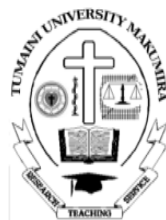




**TUMAINI UNIVERSITY**  
**DAR ES SALAAM COLLEGE**  
**(TUDARCO)**



**(A Constituent College of Tumaini University Makumira)**

**PROSPECTUS**  
**2021 - 2024**

**DEPUTY PROVOST FOR ACADEMIC AFFAIRS**

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## **WELCOMING NOTE FROM THE PROVOST**

We are thrilled that you have decided to undertake your tertiary studies at Tumaini University Dar es Salaam College (TUDARCo). This Prospectus is intended to inform you about the various academic programmes offered by TUDARCo and related activities which will give you a flavour of University life in our study-friendly environment. TUDARCo, an ideal community of students and staff, is dedicated to availing a fine blend of the best academic and spiritual welfare to all its members. Our aim is to provide the best possible environment for teaching and learning; research, innovation and entrepreneurship; and public engagement and partnerships.

Through its Rolling Strategic Plan (RSP) 2020-2025, TUDARCo is developing three distinguishing characteristics among higher learning institutions in Tanzania. First, TUDARCo wishes to distinguish itself as an institution ‘*Where Morals, Positive Mindset and Attitudes are Inculcated*’ to all students. Second, innovation and entrepreneurship, as a cross-cutting course is being offered and it is designed to enhance job creation, self-employment and problem-solving capabilities among TUDARCo students and graduates. Third, the College endeavours to promote competitiveness among staff and students. Furthermore, TUDARCo commits itself to ensuring that your academic journey at this University is filled with excitement and experiences that you can treasure your whole lifetime. Recognizing that the quality of student experiences derives from more than academic study, the University encourages students to join and actively

participate in all activities suitable to one's academic and social wellbeing and to make use of the various games/sports and recreational facilities available.

The University has taken all reasonable steps to make sure that the information in this Prospectus about the structure of different courses, teaching facilities and staffing, are accurate and up-to-date. Students are, however, warned that due to logistical limitations, the University cannot guarantee that all the elective courses that feature in this Prospectus will be offered in any particular academic year.

I hope that you will find this Prospectus informative enough and a useful guide on how best you should conduct yourself and manage your University life as expected. Should you not find what you are looking for, please do not hesitate to contact the Dean of Students (DoS), Head of your Academic Department, Dean of your School or even the Office of Deputy Provost for Academic Affairs (DPAA), for further assistance.

Please, be advised that if you take your studies seriously and manage your time well in pursuit of learning, you are guaranteed significant value-addition onto yourself as you complete one semester after another. You are further guaranteed that upon successful completion of your studies you will come out as a completely transformed person academically, professionally and even socially.

Once again, I warmly welcome you to TUDARCo and look forward to working with you towards the achievement of your academic ambitions.

Remember that God created you for a purpose on this earth, and that it is upon you to seize every opportunity availed to you to equip yourself for the best delivery of your purpose on this earth, before your time expires.

Prof. Burton L.M. Mwamila

PROVOST

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# **1.0 GENERAL INFORMATION ABOUT TUDARCo**

## **1.1 Establishment of TUDARCo**

Tumaini University Dar es Salaam College (TUDARCo) was established on 1<sup>st</sup> April 2003. The College formerly operated as Waldorf College of Tanzania (WCT) since 1997. The WCT was established by the Waldorf College, Iowa Forest Hill of the United States of America (USA). WCT was a Liberal Arts College offering, by way of modules, two years Bachelor of Arts degree in Business Administration and Information Management study in Dar es Salaam and another two years in a USA College. In 2001, the Waldorf College Council decided to close her operations in Tanzania and the College was handed over to the Eastern and Coastal Diocese (ECD) of the Evangelical Lutheran Church in Tanzania (ELCT). The WCT then joined the Tumaini University family and changed its name to Tumaini University Dar es Salaam College (TUDARCo). As a result, TUDARCo was born from WCT on 1<sup>st</sup> April 2003 as a Constituent College of Tumaini University, which later, in 2011 transformed into Tumaini University Makumira (TUMA). TUMA Headquarters is located at Usa River (Makumira), Arusha. Currently, the University consists of three constituent Colleges: Kilimanjaro Christian Medical University College (KCMUCo) in Moshi; Tumaini University Dar es Salaam College (TUDARCo) in Dar es Salaam, and Stefano Moshi Memorial University College (SMMUCo) in Moshi.

## **1.2 Location of TUDARCo**

TUDARCo is located in Mwenge along Coca Cola Road, Plot No. 10, Mikocheni Light Industrial Area, Dar es Salaam.

## **1.3 Accreditation**

TUDARCo is an academic institution fully accredited by the Tanzania Commission for Universities (TCU), formerly known as Higher Education Accreditation Council (HEAC). It initially acquired a Certificate of Full Registration (CFR), No. 018 on 29th March, 2007. It got its own Charter on 20th August 2013, and later was granted a Certificate of Accreditation by the TCU on 7th August, 2019. This level of accreditation was possible after years of quality improvement, enhancement of governance systems and compliance with the Universities Act, Cap 346.

## **1.4 Interpretation**

In case of ambiguity in the interpretation of any section of this Prospectus, the interpretation of the TURDACo Academic Committee (TAC), after consultation with the TUMA Senate, shall be final.

# **2.0 VISION, MISSION, OBJECTIVE**

## **2.1 Vision**

To become a Christ-centred institution recognized for dedicated delivery and promotion of competitive demand and needs responsive fit for purpose solutions and labour market ready graduates.

## **2.2 Mission**

To deliver and promote competitive demand and market responsive teaching and learning, research, public service and outreach through the guidance of and obedience in the word of God, fully leveraging on social innovation and entrepreneurship for sustainable national socio-economic development.

## **2.3 Objectives**

### **2.3.1 Broad Objective**

The broad objective of TUDARCo is to be a centre of excellence in providing quality education through training in short- and long-term courses, tailor-made programmes and research and community activities.

### **2.3.2 Specific Objectives**

The specific objectives of TUDARCo include the following:

- i) Provision of courses leading to Degrees, Diplomas, Certificates and other awards of the TUMA, and as directed by relevant University organs.
- ii) Production of graduates who are sensitive and responsive to community needs and who are able to plan, organize, co-ordinate and evaluate programmes aimed at meeting those needs.
- iii) Global serving at the Church and extension of educational programmes of the College to a diverse community.



- iv) Acceleration of human resources development in social, economic, academic and research fields.
- v) Development of resources from which a spiritual breeze will spring and spread out far and wide for the renewal of the Church and Society as a whole, as a realization of hopes and expectations of ECD-ELCT and the ELCT in general.

## **2.4 TUDARCo Motto**

*“Where Morals, Positive Mindset and Attitudes are Inculcated.”*

## **2.5 Educational Philosophy**

TUDARCo is dedicated to liberal and professional education and to the belief that the full achievement of a student’s potential is directly related to the openness as well as the breadth and depth of his/her University experience.

TUDARCo’s programmes are structured to recognize and promote an understanding of the practical applications of knowledge, including the origin, purpose and meaning of life; a balance of intellectual and spiritual values; and, the integration of various cultures.

TUDARCo’s programmes are structured to recognize that each student is an individual, and the College is ready to enable every individual to benefit fully from opportunities it provides.

TUDARCo also holds out to all persons, regardless of race, creed, colour, gender or political orientation, the

opportunity of acquiring higher education.

TUDARCo's educational programmes are governed by five basic principles:

- i) The College is a 'Christ-centred' educational institution dedicated to Christian service by providing a conducive environment for acquisition of knowledge, wisdom, and inspiration to future generations in all walks of life.
- ii) The College is committed to providing facilities and support, to ensure a University of high standing, and carrying out research leading to a systematic and relentless quest for knowledge, and the organization of knowledge.
- iii) The College is committed to providing facilities and support for the teaching of postgraduate, undergraduate, diploma and certificate students; inculcating, imparting, and propagating information produced through research; and providing for the acquisition of both liberal and professional education, responsive to the needs of Tanzania, East Africa and rest of the world.
- iv) The College is committed to providing service through professional publications, extension programmes and consultation, including the rendering of professional advice to government, industry, public institutions, private organizations and not-profit-making organizations also known as non-government organizations (NGOs).
- v) The College is committed to being an inclusive community that provides for a diversity of student

experiences and strives to attract staff and students of varied backgrounds for the development of an environment of creativity.

## **2.6 Functions**

The functions of the College are varied, and they include the following:

- i) To provide courses leading to certificates, diplomas and degrees;
- ii) To hold examinations and confer certificates, diplomas, degrees and other awards upon persons who have followed courses of study approved by the TUDARCo Academic Committee (TAC) or alternatively have satisfied such other requirements as may be determined by the TAC and approved by the TUMA Senate;
- iii) To provide for research and courses of instruction for the advancement and dissemination of knowledge;
- iv) To provide for courses of instruction on a full-time basis on campus;
- v) To maintain classrooms, lecture halls, offices, libraries and other buildings required for the fulfilment of TUDARCo's mission;
- vi) To acquire through its trustees, any property, movable or immovable and to take, accept and hold any property, which may become vested with the College;
- vii) To do all such acts and things incidental or conducive to the proper execution of its functions and

achievement of its objectives.

### **3.0 ESTABLISHMENT AND OWNERSHIP**

TUDARCo is a private institution of higher learning established under the Universities Act Cap. 346 by the TUDARCo Charter, 2010, and is owned by the Eastern and Coastal Diocese (ECD) of the Evangelical Lutheran Church in Tanzania (ELCT).

The day-to-day running of the College is under the TUDARCo Governing Board as prescribed in its Charter.

### **4.0 TUDARCo ADMINISTRATION AND PRINCIPAL ADDRESSES**

#### **4.1 Principal Officials and Addresses**

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Chancellor	Rt. Rev. Dr. Fredrick O. Shoo B.D., <i>Lutheran Theological College Makumira</i> , Th.D., <i>Augustana University of Applied Sciences-Germany</i>
Vice-Chancellor Tumaini University Makumira P.O. Box 55, Usa-River Arusha Tel +255-27-2541034/36 Fax: +255-27-2541030E- mail: <a href="mailto:vc@makumira.ac.tz">vc@makumira.ac.tz</a>	Rev. Prof. Dr. Joseph W. Parsalaw B.D., <i>Lutheran Theological College Makumira</i> , Th.D., <i>Friedrich-Alexander University, Erlangen, Germany</i>
Provost P. O. Box 77588 Dar es Salaam, Tanzania Tel: +255-222-702 025 /702 026	Prof. Burton L.M. Mwamila <i>BSc. Eng., MSc. Struct. Eng. (UDSM), PhD (Stockholm)</i>

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Website: [www.tudarco.ac.tz](http://www.tudarco.ac.tz)

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Deputy Provost for Academic  
Affairs  
P. O. Box 77588  
Dar es Salaam, Tanzania  
Tel: +255-222-702 025  
Mob. +255-(0)-743 209 029  
Email: [dpaa@tudarco.ac.tz](mailto:dpaa@tudarco.ac.tz)  
Website: [www.tudarco.ac.tz](http://www.tudarco.ac.tz)

---

Prof. Andrew L. Mollel  
*LLB (UDSM), LLM (Lund),  
PhD in Law (UEF-Finland)*

---

Deputy Provost for Administration  
P. O. Box 77588  
Dar es Salaam, Tanzania  
Tel: +255-222-702 025  
Email: [dpaa@tudarco.ac.tz](mailto:dpaa@tudarco.ac.tz)  
Website: [www.tudarco.ac.tz](http://www.tudarco.ac.tz)

---

Prof. Michael O. A. Ndanshau  
*Dip. Bus. Admin Accountancy  
(CBE), BA Economics,  
MA Economics,  
PhD Economics (UDSM).*

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## 4.2 Deans

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School of Business Studies

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Dr. Abdiel Abayo  
*BCom (UDSM), MBA (Kul),  
PhD (Glasgow)*

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School of Education and Human  
Development

---

Dr. Felistas Richard Mahonge  
*Dip. Ed. (Mpwapwa), BAED,  
MEMA (UDSM), PhD (Moi)*

---

School of Humanities and Social  
Sciences

---

Dr. Getrude R. K. Ntulo  
*Dip. Ed. (Morogoro), BED,  
MA (UDSM), PhD (Moi)*

---

School of Law and Justice

---

Dr. Cornel K. Mtaki  
*LLB, LLM (UDSM),  
PhD (Ghent-Belgium)*

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Dean of Students (Ag)	Calorine Fumbuka BAED (Geography) (OUT) MS Geography (OUT)
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### 4.3 Directors and Heads of Units

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Directorate of Quality Assurance and Quality Improvement	Dr. James Kazoka <i>Dip. Ed (Mtwara), BAED (OUT), MA, PhD (UDSM).</i>
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Directorate of Public Engagement and Partnerships	Dr. Valence V. Silayo <i>MA, (Arch), Phd (Arch), UDSM</i>
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Directorate of Postgraduates Research, Innovation and Entrepreneurship	Prof. Akim Mturi <i>Dip. Demography (Cairo), BSc (UDSM), MPhil (Cairo), PhD (Un. Southampton)</i>
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Directorate of Teaching and Learning	Dr. Hawa Uiso <i>BCom, MBA (UDSM), PhD (OUT)</i>
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Directorate of Planning, Resource Mobilization and Investment	Dr. Julius T. Tweve <i>Dip. Ed (Korogwe), BAED, MA(IS), PhD (IS), (UDSM)</i>
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Director, ICT Resource Centre	Mr. Fikiri Hafidhi B.Sc. Computer Science – Systems Security (UDSM)
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Head of College Library	Ms. Wilfreda A. Mulalike <i>Cert. in Library, Dip. in Library Studies (SLADS-Bagamoyo), B.A- LIS (TUDARCo), MA (UDSM).</i>
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Bursar	Ms. Yvonne Mmbando <i>CPA (T), (NBAA), PGD in Tax Management (IFM), MA (Management), (Hertfordshire).</i>
Chaplain	Rev. Dr. Ipyana Mwamugobole <i>B.D; Mh(TUMA), DSH., (Bochum - Germany), Th.D (Augustana-Germany)</i>
Corporate Counsel	Mr. Amani Mwakyoma <i>LLB, LLM (UDSM)</i>
Head of Human Resources	Mr. James J. Mchau <i>Senior Human Resource Officer - BPA (MU), PGD(IFM), MBA (SAUT)</i>
Communications, Branding and Marketing Officer	Ms. Eufrasia Mathias <i>BA. Mass Com., MA Mass Com. (SAUT)</i>
Head Estates	Eng. Mr. Ignantio P.L. Sanga <i>Msc. Eng (Norway), Bsc. Eng. (UDSM)</i>

#### **4.4 TUDARCo Governing Board**

Members of the Governing Board:

- i. Rt. Rev. Bishop Dr. Alex G. Malasusa - The Bishop of the ECD-ELCT, Chairman.
- ii. Rev. Chediell Lwiza - Assistant to the Bishop, ECD-

## ELCT

- iii. Rev. Willbroad Mastai (Ag) - Secretary General of the ECD-ELCT
- iv. Dr. Ibrahim Mwangalaba – ECD-ELCT Affiliate Institutions
  - v. Mr. Nehemiah K. Mchechu - Representative of the Business Community
  - vi. Prof. Ulingeta Mbamba - Representative of the Academic Community
  - vii. Prof. Emmanuel Mjema – Representative of the Head of Higher Learning Institutions in Tanzania
- viii. Hon. Rehema K. Sameji (J.A) - Representative from the Legal Profession
- ix. Dr. Amos Mwakilasa - Appointee of the Chairman of the Board from among eminent professionals in fields handled by TUDARCo
- x. Rev. Willbroad Mastai - Clergy Member
- xi. Mr. Nathan Mnyawami - Person with expertise and experience in Resource Mobilization, Investment and Institutional Sustainability
- xii. William B. Bukholi (2022/2023) - A Representative from the College Student Organization
- xiii. Ex-officio members
  - a) Prof. Burton L.M. Mwamila – Provost
  - b) Prof. Andrew L. Mollel – Deputy Provost for Academic Affairs
  - c) Prof. Michael O. A. Ndanshau – Deputy Provost for Administration
  - d) Mr. Amani A. Mwakyoma – Secretary to the Board



## **4.5 TUDARCo Management Committee**

TUDARCo Management Committee consists of the following:

- i. The Provost, who shall be the Chairperson
- ii. The Deputy Provost for Academic Affairs, who shall be  
The Vice Chairperson
- iii. The Deputy Provost for Administration
- iv. Deans of School/ Directors of Institute/Directorate
  - a) Dean, School of Business Studies
  - b) Dean, School of Education and Human Development
  - c) Dean, School of Humanities and Social Sciences
  - d) Dean, School of Law and Justice
  - e) Director, Postgraduate Research, Innovation &  
Entrepreneurship
  - f) Director, Public Engagement and Partnerships
  - g) Director, Teaching and Learning
  - h) Director, Planning, Resource Mobilization and Investment
  - i) Director, Quality Assurance and Quality Improvement
  - j) Director, ICT Resource Centre
  - k) Head of College Library
- v. One representative from the Academic Staff Association
- vi. The Bursar
- vii. The Dean of Students
- viii. The Chaplain
- ix. Head, Procurement Management Unit
- x. Head, Human Resources Unit
- xi. The Communications, Branding and Marketing Officer
- xii. Head, Estates, Assets Management and Maintenance  
Unit

- xiii. The Corporate Counsel, who shall serve as the ex-officio Secretary.

#### **4.6 Tumaini University Dar es Salaam College Academic Staff Association (DARCASA)**

All academic staff at Tumaini University Dar es Salaam College (TUDARCo) are members of Tumaini University Dar es Salaam College Academic Staff Association (DARCASA). DARCASA is a non-profit academic staff association which deals and represents academic members of staff in matters of academic and social interest, including hosting of academic forums and representation in academic committees and College/University organs.

#### **5.0 PROGRAMMES OFFERED AT TUDARCo**

TUDARCo currently offers eighteen (18) Academic Programmes in total: Three (3) Master's Degree Programmes, one (1) Postgraduate Diploma, seven (7) Bachelor Degree Programmes, four (4) Diploma Programmes and three (3) Certificate Programmes..

Table 5.1 provides a list of degree and non-degree programmes while Table 5.2 provides a list of postgraduate programmes

**Table 5.1: Degree and Non-degree Programmes**

S/N	Programme
1	Certificate in Law (CL)
2	Certificate in Accountancy and Business Administration (CABA)
3	Certificate in Records Management (CRM)

4	Diploma in Law (DL)
5	Diploma in Business Administration and Management (DBAM)
6	Diploma in Intercultural Relation (DIR)
7	Diploma in Journalism (DJo)
8	Bachelor of Arts in Mass Communication (BMC)
9	Bachelor of Laws – Morning Session (LLB)
10	Bachelor of Laws – Evening Session (LLBE)
11	Bachelor of Arts in Library and Information Studies (BALIS)
12	Bachelor of Business Administration (BBA)
13	Bachelor of Information Management (BIM)
14	Bachelor of Arts with Education (BAED)
15	Bachelor of Human Resources Management (BHRM)

**Table 5.2: Postgraduate Programmes**

S/N	Programme
1	Master of Arts in Information Studies (MAIS)
2	Master of Business Administration (MBA)
3	Master of Laws in Alternative Dispute Resolution (LL.M-ADR)
4	Postgraduate Diploma in Education (PGDE)

**Table 5.3: New academic programmes in the pipeline to be on offer**

S/N	Programme
1	Bachelor of Arts in Diaconia and Social Work
2	Bachelor of Education in Early Childhood Education
3	Bachelor of Computing with Accounting

## **6.0 ADMISSION REGULATIONS**

i) All enquiries about admission should be addressed to:

Admission Officer

P. O. Box 77588

Dar es Salaam  
Tanzania

Mobile No: +255-(0)-786 929 770  
                  +255-(0)-735 929 770  
                  +255-(0)-678 929 670

E-mail: [admission@tudarco.ac.tz](mailto:admission@tudarco.ac.tz)

- ii) All applicants must submit their applications for admission online at *osim.tudarco.ac.tz*. Only applicants who meet the TCU minimum entry qualifications should submit their applications. Applications which do not meet the minimum entry qualifications will not be processed and the admission fee, if paid, will be forfeited.
- iii) It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal actions will be taken against them. Bonafide University students are cautioned not to attempt to apply for admission. If such students submit their applications, they will be liable to de-registration. Likewise, former students who have already graduated cannot be admitted as undergraduate students under Government loan sponsorship.
- iv) New students are admitted in October/November of every year.
- v) All new students are required to report for the orientation programme that normally takes place during

the week preceding the beginning of the new academic year.

- vi) Successful applicants will be registered only after they have paid the requisite College fees.
- vii) Fees once paid will not be refunded.
- viii) All students, if accepted, are expected to conform entirely to University regulations.
- ix) Except in exceptional circumstances, no student will be allowed to change courses later than the Friday of the fourth week after the beginning of the first semester. Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme (As per TCU).
- x) Students discontinued from studies because of examination irregularities will only be considered for readmission after they have been away for one year. *They will be required to reapply for readmission into the year in which they were discontinued.*
- xi) No change of names by students will be entertained during the course of study at TUDARCo, and students will only be allowed to use names appearing on their certificates.
- xii) No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory

evidence of the reasons for postponement and a written approval from the sponsor. Special circumstances shall include sickness, serious social problems (each case to be considered on its own merit) and severe financial problems.

## **7.0 POSTGRADUATE PROGRAMMES – GENERAL ADMISSION REQUIREMENTS**

### **7.1 Programme Information**

TUDARCo currently offers two Master's degree programmes, namely, Master of Business Administration (MBA) and Master of Arts in Information Studies (MAIS). Both programmes are full-time and offered in the evening sessions mode. The duration for each programmes is 18 months: twelve months of coursework in two semesters, and a minimum of six months for dissertation work.

### **7.2 Admission Requirements / Entry Qualifications**

#### **7.2.1 Master of Business Administration (MBA)**

To meet the requirements for admission into the Master of Business Administration (MBA) Degree Programme, candidates must have the following qualifications:

- i) At least a GPA of 2.7 or above from a Bachelor degree or equivalent, from any recognized University.
- ii) A Postgraduate Diploma or equivalent with a minimum GPA of 3.0 or B grade.

- iii) Candidates who hold an unclassified degree [e.g. Medical Degree (MD)] should have at least a B grade average in the course of specialization.
- iv) A candidate holding a degree whose classification is not easily distinguishable by the University shall be required to have his or her qualifications clarified by the Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE) before being considered for admission.

### **7.2.2 Master of Arts in Information Studies (MAIS)**

To qualify for admission into the Master of Arts in Information Studies (MAIS) Degree Programme, candidates must have the following requirements:

#### ***a) Direct Entry Requirements***

An undergraduate degree in Library and Information Studies, Records and Archives Management, ICT, Information Management, Information Systems Management, Mass Communication, Education, or any other related degree programme from a recognized institution certified by TCU, with at least a lower second-class award (GPA of at least 2.7).

#### ***b) Equivalent Entry Requirements***

Postgraduate Diploma or equivalent in a corresponding and relevant field of Library and Information Studies, Records and Archives Management, Education, Mass Communication, Information and Communication Technologies (ICT) from any other higher learning

institution certified by TCU (with a minimum GPA of 3.0 or B grade).

### **7.2.3 Master of Laws in Alternative Dispute Resolution (LL.M-ADR)**

To qualify for admission into the Master of Laws in Alternative Dispute Resolution (LL.M-ADR) Degree Programme, candidates must have the following requirements:

#### ***a) Direct Entry Requirements***

Possess Bachelor of Laws (LLB) Degree from recognised Higher Learning Institution in Tanzania or abroad with a GPA of not less than 2.7.

#### ***b) Equivalent Entry Requirements***

Postgraduate Diploma in Law from a recognized higher learning institution with a minimum GPA of 3.0 or B grade.

