin in the next year of study. Such a student will have to redo all the coursework.

26.3 A student who is eligible to repeat a year may be allowed by Faculty Dean to postpone the year of study by only one (1) academic year on acceptable grounds and the permission shall be reported to the respective Faculty Board.

27.0 CONDITIONS FOR DISCONTINUATION/VOLUNTARY EXIT FROM AND RE-ADMISSION TO STUDIES

27.1 A student shall be discontinued from studies if he/she

(i) Fails in more than half of the modules examined during the year and has an annual GPA of less than 1.5 in respect of that particular academic year.

(ii)   Absents himself/herself from the examination without permission from the Faculty Dean.

(iii)   Is proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters.

(iv)   Fails to attend a Fieldwork placement allocated to him/her and has not done the project assignment arranged by the Institute without acceptable reason(s) determined by the Faculty Dean.

(v)   Is a Postgraduate Diploma candidate who fails to submit or resubmit his/her research project report within the stipulated time or who fails in resubmitted research project report.

(vi)   Is a Postgraduate Diploma or Master candidate who fails in more than half of the modules examined during a particular year of study.

(vii)   Has exhausted the maximum registration period applicable in his/her respective programme.

(viii)   Is Master candidate who fails to submit his/her dissertation whether during the submission or resubmission or with corrections without acceptable reasons within the prescribed time.

27.2 A student who has earlier been discontinued from a programme of study on academic grounds other

than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the Institute after the lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.

27.3 A student who was discontinued from any programme on disciplinary grounds or involvement in an examination irregularity shall not be re-admitted to the Institute in any programme.

27.4 A student who opt to exit voluntarily and graduate for Technician Certificate or Higher Diploma is entitled for re-admission provided that re-admission is within three years from the date of graduation and that he/she has not been discontinued from studies at NTA 6/NTA 8.

28.0   CLASSIFICATION OF AWARDS

The GPA calculated in Regulation 19 shall be used in classifying the awards. In each case, the calculation of GPA shall be a truncated score to one decimal place. For example 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9. The classification of award at a particular level shall reflect the grading system in the same level.

28.1 Award Classification for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5)

Class of Award	Cumulative GPA
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

28.2 Award Classification for Ordinary Diploma (NTA Level 6), Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second	2.7 – 3.4
Pass	2.0 – 2.6

28.3 A Master Degree shall be classified as PASS, MERIT and DISTINCTION based on the average score. The boundaries for this average should 50 per cent to 59 per cent for a pass, 60 per cent to 69 per cent for a merit and 70 per cent to 100 per cent for a distinction.

28.4 In the process of determining the classification mentioned in Regulation 28.3 above, the

maximum supplementary examination score shall not exceed 50 per cent.

28.5 The award of the Master Degree shall be made to the successful graduates who have completed and passed all required modules in the taught part and the dissertation.

28.6 A student who fails to complete the dissertation in the allocated time after re-submission shall be awarded a Postgraduate Diploma.

28.7 Awards for Postgraduate Diploma programmes are not classified.

28.8 Award of Honours Degree:

A degree with honours shall be awarded to a candidate obtaining a First or Second class upper division where the candidate has passed all examinations at first sitting; without supplementary examination in any particular academic year.

29.0 CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS

29.1 The Governing Council shall award certificates for Degrees, Diplomas or other awards to such students as shall be recommended by the Examination Board/Committee to the Governing

Council for conferment of such degrees, diplomas or other awards after graduation.

29.2 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for preparing an academic transcript. Any graduate desirous of obtaining a transcript(s) shall submit an application for such an academic transcript(s), a clearance form and one current passport size photograph for the preparation of academic transcript.

29.3 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for certifying each copy of the Institute's certificates and academic transcripts.

29.4 In case of either loss or total or partial destruction of the original certificate the Institute may issue a copy on condition that

(i) The applicant produces a sworn affidavit;

(ii) The replacement certificate shall be stamped "COPY" across it;

(iii) The applicant must declare the loss in local newspapers and a copy of the advertisement be produced to the Institute;

(iv)   The applicant will have to wait for not less than 12 months after the declaration of the loss in newspapers;

(v)   A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;

(vi)   An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged.

29.5 For a student to qualify for the best student award, the student must have had not supplemented or postponed an final examination or part of it.

APPENDIX B: IFM STUDENT REGULATIONS

IFM STUDENT REGULATIONS

[Made Under Section 7(3) of
The Institute of Finance Management Act, Cap 91, RE
2002]

PREAMBLE

Having been aware of the following, that is to say:

(i) That the Institute of Finance Management (IFM) was established by the Institute of Finance Management Act, cap 91 R.E. 2002 to provide training, consultancy services and conduct research in the fields of insurance, and banking;

(ii) That the Institute's fundamental purpose can be realized only if its members work and interact peacefully in conditions which permit freedom of thought and expression and in the spirit of respect for the rights of other persons:

WHEREAS these Student Regulations are promulgated and made to maintain these conditions and protect the Institute from actions, which would damage the academic reputation and status of the Institute and its members;

NOWTHEREFORE these Regulations are intended to achieve the following objectives:-

(i) To establish and maintain a state of good relationship and harmony among members of IFM student community, which is conducive to teaching and learning.

(ii) To assist in the role of building up awareness among students on what is expected of them by their respective nations as trained future professionals.

(iii) To provide peaceful environment to lecturers, non-teaching staff and visitors and encourage positive social interaction, so as to maintain a good corporate image.

(iv) To safeguard all the physical facilities, and properties of the Institute or any other property lawfully within the premises or under the care of the Institute.

(v) To set general guidelines on student welfare, conduct, discipline, disciplinary procedure and penalties.

PART I

SHORT TITLE AND COMMENCEMENT

1. These Regulations shall be cited as the Institute of Finance Management Student Regulations, 2013 and shall come into force after being endorsed by the Institute's Governing Council.

INTERPRETATION

2.   In these Regulations unless the context otherwise requires:-

"The Act"means the Institute of Finance Management Act, cap 91 R.E. 2002

"Baraza" means a lawful assembly of all students convened by either IFM Management or IFMSO.

"The Appeals Committee" means the Institute's Student's Disciplinary Appeals Committee established under these Regulations.

"Competent authority" shall include any staff or organ of the Institute vested with disciplinary powers.

"Council" shall have the meaning ascribed to it by the Act.

"Dean of Students" means an officer of the Institute responsible for student welfare, discipline, guidance and counseling.

"Disciplinary Committee" means the Students Disciplinary Committee established under these Regulations.

