



**DAR ES SALAAM TUMAINI  
UNIVERSITY (DarTU)**

# PROSPECTUS

## 2024 - 2025

**DEPUTY VICE CHANCELLOR FOR ACADEMICS,  
RESEARCH AND PUBLIC ENGAGEMENT**

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## **WELCOMING NOTE FROM THE VICE CHANCELLOR**

We are thrilled that you have decided to undertake your tertiary education studies at the Dar es Salaam Tumaini University (DarTU). This Prospectus is intended to inform you about the various academic programmes offered by DarTU and related activities which will give you a flavour of University life in our study-friendly environment. DarTU, formally known as Tumaini University Dar es Salaam College (TUDARCo), with its 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) 2025-2030, which builds on the current RSP 2020-2025, the DarTU targets to develop exemplarity in matters pertaining to: teaching and learning for excellence and professionalism; postgraduate studies, research and publications for enhanced relevance and impact to development; public engagement for relevance and responsiveness to societal and industrial challenges; innovation, entrepreneurship and the delivery of business oriented problem Solvers for employment generation and prosperity; and, internationalization, links and partnerships for regional and global visibility to facilitate leveraging of synergies.

In view of the aforementioned areas of emphasis DarTU has three distinguishing characteristics among higher learning

institutions in Tanzania. First, as a Christ-centred private University, it wishes to distinguish itself as an institution ‘*Where Morals, Positive Mindset and Attitudes are Inculcated for Assured Students Learning, Responsible Citizenry and Prosperity*’ to all students. Second, innovation and entrepreneurship is offered to all students, as a cross-cutting course, and it is designed to enhance job creation, self-employment and problem-solving capabilities among DarTU students and graduates. Third, the University endeavours to promote competitiveness among staff and students. Fourth, DarTU 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, is 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 in order to enable you to realize your dreams and achieve prosperity. Should you not

find what you are looking for, please do not hesitate to contact the Dean of Students (DoS), the Head of your Academic Department, the Dean of your School or even the Office of Deputy Vice Chancellor for Academics, Research and Public Engagement (DVC-ARPE), 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 DarTU 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

**VICE CHANCELLOR**

November, 2024

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# **1.0 GENERAL INFORMATION ABOUT DarTU**

## **1.1 Establishment of DarTU**

Dar es Salaam Tumaini University (DarTU) is a fully-fledged private University effective from 1<sup>st</sup> January 2024, following transformation of the former Tumaini University Dar es Salaam College (TUDARCo), which was established on 1<sup>st</sup> April 2003 as a Constituent College of Tumaini University Makumira (TUMA).

Furthermore, TUDARCo originated from the Waldorf College Tanzania (WCT) which was established in 1997, by the Waldorf College, Iowa Forest Hill of the United States of America (USA).

## **1.2 Location of DarTU**

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

## **1.3 Accreditation**

DarTU, formerly TUDARCo, is an institution of higher learning fully accredited by the Tanzania Commission for Universities (TCU) and granted Certificate of Accreditation (CoA) No. 20231026-05 of 26<sup>th</sup> October 2023. This level of accreditation had been 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 DarTU Senate shall be final.

## **2.0 VISION, MISSION, OBJECTIVE**

### **2.1 Vision**

The Vision of DarTU is to become a vibrant and dynamic Christ-centred private institution recognized for dedicated delivery and promotion of competitive demand-driven and needs-responsive fit-for-purpose solutions and labour-market-ready graduates.

### **2.2 Mission**

To deliver and promote competitive demand-driven and market-responsive teaching and learning, postgraduate training, research and publications, public engagement and partnerships through the guidance of and obedience in the Word of God, fully leveraging on innovation and entrepreneurship and the delivery of problem solvers for sustainable development of the nation.

### **2.3 Objectives**

#### **2.3.1 Broad Objective**

The broad objective of DarTU 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 DarTU include the following:

- i) Provision of courses leading to Degree, Diploma, Certificate and other awards as directed by relevant University organs.
- ii) Production of graduates who are sensitive and responsive to community needs and who can plan, organize, coordinate and evaluate programmes aimed at

meeting those needs.

- iii) Global serving at the Church and extension of educational programmes of the University 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 ELCT-ECD and the ELCT in general.

## **2.4 DarTU Motto**

*DarTU “Where Morals, Positive Mindset and Attitudes are Inculcated for Assured Students Learning, Responsible Citizenry and Prosperity”*

## **2.5 Core Values**

In keeping with the institution's Christ-centred nature, the DarTU's family commits itself to the following institutional Core Values:

- i) Integrity, intellectual and ethical behaviour in all endeavours.
- ii) Excellence and professionalism in the performance of all tasks undertaken.
- iii) Creativity, innovation and entrepreneurship in addressing the needs, problems and challenges.
- iv) Appreciation of diversity in academic life and university undertakings.
- v) Collaboration, partnerships and cooperation to leverage all possible synergies.
- vi) Objectivity, rationality and fairness to stimulate, nurture and accommodate talents.

## **2.6 Educational Philosophy**

DarTU 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.

DarTU'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.

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

DarTU also holds out to all persons, regardless of race, creed, colour, gender or political orientation, the opportunity of acquiring higher education.

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

- i) The University is a 'Christ-centred' educational institution dedicated to Christian service by providing a conducive environment for the acquisition of knowledge, wisdom, and inspiration to future generations in all walks of life.
- ii) The University is committed to providing facilities and support, to ensure it is of high standing, and carrying out research leading to a systematic and relentless quest for knowledge, and the organization of knowledge.
- iii) The University 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 University 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 University 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.

## **2.7 Functions**

The functions of the University are varied. They include the following:

- i) To provide courses leading to certificate, diploma and degree awards;
- ii) To hold examinations and confer certificate, diploma, degree and other awards upon persons who have followed courses of study approved by the Senate or, alternatively, have satisfied such other requirements as may be determined and approved by the DarTU 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

- DarTU's mission and vision;
- vi) To acquire through its Council and trustees, any property, movable or immovable and to take, accept and hold any property, which may become vested with the University;
  - 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 OWNERSHIP OF DARTU**

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

The day-to-day running of the University is under the DarTU Council as prescribed under the University Charter.