### **7.2.4 Postgraduate Diploma in Education (PGDE)**

To qualify for admission into the Postgraduate Diploma in Education (PGDE) Programme, candidates must have the following requirements:

#### ***a) Direct Entry Requirements***

Any non-Education first degree holder qualifies to register for the PGDE programme (GPA of at least 2.0 out of 5). The non-education degrees include but not limited to Engineering, Agriculture, Science, Economics, BA



(Kiswahili), BA (Literature), BA (Library and Information Studies), BA (Records and Archives Management), BA (ICT), diverse degrees in Information Systems Management, Mass Communication, Law, Business Management Studies, Human Resources Management and other degrees from institution recognized by TCU with at least a third-class award.

***b) Equivalent Entry Requirements***

Advanced Diploma or Postgraduate certificate in any field other than education from institution recognized with a GPA of at least 2.0 out of 5).

## **8.0 UNDERGRADUATE PROGRAMMES GENERAL ADMISSION REQUIREMENTS**

### **8.1 Programme Information**

TUDARCo currently offers seven (7) Bachelor Degree Programmes which are all offered as full-time for a duration of 6 semesters (3 years) within the respective 4 Schools.

### **8.2 General Admission Requirements for Bachelor Degree Programmes**

The following are minimum requirements for admission into Bachelor Degree Programmes:

#### **8.2.1 Direct Entry Scheme (Form VI)**

To be eligible for direct admission to a degree programme applicants must have obtained:

- i) At least three (3) credit level passes in approved subjects in the Certificate of Secondary Education ('O' level); and,
- ii) At least two (2) passes in approved subjects in the Advanced Certificate of Secondary Education level ('A' level) with a total of 4.0 or more points, where:
  - a) Completed 'A' level studies before 2014: A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point.
  - b) Completed 'A' level studies in 2014 and 2015: A=5 points, B+=4 points, B=3 points, C=2 points, D=1 point and E=0 point.
  - c) Completed 'A' level studies from 2016 A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point.

### **8.2.2 Equivalent Entry Qualifications**

To be eligible for equivalent admission to a degree programme applicant must have obtained:

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);

AND

- ii) A diploma of at least 3.0 GPA in a field relevant to the programme being applied for from a recognized institution of learning.

### **8.3 Programme Specific Entry Requirements**

In addition to meeting the general admission requirements, applicants may be required to meet specific requirements

for each degree programme as shown below:

### **8.3.1 Bachelor of Business Administration (BBA)**

#### ***a) Direct Entry***

To be eligible for direct admission to a degree programme, applicants must have obtained:

- i) At least three (3) credit level passes in approved subjects in the Certificate of Secondary Education (O level);

AND

- ii) At least two (2) principal passes in approved subjects of the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.
- iii) Applicants must have earned either at least a 'D' in mathematics in the Certificate of Secondary Education ('O' level) examinations or at least a subsidiary level pass in mathematics in the Advanced Certificate of Secondary Education ('A' level) examination.

#### ***b) Equivalent Entry***

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);

AND

- ii) Holders of a Diploma from an accredited school of Business Administration, Public Administration, Human Resources Management, Business Management, Accountancy, Marketing, Procurement, Economics, Management and Administration,

Insurance and Risk Management, Customs and Tax Management, Banking and Finance, Entrepreneurship Development, Industrial Relations, Project Management, with a GPA of at least 3.0.

### **8.3.2 Bachelor of Human Resources Management (BHRM)**

#### ***a) Direct Entry (Form Six)***

General University minimum requirements, i.e. three credits (Cs) at ‘O’ level AND two passes at ‘A’ level with 4.0 points or higher.

#### ***b) Equivalent Qualifications***

GPA of at least 3.0 at Diploma level in related subjects.

### **8.3.3 Bachelor of Arts with Education (BAED)**

#### ***a) Requirements for Admission***

Candidates who are eligible for admission to the Bachelor of Arts with Education (BAED) Degree must have the following:

#### ***b) Direct Entry***

Three credits of Certificate of Secondary Education Examination CSEE (O-level) and Advanced Certificate of Secondary Education Examination ACSEE (A-level) with at least two passes and a minimum overall score of 4.0 points,

OR

A graduate (in any field) from an accredited University.

*c) Equivalent Qualifications*

A diploma from an accredited teachers' college with a GPA of 3.0 or above.

**8.3.4 Bachelor of Arts in Library and Information Studies (BALIS)**

*a) Direct Entry*

Three credits in the Certificate of Secondary Education Examination CSEE ('O' level) and Advanced Certificate of Secondary Education Examination ACSEE ('A' level) with at least two principal level passes and a minimum overall score of not less than 4.0 points, OR

*b) Equivalent Qualification*

The applicant should be a holder of Ordinary Diploma (GPA 3.0 = B or higher) from an accredited Library and Information Studies (LIS) institution or one accredited for Information Technology, Records Management, Teacher Education, Diploma in Law, Law Enforcement, Business Administration, Community Development, Cooperative Management and Accounting, Human Resource Management, Industrial Relations, Land Management and Valuation, Local Government Administration, Procurement and Logistics Management, Procurement and Supply Management, Public Sector Finance Management, Office Management and Secretariat Services, Youth Development Work, Cooperative Management and Accounting, Business Information and Communication Technology, Enterprise Management, Microfinance Management with Public Administration, Human Resource Management with an average of 'B' or GPA of 3.0 or higher) and must have at

least four ‘O’ level passes (Ds and above). Candidates from other countries with different education systems must be validated by the TCU and NACTE.

### **8.3.5 Bachelor of Information Management (BIM)**

The applicants for admission to the Bachelor of Information Management (BIM) must have the following qualifications:

#### ***a) Direct Entry***

Three credits of Ordinary (O’level) Certificate of Secondary Education Examination (CSEE) and Advanced (A’level) Certificate of Secondary Education Examination ACSEE with at least two principal level passes and a minimum overall score of not less than 4.0 points or higher.

OR

A graduate (in any field) from an accredited University.

#### ***b) Equivalent Qualifications***

The applicant should be a holder of a Diploma from accredited Information Technology or Information Studies institutions and must have passed ‘O’ level studies (with at least 2 credits or 4 passes at ‘O’ level and a Diploma of at least a GPA of 3.0). Candidates from other countries with different education systems must be validated by the TCU and NACTE.

### **8.3.6 Bachelor of Arts in Mass Communication (BMC)**

#### ***a) Direct Entry***

Three credits in the O’level Certificate of Secondary Education Examination (CSEE), one of which must be

English;

AND

Advanced Certificate of Secondary Education Examination (ACSEE), with at least a subsidiary in English and two (2) passes with an overall score of not less than 4.0 points.

***b) Equivalent Entry Scheme***

At least four (4) passes in approved subjects in O’level Certificate of Secondary Education (CSEE);

AND

A Diploma from an accredited institution in Journalism, Mass Communication, Television and Radio Production, Public Relations, International Relations, Intercultural Relations, Radio Broadcasting, Theatre and Film, Theatre Arts, Multimedia Technology or Media Production with an average of ‘B’ or a GPA of 3.0.

**8.3.7 Bachelor of Laws (LLB)**

***a) Direct Entry***

Three credits in the O’level Certificate of Secondary Education Examination (CSEE) one of which must be English;

AND

Advanced Certificate of Secondary Education Examination (ACSEE) with at least a subsidiary in English and two (2) passes with an overall score of not less than 4.0 points.

***b) Equivalent Entry***

At least four (4) passes in approved subjects in the O’level

Certificate of Secondary Education (CSEE);

AND

A Diploma in Law, Judicial Administration, Law Enforcement, Criminal Investigation, Land Management and Valuation, International Relations and Diplomacy, Labour Law, Local Government Studies, Banking, Insurance, Social Studies, Social Work, Business Administration, Business Studies, Community Development, Human Resource Management, Industrial Relations with a GPA of 3.0.

**NOTE:**

The College offers morning sessions in each of the degree programmes listed above and evening sessions for LLB, BBA, BMC and BHRM only.

## **9.0 NON-DEGREE PROGRAMMES – GENERAL ADMISSION REQUIREMENTS**

### **9.1 Diploma Programmes**

#### **9.1.1 Diploma in Business Administration and Management (DBAM)**

##### ***a) Category A: Direct Entry Requirements***

- i) Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits;

AND

- ii) Form VI Certificate of Advanced Certificate of



Secondary Education Examination (ACSEE) with at least one pass and one subsidiary.

***b) Category B: Equivalent Entry Qualifications***

i) Form IV Certificate of Secondary Education Examination (CSEE) with at least 4 passes;

AND

ii) A Certificate of Accountancy and Business Administration, Business Administration, Public Administration, Human Resources Management, Business Management, Accountancy, Marketing, Procurement, Economics, Management and Administration, Insurance and Risk Management, Customs and Tax Management, Banking and Finance, Entrepreneurship and Development, Industrial Relations, and Project Management from a recognized institution.

**9.1.2 Diploma in Law (DL)**

***a) Category A: Direct Entry Requirement***

i) Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits

AND

ii) Form VI Certificate of Advanced Certificate of Secondary Education Examination (ACSEE) with at least two subsidiary passes.

iii) Applicants must have at least a pass in English at O' level or a subsidiary pass at A' level.

***b) Category B: Equivalent Entry Qualifications***

- i) Form IV Certificate of Secondary Education Examination (CSEE) with at least 4 passes, one of which must be English;

AND

- ii) Holder of Certificate in Law, Law Enforcement, or Criminal Investigation from a recognized Institution.

**9.1.3 Diploma in Intercultural Relations (DIR)**

***a) Category A: Direct Entry Requirements***

- i) Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits;

AND

- ii) Form VI Certificate of Advanced Certificate of Secondary Education Examination (ACSEE) with at least two subsidiary passes.

- iii) Applicants must have at least a pass in English at O'level or a subsidiary pass at A' level.

***b) Category B: Equivalent Entry Qualifications***

- i) Form IV Certificate of Secondary Education Examination (CSEE) with at least 4 passes, one of which must be English

AND

- ii) Certificate from a recognized institution.

### **9.1.4 Diploma in Journalism (DJo)**

#### ***a) Category A: Direct Entry Requirements***

Advanced Certificate of Secondary Education Examination (A-Level) with at least one Principal level pass relevant to the discipline/programme applied AND at least four passes ('D's and above) at O-Level excluding religious subjects.

#### ***b) Category B: Equivalent Entry Qualifications***

- i) NTA Level 5 or Professional Technician Certificate Level II AND at least four passes ('D's and above) at O-Level excluding religious subjects.
- ii) NTA Level 4 Certificate in Journalism from a recognized institution AND at least four passes ('D's and above) at O-Level excluding religious subjects.

## **9.2 Certificate Programmes**

### **9.2.1 Certificate in Records Management (CRM)**

#### ***Minimum Entry Requirements***

Form IV Certificate of Secondary Education Examination with at least 4 passes (4 Ds).

### **9.2.2 Certificate in Accountancy and Business Administration (CABA)**

#### ***Minimum Entry Requirements***

Form IV Certificate of Secondary Education Examination with at least 4 passes (4 Ds).

### **9.2.3 Certificate in Law (CL)**

#### ***Minimum Entry Requirements***

Form IV Certificate of Secondary Education Examination with at least 4 passes (4 Ds), one of which must be English.

## **10.0 REGISTRATION PROCEDURES**

### **10.1 Registration Requirements for Newly Admitted Students**

- i) A candidate shall be registered for the programme he/she applied for, upon presenting proof of possession of entry qualifications.
- ii) Deadline for registration for those selected shall be the second week of the semester of the academic year.
- iii) No candidate shall be registered prior to payment of fees and other dues payable to TUDARCo.
- iv) Besides the requirements detailed in the preceding sections, a prospective candidate must submit the following documents:
  - a) A dully-filled medical examination form on her/his fitness to pursue University programmes;
  - b) Evidence of payment of relevant fees and other charges; and,
  - c) A dully-filled registration form.
- v) When registering, applicants must use their names as they appear in their Form IV certificates, and the official order of names during registration shall be –

Surname, First Name (s), Middle Name (s). Where the candidate has only two names in his or her certificates, then only those two names shall be used and accordingly the second name in the list shall be taken as his/her surname. Only names that appear in the Form IV certificates will be used consistently.

- vi) Change of names by students after registration throughout the course of study shall not be allowed. The ‘entry names’ to the College shall be the ‘exit names’.

## **10.2 Enrolment**

TUDARCo enrolls students regardless of creed, race, religious affiliation, gender or political orientation. It enrolls mature applicants as well as fresh-from-school applicants, provided they qualify for the programmes they have applied for.

# **11.0 STUDENT LIFE AND SERVICES AT TUDARCo**

## **11.1 Orientation for New Students**

Orientation for new students is held in the week before the first semester begins. Activities include address by the College authorities and meeting with School Deans as well as Heads of Department (HoD). Students are also made aware of the existing rules and regulations in force at the College. Presentations by guest speakers on certain pertinent topics, e.g., HIV/AIDS, gender, sexual harassment, ethics, loan issues, internet access, and life in

general at the University are given.

## **11.2 Medical Services**

The College has a health centre facility which is part of Kinondoni Hospital, to provide clinical and health services on campus. The health centre has full-time Medical and Nursing Staff to attend students and staff as well as the neighbouring community. The Health Centre provides for referral cases to Kinondoni and other referral hospitals where facilities for serious medical and surgical attention are available.

The health facility accepts medical insurance from the National Health Insurance Fund (NHIF). Thus, students and staff are advised to join the NHIF which guarantees medical treatment at the College Health Facility. Upon admission, all students are required to pay medical insurance fees or submit to the College a copy of other valid health insurance schemes.

## **11.3 Students Welfare**

The Office of the Dean of Students (DoS), under supervision of the Office of Deputy Provost for Administration (DPA) is responsible for students' administration and personal and social welfare at the College. The DoS is assisted by the Assistant Dean of Students (AdoS) and janitors. The DoS also provides advice and assistance to students in relation to other facilities including accommodation, games and sports, general counselling and activities of the students' organization.

## **11.4 Chaplaincy and Religious Activities**

Though TUDARCo is a Christ-centred institution owned by the ECD-ELCT, students have complete freedom of religious worship as long as it is intended to promote students' welfare and encourage positive moral and religious values. Students from all religious backgrounds and denominations get spiritual services from their respective worship places around the campus.

TUDARCo has a Chaplaincy headed by a Chaplain who is appointed by the Founder of the College, namely, the ECD-ELCT, after consultation with the College Governing Board. The Chaplain is assisted by the Church Elders Council which is composed of students and staff members regardless of their denominational affiliation and status.

## **11.5 Worship Service**

At present, worship facilities are available for Christians. There is at the College a daily *Morning Devotion* from Monday to Friday at 7:30 a.m. – 7:55 a.m. The service is held in a make-shift Chapel (LR 015) in Kiswahili on Monday, Wednesday, Thursday and Friday and in English every Tuesday. TUDARCo students Christian Fellowship meets every Wednesday from 3:30 p.m. – 4:30 p.m. Activities include Bible Study, Meditation and Praise & Worship.

## **11.6 Counselling**

The chaplaincy also offers counselling services in collaboration with and in addition to the counselling

services offered by the office of the Dean of Students. These services are free and available to all students and members of staff irrespective of one's religion or denomination.

### **11.7 Residence**

Currently, TUDARCo does not provide for on-campus accommodation. However, descent residential places, including off-campus hostels nearby the College are identified and arrangements made between TUDARCo and owners of private residential places and hostels. The list of such private hostels with owners' contacts is normally attached with the admission letters sent to prospective students to assist them in accessing accommodation.

### **11.8 Catering Services**

Catering services at the College are commercialized. Students are required to pay in cash for their meals. The cafeteria services are outsourced, that is, they are offered by private catering service providers approved by the College. Catering services are also available to conference and seminar participants upon special arrangements.

### **11.9 Students' Organization**

Students' activities at TUDARCo are organized and administered by Tumaini University Students' Organisation, Dar es Salaam College (TUSO-DARCo) which promotes and safeguards academic, social and recreational interests of all students at the College. The organization links the college administration with the students. TUSO-DARCo



has a parliament with an appointed Speaker and Ministers as well as Deputy Ministers in selected areas under the President, Vice President, General Secretary and Prime Minister.

TUSO - DARCo represents students' interests on various decision making bodies, such as Schools / Directorates / Committees, Governing Board, Senate and University Council; and, under the leadership of its President, it is a formal active voice of students, within and outside the College.

## **12.0 FEE STRUCTURE AND MODE OF PAYMENT**

### **12.1 Policy on Payment of Fees**

- i) A student is not allowed into any lecture or tutorial session and cannot enjoy any College academic services or use College facilities without having paid the required tuition fees and formally registered with the College.
- ii) Any student who has paid excess fees is eligible for refund, but the refund shall be made at the end of one's studies. Any excess fees paid within an academic year shall be carried to the next academic year. Excess fees paid by sponsors, guardians or parents shall be refunded to the sponsor/guardian/parent.
- iii) All payments are to be done through a control number, which is generated from Online Students Information Management (OSIM) account.

- iv) Foreign students will pay an additional 30% of the tuition fees.

### 12.2 Fees Structure for Certificate Courses (1 Year)

SN	Type of payment	Year 1
1	Total Tuition fees	800,000.00
2	Registration fee	30,000.00
3	Caution money	20,000.00
4	Students' Union	25,000.00
5	Identity Card	20,000.00
6	TCU fees (Govt)	20,000.00
	<b>Total</b>	<b>915,000.00</b>

### 12.3 Fees Structure for Diploma Courses (2 Years)

SN	Type of payment	Year 1	Year 2
1	Total Tuition Fees	1,300,000.00	1,300,000.00
2	Registration fee	30,000.00	30,000.00
3	Caution Money	20,000.00	-
4	Students' Activities	25,000.00	25,000.00
5	Identity Card	20,000.00	10,000.00
6	TCU Fees (Govt)	20,000.00	20,000.00
	<b>Total</b>	<b>1,415,000.00</b>	<b>1,385,000.00</b>

### 12.4 Fees Structure for Degree Programmes (3 Years)

SN	Type	Year 1	Year 2	Year 3
1	Total Tuition Fees	1,850,000.00	1,850,000.00	1,900,000.00
2	Examination fees	110,000.00	110,000.00	110,000.00
3	Registration fees	50,000.00	50,000.00	50,000.00
4	Caution Money	20,000.00	-	-
5	Students Activities	25,000.00	25,000.00	25,000.00

6	Identity Card	20,000.00	10,000.00	10,000.00
7	TCU Fees (Govt)	20,000.00	20,000.00	20,000.00
	<b>Total</b>	<b>2,095,000.00</b>	<b>2,065,000.00</b>	<b>2,155,000.00</b>

## 12.5 Proposed Cost to be Paid Direct to Students

Potential sponsors are advised to consider other University costs as summarized in the following matrix.

Type	Year 1	Year 2	Year 3
Books & Stationery	500,000.00	500,000.00	500,000.00
Students Final Year Reports			750,000.00
BBA Field/Practicum (8 weeks)	620,000.00	620,000.00	-
BMC Field/Practicum (8 weeks)	620,000.00	620,000.00	-
BA-LIS (8 Weeks)	620,000.00	620,000.00	-
Accommodation	720,000.00	720,000.00	720,000.00
Meals and Transport – 15,000/= Per day	2,100,000.00	2,100,000.00	2,100,000.00

## 12.6 Penalty for Withdrawal or Postponement of Studies

Students are asked to note that if one declines the offer after paying the tuition fees, a penalty will be instituted by withholding part of the fees paid, as follows:

S/N	Withdrawal/Postponement	Penalty (%) to be deducted)	Refund (%)
1	1 – 14 days after commencement	20%	80%
2	15 – 30 days after commencement	50%	50%
3	Above 30 days after commencement	100%	0%

## **12.7 Students' Final Year Report Extension Fees**

A student who fails to meet the deadline of final year report submission shall pay TZS.100,000 for an extension of One (1) Month from the Final Deadline.

## **12.8 Supplementary Examination Fees**

A student who sits for supplementary examinations shall pay TZS. 20,000 per subject.

## **12.9 Special Examination Fees**

Students who sit for special examinations shall pay TZS. 30,000 per course. The Deputy Provost for Academic Affairs (DPAA) in extenuating circumstances may waive the penalty fee.

## **12.10 Late Registration Fees**

In special circumstances, late registration may be allowed after the first two weeks of classes of each semester. However, the late registration fee of TZS. 50,000 shall be charged.

## **12.11 Fees and Other Costs for Postgraduate Programmes**

### **12.11.1 Amounts Payable to the College**

#### **(a) Fees Structure for Master of Business Administration (MBA)**

<b>SN</b>	<b>Type</b>	<b>Year 1</b>	<b>Year 2</b>
1	Total Tuition fees	2,700,000.00	2,700,000.00
2	Examination, Research &	150,000.00	150,000.00

	Supervision		
3	Registration fees	50,000.00	50,000.00
4	Caution Money	20,000.00	-
5	Students' Union	25,000.00	25,000.00
6	Identity Card	20,000.00	10,000.00
7	TCU fees	20,000.00	20,000.00
	<b>Total</b>	<b>2,985,000.00</b>	<b>2,955,000.00</b>

**(b) Fees Structure for Master of Arts in Information Studies (MA.IS)**

S/No	Item	Year 1	Year 2
1	Total Tuition fees	2,400,000.00	2,000,000.00
2	Examination fees/research supervision	150,000.00	150,000.00
3	Registration fees	50,000.00	50,000.00
4	Caution Money	20,000.00	-
5	Students' Union	25,000.00	25,000.00
6	Identity Card	20,000.00	10,000.00
7	TCU fees	20,000.00	20,000.00
	<b>Total</b>	<b>2,685,000.00</b>	<b>2,255,000.00</b>

**12.11.2 Recommended Cost to be Paid Directly to Postgraduate Student by Sponsor**

S/N	Type	Year 1	Year 2
1	Books & stationery	750,000.00	750,000.00
2	Research/project (2 <sup>nd</sup> Year)	-	1,500,000.00
3	Meals and Accommodation (15,000 per day)	1,785,000.00	1,785,000.00
	<b>Total</b>	<b>2,535,000.00</b>	<b>4,035,000.00</b>

All payments should be done through Control Number which is issued to a student through his/her OSIM account.

## **13.0 ACADEMIC RULES AND REGULATIONS**

### **13.1 Specific Terms on Admission**

A student is admitted to TUDARCo on the understanding that, in accepting the admission, she/he commits her/himself to adhere to its Charter, Statutes, Rules and Regulations, and By-Laws.

### **13.2 Daily Class Schedule**

Generally, the daily academic schedule at TUDARCo starts at 07.00 hrs and ends at 22.00 hrs. The actual time is shown in the College Timetable at the beginning of each semester. Punctuality is demanded. There is no schedule for weekends and public holidays. However, in extenuating and unavoidable circumstances, academic activities may be scheduled for weekends and/or public holidays. In such cases, full cooperation from students and staff members is expected and it is mandatory.

### **13.3 Medium of Instruction**

Unless the subject otherwise requires, the medium of instruction for all the Degree, Diploma and Certificate Programmes offered at the College shall be English only. The medium of instruction for examinations and project reports shall also be English only.

## **13.4 Semester System**

Each semester is 17 weeks long. Teaching will last for 15 weeks and the last two weeks of each semester are reserved for University Examinations (UE).

## **13.5 Mode of Assessment**

Course assessment shall consist of two parts: Continuous Assessment (CA) and end-of-semester UE, both of which are compulsory. Unless directed otherwise by the Senate, each course shall be assessed as follows:

- i) CA for Postgraduate Programmes shall account for 50% and final or end of semester UE shall account for the other 50%.
- ii) CA for Bachelor Degree Programmes shall account for 40% and final or end-of-semester UE shall account for the other 60%.
- iii) CA for Non-Degree Programmes (Certificate and Diploma), shall account for 50% and final or end of semester UE shall account for the other 50%.
- iv) The content and weights of different elements of CA will depend on the programme offered.
- v) A pass mark for Bachelor Degree Programmes shall be at least 40% (16 marks) of the coursework.
- vi) A pass mark for Non-Degree Programmes shall be at least 40% (20 marks) for coursework.
- vii) For overall pass mark, a candidate must score a “C”. A ‘C’ for degree programmes is between 40 and 49 marks, and a ‘C’ for non-degree programmes (certificate and diploma) is between 50 and 64 marks.