"Disciplinary Offence" shall have the meaning of any act or behavior which contravenes these Regulations.

"Hostel" includes external hostels where the Institute's students stay.

"Student" shall include all registered students and continuing students eligible for registration.

"Warden" means an officer of the Institute responsible, inter alia, for hostels of residence and the safety of students while in hostels at the Institute under the guidance of the Dean of Students.

CONDITIONS PRECEDENT TO ENROLMENT

3. These regulations, the prospectus and any other regulations for the time being in force shall be made accessible to all students.

4. Acceptance of a place at the Institute of Finance Management is conditional upon agreement by the student to abide by these Regulations and any other conditions of admission as set by the Institute. Signing of the Student Declaration Form shall signify the student's awareness and acceptance of the Regulations. Ignorance of these regulations or any other regulations shall not exonerate the student from liability.

5. Payment of full tuition fees shall be a condition for registration to pursue and/or to continue with studies at the Institute of Finance Management; provided that the manner of payment shall be in accordance with instructions enunciated from time to time by the Institute. Payment of full hostel fees shall be a condition for acceptance as a residential student.

APPLICATION

6. These Regulations shall apply to all students of the Institute.

7. The Rector of the Institute of Finance Management shall be responsible for the enforcement of these Regulations.

PART II

PROVISIONS RELATING TO RESIDENCE

8. **Student Accommodation**

   Except where accommodation is provided by the Institute, students shall find their own accommodation outside the Institute. Students residing in hostels outside the Institute shall abide by these regulations and any other regulations that may be set by the management of the hostel they reside in.

9. **Hostel Rooms**

   The Institute's hostel rooms are furnished with basic furniture. Any addition of furniture or other property in the room by a student shall be by written permission of the Dean of Students. Occupants are responsible for the proper care of all property and any damage or loss must be reported to the Warden of the respective block of residence.

10. **Hostel Room Inventory**

The room occupants shall sign for all inventories and the condition of property found in the room at the commencement of occupancy and sign off at the end of the occupancy, otherwise they shall be charged for property not handed in.

11. **Cleanliness**

Students shall take good care of the room and shall be fully responsible for the general cleanliness and tidiness of the room.

12. **Cooking in Hostels**

Any form of cooking is not allowed in the Institute's hostel. For purposes of this section cooking entails frying, roasting, boiling, baking and warming by use of any appliance or source of energy;

Provided that boiling of water by use of electric kettle shall be allowed. All students with electric kettles shall be required to get written approval of the Warden of the respective hall and shall ensure that the kettle is in good condition, without any defects that may make its use dangerous.

13. **Transfer of Furniture**

Students shall not interfere with or transfer furniture or fitting of any kind from any part of the Institute buildings without prior written permission from the office of the Dean of Students.

14. **Appliances in Hostels**

No cooking appliances and electric or electronic devices shall be used in students' rooms. Students may bring into their rooms radio or television sets with leave of the Warden of the respective hall. Any unauthorized appliance if found in hostel rooms shall

be confiscated by the Institute until the end of the semester.

15. **Student Functions**

No student parties or functions shall be allowed in hostels or other areas of the Institute unless written permission is obtained from the office of the Dean of Students. For specific official or social student functions, permission to extend musical performance in specified places within the Institute's premises may be granted by the Institute until but not beyond midnight.

16. **Vacating Hostel Residences**

All students shall vacate the hostel room in which they stay at the end of each semester when the Institute closes for vacation. The room shall be left in a clean state and all personal belongings shall be removed.

17. **Staying on Campus During Vacations**

On compelling grounds to be determined by the Hostel Committee students may be granted permission to stay on campus during vacations on condition that they shall undertake to meet the cost of their stay at prescribed rates;

Provided that students may be allowed to stay in hostel rooms free of charge or at reduced rates for special reasons and with written permission from the Rector.

18. **Keys**

   (a) Room key(s) must be returned on leaving the hostel at the end of each semester. Failure to do so shall involve the paying of full residential

charges from the beginning of vacation to the time the key is returned. Each key holder shall ensure that he/she has signed in the key register when the key is returned to the Warden of the respective block of residence.

(b) Loss of key(s) by students shall be immediately reported to the Warden of the respective block of residence. The key will be replaced on payment of the cost of a new key or new lock by the student.

19. Drying of Laundry
Balconies, windows, corridors and communal areas shall not be used for drying or airing of beddings, towels or clothing.

20. Money and Valuables
Each student shall be personally responsible for safety of his/her money and other valuables brought in the room. The Institute shall not be responsible for any loss.

21. Visitors
Students shall not entertain visitors in their rooms. All visitors shall be entertained in public places.

22. Student Relations
Students shall live peacefully with one another. Where a student is found to misbehave towards roommates the misbehaving student shall be evicted from the room immediately.

23. Unauthorized Occupancy
Each room shall be occupied by occupants allocated by the appropriate authority. Permitting an unauthorized occupant to live in a hostel room is prohibited.

24. Access to Hostel Rooms

Students shall give access to the staff of the Institute to enter the hostel rooms for purposes of carrying out administrative duties. The staff requiring entry into a hostel room occupied by a student shall be required to:

(i) Identify himself or herself by stating his/her name and position and showing his identification card.

(ii) State reasons for requiring access.

25. Denial of Access

Where access into a hostel room is denied and it is deemed necessary that immediate entry is required the staff may use any reasonable means to gain access. In such circumstances the staff shall be required to:

(i) Be accompanied by a security officer and a student representative. For the purposes of this regulation a student representative shall include a student leader or, in the absence of such leader, any other student.

(ii) Make a written report of the incident and submit to the appropriate authority.

PROVISIONS RELATING TO CAFETERIA
26. Cafeteria Services
   a) The Institute's catering service is privatized; students shall pay for their meals served in the canteen or elsewhere as the case may be.

   b) Students shall observe such behavior and regulations as may be set out by the cafeteria operators and approved by the Institute.

PROVISIONS RELATING TO THE USE OF LIBRARY AND COMPUTER LABORATORIES

27. **Admission**

    Admission to the computer laboratories and library and use of computers, books and any other materials, including electronic reading materials shall be conditional upon the strict observance of the computer laboratory or library regulations.

28. **Hours of Service**

    Students shall be required to abide by the opening and closing hours as shall be issued by the appropriate authority.

PART III

PROHIBITION OF MISCONDUCT

29. Misconduct of any kind by students is hereby prohibited. For the purpose of these Regulations misconduct shall mean improper interference, in the broadest sense, with the proper functioning or activities of the Institute or of those who work or study in the Institute; or action which otherwise damage the Institute. Any student misconduct shall amount to a disciplinary offence and shall include but not limited to:

    (i) Violence

    Using or threatening to use force or striking a fellow student, an employee of the Institute or any other person at the Institute's premises or any

other place that the student may be under the auspices of the Institute.