## **4.0 DarTU ADMINISTRATION AND PRINCIPAL ADDRESSES**

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

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Chancellor:	Rt. Rev. Dr. Alex G. Malasusa, B.D (Makumira), MTh (CU, Kenya), PhD (TS Columbus, Ohio-USA)
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Vice-Chancellor (VC): P. O. Box 77588, Dar es Salaam, Tanzania. Tel: +255-222-702 025 /702 026 Mob. +255-(0)-784524 291 Email: <a href="mailto:vc@dartu.ac.tz">vc@dartu.ac.tz</a>	Prof. Burton L.M. Mwamila <i>BSc. Eng., MSc. Struct. Eng. (UDSM), PhD (Stockholm)</i>
Deputy Vice Chancellor for Academics, Research & Public Engagement (DVC-ARPE), P. O. Box 77588 Dar es Salaam, Tanzania. Tel: +255-222-702 025 Mob. +255-(0)-783 601 005 Email: <a href="mailto:dvc-arpe@dartu.ac.tz">dvc-arpe@dartu.ac.tz</a>	Prof. Emanuel A. Mjema <i>B.Sc(Eng.) (UDSM), M.Sc(Eng.) (Alberta), Dr.-Ing (Aachen)</i>
Deputy Vice Chancellor for Resource Management and Administration (DVC-RMA), P. O. Box 77588, Dar es Salaam, Tanzania. Tel: +255-222-702 025 Mob. +255-(0)-754 481 450 Email: <a href="mailto:dvc-rma@dartu.ac.tz">dvc-rma@dartu.ac.tz</a>	Prof. Sylvia Shayo Temu (CPA(T)) <i>B.Com (Accounting – Hons) (UDSM), MBA (Technical University Bremen), PhD Business Studies (Bremen)</i>

## 4.2 School Deans

School of Business Studies (SoBS)	Dr. Abdiel Abayo <i>BCom (UDSM), MBA (Kul), PhD (Glasgow)</i>
School of Digital Technologies & Transformation Studies (SoDTTS)	Dr. Aman H. Bura, <i>BSc Electronics (Andra Pradesh, India), MSc Eng. Beijing Uni. Pos, MSc. Eng- ICS, PhD-Eng-CIS (Beijing)</i>

School of Education and Human Development (SoEHD)	Dr. Felistas Richard Mahonge <i>Dip. Ed. (Mpwapwa), BAED, MEMA (UDSM), PhD (Moi)</i>
School of Humanities and Social Sciences (SoHSS)	Dr. James Kazoka <i>Dip. Edu (Mtwara), BAED(OUT), MA, PhD (UDSM)</i>
School of Law and Justice (SoLJu)	Dr. Benedict T. Mapunda <i>LLB, LLM (UDSM), PhD (Gent-Belgium)</i>

### 4.3 Directors and Heads of Units

Directorate of Quality Assurance and Quality Improvement (QAQI)	Dr. Julius T. Tweve <i>Dip. Edu (Korogwe), BAED, MA(IS), PhD (IS), (UDSM)</i>
Directorate of Public Engagement (PEP)	Dr. Gideon Enock Ntunga, <i>Cert Edu. (Marangu), BA (UDSM), MA (UDSM), PhD (UDSM),</i>
Directorate of Postgraduates Studies, Research and Publication (PGSR&P)	Dr. Deoscorous B, Ndoloi <i>BA, Edu (UDSM), MA Eng. (Warwick), Phd., DCC (Lancaster, UK)</i>
Directorate of Teaching and Learning (TeLe)	Dr. Hawa Uiso <i>BCom, MBA (UDSM), PhD (OUT)</i>
Directorate of Planning, Resource Mobilization and Development (PReMoD)	Mr. Geoffrey Kilimba <i>MSc Digital Electronics, Sussex UK; MSc (Hons) Elect Sc &amp; Com (UDSM)</i>
Director, Innovation, Entrepreneurship Acceleration Facility (IEAF)	Eng. Dr. Lawrence J. Kerefu <i>BSc.ME, (UDSM), ME, Des, (Dublin), PhD, Innov. (UDSM)</i>
Bursar	Ms. Yvonne Mmbando

	<i>CPA (T), (NBAA), PGD in Tax Management (IFM), MA (Management), (Hertfordshire).</i>
Corporate Counsel (CC)	Mr. Amani Mwakyoma <i>LLB, LLM (UDSM)</i>
Internal Audit Unit (IAU)	
Dean of Students (DoS)	Ms. Ashiseta Lema, <i>BA (UDSM), MA-Econ (Ohio-USA), 1993</i>
Procurement Management Unit (PMU)	Mr. Venchenslaus B. Kaguo, <i>Dip Materials Mgt. (DSA), MBA (Mzumbe)</i>
Chief Examination Officer (CEO)	Mr. Maximillian Katabi <i>MBA(Wales), MSc Econ (OUT), BBA (Tumaini, Dar).</i>
ICT Resource Centre	Mr. Fikiri Hafidhi <i>B.Sc. Computer Science Systems Security (UDSM)</i>
Knowledge & Information Resource Centre (KIRC)	Ms. Wilfreda A. Mulalike <i>Cert. in Library, Dip. in Library Studies (SLADS-Bagamoyo), B.A- LIS (DarTU), MA (UDSM).</i>
Chaplain	Rev. Godfrey Tahona Walalaze <i>PhD Candidate (SA), Master in Religious Philosophy (Oslo – Norway) 2001, BD (TUMA) 1999.</i>
Human Resources	Ms. Selina Masesa Irafay, <i>BA-PS, MBA-HR, (UDSM)</i>
Communications & Marketing Unit (CoMaU)	Mr. Ajuaye Mdegela, <i>BA Jo (Tumaini, Iringa), MA Inf Studies (UDSM).</i>
Estates & Assets Management (EMA)	Eng. Mr. Ignantio P.L. Sanga <i>MSc. Eng (Norway), BSc. Eng. (UDSM)</i>

#### **4.4 DarTU Council**

Members of the Council:

- i. Prof. Joseph A. Kuzilwa – Chairperson
- ii. Prof. Olipa Ngasapa – Vice Chairperson
- iii. Mr. Goodluck Nkini – General Secretary, ECD-ELCT
- iv. Prof. Burton L.M. Mwamila – Vice Chancellor
- v. Dr. Ibrahim Mwangalaba – Representative of Financial Institutions in Tanzania
- vi. Mr. Felix Mlaki – Business Community in Tanzania
- vii. Prof. Ulingeta Mbamba - Appointee from Higher Learning Institutions in Tanzania
- viii. Hon. Lady Justice Rehema Mkuye – Member from Legal Profession
- ix. Hon. Lady Justice Rehema Sameji– Member from Legal Profession
- x. Eng. Godwin Makyao – Expertise & Experience in Resource Mobilisation, Investment and Institutional Sustainability
- xi. Prof. Allen Mushi – Nominee of the Vice Chancellor
- xii. Rev. Willbroad Mastai – Clergy Member
- xiii. Dr. Cornel Mtaki – Representative of Academic Staff Association
- xiv. 1<sup>st</sup> Student Representative– Member
- xv. 2<sup>nd</sup> Student Representative – Member
- xvi. Ex-officio members:
  - a) Prof. Emanuel A. Mjema – Deputy Vice Chancellor, ARPE

- b) Prof. Sylvia S. Temu – Deputy Vice Chancellor,  
RMA
- xvii. Mr. Amani A. Mwakyoma – Secretary to the Council

#### **4.5 DarTU Management Committee**

DarTU Management Committee consists of the following:

1. Vice Chancellor–Chairperson
2. Deputy Vice Chancellor-ARPE– Vice Chairperson
3. The Deputy Vice Chancellor-RMA–Member
4. University Bursar–Member

#### **School Deans and Directors of Institutes/Directorates**

5. Dean, School of Business Studies–Member
6. School of Digital Technologies & Transformation  
Studies–Member
7. Dean, School of Education and Human Development–  
Member
8. Dean, School of Humanities and Social Sciences–  
Member
9. Dean, School of Law and Justice–Member
10. Director, Postgraduate Studies, Research &  
Publication–Member
11. Director, Public Engagement and Partnership–  
Member
12. Director, Teaching and Learning–Member
13. Director, Planning, Resource Mobilization and  
Development–Member
14. Director, Quality Assurance and Quality  
Improvement–Member
15. Director, Innovation & Entrepreneurship Acceleration

- Facility–Member
16. Head of Knowledge & Information Resource Centre–Member
  17. One representative from the Academic Staff Association–Member
  18. Dean of Students–Member
  19. Chaplain–Member
  20. Head, Procurement Management Unit–Member
  21. Head, ICT Resource Centre–Member
  22. Chief University Examination Officer–Member
  23. Principal, Human Resources Unit–Member
  24. Communication and Marketing Officer –Member
  25. Head, Estates and Assets Management Department–Member
  26. Corporate Counsel, who shall serve as the ex-officio Secretary.

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

All academic staff at the Dar es Salaam Tumaini University (DarTU) are Dar es Salaam Tumaini University Academic Staff Association (DarTUASA) members. DarTUASA is a non-profit academic staff association that deals with and represents academic staff members in academic and social interest matters, including hosting academic fora and representation in academic committees and University decision-making organs.

## 5.0 PROGRAMMES OFFERED AT DarTU

DarTU currently offers Twenty-One (21) Academic Programmes in total: Three (3) Master's Degree Programmes, one (1) Postgraduate Diploma, Ten (10) Bachelor Degree Programmes, four (4) Diploma Programmes and three (3) Certificate Programmes.

Tables 5.1-5.3 provide for lists of academic programmes on offer at DarTU while Table 5.4 provides for new academic Programmes in the pipeline to be on offer.

**Table 5.1: 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 Relations (DIR)
7	Diploma in Journalism (DJo)

**Table 5.2: Bachelor degree Programmes**

S/N	Programme
1	Bachelor of Business Administration (BBA) -Accounting Bachelor of Business Administration (BBA) -Marketing
2	Bachelor of Accounting with Computing (BAC)-Morning Bachelor of Accounting with Computing (BACE)-Evening
3	Bachelor of Human Resources Management (BHRM)
4	Bachelor of Information Management (BIM)
5	Bachelor of Arts with Education (BAED)
6	Bachelor of Arts in Mass Communication (BMC)
7	Bachelor of Arts in Diaconia and Social Work (BDS)
8	Bachelor of Arts in Library and Information Studies (BALIS)
9	Bachelor of Theology (BTh)
10	Bachelor of Laws (LLB)-Morning Session

	Bachelor of Laws (LLBE)-Evening Session
11	Bachelor of Science in Information Technology (BSc-IT)
12	Bachelor of Science in Computer Science and Cyber-Security (BSc-CSCS)

**Table 5.3: Postgraduate Programmes**

S/N	Programme
1	Master of Laws in Alternative Dispute Resolution (LL.M-ADR)
2	Master of Business Administration (MBA) <ul style="list-style-type: none"> <li>• MBA Human Resource Management</li> <li>• MBA Banking and Finance</li> <li>• MBA Marketing and Entrepreneurship</li> </ul>
3	Master of Arts in Information Studies (MAIS)
4	Postgraduate Diploma in Education (PGDE)

**Table 5.4: New academic Programmes in the pipeline**

S/N	Programme
1	Master of Science in Information Technology Management (MSc.ITM)
2	Bachelor of Education in Early Childhood Education (BEECE)



## 6.0 ADMISSION REGULATIONS

- i) All enquiries about admission should be addressed to:  
Admission Officer  
DarTU  
P. O. Box 77588  
Dar es Salaam  
Tanzania

Mobile No: +255-(0)-786 929 770  
                  +255-(0)-736 929 770

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

- ii) All applicants must submit their applications for admission online at *osim.dartu.ac.tz*. Only applicants who meet the 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) Newly admitted students are required for registration 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 University fees.
- vii) Fees once paid will not be refunded.
- viii) All admitted students are expected to conform entirely to all 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 regulations).
- x) Students who discontinued from studies because of examination irregularities will only be considered for readmission after they have been away for at least 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 study at DarTU, and students will only be allowed to use names appearing on their certificates used during application.
- xii) No student will be allowed to postpone studies after the effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include sickness, serious social problems (each case to be considered on its own merit) and severe financial problems.