- viii) The pass mark for Postgraduate Programmes shall be 50% and a student must score at least 25% out of 50 at the end of semester or special examination.
- ix) The assessment may lead to a pass supplementary examination, special examination, and discontinuation or deregistration from studies.
- x) A similar coursework assessment system shall be used for the entire School, Directorate or Institute.
- xi) CA shall be constituted by a mixture of tests and assignments as prescribed by the School / Department / Institute.
- xii) In any case, a minimum of three assessment academic activities shall constitute a coursework. Instructors may however administer more assessment academic activities.
- xiii) Assessment involves tests, quizzes, assignments, seminars, presentations, practical, oral tests, dissertations/project reports or any other forms of assessment specified in the study guide issued at the beginning of semester, and at the end of semester/module examinations, including practical and oral examinations, where appropriate; provided that oral examination or test shall be administered by a Panel of two (2) or more Instructors.
- xiv) There shall be written University Examinations (EU) at the end of each semester for each module taught. There shall also be practical and/or oral examinations during each end of semester for the practical modules.
- xv) Unless the Senate directs otherwise, all courses shall be examined within the semester in which they are taken.



### **13.6 Incomplete Work**

- i) Students who will not have completed assigned work by the end of the semester shall not be allowed to sit for semester examinations.
- ii) The DPAA shall bar any student from being admitted to any examination in any course where the DPAA is not satisfied that the student has satisfactorily completed, by attendance or otherwise, the requirements of the course.
- iii) Where a student who has been barred from any examination defiantly goes ahead and sits for the exam, his or her paper shall be null and void, and such candidate might be fined to a tune of TZS 50,000.
- iv) By the end of 15th week of every semester, each instructor or lecturer shall present to his or her students their respective coursework grades. A student who finds that the declared grades do not match with the scores on his/her assignment/test examination workbook shall report to the respective course instructor within the allowed period specified by the instructor. The course instructor shall then submit the student grades to the School Dean.
- v) After examining the grades, the School Dean shall report relevant cases of incomplete coursework to the DPAA.
- vi) Students are required to register when appearing for tests/examinations, when submitting assignment

workbooks, as well as when receiving marked assignment workbooks.

- vii) A student who did not sit for an examination because of incomplete coursework or mere absence, shall have failed that particular course and shall have to repeat the course when next offered. The student must clear that course within two years after graduation.

## **14.0 STUDENTS' REGISTRATION**

### **14.1 Registration Regulations**

- i) Registration is compulsory for all students for every semester.
- ii) Registration of new students begins one week before commencing studies. The aim is to give allowance for in-depth orientation to the new students.
- iii) Registration for continuing students (in second and third academic years), is done during the first 2 days before the beginning of classes.
- iv) No registration shall be done after 2 weeks of classes of the respective semester.
- v) No student shall be allowed to register or attend classes unless he/she has paid the required fees and University deposits and produced a valid payment receipt.
- vi) The minimum number of students required for any particular programme will be set by TAC and will be subject to periodical review.

## **14.2 Requirements for Registration**

- i) A student who arrives two weeks after studies have commenced will not be allowed to register for that academic year.
- ii) No student will be registered without having a valid Medical Health Insurance. A student who does not have a valid Medical Insurance must pay a non-refundable medical capitation of TZS 50,400 per semester, to be allowed to access health services from the College dispensary.
- iii) Original copies of certificates have to be submitted for verification when a student reports for the first time.
- iv) A student must provide evidence of payment of tuition fees and other stipulated charges.

## **14.3 Registration of Courses in OSIM**

- i) Registration into the Online Students Information Management (OSIM) is mandatory for all courses that a student undertakes to study in a particular semester (including electives).
- ii) Elective courses will be graded in the same manner as core courses. Students are advised that grades for excess electives/options shall not be included in the calculation of the GPA.
- iii) The deadline for course registration for ALL students shall be two weeks from the date the semester starts, or as may otherwise be directed by the University.
- iv) After the deadline, the system will automatically be blocked. Any student who fails to register for courses

within the deadline without compelling reasons shall not be eligible to enter classes or do any academic activity. Such student shall be required to defer his or her studies.

- v) Except under exceptional circumstances, no student shall be allowed to change courses after the deadline for course registration in a given semester

#### **14.4 Late Registration for Courses**

If, for whatever reasons, a student has to be registered for any course or courses later than the prescribed deadline, the following procedure shall be applicable:

- i) The student shall apply in writing to the DPAA stating the reasons for late registration.
- ii) Upon satisfaction of the reasons given, the DPAA shall authorize registration of such student upon payment of a penalty of TZS. 50,000.
- iii) Late registration of courses is only possible up to three weeks from the date the semester starts; after that the student shall not be eligible to register for the courses, and such student shall be required to postpone his/her studies.

#### **15.0 ACADEMIC INTEGRITY**

- i) The academic community of TUDARCo believes that one of the goals of a Christian Institution of higher education is to strengthen academic integrity and responsibility among its members. To this end, the University emphasizes the importance of sound judgement and personal sense of responsibility in each

student. All academic staff and TUDARCo community at large are expected to uphold the highest standards of academic integrity and to avoid all acts and omission that lead to academic dishonesty. Academic dishonesty is a serious offence at TUDARCo because it undermines the bonds of trust and personal responsibility between and among students and school, weakens the credibility of the academic enterprise and defrauds those who believe in the value of integrity of the University academic awards.

- ii) A staff member who commits or supports an act of academic dishonesty shall face stern disciplinary action, which may lead to dismissal. Likewise, a student who commits or supports an act of academic dishonesty shall be liable for discontinuation from studies, unless otherwise directed by the University Senate.
- iii) Academic dishonesty includes, but is not limited to:
  - a) Commission of any corrupt act intended to induce any person to do, or forbear to do anything in order to obtain any academic favour;
  - b) Committing examination irregularity as explained under the University Examination Regulations;
  - c) Intentional fabrication and unauthorized falsification or invention of any information or citation in an academic exercise;
  - d) Facilitation of academic dishonesty by intentionally or knowingly helping or attempting to help other students to commit a breach of academic integrity; or
  - e) Committing an act of plagiarism, including, but not limited to copying, lifting, stealing, illegally using, bootlegging of

work of any other person or passing off of the words or ideas of someone else as one's own, without proper acknowledgment or crediting the original source.

## **16.0 POSTPONEMENT OF STUDIES**

Any case of postponement of studies shall have to observe the following:

- i) In extenuating circumstances approved by the DPAA, a student may postpone studies.
- ii) A student may be allowed to postpone studies for reasons of proven continued ill health supported by a verified doctor's medical documentation, or for any other reason which is considered strong enough to prevent one from pursuing studies effectively, including genuine financial difficulties.
- iii) All requests for postponement of studies, accompanied by certified supporting documents (if any), shall be directed to the DPAA through the School Dean and HoD who shall forward the same with recommendations. Only upon receiving a positive response from the DPAA shall postponement of studies be considered granted.
- iv) A student may be allowed to postpone studies for a semester or academic year depending on the circumstances. The maximum period for a student to postpone studies shall be two academic years, unless the Senate decides otherwise.
- v) A student who has been allowed to postpone studies shall be assigned a "PSPS" (Postponed Studies) grade in his/her semester/annual examination results.

- vi) A candidate who wishes to resume studies after postponement must give notice in writing prior to the start of the registration period of the relevant semester, to the DPAA, through the HoD/Dean of School.
- vii) Re-admission of a student who previously postponed studies on grounds of ill health is subject to a recommendation by a competent and certified medical practitioner and approval by the University. Where practical, such a student shall be allowed to continue with his or her studies from the point at which he or she left off when he/she postponed studies.
- viii) A candidate who fails to comply with the requirements prescribed under paragraphs (vi) and (vii) of these regulations shall automatically be deregistered from studies

## **17.0 DISCONTINUATION FROM STUDIES**

Students will be discontinued from any programme as a result of any one or more of the following:

- i) Abscondments from studies, any test, assignments, examination(s), fieldwork and/or from writing field/research report and oral examination, unless such abscondment is caused by extenuating circumstances which will have been officially communicated in advance.
- ii) Failure to pass final examinations.
- iii) Failure to attain a cumulative Annual GPA of 2.0 or above after supplementary examination.
- iv) Examination irregularities.

- v) Failure to pay student fees, deposits and other charges.
- vi) Disciplinary offence as described by the Laws and Regulations of TUDARCo.
- vii) Ill health if recommended by a competent medical practitioner and approved by the Senate.
- viii) Students who have been discontinued from a programme on grounds of inadequate academic performance may re-apply to join the programme only if one academic year has passed since their dismissal.
- ix) A student who has been discontinued from any course of study on disciplinary grounds shall not be re-admitted to the University for a period of two years, and then only with a written permission of the Provost.

A student may be de-registered from studies if he/she applies to withdraw from studies.

## **18.0 SUBMISSION OF RESEARCH REPORTS FOR UNDERGRADUATE STUDENTS**

- i) For programmes where research paper is a requirement, such research paper is part of the University Examination (UE). Thus, every student shall submit the research paper two (2) weeks before the commencement of second semester University Examination (The Final Deadline).
- ii) A student who fails to meet the final deadline above due to extenuating circumstances as may be determined



- by his/her supervisor, may request for an extension of One (1) month from the final deadline.
- iii) Requests for extension shall be channelled through supervisors, must be in writing, must state the reasons for the extension and must be received by the School Dean within ten days prior to the date the paper is due.
  - iv) Papers submitted late without acceptable reasons shall receive an 'E' grade, with the consequence that the candidate shall repeat the course.
  - v) All research papers must be satisfactory as to form; and, it must comply with the requirements of the general regulations of the University concerning submission of research papers.
  - vi) All candidates shall be required to make a presentation/defence of the research paper before a panel of examiners for comprehensive examination as part of the assessment.

## **19.0 PROGRESS REPORTS AND TRANSCRIPTS**

- i) Copies of progress reports are available from the Office of DPAA, upon request by a student. A student may request for a copy of the progress report upon full payment of fees, deposits, and any outstanding charges. Other individuals or organizations may require a particular student's progress report. However, such copy can only be sent if authorised by the student, or if there is proof of sponsorship. A progress report is not an interim grade report. It is a qualitative report issued by the DPAA.
- ii) A transcript will be available after the completion of an academic programme. Students must have paid fees in

full, deposits, and any outstanding charges in order to receive a transcript. Where other individuals or organizations may require a copy of the transcript, it can only be sent if requested by the student.

- iii) Students will be required to pay TZS 10,000 after the request has been approved by the DPAA. Progress reports or Transcripts shall be issued only upon presentation of payment receipts.

## **20.0 PRACTICAL TRAINING**

- i) Practical trainings shall be conducted as per the *TUDARCo Practical Training Guidelines and Regulations, 2019*.
- ii) Each Practical Training session is a compulsory core course with credits and its assessment will form part of the overall grade for the respective semester.
- iii) Where a candidate fails in Practical Training, the *TUDARCo Practical Training Guidelines and Regulations, 2019*, shall apply.
- iv) *Lists* of Practical Training places shall be made available to students not later than five weeks before the end of the respective semester. The allocation of Practical Training places to students shall be completed latest one week before the end of the respective semester.
- v) Students are responsible for meeting their travelling costs to and from the location of the Practical Training, and the ensuing living expenses.
- vi) Assessment of Practical Training is carried out as per the *TUDARCo Practical Training Guidelines and Regulations, 2019*.

- vii) Non-completion of Practical Training shall lead to failure of the course.
- viii) Students may be required to present themselves before examiners for an oral examination regarding the respective Practical Training.
- ix) A student who goes to a place other than the one allocated to him/her for Practical Training without satisfactory reasons or who absconds before the end of the training shall be deemed to have failed the Practical Training.
- x) A student who fails the Practical Training totally or in part
- xi) Because of reasons other than those mentioned in (vii) and (ix) above may be allowed to carry it forward and retake the Practical Training in the particular part failed. If the student fails again, he/she will be required to repeat the training when next offered, before he/she can be allowed to graduate.

## **21.0 POLICY GOVERNING LOSS OF CERTIFICATE**

In case of loss or total or partial destruction of the original certificate, or a copy thereof, the College (through the Office of the DPAA or such other office as the DPAA may authorize in writing) may issue another copy on the following conditions:

- i) The applicant shall produce a sworn affidavit and Police Report.
- ii) The certificate so issued shall be marked COPY across it and shall be issued only once.

- iii) The replacement certificate will not be issued until the period of 12 months from the date of such loss has elapsed; except that such replacement may be made within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
- iv) The applicant must produce evidence that the loss has been adequately publicly announced (cuttings from two widely circulated newspapers), with a view to recovering the same, in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
- v) A fee of TZS 100,000 in respect of Tanzanian students or USD 50.00 in respect of foreign students, or such other fee as may be prescribed from time to time by the University, shall be charged for the copy of certificate issued.

## **22.0 EXAMINATION REGULATIONS**

### **22.1 Definitions**

For purposes of TUDARCo's Examination Regulations, the following nomenclature applies:

- i) "TUDARCo Academic Committee" is the supreme academic organ at the Constituent College level.
- ii) "University Senate" is the Senate of Tumaini University Makumira (TUMA) and it is the supreme academic organ at the University level.
- iii) "University Examinations" are all examinations, assessments or evaluations that are considered in determining whether a student shall proceed to the

following semester or year of study in the University, or qualifies to graduate and shall include end of semester, special, supplementary, extended supplementary, re-sit examinations.

- iv) “Unauthorized Material” means any written or printed material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to notes, books, handkerchiefs in which information is written or information written on garment or on any part of the body or cellular/mobile phones, smart watches, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, bags, iPads, recording apparatus, annotated documents which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him/her in cheating in the examination.
- v) “Undergraduate Programme” includes bachelor degree, diploma and certificate programmes.
- vi) “Regular University Examinations” are examinations scheduled at the end of each semester, academic year or as determined by the Senate.
- vii) “Special Examinations” are examinations which, after approval by the Senate, are administered to candidates who fail to sit for regular examinations for reasons acceptable to the TUDARCo Academic Committee or Senate.
- viii) “Supplementary Examinations” are examinations which, subject to approval by the TUDARCo Academic Committee and/or Senate, are administered

to candidates who fail to obtain a pass in the specified number of units during the academic year.

- ix) “Continuous Assessment” is any form of evaluation made during the course of the academic year such as tests, graded practical exercises, projects and assignments.
- x) “An Academic Year” shall normally be composed of semesters/modules, which may depend on specific requirements of the course.
- xi) “A Course” is that part of a subject described by a coherent syllabus and taught over a specified period. A course is designated as one or more units of study. A unit of study will depend on the requirements of the particular course concerned.

## **22.2 Exemptions**

- i) The TUDARCo Academic Committee, in consultation with the Senate, may grant a School exemption from any of the requirements of these regulations.
- ii) The TUDARCo Academic Committee in consultation with the Senate may grant any student(s) exemption from any of the requirements of these regulations.

## **22.3 General Rules on Examinations**

- i) Guidelines for University Examinations shall be developed by TUDARCo Academic Committee and submitted to the University Senate for approval.
- ii) Unless the TUDARCo Academic Committee in consultation with the Senate directs otherwise, all

courses shall be examined within the year in which they are taken.

- iii) Subject to University Examination Regulations, all matters concerning University Examinations shall be supervised by the DPAA under the general direction of the Provost.
- iv) The DPAA shall have power to issue such instructions, notices or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- v) The instructions, notices or guidelines issued by the DPAA, under regulation (iv) above shall form part of, and be as binding as, these Regulations.
- vi) The TUDARCo Academic Committee shall have authority in all matters affecting examinations, including the setting, conduct, marking and declaration of results at College level. The University Senate shall have overall authority in all matters affecting examinations at the University College level and the Senate decision in all examination matters shall be final.

## **22.4 Setting and Moderation of Examinations**

- i) An Internal Examiner is normally an academic member of staff at the level of Assistant Lecturer or above who has taught the course being examined. For Certificate and Diploma programmes, Internal Examiners include Tutorial Assistants.

- ii) Supplementary and Special Examination papers shall be set simultaneously with the Regular University Examination papers.
- iii) Examination papers shall be internally moderated by the School/Departmental Moderation Committee and External Examiners as per TUDARCo Examination Regulations and Examination Handling Guidelines.
- iv) The moderated and sealed examination papers shall be submitted to the Examination Officer for safekeeping one week before the start of University Examinations.
- v) Strict precautions shall be taken by all involved in examination handling, to ensure there are no examination leakages.

## **22.5 Examination Instructions to Candidates**

- i) Examination Instructions to Candidates for each subject being examined shall be issued at least One (1) week before the commencement of University Examinations.
- ii) Candidates shall acquaint themselves with the instructions on the front page of the answer booklets, and the examination papers.
- iii) Candidates shall ensure that they write their examination numbers, titles and the paper number on the cover of the answer booklets; all subsequent pages must carry the candidate's examination/registration number.
- iv) **No candidate shall be permitted to enter the examination room after commencement of the examination;** and, no candidate will be allowed to leave the examination room during the first or last 30 minutes, except in cases of absolute emergency or necessity.



- Between these times, students may leave the room one after the other, and be escorted to known common toilets.
- v) Students without examination numbers authorizing them to sit for examinations will not be allowed to sit for the examinations.
  - vi) At all times during the examination, ID cards and examination cards/numbers shall be conspicuously placed on candidates' desks

## **22.6 Time of Examinations**

- i) University examinations shall be conducted at the end of every semester in accordance with the College Academic Almanac.
- ii) Students must bring their examination and identity cards with them to the examination room.
- iii) Students without examination numbers shall not be allowed to sit for examinations.

## **22.7 Registration for Examinations**

- i) There shall be no special registration of candidates for examinations. Registration and payment to the College of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.
- ii) *Bona fide* students shall be entitled to sit for University Examinations for the course in which they are registered unless advised otherwise in writing by competent University College authority.

## **22.8 Eligibility for Examinations**

- i) No candidate shall be allowed to sit for an examination in any course if he/she has not completed the requirements of the course by attendance or otherwise, as stipulated by the specific School or Departmental regulations governing that course and examinations. If such a candidate enters the examination room and sits for the final examination in a given course, his/her results shall be nullified. If this is proved to have been done on purpose, it might attract a disciplinary action.
- ii) Students must have attended a minimum of seventy-five (75%) of their scheduled class periods for each course and completed all course requirements; and must not have missed more than 8 consecutive days of class.
- iii) The DPAA in consultation with the DoS, School Dean and course instructor may, in extenuating circumstances, waive the attendance requirements for a student.
- iv) Students shall be allowed to sit for examinations only after payment of the necessary fees, deposits, and other charges as determined by the Bursar's Office.
- v) No candidate shall be allowed to sit for a paper for which he/she has not been registered. Where a student sits for an examination for a course for which he/she has not been registered, the examination results for such course shall be nullified.

- vi) A student must have attempted the required number of Continuous Assessments on the course being examined and must have passed the Course Work at the minimum of 40% (16 marks) or above for degree programmes and 40% (20 marks) or above for non-degree programmes. Otherwise, such a student shall be awarded an “LC” (Low Coursework).
- vii) A student who is barred from sitting for a UE on the grounds of poor attendance to class or poor performance in the coursework as referred to in (ii) and (vi) above, shall be deemed to have failed the course at “E” grade, and shall be required to carry over the course, other regulations permitting.
- viii) The DPAA shall publish a list of candidates eligible to sit for examinations, at least two weeks before the beginning of the examinations and shall issue an examination number to each candidate. The list shall be made available to Deans of School and to HoD.
- ix) The Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.
- x) A candidate admitted into the examination room shall have and possess the following clean and un-annotated items:
  - a) College Student Identity Card;
  - b) University Examination Number Card (Hall Ticket);  
and
  - c) Authorized working tools relevant to the examination in question such as calculators, statutes, tables, and

any other tool as may be stipulated in a particular examination.

## **22.9 Postponement of Examinations**

- i) In extenuating circumstances, and approved by the DPAA or School Dean, a student may postpone examinations and request to sit for special examinations.
- ii) A student may be allowed to postpone examinations for reasons of proven continued ill health supported by a certified medical doctor's verification, or for any other reason which is considered strong enough to prevent one from sitting for examinations.
- iii) Financial problems, and particularly failure to pay College fees, shall not be a ground for postponement of University Examinations. In such circumstances, the student shall be required to postpone studies.
- iv) All requests for postponement of examinations, accompanied by certified supporting documents (if required), shall be submitted to the HoD. The HoD shall forward the same with recommendations to the School Dean for a decision.
- v) With the exception of emergency cases, requests to postpone examinations must be submitted in writing to the office of the School Dean, at least two weeks before a given examination is due to start. No student shall postpone examinations without written permission from the School Dean.
- vi) A list of ALL students who postponed examinations shall be submitted to the Office of the DPAA one

week before the commencement of semester examinations.

- vii) When a student is allowed to sit for special examination, he/she shall be considered to be attempting the examination for the first time, and shall be accorded all the rights provided for in the examination regulations.
- viii) A special examination fee of TZS 30,000 shall be charged for each special examination paper given to the student. The fee must be paid in advance to the College Account and the pay-in-slip presented to the Finance Department for verification and issuance of an examination number.
- ix) Special examinations shall be conducted at the same period with supplementary examinations. No student shall be allowed to proceed to the subsequent semester/academic year, unless he/she has completed all pending examinations for the previous semester/academic year.
- x) A student shall be deemed eligible for special examinations only after receiving a letter of authorization from the School Dean. Special examinations shall not be availed to students who have absented themselves from regular examinations without written permission.
- xi) A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination (ABS) and shall be discontinued from studies.

- xii) A student who is required to sit for a special examination shall be assigned a “PSPE” (Postponed Exam) status and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an “I” (Incomplete) status.
- xiii) A student who has a “PSPE” or “I” status in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year.
- xiv) Except with the approval of the respective School Board, a student who will not clear any “PSPE” or “I” grade at the time of special examinations will be considered to have absconded studies.

## **22.10 Invigilation and Conduct of Examinations**

- i) Invigilation of examinations is the responsibility of all members of academic staff.
- ii) Invigilators shall be appointed and briefed by the HoD under close supervision of the Dean of School, who is the Chief Internal Examiner.
- iii) The Internal Examiner (IE) for any particular examination paper shall normally be one of the invigilators.
- iv) Names of invigilators for all examination papers shall be submitted to the DPAA, at least two weeks before the start of the examinations.
- v) At least two invigilators shall be allocated to each examination room and at least one must be in the examination room at any point in time.
- vi) The School Dean shall appoint and recommend to the DPAA one of the Senior Invigilators to be the Chief

Invigilator to co-ordinate invigilation in each examination room where several examinations are taking place.

- vii) Instructions to candidates and invigilators shall be published by the DPAA, two weeks before the semester examinations, setting out details of procedures to be followed in the conduct of examinations.
- viii) The Chief Invigilator together with other invigilators shall collect all examination papers and related materials from the Examination Office, at least half an hour before the start of all respective examinations.
- ix) The Chief Invigilator shall ensure all examinations start and end on time.
- x) The Invigilators, under the direction of the Chief Invigilator shall be responsible for the security and proper handling of the examination papers and for such other duties as may be specified in the instructions to invigilators.
- xi) Before the commencement of an examination, the Chief Invigilator shall announce to the candidates that they should:
  - a) Abstain from cheating;
  - b) Remove all unauthorized materials, as defined under Regulation 22.1(iv) of these regulations, from the examination room;
  - c) Sign the attendance sheet;
  - d) Ensure that they possess the right question paper;
  - e) Carefully read instructions on the answer booklet and on the particular examination paper; and

- f) Observe the commencement and finishing time of the examination.
- xii) The invigilator shall ensure that:
  - a) No exchange of working tools among candidates is allowed during the conduct of the examination;
  - b) The sitting arrangement is in such a way that each candidate occupies one desk and there is reasonable space between one candidate and another;
  - c) Any candidate who fails to comply with these requirements shall be removed from the examination room and be barred from continuing with the examination in question; and,
  - d) A candidate who is barred to continue with the examination pursuant to the provisions above shall be deemed to have failed in the examination in question and shall therefore be allowed to sit for supplementary examination in the respective course of study, subject to fulfilling conditions for supplementary examinations set out under these regulations.
- xiii) Invigilators shall remain in the examination room throughout the examination.
- xiv) In exceptional cases where the Invigilator, for unavoidable reasons, is unable to be present at the start of the examination, he/she shall inform the HoD who shall then nominate a replacement from the Department concerned.
- xv) At the end of the examination the invigilator shall ensure that each candidate:



- a) Hands in his/her only one examination answer booklet
  - b) Unless the candidate has used more than one booklet in the same examination;
  - c) Surrenders all unused answer booklets; and
  - d) Signs the attendance sheet.
- xvi) Every Invigilator shall certify the total number of scripts received from the record of candidates who have taken the examination.