(ii) Destruction
Maliciously or recklessly damaging, defacing or destroying any property of the Institute, property under the care of the Institute or property belonging to any member of the Institute's community or authorized visitors.

(iii) Obstruction
Any act or conduct which is likely to obstruct or obstructs or frustrate or frustrates the functions, duties, activities or proceedings of any organ, member of staff, student or any authorized visitor to the Institute.

(iv) Interference
Unauthorized use of or interference with any technical, electrical, electronic or any other service or installation at the Institute or any other premises used by the Institute.

(v) Inciting
Inciting, conspiracy or preparing to incite either orally or by use of literature.

(vi) Unauthorized Possession of Keys
Unauthorized possession of a key for any room/office belonging to the Institute.

(vii) Disobedience
Refusal or failure to comply with a lawful order or directive given by any staff of the Institute acting on his/her behalf or under an order from any competent organ or authority of the Institute.

(viii) Use of Unacceptable Language

Use of slanderous, offensive, abusive, obscene or threatening language by any student against any person at the Institute or any other place where the student may be under the auspices of the Institute.

(ix) Dishonesty

Forging a document or uttering a false document or perpetrating forgery, cheating, fraudulent dealings with intent to cause loss to the Institute, its employee, any other person, or Institution whether in cash or otherwise.

(x) Inviting Barred People

Knowingly inviting or entertaining a student, an organisation, students or any other person(s) or groups known to have been barred from the Institute.

(xi) Refusal to attend a Disciplinary Committee Meeting

Refusal to attend a meeting convened or authorized by the Disciplinary Authority or any other authority of the Institute when summoned by written notice by such authority or organ.

(xii) Contempt of the Disciplinary Committee

Refusal to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary authority or any other competent authority of the Institute.

(xiii) Unlawful Assembly

Unauthorized holding of student Baraza or any other meeting at the Institute's premises or anywhere else.

(xiv) Nuisance

Drunkenness, drug abuse, disturbing noise, disorderly conduct of oneself and any kind of nuisance which is likely to cause disruption of learning, or sleeping in halls of residence, or interference of the work of any employee of the Institute or any other person lawfully performing any work for the Institute within the Institute's premises or any other place.

(xv) Unauthorized Invitation of outsiders

Inviting outsiders such as guest speakers and/or social entertainers, or journalists or any other persons howsoever described without prior written permission from the Rector or any other authority of the Institute.

(xvi) Sexual Harassment

a) Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment or discrimination may be physical, verbal, psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal or physical gestures, sexual advances; or sexually explicit sign, statement or gesture.

b) Sexual harassment shall also include derogatory statements, or sexually discriminatory remarks or indecent actions made by a student of the Institute which are offensive to the Institute's employee, a fellow student or any other person at the Institute to feel threatened, interfere with students' smooth and peaceful pursuance of his/her studies, or which undermine one's general

feeling of security, reputation or creates a threatening or intimidating environment.

(xvii) Rape and Indecent Behavior

Rape or physical or verbal attack and indecent behavior towards any person by a student.

(xviii)Embezzlement of funds

Mismanagement or embezzlement of funds belonging to the students' organisation or any other funds that may be available for students' use.

(xix) Collecting Money

Collecting or charging money from any student, student groups or any other person at the Institute without prior written permission from the Rector.

(xx) Unauthorized Possession of Lethal Weapons

Unauthorized carrying of lethal weapons which can cause harm to the owner or others and jeopardize peace.

(xxi) Demonstrations, Mob Action and Class Boycott

(xxii) Smoking

Smoking within the Institute's premises is prohibited.

(xxiii)Doing generally undesirable act

Doing or engaging in an act, which, in the judgment of the Rector, is undesirable and likely to jeopardize harmony and security of the students and the Institute's community in general.

PART IV

DISCIPLINARY PROCEDURE AND PENALTIES

A.   PROCEDURES

30.   Breach of Regulations
Without prejudice to any specific penalties provided for in these Regulations, breaches of these Regulations shall first be reported to the Dean of Students who shall have powers to either warn, reprimand, counsel or require any such student concerned to rectify such a breach after giving him/her an opportunity to be heard or to forward the case to the Students' Disciplinary Committee depending on the gravity of the offence alleged. The Dean of Students may take action on his or her own motion where he/she witnesses or otherwise becomes aware of any breach of these regulations by a student.

31. Non-Compliance with the directions of the Dean of Students
Non-compliance with the directions of the Dean of Students to rectify the breach, or repeated breaches of any of these Regulations by any student provided for under these Regulations shall be reported in writing by the Dean of students to the secretary of the Student's Disciplinary Committee.

32. Disciplinary Committee Meeting
Upon receipt of a report from the Dean of students the Disciplinary Committee shall meet within seven days to consider such breach.

33. Right to a Hearing
At the meeting of the Committee, the student concerned shall be entitled to be heard together with any witnesses he/she may choose to bring in his/her support and the Disciplinary Committee shall have powers to summon any person to give evidence or information or produce anything in connection with such breach in order to enable it to arrive at an impartial and just decision.

34. Irregularity of Proceedings
No irregularity of the proceedings of the Student Disciplinary Committee shall have the effect of nullifying the decision thereof unless it is proved that such irregularity actually occasioned a miscarriage of justice.

B. PENALTIES

35. Imposition of Penalties
The Student Disciplinary Committee may impose any of the following penalties in appropriate cases:
(i) A verbal warning;
(ii) A written warning;

(iii) A severe warning, with a direction to have it recorded in the personal file of the student concerned;

(iv) A fine commensurate with the nature of the offense committed.

(v) A suspension from classes or hostel for a period not exceeding one year at the student's own expenses;

(vi) A dismissal from hostel or Institute where

a. One has previously suffered a penalty specified in (c) above;

b. A student does not comply with the penalty provided for under (e) by either remaining or being seen within the Institute's class or hostel;

c. A student is found guilty of misconduct under these regulations which also constitute a criminal offense under any law of the country;

d. In any other case in which the gravity of the offence is found to warrant dismissal.

36. Remedies

Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation, make restitution or any other remedies as may be determined for the

loss or damage caused to the Institute or any other injured party.

37. Review of previous Committee decisions

Where circumstances demand, the Disciplinary Committee shall have the power to revise its previous decision upon application by the student affected or the Dean of Students. Such review shall be confined to procedural irregularities only. The aggrieved party shall make such application within fourteen days from the date of the decision.