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

### **7.1 Programmes General Information**

DarTU currently offers three (3) Master's degree programmes and One (1) Postgraduate Diploma programme. Masters' degree programmes are: Master of Business Administration (MBA) (in Banking and Finance; Human Resource Management, and Marketing and Entrepreneurship specializations), Master of Arts in Information Studies (MAIS) and Master of Laws in Alternative Dispute Resolution (LLM-ADR). The three programmes are full-time and offered in the evening sessions mode. The duration for each programme is 18 months: twelve months of coursework in two semesters, and a minimum of six months for dissertation work. The University also offers Postgraduate Diploma in Education (PGDE) for a duration of 12 months.

### **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, the candidate must have the following qualifications:

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

A GPA of at least a 2.7 or above from a Bachelor's degree or equivalent, from any recognized University.

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

- i) A Postgraduate Diploma or equivalent with a minimum GPA of 3.0 or B grade.
- ii) Candidates who hold an unclassified Bachelor degree [e.g. Medical Degree (MD)] should have at least a B grade average in the course of specialization.

- iii) A candidate holding a bachelor's 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) BEFORE being considered for admission.
- iv) A professional qualification (CPA, CPSCP, CA, CIB, MCIM, CMA certificate) and Secondary School Certificates.

### **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 (LLM-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***

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

***b) Equivalent Entry Requirements***

- 1) Holder of Postgraduate Diploma in Law from a recognized higher learning institution with a minimum GPA of 3.0 or B grade.
- 2) A candidate holding a degree whose classification is not distinguishable by the university shall be required to have his or her qualification clarified by Tanzania Commission for Universities (TCU) BEFORE being considered for admission.
- 3) A professionally recognized advocate, or a holder of a Postgraduate Diploma in Legal Practice, or equivalent.

## **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). 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 with at least a 3<sup>rd</sup> class award (GPA of at least 2.0), from an institution of higher learning recognized by TCU.

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

### **8.1 Programmes Information**

DarTU currently offers ten (10) Bachelor Degree Programmes which are all offered on full-time basis for a duration of 6 semesters (3 years) within the respective 5 Schools.

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

The following are the minimum general 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, an applicant 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 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 with a GPA of at least 3.0 in a field relevant to the programme being applied for from a recognized institution of learning.
- iii) Holders of Foundation Certificate granted by the Open University of Tanzania.

## **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 this 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 the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology,

Advanced Mathematics, Agriculture, Computer Science or Nutrition at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

- iii) If one of the principal passes is not in Advanced Mathematics, an applicant **MUST HAVE** a subsidiary pass in Economics, Accountancy, Commerce or a minimum of “D” grade in Mathematics, Commerce or Book Keeping at O-Level.

***b) Equivalent Entry***

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

AND

- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Accounting, Business Administration, Commerce, Procurement and Supplies Management, Marketing, Human Resources Management, Material Management, Economics, Economic Development, Entrepreneurship, Accounting and Finance, Procurement and Logistics Management, Business and Project Management, Marketing and Public Relations, Public Administration, Customs and Tax Administration, Public Sector Finance Management, Marketing, Insurance and Risk Management, Project Management, Land Management Valuation and Registration, Insurance and Risk Management, Local Government Administration, Industrial Relation, International Relations, Microfinance Management, Transport Management, International Business, Management Information System or Social Science with an average of “B” or a minimum GPA of 3.0. **OR** Foundation Certificate of The Open University of Tanzania (OUT) with a minimum GPA of 3.0.



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

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

To be eligible for direct admission into the BHRM 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 the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

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

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

AND

- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Human Resources Management, Accounting, Business Administration, Commerce, Procurement and Supplies Management, Marketing, Material Management, Economics, Economic Development, Entrepreneurship, Accounting and Finance, Procurement and Logistics Management, Business and Project Management, Marketing and Public Relations, Customs and Tax Administration, Public Sector Finance Management, Marketing, Insurance and Risk Management, Project Management, Land Management Valuation and Registration, Insurance and Risk Management, Local Government Administration, Industrial Relation,

International Relations and Diplomacy, Microfinance Management, Transport Management, International Business, Management Information System, Social Science, Public Administration, Intercultural Relation, Social Work, Records and Archives, Community Development, Secretarial Services, Law, Law Enforcement, Criminal Investigation, Labour Law, Shariah, Mediation and Arbitration, Record Management, Canon or Cyber Security with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum GPA of 3.0.

### **8.3.3 Bachelor of Accounting with Computing (BAC/BACE)**

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

To be eligible for direct admission into the BAC/BACE 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 the following subjects: Accountancy, Economics, Commerce, Mathematics, Geography, Physics, English, History, Chemistry, Biology, Agriculture and Kiswahili Information Technology (IT), Computer Science, Kiswahili and related subjects at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

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

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

AND

- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Business Administration, Accounting,

Marketing, Procurement and Supplies Management, Human Resources Management, Material Management, Economics, Commerce, Public Sector Accounting and Finance, Accounting and Finance, Information and Communication Technology, Project Management, Computer Science, Public Administration, Business Management, Management and Administration, Education, Insurance and Risk Management, Customer and Tax Management, Banking and Finance, Industrial Relations, Records Management, Community Development and Entrepreneurship with an average of “B” or a minimum GPA of 3.0.

- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized degree.

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

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

To be eligible for direct admission into the BAEd 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 the following subjects: Geography, History, Kiswahili, English Languages, Literature, Accountancy, Economics, Commerce and Mathematics History, Geography, Kiswahili, English Language, English Literature, French, Arabic, Chinese, Fasihi ya Kiswahili, Islamic knowledge, Divinity, Fine Arts, Theatre Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition and others,

at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

***b) Equivalent Qualification***

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);  
AND
- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Accounting, Commerce, Computer Studies, Economics, Geography, History, Kiswahili, Linguistics, Literature, Mathematics, and other relevant subjects from accredited institutions with a GPA of 3.0 or above.
- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized degree.

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

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

To be eligible for direct admission into the BALIS 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 the following subjects: History, Geography, Kiswahili, English Language, English Literature, French, Arabic, Chinese, Fasihi ya Kiswahili, Islamic knowledge, Divinity, Fine Arts, Theatre Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition at the Advanced

Certificate of Secondary Education Examination (A-level) with a total of 4.0 or more points.

***b) Equivalent Qualification***

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);  
AND
- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: 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). Candidates from other countries with different education systems must be validated by the TCU and NACTE.
- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized degree.