### **22.11 Examination Irregularities**

Inappropriate conduct by a student concerning UE impairs academic integrity, and may subject the offending student to expulsion. Such examination irregularities can include, but are not limited to the following:

- i) Being in possession of unauthorized materials in the examination room. It shall not be a defence that one did not intend to use such unauthorized materials.
- ii) Reading other candidate's answer script.
- iii) Attempting to copy or refer to the unauthorized materials in the examination room.
- iv) Communicating with other students, either verbally or through signs or other means, during the examination without permission from the invigilator.
- v) Permitting another candidate to copy from one's own or someone else's paper.
- vi) Obtaining or endeavouring to obtain assistance from any other candidate directly or indirectly or endeavouring to give assistance to any other student.

- vii) Removing examination answer books/sheets from the examination room.
- viii) Starting to attempt the examination before being authorized to do so.
- ix) Continuing to write the examination after being ordered to stop.
- x) Failing to comply with any other examination rules, regulations, or directions given by an invigilator.
- xi) Destroying or attempting to destroy evidence relating to any suspected irregularity.
- xii) Reproducing the works of another person or persons in course work or assignments without acknowledgement.
- xiii) Borrowing of materials such as statutes, calculators, rulers, correcting fluid and pens among students during examinations.

## **22.12 Procedures for Dealing with Irregularities**

Prior to the beginning of each examination, invigilators shall draw to the attention of candidates the seriousness of irregularities in examinations. If an invigilator notices a student committing an examination irregularity, the following steps shall be taken:

- i) The student shall be approached immediately.
- ii) Any unauthorized material in the possession of the student, as well as his/her answer book and examination question paper shall be confiscated. The student shall be required to write and sign a statement on the incidence. This statement shall be attached with the invigilator's report to the DPAA.

Alternatively, the invigilator should ensure that the incident is witnessed by another person to verify the matter.

- iii) In any case, the student shall not be allowed to continue with that examination in which he/she has been found with irregularities; but may be allowed to attempt other examination papers.
- iv) The invigilator shall report the irregularity in writing to the DPAA within 24 hours from the time the examination concerned ended.
- v) The DPAA, through the Corporate Counsel (CC) shall require the student to submit a written statement concerning the incidence. The student shall submit the statement within 24 hours from the time of receipt of the letter from the DPAA/CC.
- vi) The Chief Invigilator and the College Examination Officer shall report the incident to the Deputy Provost for Academic Affairs who shall forward the matter to the Teaching and Learning Committee (TeLeC) for investigation.
- vii) The report, together with the student's written statement shall be considered by the by The report shall be considered by the TUDARCo Teaching and Learning Committee, and thereafter recommendations shall be submitted to the TUDARCo Academic Committee for approval and for onward transmission to the Senate Subcommittee for Academic and Curriculum Affairs, and then to the University Senate for final decision.
- viii) If it is established that the student has committed an irregularity, the student shall be suspended from the

University for a period of not less than one year. When re-admitted, such student shall repeat the year in which he/she had been discontinued.

## **22.13 Leakage of Examination**

Any act which results in a candidate or candidates having access to, or knowledge of examination questions or of any unauthorized materials related to the examination, before the scheduled date and time of the examination shall amount to leakage of examination.

### **22.13.1 Dealing with Leakage of Examinations**

- i) Any person suspecting leakage of a test or examination shall immediately report to the DPAA.
- ii) Where there are strong indications that an examination leakage has taken place, the DPAA, in consultation with the Provost, shall cancel/withdraw the examination and order a fresh examination to be set and administered.
- iii) The DPAA shall set up a committee to investigate the circumstances surrounding the suspected leakage. The investigating committee shall submit its findings to the DPAA, who shall in turn table them before the TUDARCo Academic Committee. The TAC shall report the matter to the Seante which shall then take appropriate action. Where it is established that an examination leakage has taken place, appropriate disciplinary action shall be taken against those found responsible for the leakage.

## **22.14 Roles and Responsibilities of Internal and External Examiners**

### **22.14.1 Roles of Internal Examiners**

- i) The Internal Examiner (IE) shall be required to have a proper marking scheme/guide.
- ii) The HoD, and Dean of School as the Chief Internal Examiner, shall ensure standardization of marking between Internal Examiners.
- iii) After marking all the scripts, Internal Examiners shall enter Continuous Assessment and University examination marks on the individual course mark sheets.
- iv) All Internal Examiners are required to promptly mark the examination scripts as per the Almanac, and submit to the Head of Unit/Department the answer books, signed attendance sheets, questions papers, marking schemes and OSIM-generated printouts of the internal marks record sheets.
- v) The HoD shall countercheck the submitted materials and take responsibility for their custody.
- vi) The Internal Examiner who fails to meet the set examination deadlines without good cause, shall be subjected to disciplinary action according to prevailing regulations.

### **22.14.2 Appointment and Roles of External Examiners**

- i) An External Examiner (EE) is normally a renowned academician in a University, at the level of Senior

- Lecturer or above, in the field of his or her specialization.
- ii) The Senate shall appoint External Examiners on the recommendation of the School Board, TAC and the SCACA, upon presentation of a Curriculum Vitae by the External Examiner.
  - iii) External Examiners shall be approved by the Senate and endorsed by the University Council.
  - iv) If the current External Examiners are being invited for the last time, departments and Schools shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.
  - v) External Examiners shall not have taught the subject to the students to be examined either as full time or part-time staff members of the University during the last three years.
  - vi) External Examiners can be appointed for three years consecutively followed by a recess of three years and possible re-appointment.
  - vii) The HoD shall give the scripts together with copies of the question papers, final marking schemes and mark-sheets to the External Examiner on arrival. Records of continuous assessment and projects shall be kept by the HoD and be made available to the External Examiners when required.
  - viii) The External Examiner shall normally have the following functions:
    - a) To review extreme cases by sampling and marking the scripts to ensure consistency in marking;
    - b) To confirm the quality of Examinations;

- c) To sample, read and grade Research Papers / Dissertations / Theses;
- d) To attend Examiners Board Meetings;
- e) To review the course content and curriculum;
- f) To visit Library/Laboratories and give their advice regarding the Library Holdings/Laboratory Equipment in respect of the concerned programme;
- g) To present the external examination report on the examination, to the School Dean for presentation to the School Board and to the Senate; and,
- h) To grade Oral Defence (Viva Voce).

## **22.15 Processing of Examination Results**

### **22.15.1 Department**

- i) Departmental Board of Examiners meeting shall consider the examination results as presented by each examiner and make recommendations to the School Board of Examiners.
- ii) The External Examiners will be expected to attend the Departmental Board of Examiners' meeting.
- iii) The final mark in any subject shall be derived from continuous assessments and the end of semester/year examinations.
- iv) The External Examiner shall provide a general overview of performance.
- v) After the Departmental Board of examiners meeting, all the relevant examination mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the HoD, the Dean (where applicable) and the External Examiner(s).

- vi) All documents tabled during Departmental Board of Examiners Meeting shall be reclaimed from members of the Board at the end of the Meeting.
- vii) Internal Examiners, External Examiners and members of the Departmental Board are not allowed to divulge marks or any of the Board's deliberations to students or any unauthorized person.
- viii) Examination results are confidential until released as Provisional Results by the TUDARCo Academic Committee, and, after confirmation, by the Senate.

### **22.15.2 School Board of Examiners**

- i) A meeting of the School Board of Examiners shall be convened as per College ALMANAC, at least two days after departmental meetings, to consider the results and recommendations from the departmental Boards of Examiners and to make recommendations to the College Academic Affairs Sub-Committee (TTLC) and to the TUDARCo Academic Committee (TAC).
- ii) The External Examiners will be expected to attend the School Board of Examiners.
- iii) All documents tabled during the School Board of Examiners meeting shall be reclaimed from members of the Board at the end of the meeting.
- iv) Members of the School Board of Examiners shall not divulge any of the Board's deliberations to students or unauthorised persons.



### **22.15.3 Teaching and Learning (TeLe) Committee**

The Teaching and Learning (TeLe) Committee shall meet to deliberate on examination results as recommended by Boards of Examiners from all Schools and Institutes.

- i) Each School Dean or Officer appointed on behalf shall present Examination results for each programme under the School for scrutiny by the TeLe Committee.
- ii) The Senate Committee for Academics and Curriculum Affairs may accept, reject, vary or modify results and/or recommendations from the School Board.
- iii) Upon satisfaction, the TeLe Committee shall recommend the examination results to TUDARCo Academic Committee (TAC).

### **22.15.4 TUDARCo Academic Committee (TAC)**

- i) All examination results shall be presented to TUDARCo Academic Committee after the TeLe Committee meeting.
- ii) All examination results are not official until approved by the TUDARCo Academic Committee and/or Senate.
- iii) TUDARCo Academic Committee may accept, reject, vary or modify results and/or recommendations from the School Board of Examiner.
- iv) The School Board of Examiners shall forward the details of the official results to the Deputy Provost for Academic Affairs.
- v) Official results shall be communicated to the students by the Deputy Provost for Academic Affairs soon

after the approval by the TUDARCo Academic Committee and/or the Senate.

- vi) Disclosure of the examination results shall be made by the TUDARCo Academic Committee not later than four weeks after the end of the examinations.
- vii) No Department or School has the authority to alter examination marks/results once these have been approved by the Academic Committee and the Senate.
- viii) The results for pass candidates shall be released in transcript form indicating percentage marks as well as letter grading in accordance to the grading system shown above.
- ix) The duty of obtaining examination results is the responsibility of the student.

#### **22.15.5 Senate Committee for Academics and Curriculum Affairs (SCACA)**

All examination results shall be presented to the Senate Committee for Academics and Curriculum Affairs which will scrutinize them before forwarding them to the Senate.

- i) All examination results shall remain unofficial until approved by the Senate.
- ii) The SCACA may accept, reject, vary or modify results and/or recommendations from the TAC.
- iii) No Department or School has the authority to alter examination marks/results once these have been approved by the SCACA and the Senate, unless approved by the Chairman of the SCACA or Senate.
- iv) The results for pass candidates shall be released in transcript form indicating percentage marks as well as

letter grades in accordance with the University's grading system.

- v) Upon satisfaction of the authenticity and correctness of the examination results, the SCACA shall recommend the same to the University Senate for final approval.
- vi) After approval by the Senate, the examination results shall be final.
- vii) The Senate may accept, reject, vary or modify results and/or recommendations from the College or SCACA.
- viii) The Senate shall direct or recommend to the College the general conduct of examinations in the College.
- ix) The Senate shall lay down general policies on involvement of external examiners and conduct of examinations in the College.
- x) The regulations / procedures in moderation of examinations in the University shall be approved by the Senate.

### **22.16 Release of Examination Results**

- i) Final results of all students in every Semester Examination shall be subject to review by Departmental Boards of Examiners, School Boards of Examiners, TeLe Committee, TAC, SCACA and University Senate.
- ii) Disclosure of final examination results shall be made by the Senate not later than four weeks after the end of the examinations. The results shall be published, showing only the student examination number (for

identification) and the letter grade obtained in the examination.

## **22.17 Examination Performance and Supplementary Examinations**

- i) A candidate who passes in all prescribed first and second semester courses shall proceed to the subsequent semester, or year of study, or graduate.
- ii) A candidate who fails in less than 50% of the prescribed courses in any Semester shall be allowed to sit for supplementary examinations in the failed courses.
- iii) A candidate who fails in 50% or more of the prescribed courses and obtains a GPA of less than 2.0 in either semester shall be allowed to repeat the failed course(s) when next offered or shall repeat a year.
- iv) A candidate who fails to attain a cumulative Annual GPA of 2.0 or above after supplementary examination shall be discontinued from studies.
- v) A candidate who fails in supplementary examination(s) with exception of NACTE Programmes shall be allowed to proceed to the next year of study provided s/he has a GPA of 2.0 or higher. This rule applies only to first and second-year students. Such candidate shall repeat the failed courses during that academic year and sit for examinations when they are scheduled. Repeating a course means attending classes and fully repeating the coursework.
- vi) A candidate who passes supplementary examination shall be awarded a “C” grade.

- vii) A candidate who passes a repeated course shall be awarded grades according to the normal performance grading procedures.
- viii) A candidate who fails a repeated course shall be allowed to repeat such course(s) when next offered.
- ix) A candidate may repeat a course only once. Carry-over courses must be cleared within the maximum allowable period of registration for the particular degree programme, which is five years for a three-year programme. A candidate failing to clear courses in that period will be discontinued.
- x) A candidate who fails in Special Examinations shall sit for Supplementary Examinations.
- xi) A supplementary examination paper fee of TZS 20,000 must be paid for each supplementary examination paper provided to a student. The fee must be paid in advance to the Finance Department to cover the University's expenses of providing a supplementary examination.
- xii) A candidate sitting for supplementary examination(s) shall be assessed on the basis of his/her supplementary examination(s) only, which shall be graded out of 100% and his/her course work scores shall not be taken into account in his/her assessment.
- xiii) Supplementary examinations shall be conducted at the end of every semester or at a convenient time determined by the Senate or TUDARCo Academic Committee within a particular semester/academic year.

## **22.18 Examination of Dissertations**

### **22.18.1 Submission**

- i) A notice of intention to submit should be given by filling in a special form for the purpose, a month before such submission is due.
- ii) Preparation of dissertations should comply with the College Guidelines.
- iii) Supervisors should read draft chapters and final dissertation before submission.
- iv) Four copies of the soft-bound dissertation, endorsed by the supervisor should be submitted to the DPRIE through the School Postgraduate Research Coordinator along with:
  - a) Anti-plagiarism report,
  - b) Soft copy of the dissertation, and
  - c) Documentation that such candidate has cleared all dues including fees.
- v) Dissertations that have followed all the instructions as specified in the Guidelines and submitted with all attachments are sent to examiners for assessment.

### **22.18.2 Marking**

- i) Each dissertation is marked by two examiners – internal and external examiners.
- ii) Names of examiners are recommended by the School, endorsed by PRIEC and appointed by TAC.
- iii) Each examiner needs to mark the dissertation following the Guidelines provided by DPRIE.

- iv) Examiners are expected to submit their reports within one month from the time they receive the dissertations.
- v) The DPRIE should compile the reports for presentation to the PRIEC and TAC.

### **22.18.3 Proof of Ownership**

- i) Each School should arrange for candidate presentations at least twice during the programme.
- ii) The first presentation is supposed to cover the proposal, while the second is supposed to cover the results.
- iii) During each presentation, the School should focus not only on assisting the candidate but also on checking for proof of ownership.
- iv) The candidate should not be allowed to submit the dissertation if there are doubts that he/she does not own the work.

### **22.18.4 Approval of Results**

- i) PRIEC
- ii) TAC
- iii) SCACA and Senate
- iv) The results will only be communicated to the candidate after approval by TAC.
- v) Candidates can only graduate after submission of four error-free hard bound copies and a soft copy of the final dissertation.

### **22.18.5 Repeat and Fail Cases**

- i) For dissertations that need major revisions, a candidate shall be given time by Senate to resubmit the revised dissertation.
- ii) For dissertations that have been failed, the Senate shall pronounce the final decision. No appeal should be entertained after such decision has been reached by Senate.

### **22.19 Procedure for Appeal**

- i) All appeals must be presented to the Deputy Provost for Academic Affairs within thirty (30) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic semester, whichever is earlier. The appeal cost is TZS 20,000 for undergraduate students and TZS 30,000 for postgraduate students. This fee is non-refundable.
- ii) The Deputy Provost for Academic Affairs shall submit the appeal to the TUDARCo Teaching and Learning Committee (TeLe). The findings and recommendations of the TeLe shall be forwarded to the TUDARCo Academic Committee which shall give provisional decision, pending Senate's approval.
- iii) The University/College administration shall have the power to require any appellant to bear the costs of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the University/College administration.



- iv) All appeals shall be concluded before the completion of the following academic semester.
- v) A student who has appealed against discontinuation shall not be allowed to attend classes before determination of his/her appeal.
- vi) Except where unfair marking, wrongful computation of marks or grades or other similar irregularity is alleged, no appeal shall be entertained on any other ground.
- vii) No appeal shall be lodged against coursework marks unless there is reasonable proof that the candidate had no prior knowledge of the error due to reasonable circumstances beyond his/her control.
- viii) The Senate shall deliberate on the issue upon receiving a report and make a final decision.

## **22.20 Re-Admission after Discontinuation**

A student who has been discontinued from a programme on grounds other than disciplinary offences may re-apply and be re-admitted to any programme subject to having fulfilled the following requirements:

At least one year should have passed since he/she was discontinued.

- i) Re-admission for a student who was previously dismissed for failing scheduled examinations is subject to providing evidence of extra-mural studies to improve his/her academic standing.
- ii) A student who was discontinued from studies on academic grounds has to re-apply and re-start the

programme from First Year after having fulfilled the above requirements.

- iii) Re-admission of a student who was previously discontinued for failing to pay fees, deposits and other charges is subject to the student paying all the unpaid fees, deposits or other charges. Where practical, such a student shall continue with his or her studies from the point at which he or she left off for failing to pay the fees, deposits or other charges.

## **22.21 Grading System**

### **22.21.1 Grading System for Certificate and Diploma Programmes**

80% - 100%	A	Excellent
65% - 79%	B	Good
50% - 64%	C	Satisfactory
40% - 49%	D	Poor (Supplementary)
0% - 39%	E	Fail (Repeat Course)

### **22.21.2 Grading System for Bachelor Degree Programmes**

70% - 100%	A	Excellent
60% - 69%	B+	Very Good
50% - 59%	B	Good
40% - 49%	C	Satisfactory
35% - 39%	D	Fail (Supplementary)
0% - 34%	E	Bad Fail (Repeat Course)

### 22.21.3 Grading System for Postgraduate Programmes

70%-100%	A	Excellent
60% - 69%	B+	Very Good
50% - 59%	B	Good
40% - 49%	C	Fail (Supplementary)
0% - 39%	E	

### 22.22 Annual Grade Point Average (GPA)

A student's academic year overall performance is arrived at by calculating her/his GPA. For this, the Weighted Points Total for an Academic Year will be calculated as follows:

The letter grades for all courses performed by the student shall be transformed into Grade Points, where A = 5 points, B+ = 4 points, B = 3 points, C = 2 points, D = 1 points, E = 0 points. The grades of Optional Courses will not be included when calculating the GPA<sup>1</sup>.

- i) The Weighted Grade Points of a given course are arrived at by multiplying the Grade Points by the number of credits assigned to it.
- ii) The Weighted Grade Points of all the courses are aggregated.
- iii) This total of Weighted Grade Points is divided by the total number of course credit taken:

$$\text{Grade Point Average} = \frac{\text{Total weighted points for all courses taken}}{\text{Total number of credits for all courses taken}}$$

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<sup>1</sup> The courses include only the compulsory number of core and elective courses. The optional courses taken by the student – whether core courses or electives - will not be included in calculating the GPA though they will be included in the transcript.

The Annual GPA is truncated to two decimal points.

The final Grade Point Average (GPA) shall be calculated from raw marks using a five-point scale system; the results being truncated to One (1) decimal point. Final grades will be classified as follows:

### **22.22.1 Certificate and Diploma Classification**

<b>GPA</b>	<b>Final Grade</b>
4.0 – 5.0	First Class (Distinction)
3.0 – 3.9	Second Class (Credit)
2.0 – 2.9	Pass

### **22.22.2 Bachelor Degree Classification**

<b>GPA</b>	<b>Final Grade</b>
4.4 – 5.0	First Class
3.5 – 4.3	Upper Second Class
2.7 – 3.4	Lower Second Class (Credit)
2.0 – 2.6	Pass

### **22.22.3 Postgraduate Degree Classification**

<b>GPA</b>	<b>Final Grade</b>
4.5 – 5.0	First Class
4.0 -4.4	Second Class
3.0 – 3.9	Pass

### **22.23 Preservation of Examination Papers**

The College shall preserve students' examination papers for the purpose of reference for a period of two (2) years.

## **23.0 REGULATIONS GOVERNING TRANSFER OF STUDENTS AND CREDITS**

### **23.1 General Regulations**

- i) Conditions for First Year students transfer shall be governed by TCU First Year Transfer Procedures.
- ii) Student credit transfer is permissible between TUDARCo and other universities.
- iii) Student credit transfer applies to both undergraduate and postgraduate degree programmes.
- iv) Credit transfer can only be allowed if such credits have been obtained within a period not exceeding five years from the time they were earned.
- v) Students will be required to undertake at least  $\frac{2}{3}$  of degree programme credits at TUDARCo. Maximum credit allowable for transfer, therefore, is  $\frac{1}{3}$  of the required credits of a TUDARCo degree programme.
- vi) TUDARCo students on study abroad shall be allowed to transfer credits obtained from the other universities to TUDARCo.

### **23.2 Conditions Governing Student Credit Transfer from other Universities**

- i) The Higher Learning Institution from which a student wants to transfer credits must be a University recognized by a regulatory body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by TUDARCo and the

Tanzania Commission for Universities (TCU). If in doubt, TUDARCo reserves the right to either give an applicant a performance verification test or reject the application altogether.

- ii) The transfer student should have cleared all his/her supplementary examinations at the releasing institution, but can transfer carryovers;
- iii) The applying student must have an active degree programme registration at his/her institution. Discontinued students are not allowed to transfer their credits to TUDARCo.
- iv) The applicant's academic entry qualifications in the previous University shall be similar to that required by TUDARCo including the respective programme's cut-off points in the relevant year.

### **23.3 Conditions Governing Student Credit Transfer to other Universities**

Transfer of credits from TUDARCo to other universities will be governed by the regulations of the receiving University and those of the Tanzania Commission for Universities (TCU).

### **23.4 Criteria for Establishing Equivalency of Courses**

A course can be judged to be equivalent to a corresponding TUDARCo course if it meets the following criteria:

- i) The course must be from a programme of the same level as that of TUDARCo, i.e., Bachelor's degree course for undergraduate degree courses. A course at

- intermediate level such as Advanced Diploma or Higher Diploma is not acceptable.
- ii) The course must have a theoretical component, i.e., involving final examination, except for clinical-based or practical only courses.
  - iii) The content must be at least 75% similar to that of the TUDARCo course.
  - iv) The number of teaching hours used to cover the course must not be less than 75% of those used at TUDARCo.
  - v) It has to be assured that Grading and Assessment criteria of the programme is compatible and acceptable by the Senate.
  - vi) Expenses paid to TUDARCo by the student or requesting University have to be accepted by TUDARCo.
  - vii) Once a course has been accepted as being equivalent to a TUDARCo course, the course shall be given the same number of credits as that of the course at TUDARCo regardless of the credits/units in the releasing institution.