38. Imposition of a lesser penalty

Notwithstanding any penalty provided for under these regulations the Students' disciplinary Committee, Appeals Committee or any other competent body may impose a lesser penalty having duly considered the circumstances of a particular case.

PART V

STUDENT DISCIPLINARY COMMITTEE

39. Establishment

A committee is hereby established to be known as the Student Disciplinary Committee

40. Composition of the Committee

The Student Disciplinary Committee shall be composed of the following persons:

(i) Registrar - Chairperson
(ii) Head of the Department responsible for Student records and affairs - Member
(iii) IFMSO Minister for Legal affairs - Member
(iv) Head of Department of the Student - Member
(v) Human Resource Manager - Member
(vi) IFMSO Minister for Social Affairs - Member
(vii) Legal Officer - Member/Secretary
(viii) Any other person the committee shall deem necessary to invite to any of its meetings. Such invitee shall not vote in the committee's deliberations.

41. Conflict of Interest

Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

42. Quorum

Four members of the committee shall constitute a quorum for the meeting.

43. Committee Procedures

The Students' Disciplinary Committee shall adopt its own procedures as it may deem fit provided that such procedures shall ensure that the principles of natural justice are observed.

44. Committee Decisions

All decisions at a meeting of the Student Disciplinary Committee shall be arrived at by a majority of votes of the members present. In case of a tie of votes the Chairperson shall have a casting vote in addition to the deliberative vote.

STUDENT DISCIPLINARY APPEALS COMMITTEE
45. Establishment
There is hereby established a committee to be known as the Student Disciplinary Appeals Committee

46. Composition
The Student Disciplinary Appeals Committee shall be composed of the following:
  (i) Rector - Chairperson
  (ii) Director responsible for Undergraduate or Postgraduate studies from which the appellant belongs - Member
  (iii) Director of Human Resource and Administration - Member
  (iv) President of IFMSO - Member
  (v) Speaker of ISRC - Member
  (vi) Dean of the Appellant's Faculty- Member
  (vii) Legal Secretary - Member/Secretary
  (viii) Any other person the committee shall deem necessary to invite to any of its meetings. Such invitee shall not vote in the committee's deliberations.

47. Conflict of Interest

Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

48. Quorum

Five members of the committee shall constitute a quorum for any proceedings.

49. Appeals

a) Any party aggrieved by the decision and/or penalty imposed by the Students Disciplinary Committee as provided for under these regulations may appeal to the Student Disciplinary Appeals Committee within 7 days from the date the penalty was imposed.

b) Any appeal shall be in writing setting out the grounds of appeal.

50. Appeals Committee Meetings

The Student Disciplinary Appeals Committee shall meet within fourteen days following the receipt of an appeal.

51. Hearing Procedure

a) At the hearing of the appeal the appellant shall be entitled to be heard. No other person in representative capacity for the appellant shall be allowed to appear before the Student Disciplinary Appeals Committee.

b) The appellant shall be heard on the grounds of appeal as submitted and no other ground shall

be entertained without leave of the chairperson. Appeals based solely on pleas for mercy shall not be entertained.

52. Competence of Members to the Appeals Committee

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 take part in the hearing of such appeal.

53. Powers of the Appeal Committee

In determining an appeal the Student Disciplinary Appeal Committee shall have powers to confirm, vary or set aside any decision and/or enhance, reduce or set aside any penalty imposed by the Student Disciplinary Committee. Where the Appeal Committee is of the opinion that the proceedings of the Students' Disciplinary Committee were so unprocedural as to occasion a miscarriage of justice it shall order a rehearing.

54. Decisions of the Appeals Committee

The decision of the Student Disciplinary Appeals Committee on such an appeal shall be final and conclusive.

PART VIII

MISCELLANEOUS

55. Identity Cards

Students shall wear identity cards issued by the Institute at all times when in the premises of the Institute. Where a student fails or refuses to produce his/her identity card when required to do so by an official of the Institute the student may be barred to enter or removed from the premises of the Institute. In addition, disciplinary measures may be taken against such student.

56. Marriage

Any student is free to marry. Married students, like any other students shall comply with these Regulations.

57. Dress Code

Students shall dress in a decent manner and in conformity with the dress code that may be prescribed by the Institute from time to time.

58. Examination Regulations

Students' conduct relating to examinations shall be as provided for in the Institute's Examinations Regulations.

59. Institute's Certificates

(a) All Institutes' certificates shall be issued using the names which appear on the certificates by which a student gains admission to the Institute.

(b) An Institute's Certificate shall be issued in a different name only in special cases when there is sufficient evidence to show a change of name upon presentation of a duly registered deed poll.

60. General use of the Institute's facilities and utilities

Students shall strive to conserve energy by putting off lights and electrical appliance whenever not needed, turn off water taps after use and shall use the Institutes utilities like water, lift, computers and communication equipment and any other utilities in a responsible manner.

61. Without prejudice to the generality of the foregoing clause:

a) Students shall not use the Institute's telephones for private calls.

b) Students may use public telephones installed at convenient places in the campus for use by students on such terms as may be prescribed

62. Institute's Transport

Officials of the Student's Organisation (IFMSO) or recognized student societies may, with written permission from the Dean of Students tender a requisition for transport to the Transport Officer.

63. Students with vehicles

a) Any resident student who wishes to bring a vehicle to the Institute shall comply with the

general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the Institute's campus.

b) Without prejudice to the foregoing, Management of the Institute reserves the right to allow or refuse any student to park his/her vehicle in the premises of the Institute.

64. External Communication

Students shall communicate with any external stakeholders such as Government offices, the media and the general public in their private capacity. No student may communicate with external stakeholders on behalf of or for the Institute.

65. Amendment of these Regulations:

The Governing Council may, at anytime, amend these regulations.

66. Dispute in Interpretation

Where any dispute arises with the interpretation of these Regulations, the dispute shall be placed before the Student Disciplinary Appeals Committee which shall resolve the dispute. Any party aggrieved by the decision of the Student Appeals Disciplinary Committee may appeal to the Governing Council within fourteen days of the decision. The interpretation of the Council shall be final and conclusive.

67. Recognition of Students' Activities

Only student activities which are consistent with the IFMSO constitution shall be recognized and protected by these regulations

68. Repeal

The IFM Students' Regulations, General Welfare, Conduct, Discipline, Disciplinary Proceedings and Penalties of 1996 are hereby repealed.