**8.3.6 Bachelor of Information Management (BIM)**

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

To be eligible for direct admission into the BALIS 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 the following subjects: History, Geography, Kiswahili, English Language, English Literature, French, Arabic, Chinese, Fasihi ya Kiswahili, Islamic knowledge, Divinity, Fine Arts, Theatre Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition at the Advanced Certificate of Secondary Education Examination (A-level) with a total of 4.0 or more points.

***b) Equivalent Qualification***

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

AND

ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Diploma in any of the following: Information Technology, Information Communication Technologies (ICT), Computer Science, Telecommunications Engineering, Computer Engineering, Information Systems, Software Engineering, Business Informatics, Multimedia Technology, Database Management, Metrology, Health Informatics, Information Science, Geographical Information Systems, Mass Communication, Journalism, Radio Broadcasting, Radio Production, Television Production, Intercultural Relation Theatre and Film, Media Studies, Theatre Arts, Library and Information Studies, Project Management, International Relations, Microfinance

Management, Transport Management, Local Government, International Business, Management Information System, Social Science, Records Management and Archives, Public Administration, Education, Secretarial Services, Intercultural Relation or Marketing and Public Relations with an average of “B” or a minimum GPA of 3.0.

- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized degree.

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

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

To be eligible for direct admission into the BAC/BACE 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, one of which must be English;  
AND
- ii) At least two (2) principal passes in the following subjects: Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not English an applicant **MUST HAVE** subsidiary pass in English at A-level or a minimum of “C” grade in English at O-Level
- iii) at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

***b) Equivalent Entry Scheme***

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);  
AND
- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Information Technology (IT), Journalism, Mass Communication, Television and Radio Production, Public Relations, Intercultural Relations, Theatre and Film, Media Studies, Theatre Arts, Library and Information Studies, Project Management, Microfinance Management, Transport Management, Local Government, International Business, Management Information System, Social Science, Records Management and Archives, Public Administration, Education, Secretarial Services, Marketing, Radio Broadcasting, Theatre and Film, Theatre Arts, Multimedia Technology or Media Production, Computer Science, Kiswahili and related subjects with an average of "B" or a minimum GPA of 3.0.
- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized degree.

**8.3.8 Bachelor of Arts in Diaconia and Social Work (BDS)**

***a) Direct Entry***

To be eligible for direct admission into the BDS degree programme, applicants must have obtained:

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



- v) At least two (2) principal passes in the following subjects: intercultural relations, religious studies, Library and Information Studies (LIS) or information technology or records management, or teacher's education, business studies, law, human resource management at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

***b) Equivalent Entry Scheme***

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);  
AND
- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: intercultural relations, religious studies, Library and Information Studies (LIS) or information technology or records management, or teacher's education, business studies, law, human resource management and related subjects with an average of "B" or a minimum GPA of 3.0. Candidates from other countries with different education systems must be equated by the TCU and NACTE.
- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized bachelor degree.

**8.3.9 Bachelor of Theology (BTh)**

***a) Direct Entry***

To be eligible for direct admission into the BTh 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 the following subjects: intercultural relations, religious studies, Library and Information Studies (LIS) or information technology or records management, or teacher's education, business studies, law, human resource management at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points.

***b) Equivalent Entry Scheme***

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education ('O' level);  
AND
- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: Theology, Social Work, Diaconia and Social Work, Divinity, Christian Ministry, Christian Education, Education, Religious Studies, Intercultural Relations, Community Development, Law, Records Management, Secretarial Services, Business Administration, Information Technology, Clinical Medicine, Nursing, Pharmacy, Library and Information Studies and related subjects with an average of "B" or a minimum GPA of 3.0. Candidates from other countries with different education systems must be equated by the TCU and NACTE.
- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- v) Any other recognized bachelor degree.

### **8.3.10 Bachelor of Laws (LLB)**

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

To be eligible for direct admission into the BTh 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), one of which must be English;  
AND
- ii) At least two (2) principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition at the Advanced Certificate of Secondary Education Examination (A level) with a total of 4.0 or more points. If one of the principal passes is not in English the applicant **MUST HAVE** subsidiary pass in English at A-level or a minimum of “C” grade in English at O-Level.

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

- i) At least four (4) passes in approved subjects in the Certificate of Secondary Education (‘O’ level);  
AND
- ii) Applicant should be holder of Diploma from an accredited institution in any of the following subjects: 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 and related subjects with an average of “B” or a minimum GPA of 3.0.

Candidates from other countries with different education systems must be equated by the TCU and NACTE.

- iii) Foundation Certificate from the Open University of Tanzania in the relevant field with a minimum GPA of 3.0 or above.
- iv) Any other recognized bachelor degree.

**NOTE:**

The University offers morning and evening sessions in each of the following degree programmes listed above: LLB, BBA, BHRM, BACE and BMC only.

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

### **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 Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal 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 Ordinary 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 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.

### **9.1.3 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.

#### ***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.

ii) NTA Level 4 Certificate in Journalism from a recognized institution AND at least four passes ('D's and above) at O-Level.

### **9.1.4 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 a Certificate in Law, Law Enforcement, or Criminal Investigation from a recognized Institution.

## **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 paying academic year.
- iii) No candidate shall be registered before paying fees and other dues payable to DarTU.
- iv) Besides the requirements detailed in the preceding sections, a prospective candidate must submit the following documents:
  - a) A dully filled-in in medical examination form on his/her fitness to pursue University academic programmes;
  - b) Evidence of payment of relevant fees and other charges; and,
  - c) A dully filled-in 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 – First Name (s), Middle Name (s) and Surname. 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 and throughout the course of study shall not be allowed. The ‘entry names’ to the University shall be the ‘exit names.’

## **10.2 Enrolment**

DarTU 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 DarTU**

### **11.1 Orientation for New Students**

Orientation for new students is held in the week before the first semester begins. Activities include address from the University 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 University. Presentations by guest speakers on certain pertinent topics, including, academic matters, students by-laws and disciplinary matters, banking issues, health issues including medical treatment (NHIF), some special diseases (HIV/AIDS, Hepatitis), gender issues, sexual harassment, ethics, loan issues, internet access, and life in general at the University.

### **11.2 Medical Services**

The University 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 University Health Facility. Upon admission,



all students are required to pay medical insurance fees or submit to the University 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 Vice Chancellor for Resource Management and Administration (DVC-RMA) is responsible for students' administration and personal and social welfare at the University. 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 DarTU 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.