### **23.5 Rules Regulating Conversion of Grades**

- i) Conversion of grades shall be done by anchoring the pass mark of the releasing institution to that of TUDARCo and accordingly determining the range of marks in the releasing institution for the TUDARCo grades.
- ii) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

## **23.6 Procedures and Administration of Student Credit Transfer**

- i) Applications for credit transfer should be submitted to the Deputy Provost for Academic Affairs (DPAA), in writing, attaching copies of all required supporting documents.
- ii) All applications shall be scrutinized by the Admission Officer/Registrar under the general supervision of the DPAA, and the School to which the applicant wishes to transfer, before reaching the Senate for approval.
- iii) Students transferring from other universities to TUDARCo shall apply for credit transfer at least three months before the beginning of the semester they want to join. Cases of TUDARCo's study-abroad students shall be dealt with on a case-by-case basis.

## **23.7 Supporting Documents for Credit Transfer**

Supporting documents for credit transfer application shall include the following:

- i) Official transcript (to be sent by the releasing institution)
- ii) Letter of introduction/recommendation from the releasing institution.
- iii) Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system)
- iv) Official translation of the original documents (in case of non-English documents)



- v) Photocopies of personal identification documents, e.g. birth certificate, passport or ID
- vi) Certified copies of the original certificates used to gain admission into the previous University.

### **23.8 Justification for Credit Transfer**

The following are reasons that shall be acceptable for credit transfer, in addition to meeting credit transfer criteria:

- i) Courses not offered at the University of registration (applies only for short-term transfers)
- ii) Illness (to be certified by TUDARCo medical officer in-charge)
- iii) Exchange programmes
- iv) Refugee situation
- v) Returning resident
- vi) Other reasons as may be substantiated by the applicant.

### **23.9 Credit Transfer Fees**

Credit transfer applicants must pay a non-refundable fee to be determined from time to time. However, TUDARCo students on study-abroad programmes need not pay such fees as they will have already paid the fee when applying for admission into the University.

### **23.10 Rules Governing Intra-Programme Transfers**

Students who are recommended to repeat the first year of study may, subject to the approval of the Senate, be allowed to transfer to a programme of their choice provided they

meet the entry requirements of the programme.

## **24.0 ACADEMIC UNITS AND PROGRAMMES**

### **24.1 School of Business Studies (SoBS)**

#### **24.1.1 Introduction**

The School of Business Studies is the oldest academic unit at TUDARCo. It was the sole Faculty under the then Waldorf College Tanzania (WCT) established in 1997. WCT was later transformed into the current TUDARCo in 2003, with the Faculty of Business Administration, the latter having been transformed into the School of Business Studies in 2021, as part of the Re-Branding and Re-Engineering of TUDARCo.

The School is comprised of three Departments: The Department of Accountancy and Finance; Department of Human Resources Management; and Department of Marketing and Entrepreneurship. It offers Certificate in Accountancy and Business Administration (CABA), Diploma in Business Administration and Management (DBAM), Bachelor of Business Administration (BBA), Bachelor of Human Resources Management (BHRM) and Master of Business Administration (MBA) in Banking and Finance, Marketing and Entrepreneurship and Human Resource Management.

The School also provides coordination of the training of entrepreneurship and innovation courses across the College to other Schools. The School is committed to developing individuals with ethical and professional attitude and

behaviour.

## **24.1.2 Course Structure and Course Description**

### **a) Certificate in Accountancy and Business Administration (CABA)**

#### ***i) Programme Description***

This is a one-year programme for Certificate in Accountancy and Business Administration for junior officials who work in finance and business departments of commercial and public sectors. The training framework of the programme is designed to provide abroad understanding of the day-to-day routine and procedure of accounting and business in private and public sectors in a dynamic environment. More specifically, the programme will improve performance of junior staff in business and accounting sectors.

#### ***ii) Programme Structure***

The programme comprises a total of 15 courses that are spread over one academic year. Each course is covered in one semester of 17 weeks; 15 weeks of study, and 2 weeks of examination.

The programme is structured as follows:

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
CAC 11	Fundamentals of Accounting-I	4
CAC 12	Principles of Economics	3
CAC 13	Principles of Business Mathematics	3

CAC 22	Fundamentals of Cost Accounting	4
CAC 15	Communication Skills in English	2
CAC 16	Computer Applications	2
CAC17	Principles of Cooperative	4
CAC18	Foundations of Faith and Ethics	2
<b>SEMESTER II</b>		
Course Code	Course Title	Credits
CAC 21	Fundamentals of Accounting-II	4
CAC 14	Principles of Auditing	4
CAC 23	Principles of Taxation	4
CAC 24	Principles of Management	2
CAC 25	Principles of Materials Management	2
CAC 26	Basics of Entrepreneurship	2
CAC 27	Research and Field Report Writing	2
<b>Total Credits</b>		<b>44</b>

## **b) Diploma in Business Administration and Management**

### *i) Programme Description*

This is a two-year full-time programme that aims at developing an understanding of key business principles and practices in applying computers in solving business problems. This programme aims at developing competencies for the students in the areas of business administration and assumes operational responsibility. The programme is been designed to produce competent graduates in business administration and management who will meet the needs of various employers, or engage in self-employment. The graduates from this programme are also expected to be flexible enough to meet challenges in real life situations.

## *ii) Programme Structure*

The programme comprises a total of 26 courses that are spread over two academic years. Each course is covered in one semester of 17 weeks, whereby 15 weeks are for study and 2 weeks are for examination. The programme is structured as follows:

### **First Year**

### **SEMESTER I**

<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
DAC 32	Quantitative Techniques I	2
DAC 35	Fundamentals of Corporate Finance	2
DAC 36	Cost & Management Accounting	3
DBA 31	Distribution Management	2
DBA 32	Entrepreneurship I	2
<b>Optional Courses Choose One)</b>		
DBA 33	Marketing Management I	2
DBA 34	Procurement Management I	2
<b>SEMESTER II</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
DAC 42	Quantitative Techniques II	2
DBA 42	Entrepreneurship II	2
DBA 45	Production and Operations Management	2
DGS 42	Research and Field Work Report	2

DIT 41	Management Information System	2
<b>Optional Courses (Choose One)</b>		
DBA 43	Marketing Management II	2
DBA 44	Procurement Management II	2
<b>Total Credits</b>		<b>25</b>

## Second Year

### SEMESTER I

Course Code	Course Title	Credits
DAC 11	Principles of Accounting I	3
DAC 12	Business Mathematics and Statistics I	2
DBA 11	Economics	3
DBA 12	Commerce	2
DGS 11	Foundation of Faith and Ethics	2
DGS 13	Communication Skills	2
DIT 11	Computer Studies I	2

### SEMESTER II

Course Code	Course Title	Credits
DAC 21	Principles of Accounting II	3
DAC 22	Business Mathematics and Statistics II	2
DBA 22	Business Law	3
DBA 23	Principles of Management	2
DGS 21	Business Ethics and Corporate Governance	2
DGS 22	Development Studies	2
DIT 21	Computer Studies II	2
<b>Total Credits</b>		<b>32</b>

## **c) Bachelor of Business Administration (BBA)**

### ***i) Programme Description***

This is a three-year degree programme with two majors: Accounting and Marketing. The broad objective of the BBA programme is to train and produce graduates who can cope with the dynamics of the modern business world. The programme is intended to equip and develop individuals with practical tools appropriate for entry and advancement in business and non-business organizations. It also enables learners to meet the requirements of the labour market and enhance their chances of employability. This programme is geared towards producing graduates with a changed mindset who are not only job seekers but also job creators. It is envisioned that graduates will be pathfinders and opportunity seekers.

### ***ii) Programme Structure***

The programme comprises a total of 41 modules that are spread over three academic years. Each module is covered in one semester of 17 weeks, whereby 15 are for study and 2 weeks for examination. The programme is structured as follows:

#### **First Year**

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ACCT 111	Principles of Accounting I	9
COMP 111	Computer Applications	9
DS 111	Development Studies I	9

BML 111	Business Law I	9
MATH 111	Business Mathematics and Statistics I	9
MGMT 111	Principles of Management	9
COMM 111	Business Communication I	9
<b>SEMESTER II</b>		
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>
ACCT	Principles of Accounting II	9
DS 121	Development Studies	9
HRM 121	Fundamentals of Human Resource	9
BML 122	Business Law II	9
MATH	Business Mathematics and Statistics II	9
MKTG	Principles of Marketing	9
COMM	Business Communication II	9
<b>Total Credits</b>		<b>126</b>

## Second Year

<b>SEMESTER I</b>		
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>
ECON 211	Micro Economics	9
FIN 211	Financial Management	9
MGMT	Quantitative Methods I	9
	<b>Accounting Major</b>	
ACCT 211	Cost Accounting	9
ACCT 212	Intermediate Accounting I	9
ACCT 213	Accounting Information System	9
	<b>Marketing Major</b>	
MKTG	Marketing Strategies, Planning and	9
MKTG	Marketing Information System	9
MKTG	Relationship Marketing	9



	<b>Optional Subjects (to choose one)</b>	
MGMT 212	Strategic Business Management	6
MGMT 213	Business Management Ethics	6
<b>SEMESTER II</b>		
Course Code	Course Title	Credits
REST 211	Research Methods	9
ESD 211	Ethics and Social Dialogue	9
MGMT 225	Innovation, Entrepreneurship and Enterprise Development	9
MGMT 226	Quantitative Methods II	9
	<b>Accounting Major</b>	
ACCT 225	Intermediate Accounting II	9
ACCT 224	Management Accounting	9
	<b>Marketing Major</b>	
MKTG 224	Marketing Research	9
MKTG 225	Consumer Behaviour	9
	<b>Accounting Major Optional</b>	
FIN 222	Money and Capital Markets	6
MGMT 229	Project Planning Management	6
	<b>Marketing Major: Optional</b>	
MGMT 227	Event Management and Fundraising	6
MGMT 229	Project Planning Management	6
<b>Total Credits</b>		<b>120</b>

### Third Year

<b>SEMESTER I</b>		
Course Code	Course Title	Credits
MGMT 311	Harnessing Entrepreneurship and	9
ORGB 311	Organizational Behaviour	9

	<b>Accounting Major</b>	
ACCT 311	Taxation I	9
ACCT 312	Advanced Accounting I	9
ACCT 313	Auditing and Assurance Services I	9
FIN 311	International Finance	9
ACCT 314	Contemporary Issues in Accounting	9
	<b>Marketing Major</b>	
MKTG 311	Service Marketing and Customer	9
MKTG 312	Advertisement and Public Relations	9
MKTG 313	International Marketing	9
MKTG 314	Sales Management and Personal	9
MKTG 315	Digital Marketing	9
<b>SEMESTER II</b>		
Course Code	Course Title	Credits
REST 322	Research Project	18
PRAC 321	Practicum	15
	<b>Accounting Major</b>	
ACCT321	Advanced Accounting II	9
ACCT322	Auditing and Assurance Services II	9
ACCT323	Taxation II	9
ACCT324	Public Sector Financial Reporting	9
	<b>Marketing Major</b>	
MKTG 326	Tourism and Hospitality Management	9
MGMT 322	Corporate Identity and Branding	9
MKTG 327	Supply Chain Management	9
<b>Total Credits</b>		<b>123</b>

## **d) Bachelor of Human Resource Management (BHRM)**

### ***i) Programme Description***

The broad objective of the BHRM programme is to train

and produce graduates who can cope with the dynamics of the modern business world. The programme provides theoretical and practical understanding about the best conduct of business and managing the workforce in the organization and thus equipping its graduates with the capability to perform both technical and managerial duties. The programme equips and develops individuals with practical tools appropriate for managing the labour force in business and non-business organizations. It also enables the learner to meet the requirements of the labour market and enhance the chances of employability. This programme is geared towards producing students with a changed mind-set who are not only job seekers but also job creators. It is envisioned that graduates will be pathfinders and opportunity seekers.

***ii) Programme Structure***

The programme comprises a total of 40 modules that are spread over three academic years. Each module is covered in one semester of 17 weeks, whereby 15 are used for study and 2 weeks for examination. The programme is structured as follows:

**First Year**

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
ACCT 111	Principles of Accounting	9
COMP 111	Computer Applications	9
DS 111	Development Studies	9
HRM 111	Fundamentals of Human Resource	9
ECON 111	Principles of Economics	9
MGMT 111	Principles of Management	9

COMM 111	Business Communication I	9
<b>SEMESTER II</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
HRL121	Administrative Law	9
DS 121	Development Studies	9
HRM 121	Human Resources Planning	9
HRM 123	Human Resources Work Environment	9
STAT 121	Introduction to Statistics	9
MKTG 121	Principles of Marketing	9
COMM 122	Business Communication II	9
<b>Total Credits</b>		<b>126</b>

## Second Year

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
QM 211	Quantitative Methods	9
HRM 211	Human Resources Relations	9
HRM 214	Organizational Development	9
HRM 212	Managerial Skills Development	9
HRL 211	Law of Contract	9
HRM 213	Human Resources Training and	9
	<b>Optional Subjects (to choose one)</b>	
MGMT 212	Strategic Business Management	6
MGMT 213	Business Management Ethics	6
<b>SEMESTER II</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
HRM 221	Industrial Relations	9
ESD 211	Ethics and Social Dialogue	9
HRL 221	Labour Laws	9
MGMT 225	Innovation, Entrepreneurship and	9
HRM 224	Managerial Decision-Making	9
REST 221	Research Methods	9

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
	<b>Optional Subjects (to choose one)</b>	
MGMT 227	Event Management and Fundraising	6
MGMT 228	Supply Chain Management	6
<b>Total Credits</b>		<b>120</b>

### **Third Year**

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
HRM 311	Human Resources Recruitment,	9
HRM 312	Human Resources Policies	9
HRM 313	International Human Resources	9
HRM 314	Social Protection	9
MGMT 311	Harnessing Entrepreneurship and	9
ORGB 311	Organizational Behaviour	9
HRM 315	Records Management	9
<b>SEMESTER II</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
REST 322	Research Project	18
PRAC 321	Practicum	15
HRM 321	Human Resources Compensation,	9
ECON 322	Labour Economics	9
HRM 322	Human Resources Information System	9
<b>Total Credits</b>		<b>123</b>

### **e) Master of Business Administration (MBA)**

#### ***i) Programme Description***

This is a 24-month programme with three options: MBA - Banking and Finance, MBA-Marketing &

Entrepreneurship; and MBA-Human Resource Management. The programme provides a sound and structured education in principles of Business Management context to strengthen students' career and managerial skills. Also, the programme provides a range of personal skills in relevant areas sufficient to equip students with skills necessary for effective employment, self-employment or further studies in a related area. Furthermore, it offers business and technology-oriented knowledge which will enable students to develop creative business solutions even in an ICT environment

### *ii) Programme Structure*

For each MBA major, the programme comprises a total of 17 modules and a dissertation that are spread over two academic years. Each module is covered in one semester of 17 weeks, whereby 15 are for study and 2 weeks for examination. The programme is structured as follows:

#### **First Year**

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
BMST 611	Business Mathematics and Statistics	12
MKTG 611	Marketing Principles and Management	12
ACCT 611	Financial and Management Accounting	12
MGMT 611	Strategic Financial Management	12
BUIS 611	Business Information System and	12
<b>SEMESTER II</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
REST 621	Research Methodology 1	6

ENBE 611	Entrepreneurship	12
ECON 611	Applied and Managerial Economics	12
MGMT 621	Strategic Management and Corporate	12
	<b>Banking and Finance Major</b>	
FBFN 621	Financial Institutions and	9
FBFN 622	Corporate Treasurership	9
	<b>Human Resource Management</b>	
HRMG 620	Organisational Behaviour and Social	9
HRMG 621	Developing Effective Leaders and	9
	<b>Marketing and Entrepreneurship</b>	
EMKT 621	Marketing Research and Product	9
EMKT 622	Consumer Behaviour and Sales	9
<b>Total Credits</b>		<b>120</b>

## Second Year

SEMESTER I		
Course Code	Course Title	Credits
REST 622	Research Methodology 2	6
MGMT 622	Project Planning and Management	12
MGMT 612	Operations/Production Management	12
	<b>Banking and Finance Major</b>	
FBFN623	Financial Theory and Financial	9
FBFN 624	Investment and Risk Analysis	9
FBFN 625	International Financial Management	9
	<b>Human Resource Management</b>	
HRMG 622	Performance and Reward System	9
HRMG 623	Labour and Industrial Relations	9

HRMG 624	Public Relations and Corporate	9
	<b>Marketing and Entrepreneurship</b>	
EMEN 621	Strategic Entrepreneurship and	9
EMEN 622	Entrepreneurship and Innovation	9
EMEN 623	Entrepreneurial Venture Creation and	9
<b>SEMESTER II</b>		
Course	Course Title	Credits
REST	Dissertation (15,000 to 20,000 Words)	60
<b>Total Credits</b>		<b>117</b>

### 24.1.3 School Staff List

S/N	Name of Staff & Academic Qualification	Administrative Post	Academic Rank
1	Dr. Abdiel Gershom Abayo BCom (UDSM) 1981, MBA-Fin.(Catholic Univ., Leuven) 1985, PhD-Acc & Fin (Univ. of Glasgow) 1992	Dean, School of Business Studies	Senior Lecturer
2	Dr. Hawa Uiso BCom-Acc. (UDSM) 1985, MBA (UDSM) 1988, PhD (OUT) 2013	Hod - Marketing and Entrepreneurship	Lecturer
3	Prof. Michael O. A. Ndanshau Dip. Buss. Adm. (CBE, Dar), BA (Econ.) UDSM, MA (Econ.) UDSM, PhD (Econ. (UDSM)	Deputy Provost for Administration	Associate Professor



4	Dr. Deus Mwita B.Com (UDSM) 2002, MBF (OUT) 2008, PhD-Mgmt. Science & Eng. (OUT) 2012	HoD-Accounts and Finance	Lecturer
5	Dr. Lazaro A. Swai BA-Edu (UDSM) 1980, MA-PA & Pol. Analysis (UDSM) 1988, PhD-HRM (OUT) 2014	HoD-Human Resource Management	Lecturer
6	Dr. Daudi Lwiza B.Com-Fin (UDSM) 1982, MBF (Italy) 1985, PhD-Banking & Marketing (UK) 2002		Lecturer
7	Mr. Deogratius Massawe BPA (MU) 2005, MBA (OUT) 2009		Lecturer
8	Ms. Lois-Singa Metili BA-Journalism (IUCO) 2004, MBA(UDSM) 2011		Lecturer
9	Dr. Jacob Lubuva BAEd (Dar) 2003, MBA (Dar) 2006, PhD (SAUT) 2017		A/Lecturer
10	Mr. Maximillian Katabi BBA (TUDARCo) 2006, MBA-Fin (Uni. of Wales, UK) 2008, MSc Econ. (OUT) 2015	Examinations Officer - Sobs	A/Lecturer

11	Mr. John J. Mrutu BCom (UDSM) 1997, CPA-T (NBAA) 2003, MBA-Fin (UDSM) 2003		A/ Lecturer
12	Mr. Felix Emmanuel ADPA (MU)1998, MPA-HRM (MU) 2007, PGD-Mediation (ISW) 2009		A/Lecturer
13	Ms. Sinyati Tira BBA (Heriot Watt Univ., UK) 2007, MSc Corp Brand (Brunel Univ.UK) 2008		A/Lecturer
14	Ms. Ashiseta Lema BA-Econ (UDSM) 1980, MA-Econ (Ohio Univ.USA) 1993		A/Lecturer
15	Ms. Grace Muslo BHRM (TUDARCo) 2015, MBA-HRM (TUDARCo) 2017		A/Lecturer
16	Ms. Nancy E. Macha BSc.Econ. 2010 . (Karkov National Univ. Ukraine), MSc.Econ. (Karkov National Univ.Ukraine) 2011		Assistant Lecturer

## **24.2 School of Education and Human Development (SoEHD)**

The School of Education and Human Development (SoEHD) is a result of the 2020 TUDARCo's Re-engineering and Re-branding with the motto "*TUDARCo Where Morals, Positive Mindset and Attitudes are Inculcated.*" The school emerged from the Faculty of Education which started in 2014 with a single undergraduate degree programme, Bachelor of Arts with Education. Currently, the School has Three Departments, namely: Department of Educational Foundation, Department of Human Development and Department of Languages and Communication Skills.

SoEHD prepares graduates to become teachers, facilitators, practitioners, administrators, supervisors, consultants, and other education-related professionals. Potential employers for our graduates include the Ministry of Education, Regional and District Offices, Schools, Colleges and Universities, government departments, non-governmental organizations (NGOs), international institutions, business enterprises, and Internet service providers.

The School strives to play a leading role in education, both locally and globally, and to address educational challenges, particularly in the Tanzanian context. Our commitment to our students is to make them achieve their goals of becoming great teachers, excellent scholars, and wonderful human beings.

## **a) Bachelor of Arts with Education (BAED)**

### ***i) Programme Description***

Bachelor of Arts with Education Degree Programme is a three-year course. The programme trains and produces highly qualified graduates who are competent in theory, pedagogy and subject content in two teaching subjects. The programme is associated with Social Sciences subjects, namely, Geography, Literature, English, Kiswahili, History, Economics, Mathematics, Computer Studies and Accountancy.

The programme requires candidates to successfully complete a total of 360 credits including Teaching Practice (TP) at the end of each year of study. All courses are delivered in a blended approach to align with the trends in educational delivery modes. The courses offered in the two departments are driven by the labour market demands and societal relevance. To complete the programme, BAED students are required to take education courses, common courses and two teaching subjects. The structure of the programme is shown below.