69. Saving Provisions

All misconducts committed or proceedings which began prior to the coming into force of these regulations shall be dealt with in accordance with the repealed regulations.

APPENDIX C
INSTITUTE OF FINANCE MANAGEMENT DRESS CODE

1. PREAMBLE

WHEREAS, the Institute of Finance Management (IFM) is a public higher learning institution established by Act of Parliament Cap 91 RE 2002 as a corporate body. The Dress Code is designed to maintain and perpetuate the reputation of IFM and its students and foster academic excellence at the institute. By adhering to required standards of dress, all IFM students will project an image of decency, competence and credibility during their interactions with staff, colleagues and the general public.

AND WHEREAS, the Dress Code is intended to support the Institute's effort to maintain a positive corporate image and to be a centre of excellence and an agent of change through training, research and consultancy in financial studies, information technology and related disciplines in Southern Africa.

AND WHEREAS, given the wide range of goals under the IFM Mission and Vision, including but not limited to offering market-led, quality and professional programmes in finance, accounting, banking, insurance, tax management, social protection and information technology, the Institute is aimed at preparing top quality graduates for gainful employment at middle and senior management levels.

AND WHEREAS, the Institute is committed to ensure that students are nurtured in accordance with the Mission and Vision of the Institute so as to become responsible professionals and citizens of the country.

NOW THEREFORE, this Dress Code is adopted under the IFM Student Regulations 2013 as general guidelines regarding students' dressing at the Institute

2. APPLICABILITY

This Code applies to all fulltime and part time students when present at the Institute or using the Institute's facilities or participating in events prepared by the Institute or in which the Institute is involved. The Institute's Management may adjust these dress guidelines when necessary, such as to meet heightened disciplinary and academic requirements and the Institute's aim to nurture students so that they become responsible members of the society.

3. DRESS CODE

This Code is made in accordance with Regulation 57 of the IFM Student Regulations 2013 to provide guidelines on the appropriate dress code and conduct to be observed by all students of the Institute when on the Institute's premises or when attending any official functions organized by IFM or in which the Institute is involved.

3.1 APPROPRIATE DRESSING

(i) Every student is required to display their Identity Card when attending or when present in the

vicinity of the Institute's Administrative offices including lecture halls, theatres, rooms and library.

(ii) Neat, Decent and well covered formals and semi-formals.
(iii) Clean shave and well groomed hair is a must.
(iv) Jeans without holes
(v) T-shirts or Shirts with full or half Sleeve.
(vi) Skirts which flow well below knees

3.2 INAPPROPRIATE DRESSING

A. Female Dressing
Unacceptable clothes for women include:
(i) Transparent dresses of any kind which is not supported by a reasonably heavy underskirt.
(ii) Gowns and skirts hanging above the knees and thus do not cover the knees when seated.
(iii) Sleeveless blouses, backless blouses or dresses.
(iv) Any type of dress that cover the entire face (nikabs), when in class, library, examination rooms, computer lab or other places where the identity of the student is required.
(v) Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
(vi) All kinds of shorts should not be worn.
(vii) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language.
(viii) Tightly fitting clothes and skin tights.

(ix) Pajamas, flip flops or slippers in classes, library and offices.

(x) Gowns and skirts hanging above the knees.

(xi) Clothes with slits above the knees.

(xii) Hats or caps worn back ward.

(xiii) Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.

B. Male Dressing
Prohibited men's wear include

(i) Slovenly looking clothes such as '*mlegezo*' trousers and shorts which also show the underwear.

(ii) All kinds of shorts or cut-offs.

(iii) Un-buttoned shirts and sleeveless shirts.

(iv) Clothing that reveals the torso.

(v) Head stockings, caps (other than religious head wear eg. the Muslim cap) hoods and bandannas worn round the head.

(vi) Men should not plait nor wear plaited hair, dread-locks, and ornamental beads.

(vii) Turbans worn alone or over caps.

(viii) Ear rings

(ix) Jeans with holes, three fourth trousers, half trousers, track suits

C. General
Prohibited dressing for both male and female:

(i) Mini-skirts, sleeveless blouses/ shirts/ tops.

(ii) Unwanted or provocative or obscene or inciting political, religious or obscure,

captions and photos or designs on the dress are not allowed.

(iii) Clothes with frayed hems and the beach comber type of clothes are also prohibited.

(iv) Shorts or Half Trousers of any form are permitted.

(v) Any kind of tattoo on the body or limbs should not be disclosed.

(vi) Leggings, stretch pants, spandex and the alike.

(vii) Any other kind of dress or clothing which the institute will in the course of time find to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

CHUO CHA USIMAMIZI WA FEDHA (IFM)

MWONGOZO WA MAVAZI KWA MUJIBU WA KANUNI ZA WANAFUNZI ZA MWAKA 2013, KIFUNGU No. 57.

BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO

Gauni chini ya Magoti
Full Suit
Tenit
Kitenge
Suruali Isiyobana Blouse Ifunike Makalio
Suruali na Shati
Hijabu na Baibui

Shati la cholai
Suti ya kike (Sketi chini ya magoti)
Shati la kitenge na batiki
Kaunda Suit
Jeans na Shati ichomekewe
Sketi na Blouse (Sketi chini ya magoti)
Suit

BAADHI YA MAVAZI YASIYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO

Blouse zinazoacha kifua wazi
Body Tight pia Kujichora Tattoo
Mlegezo
Sketi fupi (Mini skirts)
Mpasuo
Niqab (Ninja)
Mgongo wazi na nguo za ndani kuonekana

Kaptula za aina yote
Kusuka nywele na hereni kwa wanaume
Vest aina zote
Kofia aina Zote
Kifua wazi na tumbo nje
Pedo pusher na Skin tight
Jeans zenye viraka
Jeans zinazobana (Skin Jeans)
Nguo zinazoonesha ndani (Transparent)

Chuo cha Usimamizi wa Fedha 2013

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4. ENFORCEMENT

All officers of the Institute including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Institute function and to report any violation of this code to the Dean of Students (Student Affairs).The Dean of Students will take action as provided for by the Revised IFM Student Regulations 2013 and if found guilty a student may be issued any one or a combination of two or more penalties as provided in Regulation 33 of the IFM Student Regulations 2013.

APPENDIX D: STUDENTS WELFARE AND FACILITIES

Student Accommodation

The Institute of Finance Management uses its limited hostel facility to accommodate students with special needs and some first year students from upcountry only. It should be noted that the Institute does not guarantee accommodation to every first year student or any continuing student.