DarTU has a Chaplaincy headed by the University Chaplain who is appointed by the owner of the University, namely, the ECD-ELCT, after consultation with the Chancellor. The Chaplain is assisted by the Evangelist and 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 University a daily *Morning Devotion* from Monday to Friday at 7:30 a.m. to 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. DarTU 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 (DoS). These services are free and available to all students and members of staff irrespective of one's religion or denomination.

### **11.7 Residence**

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

### **11.8 Catering Services**

Catering services at the University 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 University. Catering services are also available to conference and seminar participants upon special arrangements.

## **11.9 Students' Organization**

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

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

## **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 academic services or use facilities without having paid the required tuition fees and formally registered with the University.
- ii) Any student who has paid excess fees is eligible for a 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 receive payments instructions through admission letter and office of the bursar.

## 12.2 Fees Structure for Non-Degree Programmes

### 12.2.1 Certificate Courses (1 Year)

S/N	Description	Year I	
		Tshs	Foreigner (\$)
1	Tuition Fee	800,000	1000
2	Registration	30,000	35
3	Caution Money	20,000	15
4	Identity Card	20,000	15
5	Students Union fee	25,000	20
6	TCU Quality Assurance	20,000	15
	<b>TOTAL</b>	<b>915,000</b>	<b>1,100</b>

### 12.2.2 Fees Structure for Diploma Programmes (2 Years)

S/N	Description	Year I		Year II	
		Tshs	Foreigner (\$)	Tshs	Foreigner (\$)
1	Tuition Fee	1,300,000	1,500	1,300,000	1500
2	Registration	30,000	35	30,000	30
3	Caution Money	20,000	15		
4	Identity Card	20,000	15	10,000	15
5	Students Union fee	25,000	20	25,000	20
6	TCU Quality Assurance	20,000	15	20,000	15
	<b>TOTAL</b>	<b>1,415,000</b>	<b>1,600</b>	<b>1,385,000</b>	<b>1,580</b>

## 12.3 Fees Structure for Bachelors' Degree Programmes (3 Years)

### 12.3.1 Bachelor Programmes (LLB, LLBE, BMC, BHRM, BBA, BAC, BACE, BDS & BTh)

S/N	Description	Year I		Year II		Year III	
		Tshs	Foreigner (\$)	Tshs	Foreigner (\$)	Tshs	Foreigner (\$)
1	Tuition Fee	1,850,000	2820	1,850,000	2820	1,900,000	2850
2	Examination fee	110,000	110	110,000	110	150,000	150
3	Registration fee	50,000	50	50,000	50	50,000	50
4	Caution Money	20,000	15				
5	Identity Card	20,000	15	10,000	15	10,000	10
6	Students Union fee	25,000	20	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15	20,000	15
	<b>TOTAL</b>	<b>2,095,000</b>	<b>3,045</b>	<b>2,065,000</b>	<b>3,030</b>	<b>2,155,000</b>	<b>3,095</b>

### 12.3.2 Bachelor Programmes (BA-ED, BALIS & BIM)

S/N	Description	Year I		Year II		Year III	
		Tshs	Foreigner (\$)	Tshs	Foreigner (\$)	Tshs	Foreigner (\$)
1	Tuition Fee	1,650,000	2820	1,850,000	2820	1,900,000	2850
2	Examination fee	110,000	110	110,000	110	150,000	150
3	Registration fee	50,000	50	50,000	50	50,000	50
4	Caution Money	20,000	15				
5	Identity Card	20,000	15	10,000	10	10,000	10
6	Students Union fee	25,000	20	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15	20,000	15
	<b>TOTAL</b>	<b>1,895,000</b>	<b>3,045</b>	<b>2,065,000</b>	<b>3,025</b>	<b>2,155,000</b>	<b>3,095</b>

## 12.4 Recommended Costs to be Paid Directly to Certificate, Diploma and Bachelor degree Students

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

Type	Year 1	Year 2	Year 3
Books & Stationery	500,000	500,000	700,000
Students Final Year Reports	-	-	750,000
Field/Practicum (8 weeks)	900,000	900,000	900,000
Accommodation	960,000	960,000.	960,000
Meals and Transport – Tshs. 12,000 per day	2,880,000	2,880,000	2,880,000

## 12.5 Fees and Other Costs for Postgraduate Programmes

### 12.5.1 Amounts Payable to the University

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

S/N	Description	Year I		Year II	
		Tshs	Foreigner (\$)	Tshs	Foreigner (\$)
1	Tuition Fee	2,700,000	4300	2,700,000	4300
2	Examination fee	150,000	150	150,000	150
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15		
5	Identity Card	20,000	15	10,000	10
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
	<b>TOTAL</b>	<b>2,985,000</b>	<b>4,565</b>	<b>2,955,000</b>	<b>4,545</b>

**(b) Masters of Dispute Alternative Resolution (LLM-ADR)**

S/N	Description	Year I		Year II	
		Tshs	Foreigner (\$)	Tshs	Foreigner (\$)
1	Tuition Fee	2,700,000	4,300	2,700,000	4,300
2	Examination fee	150,000	150	150,000	150
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15		
5	Identity Card	20,000	15	10,000	15
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
	<b>TOTAL</b>	<b>2,985,000</b>	<b>4,565</b>	<b>2,955,000</b>	<b>4,550</b>

**(c) Master of Arts in Information Studies (MAIS)**

S/N	Description	Year I		Total	
		Tshs	Foreigner (\$)	Tshs	Foreigner (\$)
1	Tuition Fee	2,700,000	4300	2,700,000	4,300
2	Examination fee/research supervision	150,000	150	150,000	150
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15		
5	Identity Card	20,000	15	10,000	10
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
	<b>TOTAL</b>	<b>2,985,000</b>	<b>4,565</b>	<b>2,955,000</b>	<b>4,545</b>

**d) Postgraduate Diploma in Education (PGDE)**

S/N	Description	Year I		Total	
		Tshs	Foreigner	Tshs	Foreigner (\$)
1	Tuition Fee	2,400,000	3,000	2,400,000	3,000
2	Examination fee	120,000	120	120,000	120
3	Registration fee	50,000	50	50,000	50
4	Caution Money	20,000	15		
5	Identity Card	20,000	15	10,000	15
6	Students Union fee	25,000	20	25,000	20
7	TCU Quality Assurance	20,000	15	20,000	15
	<b>TOTAL</b>	<b>2,655,000</b>	<b>3,235</b>	<b>2,625,000</b>	<b>2,720</b>

**12.5.2 Recommended Costs to be Paid Directly to Postgraduate Students**

Potential sponsors are advised to consider other University costs to be paid to postgraduate students as summarised in the following matrix.