### ***ii) Programme Structure***

#### **EDUCATION COURSES**

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
I	1	EDU 111	Philosophy of Education	9	
		EDU 112	Introduction to Educational Psychology	9	

	2	EDU 121	Basic Principles of Teaching	9	
		EDU 122	Teaching Practices I	9	
<b>Sub-Total</b>				<b>36</b>	<b>0</b>
<b>II</b>	1	EDU 211	Comparative Education	9	
		EDU 212	Educational Media and Technology	9	
		EDU 213	Curriculum Development and Instructions	9	
		EDU 214	Educational Psychology, Guidance & Counselling	9	
	2	EDU 221	Education Measurements & Evaluation	9	
		EDU 222	Introduction to Educational Research	9	
		EDU 223	Teaching Practice II	9	
<b>Sub-Total</b>				<b>63</b>	<b>0</b>
<b>III</b>	1	EDU 311	Educational Statistics	9	
		EDU 312	Education Seminar		9
	2	EDU 321	Educational Management and Administration	9	
		EDU 322	Contemporary Issues in Education	9	
		EDU 323	Research Project and Paper Writing	9	
<b>Sub-Total</b>				<b>36</b>	<b>9</b>
<b>Total</b>				<b>135</b>	<b>9</b>

## COMMON COURSES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
I	1	AS 111	Computer Studies	9	
		CL 116	Communication Skills I	9	
	2	ESD 111	Ethics and Social Dialogue	6	
		CL 126	Communication Skills II	9	
	<b>Sub-Total</b>			<b>24</b>	
II	1	DS 215	Development Studies	6	
	2	MGMT 225	Innovation, Entrepreneurship and Enterprise Development	9	
III	1	MGMT 311	Harnessing Entrepreneurship and Innovative Mindset	9	
	<b>Sub-Total</b>			<b>24</b>	
<b>Total</b>				<b>48</b>	

## GEOGRAPHY COURSES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
I	1	GE 111	Introduction to Physical Geography	9	
		GE 112	Climatology	9	
	2	GE 121	Spatial Organization	9	
		GE 122	Population Studies	9	
		CTG 126	Geography Teaching Methods	9	

			<b>Sub-Total</b>	<b>45</b>	
II	2	GE 211	Environmental Education	9	
		GE 212	Quantitative Methods in Geography	9	
		GE 213	Surveying and Map Science	9	
	2	GE 221	Population and Development	9	
		GE 222	Medical Geography		9
		GE 223	Biogeography	9	
			<b>Sub-Total</b>	<b>45</b>	<b>9</b>
III	1	GE 311	Soil Resources	9	
		GE 312	Environmental Education and Conservation	9	
		GE 313	Contemporary Geography of Africa	9	
		GE 314	Environmental Impact Assessment		9
	2	GE 321	Remote Sensing	9	
		GE 322	Agricultural System and Location		9
		GE 323	Geography Information Studies	9	
		GE 324	Natural Resources Management	9	
		GE 325	Environmental Impact Assessment		9
			<b>Sub-Total</b>	<b>54</b>	<b>27</b>

## LINGUISTICS COURSES

Course Code	Course Name	Status	
		Core	Elective
YEAR I	<b>SEMESTER 1</b>		
LL I11	Introduction to Linguistic Theory	9	
LL 112	Introduction to English Structure and Function	9	
LL113	English Phonemic and Orthographic Systems	9	
	<b>Sub-Total</b>	<b>27</b>	
	<b>SEMESTER II</b>		
CTE 126	English Teaching Methods	9	
	<b>Sub-Total</b>	<b>9</b>	
YEAR II	<b>SEMESTER 1</b>		
LL 212	English Structure		9
LL 213	Connected Speech	9	
	<b>Sub-Total</b>	<b>9</b>	
	<b>SEMESTER II</b>		
LL 221	Social and Biological Aspects of Language	9	
LL 222	Register in English	9	
	<b>Sub-Total</b>	<b>18</b>	



YEAR III	<b>SEMESTER I</b>		
LL 311	Linguistic Theory	9	
LL 312	Dialects of English	9	
LL 313	Introduction to English Pragmatism	9	
LL 314	Sociolinguistics (Elective)	9	
	<b>Sub-Total</b>	<b>36</b>	
	<b>SEMESTER II</b>		
LL 321	Second English Language Learning	9	
LL 322	Morphology	9	
LL 323	Selected Themes in Theoretical Linguistics	9	
LL 324	The Study of Discourse (Elective)		9
	<b>Sub-Total</b>	<b>27</b>	<b>18</b>
	<b>Total</b>	<b>126</b>	<b>18</b>

### LITERATURE COURSES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
	1	LT 111	Introduction to Literary Theories	9	
		LT 112	African literature	9	
I		LT 113	Theory of Literature: Origin and Role in Society	9	

2	LT 121	Introduction to Literary Devices	9	
	CTL 126	Literature Teaching Methods	9	
<b>Sub-Total</b>			<b>45</b>	
1	LT 211	Modern Literature Theories	9	
	LT 212	Poetry	9	
	LT 213	Oral Literature	9	
2	LT 221	Drama	9	
	LT 222	Development of the Novel	9	
<b>Sub-Total</b>			<b>45</b>	
1	LT 311	Theory and Practice of Publishing	9	
	LT 312	African women writers	9	
2	LT 321	African American Literature	9	
	LT 322	Literature and Society	9	
	LT 323	Language and Literature		9
<b>Sub-Total</b>			<b>36</b>	<b>9</b>
<b>Total</b>			<b>126</b>	<b>9</b>

## HISTORY COURSES

Year	Semester	Course code	Course Title	Status	
				Core	Elective
I	1				
		HI 111	Basic Concepts in Historical Scholarship	9	
		HI 112	Capitalism and Imperialism in the World History	9	
		HI 113	Themes in African History	9	
		HI 114	Religions in African History		9
			<b>Sub-Total</b>	<b>27</b>	<b>9</b>
	2				
		CTH 126	History Teaching Methods	9	
		HI 121	Sources of History	9	
			<b>Sub-Total</b>	<b>18</b>	<b>0</b>
II	1				
		HI 211	Philosophies & Methodologies of History	9	
		HI 212	History of Tanzania	9	
		HI 213	Neo-Colonialism and Revolutionary Movements in Africa		9
			<b>Sub-Total</b>	<b>18</b>	<b>9</b>
	2				
		HI 221	History of East Africa	9	
		HI 222	Globalization in Historical Context	9	

			<b>Sub-Total</b>	<b>18</b>	<b>0</b>
III	1	HI 311	Economic History of Tanzania	9	
		HI 312	History of West Africa	9	
		HI 313	Oral Histories of Tanzania	9	
		HI 314	History of North Africa		9
			<b>Sub-Total</b>	<b>27</b>	<b>9</b>
	2				
		HI 321	History of South Africa	9	
		HI 322	Industrialization and Rise of Working Class in Britain	9	
		HI 323	Basics in Archaeology	9	
			<b>Sub-Total</b>	<b>27</b>	<b>0</b>

## KISWAHILI COURSES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
	1	SW 111	Lugha ya Kiswahili: Historia, Lahaja na Matumizi yake	9	
		SW 112	Historia na Uhakiki wa Fasihi ya Kiswahili	9	
		SW 121	Utangulizi wa Isimu	9	
		SW 122	Misingi ya Sarufi ya Kiswahili	9	

I	2	SW 123	Stadi za Matumizi ya Lugha		9
		CTK 126	Mbinu za Ufundishaji wa Fasihi ya Kiswahili	9	
<b>Sub-Total</b>				<b>45</b>	<b>9</b>
II	1	SW 211	Nadharia ya Fasihi na Maendeleo ya Fasihi ya Kiswahili	9	
		SW 212	Riwaya ya Kiswahili	9	
		SW 213	Fonolojia ya Kiswahili	9	
	2	SW 221	Fasihi Simulizi na Nadharia	9	
		SW 222	Mofolojia ya Kiswahili	9	
		SW 223	Nadharia yaTafsiri na Uchanganuzi		9
<b>Sub-Total</b>				<b>45</b>	<b>9</b>
		SW 311	Nadharia ya Sintaksia ya Kiswahili	9	
III	1	SW 312	Sintaksia ya Kiswahili	9	
		SW 313	Tamthiliya ya Kiswahili	9	
		SW 314	Kiswahili kwa Wageni		9
	2	SW 321	Ubunifu katika Uandishi		9
		SW 322	Semantiki		9
		SW 323	Utangulizi wa Isimu Jamii	9	
		SW 324	Ushairi wa Kiswahili	9	
<b>Sub-Total</b>				<b>45</b>	<b>27</b>

<b>Total</b>	<b>135</b>	<b>45</b>
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## ECONOMICS COURSES

Year	Semester	Course code	Course Title	Status	
				Core	Elective
I	1	EC111	Introductory Microeconomics I	9	
		EC112	Introductory Macroeconomics I	9	
	2	EC121	Introductory Microeconomics II	9	
		EC122	Introductory Macroeconomics II	9	
		CTEC126	Economics Teaching Methods	9	
<b>Sub-Total</b>				<b>45</b>	<b>0</b>
II	1	EC211	Intermediate Microeconomics I	9	
		EC212	Intermediate Macroeconomics I	9	
		EC213	Development Economics	9	
	2	EC221	Intermediate Microeconomics II	9	
		EC222	Intermediate Macroeconomics II	9	
		EC223	History of Economics of Development	9	
<b>Sub-Total</b>				<b>54</b>	<b>0</b>
III	1	EC311	Labour Economics I		9

		EC312	Money, Banking and Financial Development	9	
		EC313	International Economics I	9	
		EC314	Natural Resources and Environmental Economics I		9
	2	EC321	Labour Economics II		9
		EC322	Money and Financial Policy	9	
		EC323	International Economics II	9	
		EC324	Natural Resources and Environmental Economics II		9
<b>Total</b>				<b>36</b>	<b>36</b>
			<b>Total</b>	<b>135</b>	<b>36</b>

## ACCOUNTING COURSES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
I	1	ACC111	Principal of Accounting I	12	
		ACC112	Business Math & Statistics I	9	
	2	ACC121	Principal of Accounting II	9	
		ACC122	Business Math & Statistics II	9	
		CTCC126	Accounting Teaching Methods	9	
<b>Sub-Total</b>				<b>48</b>	<b>0</b>
II	1	ACC211	Intermediate Accounting I	12	

		ACC212	Quantitative Techniques I I	9	
	2	ACC 221	Intermediate Accounting II	12	
		ACC 222	Quantitative Techniques II	9	
<b>Sub-Total</b>				<b>42</b>	<b>0</b>
III	1	ACC312	Investment Analysis and Project Appraisal	9	
		ACC314	Management Consultancy skills	9	
		ACC318	Supplies and Stock Auditing	9	
		ACC319	Business Policy and Strategic Management	9	
	2	ACC322	Organizational Behaviour	9	
<b>Sub-Total</b>				<b>45</b>	
<b>Total</b>				<b>135</b>	<b>0</b>

## MATHEMATICS COURSES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
I	1	MT 111	Sets and Logic	9	
		MT 112	Calculus	9	
		MT 113	Linear Algebra	9	
	2	MT 121	Probability and Statistics	9	
		MT 122	Linear Programming	9	
		CTM 126	Mathematics Teaching Methods	9	



			<b>Sub-Total</b>	<b>45</b>	<b>0</b>
II	1	MT 211	Numerical Methods	9	
		MT 212	Ordinary Differential Equations	9	
	2	MT 221	Advanced Calculus	9	
		MT 222	Computer Programming	9	
		MT 223	Rigid Body Mechanics		9
			<b>Sub-Total</b>	<b>36</b>	<b>9</b>
III	1	MT 311	Advanced Calculus	9	
		MT 312	Introduction to Real Analysis	9	
		MT 313	Complex Analysis	9	
	2	MT 321	Abstract Algebra		9
		MT 322	Introduction to Real Analysis		9
		MT 323	Functional Analysis		9
		MT 324	Partial Differential Equations		9
				<b>Sub-Total</b>	<b>27</b>
			<b>Total</b>	<b>117</b>	<b>45</b>

## COMPUTER STUDIES

Year	Semester	Course Code	Course Title	Status	
				Core	Elective
I	1	CS 111	Computer Programming I	9	
		CS 112	Computer Basics 1	9	
	2	CS 121	Math-based Computing/Numerical Analysis	9	
		CS 122	Computer Programming II	9	
		CS 123	ICT	6	
		CTCS 126	Computer Studies Teaching Methods	9	
	<b>Sub-Total</b>			<b>51</b>	<b>0</b>
II	1	CS 211	Computer Architecture	9	
		CS 212	Systems Analysis & Design	9	
		CS 213	Web Design and Applications		9
		CS 214	Internet Technologies		9
	2	CS 221	Computer Graphics	9	
		CS 222	Database Systems	9	
	<b>Sub-Total</b>			<b>36</b>	<b>18</b>
III	1	CS 311	Theory of Computing	9	
		CS 312	Operating Systems	9	

2	CS 321	Distributed Systems		6
	CS 322	Computer Networks	9	
<b>Sub-Total</b>			<b>27</b>	<b>12</b>
<b>Total</b>			<b>114</b>	<b>30</b>

## **b) Postgraduate Diploma in Education –(PGDE)**

### *i) Programme Description*

This is a 18-months programme aimed at training qualified educational practitioners and experts at PGDE level such as teachers, educational research consultants, educational specialists, educational policy analysts, publishers, educational managers and or professionals. The programme intends to equip students with appropriate technical and professional knowledge, skills and attitudes in Education profession; train qualified graduate teachers, competent in pedagogy and subject content in two teaching subjects; and, produce educational experts who can perform various research, technical and managerial duties in different educational organization such government institutions, NGOs and international organizations, secondary schools, colleges, Institutes and Universities. This is a one-year programme with the following options: Geography, Literature, English Language, Kiswahili, History, Economics, Mathematics, Computer Studies and Accounting. The programme provides sound teaching methodologies to non education degrees including but not limited to Engineering, Agriculture, Science, Economics, BA (Kiswahili), BA (Literature), BA (Library and

Information Studies), BA (Records and Archives Management), BA (ICT), diverse degrees in Information Systems Management, Mass Communication, Law, Business Management Studies, Human Resources Management and other degree programmes from recognized institution certified by TCU with at least a third class award and/or Equivalent Entry Requirements for Admission, that is, an Advanced Diploma in any field other than education from a recognised institution of higher learning certified by TCU with at least a third class award (GPA of at least 2.0 out of 5).

***ii) Programme Structure***

This programme comprises a total of 13 core modules and electives plus a dissertation that are spread over two academic years. Each module is covered in one semester of 17 weeks, whereby 15 are for study and 2 weeks for examination. The programme is structured as follows:

**EDUCATION COURSES**

**First Year**

<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
PDE 400	Introduction to Educational Psychology	9
PDE 401	Philosophy of Education	9
PDE 402	Education Media and Technology	9
PDE 403	Education Assessment and Evaluation	9
PDE 404	Research Methods and Data Analysis	9

PDE 405	Curriculum Development and Instructions	9
PDE 406	Basic Principles of Teaching	9
	<b>Sub-Total</b>	68

<b>SEMESTER II</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
PDE 407	Management of Education and School Administration	9
PDE 408	Educational Psychology, Guidance, Counseling and Special Needs	9
PDE 409	Comparative Issues in Education	9
PDE 410	Mathematics Teaching Methods	6
PDE 411	Kiswahili Teaching Methods	6
PDE 412	History Teaching Methods	6
PDE 413	Geography Teaching Methods	6
PDE 414	English Teaching Methods	6
PDE 415	Economics and Business Teaching Methods	6
PDE 416	Literature Teaching Methods	6
PDE 417	Accounting Teaching Methods	6
PDE 418	Research Project	9
PDE 419	Teaching Practice (10 Weeks placement)	9

	<b>Sub-Total</b>	93
	<b>Total</b>	156

### 24.2.1 School Staff List

S/N	Name of Academic Staff	ADMINISTRATIVE POST	ACADEMIC RANK
1.	Dr. Felistas Richard Mahonge  Dip.Ed. (Mpwapwa TC) 1989; BAED-2006; MEMA (UDSM) 2008; PhD. Lit (Moi) 2016.	School Dean	Senior Lecturer
2.	Dr. Fulgence Swai  BSc Ed-1973; MA ED (UDSM) 1982;  PhDEd (Massachusetts-USA) 2004.	Associate Dean and Head, Department of Human Development	Senior Lecturer
3.	Dr. Peter C. Mtesigwa  BA Education-1977; MA Linguistics (UDSM) 1984; PHD Ed, (Columbia University USA) 2001.	Head, Department of Educational Foundations	Senior Lecturer
4.	Dr. Mushumbusi Adolf Kibogoya  BAED (Hons) (UDSM); MA (English Language Teaching) 1995; PhD in	Head, Department of Languages and Communication Skills	Senior Lecturer

	Linguistics (Lancaster (UK) 1998.		
5.	Dr. Deoscorous Ndoloi BAED (Hons) (UDSM) 1983; MA in English Language Teaching (Warwick, UK) 1985;  PhD in Disciplines, Cultures and Communication (Lancaster (UK) 1994.	Postgraduate Research Coordinator	Senior Lecturer
6.	Dr. Hyasinta Kessy  MA Psychology 2016; BEd Psychology (UDSM) 2010; PhD (OUT) 2006		Lecturer
7.	Dr. Hawa Mkwela BA Geography (Hons) (UDSM) 1998; MPHIL Geography, 2001;  PhD in Human Geography (NTNU Norway) 2016.		Lecturer
8.	Dr. Valence Silayo  BA-Archaeology, 2007; MA Archaeology (UDSM) 2009; PhD History-Archaeology (La Trobe University-Australia), 2017.	Director, PEP	Lecturer

9.	Dr. Marco Magassila Dip. Ed.& Geography (Morogoro TC) 1999; BAED2004; MA-History (UDSM) 2009. PhD (UDSM)		Lecturer
10.	Mrs. Bertha Letara Dip.Ed. (Changombe TC) 1972; BAED (Hons) 2006; MED APPS (OUT) 2011.		Assistant Lecturer
11.	Ms. Caroline Fumbuka BAED (UDSM); MA Environmental Management in Geography (OUT) 2011.		Assistant Lecturer
12.	Ms. Neema Timothy BAED, 2008: MA Demography (UDSM) 2010.		Assistant Lecturer
13.	Mr. Jacob Stephan Mpalanzi Dip.Ed. (Songea TC) 2007; BA.Ed. Ling. (RUCU) 2012; MA.Linguistics (RUCU) 2014.		Assistant Lecturer
14.	Mr. Petro Kaogota BAED2011; MA		Assistant Lecturer



	Linguistics, (RUCO) 2013.		
15.	Ms. Maimuna Ismail BAED 2010; MA Literature (UDSM) 2014.		Assistant Lecturer
16.	Ms. Abia Selemani BA Kiswahili 2013; MA Kiswahili (UDSM) 2016.		Assistant Lecturer
17.	Mr. Charles Mbiu Cert.Ed. (Korogwe TTC)2003;BAED (UDSM) 2009; MA Kiswahili (UDSM) 2013		Assistant Lecturer

### **24.3 School of Humanities and Social Sciences (SoHSS)**

The School of Humanities and Social Sciences (SoHSS) was established as a Faculty of Arts and Social Sciences (FASS) in 2008. It started as a Department of Humanities under the Faculty of Law and Humanities in 2005. Together with the Faculty of Law, it became the second faculty to be established at TUDARCo after the Faculty of Business Administration. The Faculty was transformed into the School of Humanities and Social Sciences as part of the Re-Engineering and Re-Branding of TUDARCo in 2020. The School is equipped with qualified academic staff committed to facilitate Innovative Teaching and Learning, Research, Consultancy and Community services.

The School is comprised of three Departments: Department of Library and Information Studies, Department of Mass Communication, and Department of Sociology and Development Studies. These departments offer an array of demand-driven and community needs responsive courses. In the School of Humanities and Social Sciences our students are offered a wide range of possibilities, experiences and opportunities to become creative, innovative, critical thinkers with entrepreneurial mindset ready to turn community challenges into opportunities.

The School offers the following courses: Certificate in Records Management (CRM), One NTA level 5 programme, Technician Certificate in Intercultural Relations (TCIR), one NTA level 6 programme, and Ordinary Diploma in Intercultural Relations (DIR). For undergraduate degree programmes, the School offers the following: Bachelor of Arts in Library and Information Studies (BALIS), Bachelor of Information Management (BIM) and Bachelor of Arts in Mass Communication (BMC). The school also offers one postgraduate programme, namely; Master of Arts in Information Studies (MAIS).

### **a) Certificate in Records Management**

#### ***i) Programme Description***

This is a one-year, two-semester programme running for 17 weeks each semester. The programme requires candidates to successfully complete a total of 120 credits including fieldwork which is to take place between the two semesters. This programme is geared towards producing innovative,

creative and flexible records managers, and archives and office administration personnel who can flexibly work in both public and private organizations.

***ii) Programme Structure***

Certificate in Records Management is structured as follows:

<b>SEMESTER I</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>
DS 001	Development Studies	2
LANG 002	Communication Skills 1	3
COMP 001	Computer Application I	4
RM 001	Records Management and Archive Administration	4
RM 002	Records Management Policy	4
RM 003	Office Management	4
	<b>Sub-Total</b>	<b>21</b>
<b>SEMESTER II</b>		
LANG 011	Communication Skills II	4
COMP 011	Computer Applications II	4
RM 011	Electronic Records Management	4
RM 012	Legal Records Management	4
RM 013	Medical Records Management	4
RM 014	Records Management for Empowerment	4
RM 015	Field Practical Training	4
	<b>Sub-Total</b>	<b>28</b>
<b>Total</b>		<b>49</b>

## **b) Technician Certificate in Intercultural Relation (NTA Level 5)**

### ***i) Programme Description***

The Technician Certificate in Intercultural Relation is intended to introduce students to the study of intercultural relations. Students who successfully complete the technician certificate in intercultural relation are expected to be able to apply their knowledge in a range of activities, some of which are non-routine works such as assuming operational responsibility in the areas of cultural tourism, conflict resolution, faith-based organizations, schools and organizations governmental and non-governmental, which deal with integration of people/communities with various cultural backgrounds.

### ***ii) Programme Structure***

The Technician Certificate in Intercultural Relations is structured as follows:

<b>S/N</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
<b>SEMESTER I</b>			
1.	IRT05101	Computer Application and Learning	15
2.	IRT05102	Communication Skills	10
3.	IRT05103	Introduction to the Study of Culture and World Views	15
4.	IRT05104	Ethics	10
5.	IRT05105	Development Skills	10
<b>SEMESTER II</b>			

6.	IRT05201	Entrepreneurship	15
7.	IRT05202	History of Intercultural Relations	15
8.	IRT05203	Religion	10
9.	IRT05204	Tourism and Culture	10
10.	IRT05205	Globalization	10
<b>Total</b>			<b>120</b>

**c) Ordinary Diploma in Intercultural Relation (NTA Level 6)**

*i) Programme Description*

The aim of the programme is to facilitate the learning on how different cultures relate, and produce individuals who can use their knowledge and skills on intercultural relations to promote peace and harmony among people and communities with different cultural backgrounds.

*ii) Programme Structure*

Ordinary Diploma in Intercultural relations is structured as follows:

SN	Course Code	Course Name	Credits
<b>SEMESTER I</b>			
1	IRD 06101	Research Methods	10
2	IRD 06102	Project Management	10
3	IRD 06103	Advocacy	10
4	IRD 06104	Arts Sports and Culture	10
5	IRD 06105	Conflicts and Peace	10

6	IRD 06106	Economics Politics and Law	10
<b>Total</b>			<b>60</b>
<b>SEMESTER II</b>			
7	IRD 06201	Interfaith Relation	10
8	IRD 06202	Intercultural Communication	10
9	IRD 06203	Conflict Resolution Skills	10
10	IRD 06204	Field Attachment	15
11	IRD 06205	Research Project Report	15
<b>Total</b>			<b>60</b>

#### **d) Diploma in Journalism (DJo)**

##### *i) Programme description*

The Diploma in Journalism is a two-year programme comprised of four semesters with 240 credits. It has been developed to suit the needs of the journalists' labour market and professional demands that exist within the country and globally. Establishment of the programme is aimed at enabling individuals to achieve learning and competence for being employed or become self-employed. The programme is geared towards meeting high demand of the nation, especially now when the law demands media professional to have at least a diploma in journalism or media related certificate. Apart from the need to meet the labour market demands, the media undergo constant changes due to new developments in information and communication technology (ICT), hence the necessity for the programme.

## *ii) Programme structure*

The Diploma in Journalism is a two-year programme structured as follows:

### **First Year**

#### **SEMESTER I**

<b>Course code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
LANG 101	Communication Skills	<b>9</b>	
Comp 101	Computer Application	<b>9</b>	
DJO 113	Photojournalism	<b>9</b>	
DJO 111	News and Feature Writing	<b>12</b>	
DJO 114	Public Relation and Marketing	<b>9</b>	
DJO 112	Radio Journalism	<b>12</b>	
	<b>TOTAL</b>	<b>60</b>	

#### **SEMESTER II**

<b>Course code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
ESD 111	Foundation of Faith and Professional ethics.	<b>9</b>	
DS 111	Development Studies	<b>9</b>	
DJO 121	Media Ethics and Law	<b>9</b>	
DJO 122	Online Journalism	<b>9</b>	
DJO 123	Specialized Reporting	<b>12</b>	
DJO 124	Television Journalism	<b>12</b>	
	<b>TOTAL</b>	<b>60</b>	

## Second Year

### SEMESTER I

Course code	Course Name	Core	Elective
DJO 211	Media and Gender	9	
DJO 212	Introduction to Research Methods	9	
DJO 213	Editing for Multimedia Journalism	9	
DJO 214	Media Management	9	
DJO 215	Investigative Journalism	12	
DJO 216	Media Entrepreneurship	12	
	<b>TOTAL</b>		<b>60</b>

### SEMESTER II

Course code	Course Name	Core	Elective
DJo 299	Internship	60	
	<b>TOTAL</b>		<b>60</b>



**e) Bachelor of Arts in Library and Information Studies  
(BALIS)**

***i) Programme Description***

This is a three-year programme with six semesters running for 17 weeks each semester. The programme requires candidates to successfully complete a total of 360 credits, including fieldwork, which takes place at the end of the first and second year. The general objective of this programme is to train and produce modern Information Professionals such as librarians, records managers, information research consultants, marketing specialists, knowledge managers, document lists, archivists, information policy analysts, publishers, information brokers, information officers and or professionals, information brokers, information officers or professionals, and ICT experts such as information systems designers, or analysts, database administrators, Website designers, electronic commerce experts. These can perform various technical as well as administrative duties in institutions such as libraries, archives, documentation/records, information or computer centres, research firms, publishing or media institutions, government departments, non-governmental organizations (NGOs), international institutions, business enterprises and Internet service providers. There is a great need therefore to redesign BALIS purposively to prepare Tanzanians to meet this quickly expanding job market and new roles for information professionals for enhancing the information industry in Tanzania.