Institute hostels are located within the campus where core activities take place. Thus, the use of these hostels is strictly controlled by regulations. Students are advised to carefully read Hostel Regulations before application. Hostel Rules and Regulations are available at the Office of Dean of Students.

Continuing students are strongly advised to rent off-campus privately owned hostels. Students are recommended to reside in hostels that have been proved to be secure

The following off-campus hostels are recommended for 2017/2018 academic year.

SN	HOSTEL NAME	LOCATION	GENDER	CAPACITY
1	A&A Company's Hostel	Kariakoo	F	482
2	Kariakoo Lutheran Church Hostel	Kariakoo	F	80
3	Mwananyamala Hostel	Mwananyamala	M & F	125
4	Mr. Victor's Hostel	Upanga	M & F	100
5	Almagatha Executive Hostel	Temeke (Mgulani)	M	72
6	Mr. Mgonja's (Kibo) Hostel	Ubungo Kibo	M	65
	Total			**924**
Key: F = Female; M = Male				

1. Hostel Application

Both fresh and continuing students who need to stay in either on-campus or off-campus hostels should apply in advance before the 2017/18 academic year begins. Before given accommodation, students should have paid annual hostel fee as indicated in the fees structure. However, it should be noted that off-campus hostel fees are slightly higher compared to on-campus hostel fees.

Hostel Application Forms for 2017/18 for both Institute Hostels and off campus hostels are available at the Directorate of Student Services or can be accessed through the IFM Websitewww.ifm.ac.tz

1   Students Health Services

Currently, the Institute does not provide direct health services to students. Arrangements have been made with the National Health Insurance Fund (NHIF) to ensure that each student is eligible for health services whenever needs arise. Accordingly, each student will have to contribute 50,400/= annually and be provided with NHIF Card. The contribution is compulsory to all students not covered by NHIF. Students who have already been covered with NHIF will have to submit the copy of NHIF Card to the Dean of Students Office for validity approval. **No student will be considered for IFM Hostel re-allocation without fulfilling this requirement. This amount should be paid directly to NHIF**

Catering Services

The Institute has made available cafeteria services within its campus to students and staff. This has relieved students and staff from walking a far distance to search for catering service. The cafeteria within the Institute provides catering services at affordable prices. There are also several restaurants and hotels close to the Institute which sell food at reasonable prices.

Computer Services
With regard to the increase use of technology in education, the Institute through the Directorate of Computer Services (DCS) provides and supports various computer-based services for students and staff. The services provided include:

i)   Modern computers, printing, and photocopying facilities

ii) Free access to the Internet through wired and wireless connectivity

iii) Access to various generic and specialized software packages

iv) Development and management of software solutions for the Institute

v) Management and development of IFM communication infrastructure including LAN and telephone system

vi) Management of data storage facilities and backup services

vii) Troubleshooting and repairing of ICT equipment

viii) User support and help desk services

The directorate also organizes and conducts general and tailor-made ICT short courses, seminars, and trainings in various specialties. Typical examples include Planning, developing and managing computer networks, Identifying and developing electronic government services (e-Government), utilization of computer applications, programming, etc. Students and other users are encouraged to make use of the services. The DCS is located on the 4th floor of the block A building at IFM.

APPENDIX E: BURSARIES AND TUITION FEES

1. PAYMENT OF FEES

At the beginning of each Academic Year, all students are required to pay tuition fees and other fees or produce evidence of sponsorship awards from accredited sponsors before they can be permitted to

use IFM facilities. Tanzanian students should pay in Tanzanian shillings whereas non-Tanzanian students should pay in either US Dollars or GB Pound Sterling. Each student should pay a fee which is applicable to the type of programme he/she undertakes. Once a fee has been paid mistakenly and a student happens to have been registered or admitted into a programme not intended to be no refund shall be made.

2. PERSONAL ALLOWANCES

Personal allowances are negotiable between the sponsoring authority and the student. They may be provided depending on the financial capability and policy guidelines of the sponsoring authority, taking into consideration the prevailing standard of living. The Institute does not provide medical, transport, or meal services. Students meet their own costs of these services. Therefore sponsors are required to provide adequate funds to meet these costs.

Students buy their own stationery. Although textbooks and other reading materials are available in the Institute's library, but this does not mean that students should not buy the same. It is advised that a student be paid by his or her employer/sponsor an adequate amount of book and stationery allowance. The recommended amount of not less than 300,000/= or more should he paid directly to the student as book allowance. The student should also be provided with a calculator (preferably a scientific one).

Tables below provide information on tuition fees and personal allowances

TUITION FEE STRUCTURE FOR THE ACADEMIC YEAR 2017/18

A: TUITION FEE AND ASSOCIATED COSTS FOR LOCAL STUDENTS

S/N	PROGRAMME		TUITION FEE		
			TSHS.	GBP(£)	USD($)
1	Basic Certificate		800,000	-	-
2	Ordinary Diploma	Non-computing:	1,200,000	-	-
		Computing:	1,400,000	-	-
3	Bachelor Degree	Non-Computing:	1,500,000	-	-
		Computing:	1,700,000	-	-
5	Postgraduate Diploma		2,000,000	-	1,000
6	IFM Master Degrees *		4,800,000	-	2,400
7	MBA IB & MBA ITLO		-	-	6,700
8	MSc. FIN		-	3,750	-
9	MSc. IT&MGT		-	-	5,000

TABLE B: PAYMENT INSTALMENTS SCHEDULE (FOR STUDENTS WHO CAN NOT PAY AT ONCE)

IFM has made arrangement for installment payment to ease the financial pressure to its students if you are unable to pay the amounts above in a lamp sum; the following arrangements have been approved for this purpose:

S/N	PROGRAMME		1ST INSTALMENT 60%	2ND INSTALMENT 40%
1	Basic Certificate		625,000.00	420,000.00
2	Ordinary Diploma	Non-computing:	865,000.00	580,000.00
		Computing:	985,000.00	660,000.00
3	Bachelor Degree	Non-Computing:	1,050,000.00	700,000.00
		Computing:	1,170,000.00	780,000.00
4	Postgraduate Diploma		1,330,000.00	1,100,000.00
5	IFM Master Degrees *		3,410,000.00	1,920,000.00

Note: 1st Installment comprises: 60% of tuition fee plus other costs.
2nd Installment comprises: 40% of the tuition fee plus field work costs