S/N	Description	Postgraduate Diploma (Tshs per year)	Masters (Tshs)
1	Meals, Accommodation & transport	2,880,000	2,880,000
2	Books and stationeries	750,000	1,000,000
3	Research/project	1,000,000	1,000,000

- Note:**
- a) Meals, accommodation and transport allowances are arranged personally between the student and his/her sponsor.
  - b) However, the University is proposing Tshs 12,000 per day for 240 days per each academic year.
  - e) Tuition fees and other related costs should be paid by using the control number which is available to the Online Students Information System (OSIM)



- f) It is recommended to clear all the required payments at the beginning of the first semester to avoid unnecessary disturbances.
- g) No student will be allowed to sit for any examination before clearing the required fee amount.
- h) Any financial fraud shall lead to discontinuation from studies and shall be reported to the police for further legal action.

## **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:

<b>S/N</b>	<b>Withdrawal/Postponement</b>	<b>Penalty (% to be deducted)</b>	<b>Refund (%)</b>
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 a penalty Special examination fee of TZS. 30,000 per course. In extenuating circumstances, the Deputy Vice Chancellor Academics, Research and Public Engagement (DVC-ARPE) 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.

*All payments should be done through Control Number to be generated from student OSIM account.*

## **13.0 ACADEMIC RULES AND REGULATIONS**

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

A student is admitted to DarTU 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 activities at DarTU start at 07.00 hrs and end at 22.00 hrs. The actual time is shown in

the University 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 Degree, Diploma and Certificate Programmes offered at the University 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 and Bachelor Degree Programmes shall account for 40% and final or end-of-semester UE shall account for the other 60%.

- ii) 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%.
- iii) The content and weights of different elements of CA will depend on the programme offered.
- iv) A pass mark for Bachelor Degree Programmes shall be at least 40% (16 marks) of the coursework.
- v) A pass mark for Non-Degree Programmes shall be at least 40% (20 marks) for coursework.
- vi) 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.
- vii) 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.
- viii) The assessment may lead to a pass, supplementary examination, special examination, and/or discontinuation from studies.
- ix) A similar coursework assessment system shall be used for the entire School, Directorate or Institute.
- x) CA shall be constituted by a mixture of tests and assignments as prescribed by the School / Department / Institute.
- xi) In any case, a minimum of three assessment academic activities shall constitute a coursework. Instructors may however administer more assessment academic activities.
- xii) 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.

- xiii) 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.
- xiv) 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 DVC-ARPE shall bar any student from being admitted to any examination in any course where the DVC-ARPE 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 the 15<sup>th</sup> 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 DVC-ARPE.
- 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 the Senate 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 University 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 DVC-ARPE stating the reasons for late registration.
- ii) Upon satisfaction of the reasons given, the DVC-ARPE shall authorize the 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 DarTU 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 a personal sense of responsibility in each student. All academic staff and DarTU 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 DarTU 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 DVC-ARPE, 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 DVC-ARPE through the School Dean and HoD who shall forward the same with recommendations. Only upon receiving a positive response from the DVC-ARPE 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 "PPS" (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 DVC-ARPE, 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) Abscondment 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 DarTU.
- 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 the written permission of the Vice Chancellor.
- x) A student may be de-registered from studies if he/she applies to withdraw from studies.

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

- i) For programmes where field/research paper/report is a requirement, such field/research paper/report is part of the University Examination (UE). Thus, every student shall submit the field report/research paper/report two (2) weeks before the commencement of second semester University Examination (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/reports 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/report before a panel of examiners for comprehensive examination as part of the assessment.

## **19.0 ACADEMIC PROGRESS REPORTS**

- i) Academic progress reports are available from the Office of DVC-ARPE, 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 a 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 DVC-ARPE.
- ii) Students will be required to pay TZS 10,000 after the request has been approved by the DVC-ARPE. Progress reports shall be issued only upon presentation of payment receipts.

## **20.0 PRACTICAL TRAINING**

- i) Practical trainings shall be conducted as per the *DarTU 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 *DarTU 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 *DarTU 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 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.
  - xi) A Student who fails in his/her practical training/field practice shall be given a maximum of one academic year extension to accomplish after which if he/she fails shall be discontinued from studies.

## **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 University (through the

Office of the DVC-ARPE or such other office as the DVC-ARPE 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 DarTU's Examination Regulations and Guidelines, the following nomenclature applies:

- i) "University Senate" is the Dar es Salaam Tumaini University (DarTU) Senate and it is the supreme academic organ at the University level.
- ii) "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.

- iii) “Unauthorized Material” means any written or printed material that is generally or specifically prohibited from being brought into the examination venue, or within the surroundings of the examination venue, 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.
- iv) “Undergraduate Programme” includes bachelor degree, diploma and certificate programmes.
- v) “Regular University Examinations” are examinations scheduled at the end of each semester, academic year or as determined by the Senate.
- vi) “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 DarTU Teaching and Learning Committee or Senate.
- vii) “Supplementary Examinations” are examinations which, subject to approval by the DarTU Teaching and Learning Committee and/or Senate, are administered to candidates who fail to obtain a pass in the specified number of units during the academic year.



- viii) “Continuous Assessment” is any form of evaluation made during the course of the academic year such as tests, graded practical exercises, projects and assignments.
- ix) “An Academic Year” shall normally be composed of semesters/modules, which may depend on specific requirements of the course.
- x) “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 Senate may grant a School exemption from any of the requirements of these regulations.
- ii) 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 the DarTU Teaching and Learning Committee in consultation with Schools and submitted to the University Senate for approval.
- ii) Unless the Senate directs otherwise, all courses shall be examined within the year in which they are taken.
- iii) Subject to University Examination Regulations and Guidelines, all matters concerning University Examinations shall be supervised by the DVC-ARPE under the general direction of the Vice Chancellor.
- iv) The DVC-ARPE 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 Office of the DVC-ARPE, under regulation (iv) above shall form part of, and be as binding as, these Regulations.
- vi) The University Senate shall have overall authority in all matters affecting examinations at the University and the Senate decision in all examination matters shall be final.
- vii) There shall be a security guard located at a reasonable distance from the examination venue, or at a place where he/she can reasonably be accessed to ensure maximum security during the conduct of examination.