## *ii) Programme Structure*

BALIS is structured as follows:

### **First Year**

#### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
DS 101	Development Studies I	9	
LANG 101	Communication Skills I	9	
LIS 101	Foundations of Library and Information Science	9	
LIS 102	Information in Society	9	
LIS 103	Information Processing I	9	
LIS 104	Basics of Communication	9	
LIS 105	Computer Studies I	9	
<b>Sub-Total</b>		<b>63</b>	

#### **SEMESTER II**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
ESD 111	Ethics and Social Dialogue	6	
DS 111	Development Studies II	9	
LANG 112	Communication Skills II	9	
LIS 111	Information Sources and Services	9	
LIS 112	Basics of Library Operations	9	

LIS 113	Information Processing II	9	
LIS 114	Information Users	9	
LIS 115	Computer Studies II	9	
LIS 116	Practical Training	15	
	<b>Total</b>	<b>84</b>	

## Second Year

### SEMESTER I

Course Code	Course Name	Core	Elective
LIS 201	Knowledge Management	9	
LIS 202	Information Storage and Retrieval I	9	
LIS 203	Digital Library	9	
LIS 204	Information Technology I	9	
LIS 205	Research Methods I	9	
LIS 206	Publishing and Book Trade I		9
LIS 207	Documentation		9
LIS 208	Records Management I		9
LIS 209	Web-based Information Services		9
<b>Core Courses</b>		<b>45</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>Total</b>		<b>63</b>	

## SEMESTER II

Course Code	Course Name	Core	Elective
LIS 211	Information Packaging and Repackaging	9	
LIS 212	Automation of Library/Information Systems	9	
LIS 213	Information Literacy	9	
LIS 214	Information Technology II	9	
LIS 215	Research Methods II	9	
LIS 216	Practical Training II	15	
LIS 217	Publishing and Book Trade II		9
LIS 218	Records Management II		9
LIS 219	Collection Development		9
LIS 220	Multimedia Technologies for Libraries		9
<b>Core Courses</b>		<b>60</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>Total</b>		<b>78</b>	

## Third Year

### SEMESTER I

Course Code	Course Name	Core	Elective
LIS 301	Project Planning and Management	9	
LIS 302	Management of Information Systems and Services	9	
LIS 303	Economics of Information and Marketing	9	
LIS 304	Information Policy	9	
LIS 306	Management of Archives		9
LIS 307	Introduction to Geographical Information System		9
LIS 308	Information Systems Analysis and Design I		9
LIS 310	Electronic Commerce I		9
<b>Core Courses</b>		<b>36</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>Sub-Total</b>		<b>54</b>	

## SEMESTER II

Course Code	Course Name	Core	Elective
LIS 311	Research Project	15	
LIS 312	Information Ethics and Professionalism	9	
LIS 313	Planning and Designing of Information Infrastructure	9	
LIS 314	Entrepreneurship in Information Services	9	
LIS 316	Management of Libraries and Information Centres		9
LIS 317	Special Needs Information Services		9
LIS 318	Information Systems Analysis and Design II		9
LIS 319	Information Service to Children		9
LIS 320	Electronic Commerce II		9
<b>Core Courses</b>		<b>42</b>	
<b>Any three Elective Courses</b>			<b>27</b>
<b>Total</b>		<b>69</b>	

## **f) Bachelor of Information Management (BIM)**

### ***i) Programme Description***

This is a three-year programme with six semesters running for 17 weeks each semester. The programme requires candidates to successfully complete a total of 360 credits including fieldwork which is to take place at the end of the first and second year. This programme aims to train students who will have a broad and coherent body of knowledge of Information and Communication Technology (ICT), with expertise in the underlying principles and concepts in one or more disciplines as a basis for independent lifelong learning. The general objective of this programme is to train and produce modern information experts at bachelor degree level such as information managers, ICT experts such as information systems designers, or analysts, database administrators, and Website developers, research consultants, marketing specialists, knowledge managers, information policy analysts, publishers, information managers and professionals. These are expected to perform various managerial duties in institutions such as information or computer centres, research firms, media institutions, government departments NGOs, international institutions and business enterprises. Therefore, the current growing Information and Communication Technology (ICT) and the need for IT and Information Managers globally and within the country points to the importance of this degree programme.

## *ii) Programme Structure*

The Bachelor of Information Management (BIM) is structured as follows:

### **First Year**

#### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
DS 101	Development Studies I	9	
LANG 102	Communication Skills I	9	
BIM 101	Electronic Records and Document Management	9	
BIM 102	Computer Hardware and Maintenance	9	
BIM 103	Business Information and Communication	9	
BIM 104	Fundamental of Information Systems	12	
BIM 105	Principles of Management	9	
<b>Total</b>		<b>66</b>	

#### **SEMESTER II**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
LANG 112	Communication Skills II	9	
DS 111	Development Studies II	9	
ESD 111	Ethics and Social Dialogue	9	
BIM 111	Web Development	9	
BIM 112	Organization of Knowledge	9	
BIM 113	Operating Systems	9	



BIM 114	Introduction to Programming	9	
BIM 115	Data Management	9	
BIM 116	Practical Training	15	
<b>Total</b>		<b>87</b>	

## Second Year

### SEMESTER I

Course Code	Course Name	Core	Elective
BIM 201	Information System Analysis and Design	9	
BIM 202	Economics of Information and Marketing	9	
BIM 203	Database System Concepts and Design	9	
BIM 204	Management Information System	9	
BIM 205	Research Methods I	9	
BIM 206	Information Systems Applications		9
BIM 207	Web Programming		9
BIM 208	Artificial Intelligence		9
<b>Core courses</b>		<b>45</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>Total</b>		<b>63</b>	

## SEMESTER II

Course Code	Course Name	Core	Elective
BIM 211	Object Oriented Programming	9	
BIM 212	Information Literacy	9	
BIM 213	Database Management Applications	9	
BIM 214	Corporate information Resources	9	
BIM 215	Research Methods II	9	
BIM 216	Practical Training II	15	
BIM 217	Human Computer Interactions		9
BIM 218	Data Mining and Warehousing		9
BIM 219	Accounting Information Systems		9
<b>Core courses</b>		<b>60</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>TOTAL</b>		<b>78</b>	

### Third Year

## SEMESTER I

Course Credit	Course Name	Core	Elective
BIM 301	Project Planning and Management	9	
BIM 302	Internet Technologies	9	

BIM 303	Knowledge Management	9	
BIM 304	Computer Networks	9	
BIM 305	Information Policy		9
BIM 306	Electronic Commerce		9
BIM 307	E- Government		9
<b>Core Courses</b>		<b>36</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>Total</b>		<b>54</b>	

## SEMESTER II

Course Code	Course Name	Core	Elective
BIM 311	Internet Programming	9	
BIM 312	Information Security and Management	9	
BIM 313	Entrepreneurship in Information Services	9	
BIM 314	Computer Graphics	9	
BIM 315	Geographical Information Systems		9
BIM 316	Information Systems for Modelling		9
BIM 317	Legal and Professional Ethics		9
BIM 320	Research Project	15	
<b>Core Courses</b>		<b>51</b>	
<b>Any two Elective Courses</b>			<b>18</b>
<b>Total</b>		<b>69</b>	

## **g) Bachelor of Arts in Mass Communication (BMC)**

### ***i) Programme Description***

The Bachelor of Arts in Mass Communication is a three-year programme with six semesters and 360 credits. The programme is run on a full-time basis with two sessions (morning and evening). The programme offers equal opportunity, admitting national and foreign students. It intends to produce professionals in the field of Journalism who will be able to demonstrate knowledge and skills to meet the current market demand in the field.

### ***ii) Programme Structure***

BMC is a three-year degree programme structured as follows:

## **First Year**

### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BMC 110	Introduction to News Writing I	9	
BMC 111	Mass Communication Technologies	9	
BMC 112	Communication Skills I	9	
DS 101	Development Studies I	9	
BMC 114	Introduction to Mass Communication	9	
BMC 115	Computer Application	9	
BMC 116	Practicum (Print)	9	
<b>Total</b>		<b>63</b>	

## SEMESTER II

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BMC 121	Introduction to News Writing II	9	
BMC 122	Gender and the Media	9	
BMC 123	Communication Skills II	9	
DS 111	Development Studies II	9	
BMC 125	Introduction to Radio Broadcasting	9	
BMC 126	Introduction to TV Broadcasting	9	
BMC 127	Practicum (Electronic)	9	
<b>Total</b>		<b>63</b>	

## Second Year

## SEMESTER I

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BMC 211	Mass Communication Law	9	
BMC 212	New Media Technologies	9	
BMC 213	Mass Communication and the Society	9	
BMC 214	Media Entrepreneurship	9	
BMC 215	News Design, Editing and Reporting	9	
BMC 216	Survey of Economics	9	

	Principles		
BMC 217	Field Practical I	9	
<b>Total</b>		<b>63</b>	

## SEMESTER II

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BMC 220	Introduction to PR and Advertising	9	
BMC 221	Introduction to Philosophy	9	
BMC 222	Introduction to Mass Communication Research	9	
BMC 223	Media Ethics and Social Dialogue	9	
BMC 224	Theories and effects of Mass Communication	9	
BMC 225	Introduction to Photojournalism	9	
BMC 226	Kiswahili for Mass Communicators	9	
<b>Total</b>		<b>63</b>	

## Third Year

### SEMESTER I

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BMC 311	Specialized Writing	9	
BMC 312	Principles of Teaching	9	
BMC 313	Research Paper I	15	
BMC 314	Field Practical II	9	
BMC 315	Online Radio Broadcasting		9
BMC 316	Online TV and Video Production		9
BMC 317	Photography Production Techniques		9
BMC 318	Development Communication		9
<b>Core Courses</b>		<b>42</b>	
<b>Any Two Elective Courses</b>			<b>18</b>
<b>Total</b>		<b>60</b>	

## SEMESTER II

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BMC 321	International Mass Communication System	9	
BMC 322	News Analysis and Current Affairs	9	
BMC 323	Media Management and Organization	9	
BMC 324	Research Paper II	15	
BMC 325	Mass Media and Popular Culture		9
BMC 326	Contemporary Media in Tanzania		9
BMC 327	Audience Research		9
BMC 328	Public Relations and Corporate Management		9
<b>Core Courses</b>		<b>42</b>	
<b>Any two elective courses</b>			<b>18</b>
<b>Total</b>		<b>60</b>	



## **h) Master of Arts in Information Studies (MAIS)**

### ***i) Course Description***

Master of Information Studies (MAIS) is an eighteen months programme composed of three semesters, with 180 credits. Coursework covers two semesters and dissertation is done in the third semester. Class activities such as lectures, practical's, class assignments, and independent study will cover seventeen weeks for each semester and dissertation will be done in one semester.

MAIS degree programme is an equal opportunity programme admitting nationals and foreigners. The general objective of the programme is to train and produce modern information experts at Master degree level, such as librarians, information research consultants, marketing specialists, knowledge managers, information policy analysts, publishers, information brokers, information managers and ICT experts such as information systems designers, or analysts, database administrators, and Website developers. These are expected to perform various managerial duties in institutions such as libraries, computer centres, research firms, publishing or media institutions, government departments, non-governmental organizations (NGOs), international institutions and business enterprises.

### ***ii) Programme Structure***

The Master of Arts in Information Studies programme is structured as follows:

## SEMESTER I

Course Code	Course Name	Status	
		Core	Elective
LIS 601	Information Services Design	10	
LIS 602	Data Management	10	
LIS 603	Research Methods	10	
LIS 604	Information Organization and Access	10	
LIS 605	Strategic Communication	10	
LIS 606	Management Information Systems		10
LIS 607	Media and Information Literacy		10
LIS 608	Website Design and Management		10
<b>Core Courses</b>		<b>50</b>	
<b>At least one Elective Course</b>			<b>10</b>
<b>Total</b>		<b>60</b>	

## SEMESTER II

Course Code	Course Name	Core	Elective
LIS 620	Project Management	10	
LIS 621	Database Management	10	
LIS 622	Knowledge Management	10	
LIS 623	Corporate Information Management	10	
LIS 624	Information and Social Network Analysis	10	

LIS 626	Digital Information Management	10	
LIS 627	Leadership and Information Professional Ethics		10
LIS 628	Information Consultancy and Entrepreneurship		10
<b>Core Courses</b>		<b>50</b>	
<b>At least one Elective Course</b>			<b>10</b>
<b>Total</b>		<b>60</b>	

### SEMESTER III

Course Code	Course Name	Core	Elective
699	Dissertation	60	
<b>Total</b>		<b>60</b>	

### N.B.

In addition to the core credits, a student is expected to enrol in at least one elective course in each semester of study in order to have the required minimum number of 180 credits.

### 24.3.1 School Staff List

S/N	Name of Academic Staff	Administrative Post	Academic Rank
1.	Dr. Getrude Ntulo BEdu (UDSM) 2005, MAIS (UDSM) 2007, PhD (MOI Univ. Kenya) 2017	School Dean	Lecturer
2.	Mr. Danford Kitwana BA(UDSM) 2007, MA-MC (SAUT) 2012	Acting Associate Dean and School Examination Officer	Assistant Lecturer
3	Dr. Farida Katuli BA-Soci. (UDSM) 1994, MA-DS (UDSM) 2002, PhD (OUT) 2010	Head, Department of Sociology and Development Studies	Senior Lecturer
4	Prof. Akim Jaspser Mturi: B.Sc. (UDSM), MPhil (Cairo Demographic Centre), PhD (University of Southampton)		Professor
5	Dr. Julius T. Tweve BA-Edu (UDSM) 1997, MAIS (UDSM) 2000, PhD - IS (UDSM) 2017		Senior Lecturer
6.	Dr. James E. Kazoka BAEdu (UDSM)1999, MAIS (UDSM) 2005, PhD -IS (UDSM) 2016		Lecturer
7.	Rev. Dr. Ipyana Mwamugobole BD (Makumira), 2001, MTh.		Lecturer

	(Makumira), 2003. PhD -Th (Augustana - Germany), 2010		
8.	Dr. Gideon Enock BA-PA (UDSM) 2001, MAIS (UDSM) 2006, PhD - IS (UDSM) 2017	Head, Department of Library and Information Studies, and Postgraduate Studies School Coordinator	Lecturer
9.	Dr. Godfrey J. Wandwi  BSc - BUS.INF. (Stafordshire Univ.) 2011; MSc.Inf. Tech. (Stafordshire Univ.) 2013; PhD-Inf. Sys. Mngt. (Walden Univ. Minneapolis (USA) 2017	Head, Department of Library And Information Studies	Lecturer
10	Dr. Kosmas Kapis, MSc. Engineering, (Odessa-USSR) 1989, MSc. Telcom & Networking Engineering (Curtin Univ. of Technology- Australia) 1996, PhD Computer Science (Delf Univ. of Technology- Netherlands & OUT) 2011		Lecturer
11.	Mr. Ajuaye M. Mdegela  BA-Journalism (IUCo) 2001, MAIS (UDSM) 2007)	Acting Head, Department of Mass Communication	Assistant Lecturer
12.	Ms. Eufrasia Mathias  BA-MC (SAUT) 2012, MA- MC (SAUT) 2018		Assistant Lecturer

13.	Ms. Mary H. Kafyome ADip. Journalism & MS (SAUT) 2006, MA-PR (SAUT) 2009		Assistant Lecturer
14	Mr. Solanus Gumbo  BA-EDU (UDSM) 2003, MA-DS (UDSM) 2007		Assistant Lecturer
15	Mr. Richard Ngaiza BA-MC (SAUT)2007, MA- MC (SAUT) 2010		Assistant Lecturer
16	Ms. Rachel Yusuph BA -Journalism (IUCo) 2008, MBA-IT (Coventry Univ. College) 2012		Assistant Lecturer
17	Mr. Patrick Mwakilama BA-LIS (Makerere Univ.) 1999, MAIS (UDSM), 2003		Assistant Lecturer
18	Mr. Kizitto J. Noya BA-Journalism (OUT) 2012, MA-MC (UDSM) 2015		Assistant Lecturer
19	Ms. Martha Ebenezer Malyi BA-MC (SAUT) 2011, MA- MC (SAUT) 2018		Assistant Lecturer
20	Ms. Diana John Mjema BSc.INF. and Com Tech. Mgt. (MU) 2008; MSc. Comp. & News Media (Univ. of Brunei Darussalam) 2013		Assistant Lecturer
21	Mr. Dickens Mlwafu  BSc. Comp. Eng. (DIT), 2017. MENG, CO (2020),		Assistant Lecturer

	Hebst CHINA		
22.	Mr. Emmanuel Malema M.E. (INFO. & Comm. Eng.) 2017, Harbin Eng. Univ. (CHINA); B.E. (Inf. Sys. & Network Eng.), (SJUIT) 2012		Assistant Lecturer
23	Mr. Geoffrey Appolinary Kilimba, BSc. Electronic Science and com (UDSM) 1994, MSc. Digital Electronics (University of Sussex-UK)		Assistant Lecturer
24	Dr. Maurice Mwaffisi, PhD Mass Comm (UDSM), MA, Mass Comm (Uni. of Washington), PGD, Journalism (India I. M. S), B.A. Eng. Lit (UDSM)		Lecturer

#### **24.4 School of Law and Justice**

The School of Law and Justice was established in 2001 as Faculty of Law. It was transformed into the School of Law and Justice in 2020. The School is comprised of two (2) Departments, namely: (1) the Departments of International Law, and (2), the Department of Municipal Law.

The School focuses on the provision of knowledge and skills in the legal area, through training, research and professional services. The School runs law courses in both degree and non-degree programmes, namely, Certificate in Law (CL), Diploma in Law (DL) and Bachelor of Laws (LL.B). The School has also developed a new Programme, LL.M in Alternative Dispute Resolution, which has been submitted to the TCU and is awaiting final accreditation. The programme will start being offered at the School once it is accredited.

The School strives to achieve the following: to enhance knowledge in the administration of justice by encouraging both the academic staff and students to learn and seek knowledge and truth; to produce highly qualified and adequately trained experts for the administration of justice, but who are also well prepared to use the acquired skills for self-employment and the manning of key positions in both the public and private sectors.

#### **a) Certificate in Law (CL)**

##### ***i) Programme Description***

This is a one-year, two-semester programme running for 17 weeks each semester. The programme requires candidates to successfully complete a total of 120 credits including fieldwork which is to take place between the two semesters. It is a practical, job-oriented programme which prepares candidates to work as legal technicians or clerical persons with legal background in the Judicial sectors or law firms/organizations.



## *ii) Programme Structure*

Certificate in Law Programme is structured as follows:

### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
CL 010	General Principles of Constitutional Law	3
CL 011	General Principles of Economic Law	5
CL 012	Introduction to Law	3
LANG 013	Communication Skills for Lawyers 1	3
COMP 014	Computer Skills for Lawyers	3
DS 015	Development Studies	3
	<b>Optional Subjects (Choose one)</b>	
CL017	Criminology and Penology	3
CL018	Gender and the Law	3
CL019	Environmental Law	3
CL020	International Trade Law	3
CL021	Media Law	3
CL022	Tax Law	3
CL023	Law of the Child	3
CL024	Administrative Law	3
<b>Total</b>		<b>23</b>

## SEMESTER II

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
CL 025	Fundamentals of Criminal law	3
CL 026	Family Law	3
CL 027	Human Rights Law	3
CL 028	General Principles of Civil Procedure	3
CL 029	Administrative Law	3
CL 016	Law of Evidence	3
	<b>Optional Subjects (choose two)</b>	
CL 030	Law of Business Association	3
CL 031	Labour Law	3
CL 032	International Human Rights Law	3
CL 033	Law of Trusts	3
CL 034	Islamic Law	3
CL 035	Intellectual Property Law	3
CL 036	Insurance Law	3
CL 037	Alternative Dispute Resolution	3
<b>Total</b>		<b>24</b>

## **b) Diploma in Law**

This is a two - year programme running for four semesters comprising 15 weeks in each semester. The programme requires candidates to successfully complete total of 66 credits including field work which is taken at the end of the fourth semester. It is a practical job-oriented programme which prepares candidates to work as paralegals and judicial clericals. They also comprise useful human resources in law firms and other organizations where legal technicians are required. The Diploma in Law is a two-year programme structured as follows:

### **First Year**

#### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
COM 100	Grammar and Communication Skills	3
COMP 101	Computer Applications	3
DLW 111	Basics of Constitutional Law and the Legal System of Tanzania	3
DLW 112	Basic Principles of Law of Contract	3
DLW 113	Introduction to Legal Methods	3
DLW 114	General Principles of Business Association	3
<b>Total</b>		<b>18</b>

## SEMESTER II

Course Code	Course Name	Credits
DLW 121	Criminology and Penology	3
DLW 122	Basic Principles of Administrative Law	3
DLW 123	Basic Principles of Law of Evidence	3
DLW 124	Basic Principles of Criminal Law and Procedure	3
DLW 125	Basics of Human Rights Law	3
EDS 111	Ethics and Social Dialogue	3
<b>Total</b>		<b>18</b>

## Second Year

### SEMESTER I

Course Code	Course Name	Credits
DLW 211	Probate and Administration of Estates	3
DLW 212	General Principles of Land Law	3
DLW 213	General Principles of Civil Procedure I	3
DLW 214	Judicial Practice, Ethics and Court Administration	3
DLW 215	General Principles of Labour Law	3
<b>Total</b>		<b>15</b>

## SEMESTER II

Course Code	Course Name	Credits
DLW 221	Alternative Dispute Resolution	3
DLW 222	Basic Report Writing Skills	3
DLW 223	Field Attachment and Report Writing	9
<b>Total</b>		<b>15</b>

### c) Bachelor of Laws (LLB)

#### *i) Programme Description*

This is a three-year programme running for six semesters comprising 15 weeks in each semester. The programme requires candidates to successfully complete a total of 405 credits. The programme aims at equipping students with knowledge and skills necessary for lawyers prospectively practising as members of the bar, the bench, state attorneys or corporate lawyers. It also seeks to introduce students to fundamental notions of jurisprudence understood as a theory about the aims, functions and values of law and legal systems. At the end of the programme, students should qualify for admission to the Law School of Tanzania for the Post Graduate Diploma in Legal Practice.