TABLE C: OTHER COSTS FOR LOCAL STUDENTS – 2017

S/N	PROGRAMME	IFMSO	CAUTION MONEY (1st Yr Only)	REGISTRATION (1st Yr Only)	NACTE EXAM FEES (1st Yr Only)	ID CARD (once a year)	FIELD WORK/ RESEARCH PROJECT	TOTAL OTHER COSTS	ANNUAL HEALTH INSURANCE COVERAGE
1	Basic Certificate	10,000	50,000	50,000	15,000.00	20,000	100,000	245,000	50,400**
2	Ordinary Diploma	10,000	50,000	50,000	15,000.00	20,000	100,000	245,000	50,400**
3	Bachelor Degree	10,000	50,000	50,000	20,000.00	20,000	1000	250,000	50,400**
5	Postgraduate Diploma Programme	10,000	50,000	50,000	N/A	20,000	300,000	430,000	50,400**
6	IFM Master Degrees *	10,000	50,000	50,000	N/A	20,000	-	130,000	50,400**

7	MBA IB & MBA ITLO	10,000	50,000	50,000	N/A	20,000	400,000	530,000	50,400**
8	MSc. IT&MGT	10,000	50,000	50,000	N/A	20,000	400,000	530,000	50,400**
9	MSc. FIN	10,000	50,000	100,000	N/A	20,000	-	180,000	50,400**

*Note: * IFM Master Degrees include: MSc. Accounting and Finance, MSc. Finance and Investment, and MSc. Human Resources Management.*
*** 50,400/=: This amount to be paid in addition to the total amount only for those who does not possess valid health insurance coverage card. This amount to be paid directly to NHIF separate from fees payable to IFM.*

OTHER COSTS FOR LOCAL STUDENTS – 2017

S/N	PROGRAMME	IFMSO	CAUTION MONEY (1st Yr Only)	REGISTRATION (1st Yr Only)	NACTE EXAM FEES (1st Yr Only)	ID CARD (once a year)	FIELD WORK/ RESEARCH PROJECT	TOTAL OTHER COSTS	ANNUAL HEALTH INSURANCE COVERAGE
1	Basic Certificate	$5	$25	$25	15,000.00	$10	$50	$65+Tzs.15 000	50,400**

2	Ordinary Diploma	$5	$25	$25	15,000.00	$10	$50	$65+Tzs.15000	50,400**
3	Bachelor Degree	$5	$25	$25	20,000.00	$10	$50	$65+Tzs.15000	50,400**
5	Postgraduate Diploma Programme	$5	$25	$25	N/A	$10	$150	$215	50,400**
6	IFM Master Degrees *	$5	$25	$25	N/A	$10	$200	$265	50,400**
7	MBA IB & MBA ITLO	$5	$25	$25	N/A	$10	$200	$265	50,400**
8	MSc. IT&MGT	$5	$25	$25	N/A	$10	$200	$265	50,400**
9	MSc. FIN	£4	£18	£18	N/A	£8	£143	£191	50,400**

*Note: * IFM Master Degrees include: MSc. Accounting and Finance, MSc. Finance and Investment, and MSc. Human Resources Management.*
*** 50,400/=: This amount to be paid in addition to the total amount only for those who does not possess valid health insurance coverage card. This amount to be paid directly to NHIF separate from fees payable to IFM.*

Notes 1 to 4 above, also applicable under B.

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All cost directly payable to the Institute, should be paid through the Institute's relevant bank accounts as follows:

TZS Account Number: **01J1042984102CRDB BankTower Branch (All payments)**
TZS Account Number:**1012510027 Twiga Bankcorp Limited (For Mwanza Cumpus)**
GBP Account Number: **03J1042984100 CRDB Bank Tower Branch (For Msc. Finance)**
USD Account Number: **1012510019 Twiga Bankcorp Limited(For MBA-IB & MSc-IT&Management)**
EURO Account Number:**1012510035 Twiga Bankcorp Limited**

IFM receipt will be issued once a student has deposited original pay-in slips at the IFM Cash Office.
Note: No payment would be recorded if an IFM receipt has not been issued

C: OTHER COSTS

1. UNDERGRADUATE STUDENTS

A: ACCOMODATION

S/N	ITEM	Accommodation	Hostel ID	Key Deposit	HOSTEL ID CARD Replacement Tshs	TOTAL
1	IFM Hostels (only when available)	400,000	20,000	30,000	20,000	450,000
2	Off- Campus Hostels:	800,000				800,000

B: RECOMMENDED PERSONAL ALLOWANCE(PAYABLE DIRECT TO STUDENTS)

S/N	Programmes	Books and Stationery	Meals	1st Year Field Attachment	2nd Year Field Attachment	Faculty Requirements
1	**Ordinary Diploma**	300,000	TZS 10,000 Per Dayor more depending on the sponsor's financial ability	TZS 468,000	NA	50,000 (Mainly for one scientific calculator)
2	**Bachelor degree**	300,000	TZS 10,000 Per Dayor more depending on the sponsor's financial ability	TZS 468,000	TZS 468,000	50,000 (Mainly for one scientific calculator)

1. POSTGRADUATE STUDENTS

A: ACCOMODATION

S/N	ITEM	Accommodation	Hostel ID	Key Deposit	HOSTEL ID CARD Replacement Tshs	TOTAL
1	IFM Hostels (only when available)	400,000	20,000	30,000	20,000	450,000
2	Off- Campus Hostels:	800,000				800,000

B: RECOMMENDED PERSONAL ALLOWANCE PER YEAR (PAYABLE DIRECT TO STUDENTS)

S/N	ITEM	Books and Stationery	stipend	Thesis/Dissertation production	Faculty Requirements
1	Postgraduate Diploma	200,000	TZS 6,000,000 depending on the sponsor's financial ability	TZS350,000	50,000 (Mainly for one scientific calculator)
2	Master degree	300,000	TZS 6,000,000 depending on the sponsor's financial ability	TZS 500,000	50,000 (Mainly for one scientific calculator)

Disclaimer: All costs directly payable to the students shown in Tables are onlyrecommended amount. Sponsors can decide to pay anyamount other than shown above provided at their discretion they best serve their financial ability and students' ability to study for the admitted programme. All amountsindicated as directly payable to the Institute must bepaid by sponsors or students themselves as shown in Tables.

3. STUDENTS' LOANS

In line with Para 6.2 of the Higher Education Policy (1995), a Tanzanian student who has secured or already hasan admission at any higher learning institution may seek loans from the Higher Education Students' Loans Board (HESLB) to meet some costs of his/her education.

As per HESLB, those who qualify for loans are as follows;

i. Needy Tanzanian students pursuing higher education in either public or

private universities/institutions within Tanzania

ii. A limited number of needy Tanzanian students pursuing masters or

doctoral studies in local public or private universities/institutions

iii. Students overseas under Development Partner scholarships

Accordingly, all students who have/will have admission at the Institute of Finance Management and qualify as per the above clauses are strongly advised to utilize such a privilege.

For more details about applications for HESLB loans, please visit the following website http://heslb.go.tz

APPENDIX F: BEST STUDENT PRIZES

The Institute of Finance Management and other interested organisations and individuals have a tradition of awarding prizes to students who excel academically in each graduation ceremony. The Prizes are awarded to best finalist students in Certificate, Ordinary Diploma, Bachelor Degree, Postgraduate Diploma and Master degree programmes. In addition, students with outstanding academic performance in individual subjects in their respective years of study are also considered for prizes. Below is the list of donors, their respective prizes and deserving best students.

	BEST STUDENT PRIZES DONORS; 2015/2016 ACADEMIC YEAR		
S/N	**DONOR**	**CATEGORY**	**AMOUNT(TZS)**
1	TIB	1st Best Student in MSc. Finance	1,750,000
		2nd Best Student in MSc. Finance	
		3rd Best Student in MSc. Finance	
2	TIOB	Overal Best Student in Banking and Finance (BBF)	300,000
3	Azania Bank Limited	Overal Best Student in Banking and Finance (BBF)	200,000

S/N	DONOR	CATEGORY	AMOUNT(TZS)
		Overal Best Student in Bachelor of Science in Insurance and Risk Management (BSc.IRM)	200,000
		Overal Best Student in Bachelor of Science in Information Technology (BSc.IT)	200,000
		Overal Best Student in Bachelor of Science in Social Protection (BSc. SP)	200,000
4	LEARN IT	Overall Best Student in BSc.IT 3	70,000
5	TIRA	Best Student in BIR 3	500,000
6	NIC	Overall Best Student in Insurance BIR 3	700,000
		Overall Best Student ODIRM	300,000
7	DEMACO SUVEYORS (T) LTD	Best student in Claim Management module (IRM 742)	500,000
8	HASA CUSTOMS CLEARANCE CO. LTD		
		Best Student in PGDTM	1,000,000
		Best Student in BTX 3	700,000
		Best Student in ODTM	500,000
		Best Student in BTCTM	300,000

S/N	DONOR	CATEGORY	AMOUNT(TZS)
9	TIRIMA ENTERPRISES	Best Student BCS	200,000
10	LAPF PENSION FUND	Overall Best Student in BSP 3	1,000,000
11	ZANZIBAR INSURANCE LAKE ZONE	Best Student In Insurance (1st & 2nd Best)	500,000
12	MKUU WA CHUO	Overall Best Student in all Bachelor Degree Programmes	1,000,000
13	Prof. T. A. Satta	Overall Best Student BBF	100,000
14	Dr. J. Lotto	Best Student in International Financial Management (MFI)	100,000
15	Dr. S. Jafari	Overall Best Student BCS	100,000
		Overall Best Student BIT	100,000
16	Dr. S. R. Mohammed	Best Student in MSC(Finance)	100,000
		Best Student in MFI	100,000
		Best Student in BBF	80,000
17	Dr. G. E. Kaganda	Best Student in MSc.HRM	100,000
		Best Student in PGDHRM	50,000

S/N	DONOR	CATEGORY	AMOUNT(TZS)
		Best Student in PGDBA	50,000
		Best Student in BTX	100,000
18	Mr. Arthur Ngasani	Overall Best Student BSP	100,000
		Overall Best Student BIR	100,000
19	Dr. E. Mabonesho	Best Student in MFI	50,000
		Best Student in MAF	50,000
		Best Student in BAC	50,000
		Best Student in ODAC	50,000
20	Dr. Adam, J	Overall Best Student in all Bachelor Degree programmes	200,000
			One copy of Resarch Methodology book(by Adam, J & Kamuzora, F)
		Best Student in Research Methodology in all PGDs	100,000
			One copy of Resarch Methodology book(by Adam, J & Kamuzora, F)
		Best Student in Research Methodology in MSc.HRM	100,000

S/N	DONOR	CATEGORY	AMOUNT(TZS)
			One copy of Resarch Methodology book(by Adam, J & Kamuzora, F)
		Best Student in Research Methodology in MSC(Finance)	100,000
			One copy of Resarch Methodology book(by Adam, J & Kamuzora, F)
21	Dr. R. Tinabo	Best Student BIT	50,000
		Overall Best Student BIT	50,000
22	Dr. I. D. Mnzava	Overall Best Student MSC. Finance	100,000
		Overall Best Student MFI	100,000
		Overall Best Student MAF	100,000
		Overall Best Student BBF	50,000
		Overall Best Student BAC	50,000
23	Mr. Frank Kitende	Overall Best Student BIR	100,000
		Best student in Module IRM 867 Life Insurance Underwriting from BSc.IRM 3	100,000

S/N	DONOR	CATEGORY	AMOUNT(TZS)
24	Dr. B. A. Saqware	Overall Best Student BIR	100,000
		Overall Best Student BSP	100,000
25	Ms. Antimaria Ladisdius	Overall Best Student BSP 3	50,000
		Best Student BSP 3	30,000
26	Mr.E. MAGOTI	Best performer in ;	
		Social protection Financing(SP 864)	100,000
		Social Budjeting(SP 863)	100,000
		Health Financing (SP 861)	100,000
27	Dr. Grace Kazoba	Best Performer in Labour Law (SP 53)	50,000
28	Dr. Faraja Igira	Overall Best Student BCS	100,000
		Overall Best Student BIT	100,000
	Dr. KATO, PAUL	Overal Best Student In Certificate	50,000
		Overal Best Student In Diploma	50,000
29		Overal Best Student In Mfi	50,000
30	Mr. KENEDY AIKOH	Best Student In Auditing - Certificate	25,000
		Best Student In Accounting - Diploma Ii	25,000

S/N	DONOR	CATEGORY	AMOUNT(TZS)
31	Mr. FREDY CHAULA	Best Student In Business Mathematics- Certificate	25,000
		Best Student In Corporate Finance- Diploma Ii	25,000
		Best Student In Business Taxation- Certificate	25,000
32	Mr. CHARLES ABEL	Best Student In Elements Of Commerce - Certificate	25,000
		Best Student In Fundamentals Of Management - Diploma Ii	25,000
33	Dr. LAURENT JOSEPH	Best Student In Elements Of Customer Service - Certificate	25,000
		Best Student In Intreprenurship - Certificate	25,000
		Best Student In Intreprenurship - Diploma	25,000
		Total	**13,930,000**