## *ii) Programme Structure*

### **1<sup>st</sup> Year**

#### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
COMP 101	Computer Applications I	9
DS 101	Development Studies I	9
LANG 102	Communication Skills I	9
LAW 101	Constitutions and Legal Systems of East Africa I	9
LAW 102	Law of Contract I	9
LAW 103	Criminal Law and Procedure I	9
LAW 104	Legal Methods I	9
<b>Total</b>		<b>63</b>

#### **SEMESTER II**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
COMP 111	Computer Applications II	9
DS 111	Development Studies II	9
LANG 112	Communication Skills II	9
LAW 111	Constitutions and Legal Systems of East Africa II	9
LAW 112	Law of Contract II	9
LAW 113	Criminal Law and Procedure II	9
LAW 114	Legal Methods II	9
<b>Total</b>		<b>63</b>

**NB:** No option courses are available to first year candidates.

## **Second Year**

### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
LAW 201	Administrative Law I	9
LAW 202	Law of Evidence I	9
LAW 203	Land Law I	9
LAW 204	Law of Tort I	9
LAW 205	Company Law I	9
LAW 206	Labour Law I	9
<b>Plus one elective course</b>		9
<b>Total</b>		<b>63</b>

**NB:** A candidate should take 6 compulsory subjects in this semester and one elective.

### **SEMESTER II**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
LAW 211	Administrative Law II	9
LAW 212	Law of Evidence II	9
LAW 213	Land Law II	9
LAW 214	Law of Tort II	9
LAW 215	Company Law II	9
LAW 216	Labour Law II	9

LAW 217	Legal Research Methodology	9
MGMT 225	Innovation, Entrepreneurship and Enterprise Development	9
<b>Total</b>		<b>72</b>

### **Third Year**

#### **SEMESTER I**

<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>
LAW 301	Jurisprudence I	9
LAW 302	Civil Procedure I	9
LAW 303	Tax Law	9
LAW 304	Family Law	9
LAW 305	Public International Law I	9
LAW 307	Probate and Administration of Estate	9
LAW 338	Private International Law	9
MGMT 311	Harnessing Entrepreneurship and an Innovative Mindset	9
<b>Total</b>		<b>72</b>

**NB:** A candidate should take 6 compulsory subjects in this semester and one elective.



## SEMESTER II

Course Code	Course Name	Credits
LAW 311	Jurisprudence II	9
LAW 312	Civil Procedure II	9
LAW 315	Public International Law II	9
LAW 316	Practicum and Professional Legal Ethics	9
LAW 317	Legal Writing and Drafting	9
LAW 330	Alternative Dispute Resolution	9
REST 317	Research Project Paper	9
<b>Plus, one elective course</b>		9
<b>Total</b>		<b>72</b>

**NB:** A candidate should take 6 compulsory subjects in Semester II, and complete and submit a Research Paper.

### Electives for 2<sup>nd</sup> and 3<sup>rd</sup> Year Students

Course Code	Course Name	Credits
LAW 320	Environmental Law	9
LAW 321	Cyber Law	9
LAW 322	Intellectual Property Law	9
LAW 323	Banking Law	9
LAW 324	Insurance Law	9

LAW 325	Oil and Gas Law	9
LAW 326	Human Rights Law	9
LAW 327	Criminology and Penology	9
LAW 328	Mining Law	9
LAW 329	Media Law	9
LAW 330	International Humanitarian Law	9
LAW 331	East African Community Law	9
LAW 332	Legal Aspects of International Trade and Investments	9

#### **d) Master of Laws (LLM-ADR)**

This is a one-year programme. The programme aims at equipping students with specialized knowledge and skills in alternative dispute resolution necessary for practitioners, arbitrators, academicians and non-practitioners. The philosophy behind the programme takes into account the dynamics in the commercial and business changes as well as the prompt application of ADR in business operations and related dispute settlement mechanisms. As such, the programme will inculcate into the students' technical knowledge and skills sufficient to foresee the industry demands and which may call for immediate intervention of ADR in resolving commercial as well as non-commercial disputes.

The programme shall comprise the following courses with a total of 190 credits.

<b>SEMESTER I</b>		
<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
LLM 611	Alternative Development Resolution Law	15
LLM 612	Procedural Aspects in ADR	15
LLM 613	Contract Negotiation and Drafting	15
LLM 614	Conflict Management and Resolution	15
LLM 616	ADR in Labour Disputes	15
LLM 615	Legal Research and Writing	15
<b>SUB TOTAL</b>		<b>75</b>

## SEMESTER II

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
LLM 621	International Law in ADR	15
LLM 622	ADR Ethics and Etiquette	15
LLM 623	Advocacy Skills in Selected Categories of ADR	15
LLM 624	International Trade and Investment Law	15
LLM 626	ADR in Taxation	15
LLM 625	Dissertation	40
<b>Sub Total</b>		<b>115</b>
<b>Grand Total</b>		<b>190</b>

### 24.4.1 School Staff List

<b>S/N</b>	<b>Name of Academic Staff</b>	<b>Administrative Post</b>	<b>Academic Rank</b>
1.	Dr. Cornell Mtaki LLB (UDSM) 1981, LLM (UDSM) 1988, PhD (Ghent Uni.) 2000	School Dean	Senior Lecturer

2.	Ms. Hawa Juma LLB (UDSM) 2008, LLM (UDSM) 2011, PGDLP (LST), 2015	Associate Dean	Assistant Lecturer
3.	Dr. Rehema Kaunda LLB (TUICo) 2009 LLM (RUCO), 2010	Acting Head of Department International Law	Lecturer
4.	Ms. Lusajo Peter LLB (MAKUMIRA Uni.) 2010; LLM (MZUMBE) 2013	Acting Head of Department, Municipal Law	Assistant Lecturer
5.	Prof. Andrew Mollel LLB (UDSM), 1997, LLM (LUND), 2000, PhD (UEF- Finland), 2009		Associate Professor
6.	Prof. Angelo Mapunda LLB (UDSM) 1977; LL.M (UDSM)1981, PhD (Warwickshire Uni), 1987		Associate Professor
7	Dr. Benedict T. Mapunda, LL.B (UDSM) 1984, LL.M (UDSM) 1993, PhD (Ghent Uni.) 2000		Senior Lecturer
8	Amb. Dr. Abdulrahman Omari, J. Kaniki, LL.B HONS, (UDSM) 1989, LL.M (UDSM) 2000, MASTER IN SECURITY AND STRATEGIC STUDIES (NATIONAL DEFENCE COLLEGE-TANZANIA) 2013, PhD-LAW (UDSM) 2020.		Lecturer

9.	Mr. Gaspardus Rwebangira (PhD candidate)  LLB (UDSM) 2010; LLM (UDSM) 2014, PGDLP (LST), 2016		Assistant Lecturer
10.	Ms. Theresia Sawaya  LLB (UDSM), 2011; LLM (UoB.), 2014		Assistant Lecturer
11.	Mr. Phares J. Ossere  LLB (UoB) 2015; LLM (UoB), 2016		Assistant Lecturer
12.	Ms. Luckness Jangu  LLB (TUDARCo) 2008; LLM (MZUMBE.) 2010, PGDLP (LST), 2009		Assistant Lecturer
13.	Ms. Irene Lulu Nyange  LLB (TUDARCo), 2012; LLM (UDSM.) 2015, PGDLP (LST), 2016		Assistant Lecturer
14.	Dr. Theresia Numbi  LLB (SAUT) 2012; LLM (UWC) 2013, PGDLP (LST), 2016, PhD (SAUT) 2021	Postgraduate Research Coordinator	Lecturer
15.	Mr. Albert Mhina  LLB (KSLU) 2015; LLM (KSLU) 2017	Examinations Officer	Assistant Lecturer

16.	Mr. Takwa Paul, PHD LLB (TUDARCo) 2012; LLM (UoB) 2013		Assistant Lecturer
17.	Mr. Richard Kayemba LLB (KIU) 2015; LLM (UDSM) 2019, PGDLP (LST) 2018		Assistant Lecturer

## **25.0 DIRECTORATE OF QUALITY ASSURANCE AND QUALITY IMPROVEMENT (DQAQI)**

The Quality Assurance and Quality Improvement Unit (QAQI) is a central structure that supports the implementation of external and internal quality assurance and quality improvement systems at TUDARCo. As custodian of quality at TUDARCo, QAQI is responsible for, among other things, operationalization of the college's quality assurance and quality improvement system, provision of technical support on QA matters, and ensuring compliance of QA regulations and standards set by TCU and other regulatory bodies within the country and region. Other responsibilities of QAQI are to promote capacity building on QA matters and create a sustainable quality improvement culture among TUDARCo stakeholders. QAQI activities are guided by the TUDARCo Quality Assurance Policy of 2014. Other important documents are TUDARCo Quality Assurance Manual, and TUDARCo Tools and Instruments for Evaluation of Quality.

## **26.0 DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH, INNOVATION AND ENTREPRENEURSHIP (DPRIE)**

The Directorate of Postgraduate Studies, Research, Innovation and Entrepreneurship (DPRIE) is a unit responsible for coordinating Postgraduate Programmes, Research as well as innovation and entrepreneurship conducted by members of academic staff and postgraduate students at TUDARCo. Since the establishment of the DPRIE, the number of programmes and assignments directed to DPRIE has increased. TUDARCo has been offering Master of Business Administration (MBA) specializing in Human Resources Management, Marketing and Banking and Finance since 2013. However, in March 2020, the college launched a new Master degree programme (Master of Arts in Information Studies – MAIS). More efforts are underway to finalizing other new programmes for submission to TUMA Senate and later to Tanzania Commission for Universities (TCU) for validation and approval. These new programmes are Postgraduate Diploma in Education, Master of Arts in Education and Master of Language Teaching. More plans are in place to establish more postgraduate programmes across all schools.

DPRIE is also responsible for promoting research, innovation and entrepreneurial mindset to both staff and students. This involves establishing internal short training programmes with staff and students on research skills and promoting publication among students and staff. Moreover, the directorate is responsible for motivating academic staff

members to participate in national and international forums, collaborating with national, regional and international universities, organizing international conferences and symposiums, creating a conducive environment for linking TUDARCo with industry through provision of technical education and entrepreneurial skills to members of staff and the public.

Thus, the main objectives of the DPRIE are to:

- i) Promote research, innovation and entrepreneurship in order to guide evidence-based decision and development of new knowledge;
- ii) Undertake monitoring and evaluation in order to assess performance and provide a basis for instituting corrective measures wherever is needed;
- iii) Improving collaboration with other universities and participation in national, regional and international forums.
- iv) Solicit funding opportunities for research and postgraduate studies; and
- v) Link TUDARCo with the industries through partnership and collaboration in research.

## **27.0 DIRECTORATE OF TEACHING AND LEARNING (DTeLe)**

The Directorate of Teaching and Learning (DToLo) is one of the Directorates at TUDARCo and it operates under the office of Deputy Provost for Academic Affairs (DPAA). It serves as the overall coordinator and overseer of all matters



relating to teaching and learning for both undergraduate and postgraduate programmes that are hosted in the four Schools at the College. Particularly, it deals with admission requirements and processes, curricula development/review, teaching and learning processes and examination handling. The Directorate works closely with all the four schools, the admission office, the ICR Resource Centre and all other Directorates at the College, to ensure its functions are conducted and shared timely and efficiently.

Currently, the Directorate coordinates a total of 15 academic programmes which are two Master Degree Programmes, seven Bachelor Degree Programmes, Three Diploma and Three Certificate Programmes. Operationally, the Directorate serves as the Secretariat to the Teaching and Learning Committee of the College.

## **28.0 DIRECTORATE OF PUBLIC ENGAGEMENT AND PARTNERSHIP (DPEP)**

The Directorate of Public Engagement and Partnership operates under the Office of Deputy Provost for Academic Affairs (DPAA) and it deals with public services as one of the major functions of the University alongside teaching and research. It specifically coordinates services that are geared towards improving societal welfare of the people in various aspects through consultancy services, outreach and short courses or professional programmes.

It is a platform that links the University with the community where application of expert knowledge to address client

needs is done in different forms such as offering expert opinion or advice on technical issues, carrying out some form of analysis or testing and offering need responsive demand-driven short courses and professional programmes that cater for people who are working and need retooling in certain aspects for enhanced competitiveness in their career or business.

Similarly, faculty members and students collaborate with external institutions or communities in mutually beneficial partnerships that are consistent with the role and mission of the University. The outreach services at TUDARCo are extended to accommodate engagement, where emphasis on bidirectional interactions, reciprocity, and mutual respect instead of traditional one-way assistance is highly considered. These services are ways through which the University applies theory and knowledge to co-create solutions to local problems.

## **29.0 DIRECTORATE OF PLANNING, RESOURCE MOBILIZATION AND INVESTMENT (DPReMI)**

The Directorate has been established to oversee all activities involved in securing new and additional resources for the College. This is a new Directorate put in place in order to coordinate activities involved in Goal 5 of the 2020-2025 Strategic Plan of the College. The strategic plan is the anchor, in which an organization's programmes, structure and systems, as well as finances are reviewed and new business opportunities are identified. TUDARCo's resource mobilization is critical because, first, it ensures continuation

of the institution's service provision to clients; second, it supports College sustainability; and third, it allows for improvement and scale-up of products and services the College currently provides. The Directorate has a committee which is responsible to the Governing Board.

These new directions or new business opportunities are then pursued using a distinct resource mobilization strategy, such as writing proposals, submitting grant applications, or drafting business cases or business plans. TUDARCo, as a private institution of higher learning, is currently largely dependent on students' fees to finance its various operations. It has been challenging for TUDARCo to enrol enough students into all its programmes to meet its financial requirements for operations and development. TUDARCo therefore needs to develop alternative ways for resource mobilization and mechanisms for improving institutional sustainability. The Directorate with the support of the Committee is expected to deliver the following functions.

- i) Ensuring TUDARCo's policy on planning and strategies for resource mobilization is developed and implemented;
- ii) Ensuring resource mobilization plans, tools and related mechanisms are reviewed;
- iii) Ensuring mobilization of resources for recurrent and development budget is effectively conducted;
- iv) Ensuring proper development of TUDARCo's Physical Infrastructure and Institutional Development Master Plan;

- v) Endorsing and supporting the identified potential strategic investors;
- vi) Receiving the reviewed evaluation reports on plan performance;
- vii) Ensuring preparation of recurrent and capital development budgets and preparation for mid-term cost adjustments is implemented;
- viii) Ensuring plans or project documents for submission through relevant College meetings to relevant authorities is achieved;
- ix) Advising the Governing Board on all matters pertaining to planning, finance, and management information system of the College; and
- x) Suggesting and recommending investors in further development of TUDARCo's existing Mwenge and other land properties through BOT approach and otherwise.

TUDARCo's management believes that resource mobilization needs teamwork spirit in which the whole of TUDARCo community and other stakeholders need to work together.

### **30.0 HIGHER EDUCATION STUDENTS' LOANS BOARD (HESLB)**

The HESLB was established under Act No. 9 of 2004 and commenced operations in July, 2005. According to the Act, eligible and needy Tanzanian students who secure

admission in higher learning institutions to pursue programmes that lead to the attainment of Advanced Diplomas or Degrees may seek loans from HESLB to meet part of, or all, costs of their education.

This is in accordance with the interpretation of para 6.2 of higher education policy (1999) which ushered in cost-sharing in higher education in the country. This requires each higher education student to contribute to the cost of his/her education.

As per HESLB, a needy student is one who is:

- i) An orphan;
- ii) Disabled or has disabled poor parents;
- iii) From a poor single parent family;
- iv) From marginalized and disadvantaged groups;
- v) From a low-income threshold family earning the minimum wage or below; or
- vi) Any student who has been under any charity or NGO support for O level and A level.

Items to be financed by the Loans Board are as follows:

- i) Meals and accommodation (TZS 7,500/= per day).
- ii) Books and Stationery (TZS 200,000/=)
- iii) Field/Practical Work Expenses (up to 100%)  
(1,000,000.00)
- iv) Research Expenses (100%).

- v) Tuition Fee (up to 100%) depending on type of programme and means testing results.
- vi) Special School Requirements (up to 100%) depending on type of programme and means testing results.

For more information on the loan application process, contact the following:

The Loan Officer

TUDARCo,

P. O. Box 77588

Dar es Salaam, Tanzania

Or:

Executive Director

Higher Education Students' Loans Board

HESLB House, 1 Kilimo Street -TAZARA

Mandela Road

P. O. Box 76068

Dar es Salaam

TANZANIA.

Phone +255-22-2772432/3

Fax+255-22-2700286

info@heslb.go.tz or adcp@heslb.go.tz

Website: <http://www.heslb.go.tz>

## **31.0 SCHOLARSHIP OPPORTUNITIES AND ACADEMIC PRIZES**

One's college education is the greatest investment that an individual can make in oneself now and in the future. One comes to college to expand one's mind and to prepare for a world of great career opportunities. As a Christ-centred institution of higher learning, doing God's will, TUDARCo works to make available to students, certain opportunities in their endeavours to further their education.

The importance of University education cannot be over-emphasized. As a result, TUDARCo students are eligible for a number of awards, scholarships and grants, in financial aid each year.

The offices of the School Deans, the Chaplain as well as the Office of the Dean of Students can help students understand the many opportunities that exist for TUDARCo students in the form of scholarships, grants and financial aid as well as other programmes not exclusive to the college.

TUDARCo intends to offer a variety of funding schemes to help qualified, needy students with demonstrated academic potentials advance their education.

There are also many existing prizes and awards that TUDARCo students can benefit from. Such prizes are generously provided by internal and external stakeholders.

## **32.0 THE LIBRARY**

### **32.1 Introduction**

TUDARCo's Library originates from the Waldorf College Tanzania (WCT), which was first established in Tanzania in 1997 as a branch and later served as a mission College. During this time, the library provided materials for teaching, learning and research works undertaken by WCT.

On 1<sup>st</sup> April 2003, WCT became part of TUMA family, and thus the library was widened to cater for wider information needs, and serve a wider readership community of lecturers, researchers, students and supporting staff. These changes necessitated the library to expand its services and acquire more materials in its bid to satisfy the growing user needs.

Currently, the library is a member of a number of local and international associations, like Tanzania Library Association (TLA), Standing Conference of Eastern, Central and Southern African Library and Information (SCECSAL), and it is subscribed to a number electronic resource providers like The International Network for the Availability of Scientific Publications (INASP), AGORA, Consortium of Tanzania University and Research Libraries (COTUL) etc., which allows it to freely access their electronic databases and access thousands of electronic and scholarly materials and abstracts.

The collections in the library reflect the type of courses taught at the college. Currently, the library has a collection of over 13,243 volumes and can accommodate as many as 144 users at a time.



## **32.2 Library Opening Hours**

Monday to Friday	9:00 a.m – 10:00 p.m
Saturday	9:00 a.m – 2:00 p.m
Sunday and Public Holidays	Library Closed

## **32.3 Library Rules and Regulations**

In order to provide a basis for a conducive use of Library services and facilities, users are required to comply with the following rules and regulations.

### **i) Membership Registration**

In order to borrow books and other Library materials like CD's, CD-ROM's, photographs, maps, etc one has to be registered as a library member. Membership registration is free to students, Lecturers and Researchers who want to use the library. Members are required however to fill in a membership application form before they can be qualified to become full time members.

### **ii) Borrowing Tickets**

Upon registration, library users will be provided with borrowing tickets. While students are provided with 3 tickets, lecturers and researchers are provided with 5 tickets and administrative staff are provided with 3 tickets. Borrowing tickets must be handled and kept carefully. It is the responsibility of the ticket holder to pay for any book or library material borrowed using the lost tickets. Any loss of the borrowing ticket must be reported and a fine of 2,000/= (Two thousand Shillings)

will be imposed as a cost of replacement of the lost tickets.

### **iii)Library Clearance**

After completion of studies or termination of employment, library users are required to surrender all tickets issued for cancellation. Failure to submit them may cause unnecessary delays in getting the transcripts, examination statements, certificates or results.

### **iv)Other Library Rules and Regulations**

- i) Smoking, eating and drinking are not allowed in the library.
- ii) No bags, umbrellas, parcels etc. except files and books may be brought into the library.
- iii) Idle conversation, loud laughter and other unnecessary noises disturb library users and must therefore be avoided. Discussions, academic or otherwise, are strictly forbidden in the library
- iv) Silence must be observed in the library all the time. Mobile phones, pagers, and watch alarms should be switched off before entering the library.
- v) Abusive language or gestures, harassing or threatening behaviour to library staff and others are not acceptable.
- vi) On leaving the library, all users are required to produce, for inspection, all books and other items.
- vii) Reservation of seats in the library is not permitted.

- viii) Library staff on duty have the right to request a user to leave the premise if found violating any rule.
- ix) The library will not accept any responsibility for the loss or misplaced personal belongings.
- x) Theft and mutilation of library materials is a criminal offence. Anyone caught will be reported to relevant security institutions (including the Police) and college disciplinary organs for further action that may include persecution, being barred from using the library or suspension from studies.

### **32.4 Fines and Penalties**

Fines and penalties shall be imposed on anyone who will be breaking these rules and regulations. Library materials must be returned by the due date or earlier. Failure to do so will be treated as a serious offence. The borrower will be required to pay a fine for overdue books.

## **33.0 INFORMATION AND COMMUNICATION TECHNOLOGY RESOURCE CENTRE (ICT-RC)**

### **33.1 TUDARCo and Information Technology**

At TUDARCo we appreciate the importance of ICT in teaching, learning and research. Our campus is equipped with modern computers; they are all connected to the local area network and to the internet. TUDARCo's Learning Management System allows student to access course materials from any computer connected to the internet at

any time.

### **33.2 Computer Application Courses**

TUDARCo's Schools' programmes are supported by the ICT Unit in teaching, learning and research. The computer labs are equipped with modern computers which are all connected to the local area network (LAN) and to the internet. TUDARCo Learning Management System will allow student to access course materials from any computer connected to the internet at any time.

### **33.3 ICT Unit Functions**

The ICT Unit is dedicated to providing ICT services to the entire University in general, and among the services that the unit provides to the University includes the following:

- i) Email services to staff and students. All members of staff at TUDARCo have been provided with an e-mail ID. Through this connectivity, students can communicate with their lecturers or administrative staff easily.
- ii) The ICT plans and manages all local area networks (LAN and WLAN) within TUDARCo's premises.
- iii) The ICT makes sure that all multimedia devices like public address systems and projectors are installed and are running properly.
- iv) The ICT unit makes sure that all the computer labs are installed with the right software, have internet resources and are running properly to serve students.

- v) The ICT unit manages, designs and updates contents of TUDARCo's website ([www.tudarco.ac.tz](http://www.tudarco.ac.tz))
- vi) The ICT provides technical advice to teaching and administrative staff members about procurement, installation, repairing and maintenance of ICT infrastructure.

### **33.4 Computer Lab Rules and Regulations**

Users of the Computer Lab should adhere to the following regulations:

- i) No food or drinks are allowed into the computer Lab.
- ii) Windows must be kept closed to prevent dust damaging computers.
- iii) Student should spend time wisely to allow all of them to maximise the use computers.
- iv) Computers should not be used to store individual work; all work must be stored on removable storage devices like CD, flash disk or DVD.
- v) Lecturers' class sessions have priority to the computer Lab.
- vi) The room must be kept clean, tidy and ready for timetabled computer classes.
- vii) Students using the lab for academic research and assignment have priority over those just checking their e-mails.
- viii) Programs from the internet must not be downloaded into the computers, unless one has sought prior permission from the Computer Lab Technician or ICT coordinator.

- ix) Students are restricted from accessing inappropriate websites and making any changes to the computer desktop background.
- x) Faults and computer problems should be reported to the ICT Unit office.
- xi) Computers must be allowed to complete automatic antivirus updates and run scanning.

Our vision is to make TUDARCo a leading institution of higher learning in terms of efficient and effective use of ICT. The ICT Department provides support in various computing matters (Software, Hardware, Networking, University ICT Policies, Strategies and Training issues).

TUDARCo is fast emerging as one of the leaders in the provision of up-to-date Information and Communication Technology infrastructure for the support of its academic goals and interaction with the world.

### **33.5 ICT Facilities**

TUDARCo's web site: [www.tudarco.ac.tz](http://www.tudarco.ac.tz) is featuring current and historical information about the University's development. Prospective student can explore the site for course descriptions and entry requirements and also download application forms if they want to apply to any of TUDARCo programmes.

### **33.6 Internet**

Students and staff also enjoy unlimited access to the Internet and they can communicate and conduct research through this invaluable service.

### **33.7 CCTV Cameras**

TUDARCo has Closed Circuit Television (CCTV), also known as Video Surveillance Cameras for security purpose, that have been installed in strategic areas, including examination rooms, lecture halls, the Library, corridors and entrance points. The CCTV in examinations rooms and halls are linked to monitoring screens which, among others, are a source of evidence for invigilators when irregularities and other malpractices are detected during examinations.

### **34.0 TUDARCo STUDENTS' BY-LAWS 2012**

Student by-laws, which are made under Article 51(1) of the Tumaini University Dar es Salaam College Charter, 2010 and Section 45(2)(h) of the Universities Act, No. 7 of 2005, are available in a separate document.

### **35.0 TUDARCo ACADEMIC ALMANAC**

The College Almanac is prepared for each academic year, and published at the beginning of the relevant year. The Almanac is available, on request, as a separate document.