#### **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 DarTU 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) The general Examination Instructions to candidates and invigilators shall be published by the DVC-ARPE, two weeks before the semester examinations, setting out details of procedures to be followed in the conduct of examinations.
- ii) There shall be standard examination Instructions to Candidates for all subject being examined.
- iii) For examination with specific examination instructions and requirements such as possession such devices and documents as calculators, Statutes and other allowable documents, examination instructions shall be issued to the candidates at least One (1) week before the commencement of University Examinations.
- iv) Candidates are required to enter the examination room at least thirty (30) minutes before the commencement of the examination.
- v) **No candidate shall be permitted to enter the examination room after the 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 necessity. Between these times, students may leave the room one after the other, and be escorted to known common toilets.
- vi) Students must bring their examination numbers and identity cards with them to the examination room.
- vii) Students without examination numbers and students identity cards authorizing them to sit for examinations will not be allowed to sit for the examinations.
- viii) 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.

- ix) At all times during the examination, ID cards and examination cards/numbers shall be conspicuously placed on candidates' desks.
- x) Candidates shall acquaint themselves with the instructions on the front page of the answer booklets, and the examination papers.

## **22.6 Time of Examination**

- i) University examinations (First Sitting) shall ordinarily be conducted at the end of every semester in accordance with the University Academic Almanac, subject to such exceptions as Senate may allow upon recommendation by the TeLeC, School Board of Examiners, or Directorate, as the case may be.
- ii) Candidates who are required to sit for supplementary examinations shall be re-examined in the referred subjects at the end of every semester or at a convenient time determined by the University Senate or TeLeC within a particular semester/academic year.
- iii) A candidate who, for a grave cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or, in that behalf, the DVC-ARPE or School Dean, as the case may be, may present himself/herself for special examination at a time fixed for any supplementary examination.
- iv) The examination duration shall be three (3) hours for Bachelor and Masters' Degree students, and two (2) hours for non-degree students.

## **22.7 Registration for Examinations**

- i) There shall be no special registration of candidates for examinations. Registration and payment to the

University of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examination 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 authority.

### **27.8 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 DVC-ARPE 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 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 DVC-ARPE 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) University 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 Form of Examination**

- i) University examination shall ordinarily be written examination.
- ii) A candidate at any examination may, at the discretion of the School Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- iii) Oral examination shall be conducted by an examination panel of not less than two (2) members.
- iv) The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by the Senate or, in that behalf, by the TeLeC, as the case may be, on the recommendations of the School Board of Examiners.

## **22.10 Postponement of Examinations**

- i) In extenuating circumstances, approved by the 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 DVC-ARPE 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 University through Control number to be generated from the student's OSIM account 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 “SPE” (Special Examination) status in the OSIM 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 “SPE” 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 “SPE” or “I” grade at the time of special examinations will be considered to have absconded studies.

### **22.11 Invigilation and Conduct of Examinations**

- i) Invigilation of examinations is the responsibility of all members of academic staff.
- ii) Invigilators shall be allocated and briefed by the Chief/University Examination Officer 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 DVC-ARPE, at least two weeks before the start of the examinations.
- v) At least two invigilators shall be allocated to each examination venue and at least one must be in the examination room at any point in time.
- vi) The Chief/University Examination Officer under close supervision of the Dean of School shall appoint

and recommend to the DVC-ARPE one of the Senior Invigilators to be the Chief Invigilator to co-ordinate invigilation in each examination venue where several examinations are taking place.

- vii) 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.
- viii) Invigilator(s) shall enter in the examination room at least half an hour before the time for commencement of examination.
- 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) That, they have an obligation to sign the attendance register;
  - b) That they should abstain from cheating;
  - c) That they should remove all unauthorized materials, as defined under Regulation 2(iii) of these regulations, from the examination room;
  - d) That they should ensure they possess the right question paper;
  - e) That they should carefully read instructions on the answer booklet and on the particular examination paper; and
  - f) That they should 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 above provision 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) ALL academic staff are required to be present on campus throughout the examination period regardless of whether one is on invigilation duty or not.
- xiv) Invigilators shall remain in the examination room throughout the examination.
- xv) In exceptional cases where the Invigilator, for unavoidable reasons, is unable to be present at the start of the examination, he/she shall notify the DVC-ARPE who shall then nominate a replacement. No informal exchange/replacement arrangements shall be made without approval of the relevant academic authorities as per these regulations.
- xvi) 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.

xvii) Every Invigilator shall certify the total number of scripts received from the record of candidates who have taken the examination.

### **22.12 Examination Irregularities**

Inappropriate conduct by a student concerning University Examination 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 without asking permission from the invigilator.
- xiv) Any other similar inappropriate conduct which compromises or impairs University academics or examination integrity.

### **22.13 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) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Where body search becomes necessary, the same shall preferably be done by an invigilator of same gender as the suspect.
- iii) 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 DVC-ARPE. Alternatively, the invigilator should ensure that the

- incident is witnessed by another person to verify the matter.
- iv) 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.
  - v) The Chief invigilator shall report the irregularity in writing to the University Chief Examination Officer who will submit the report to the DVC-ARPE within 24 hours from the time the examination concerned ended.
  - vi) Upon receipt of the report, the DVC-ARPE shall sign the same and forward it to the University Corporate Counsel (CC) for further inquiry processes.
  - vii) The University Corporate Counsel shall formally charge the student/candidate, clearly pointing out the allegations against him/her and specifying the Examination Malpractices and Irregularities he/she is alleged to have breached and the specific examination regulation(s) alleged to be violated. In addition, he/she shall be informed of the possible punishments/penalty and require the student to submit a written statement concerning the incidence. The student shall submit the statement to the DVC-ARPE within 24 hours from the time of receipt of the letter from the University Corporate Counsel.
  - viii) The DVC-ARPE shall forward the matter to the DarTU Teaching and Learning Committee (TeLeC) for investigation/inquiry.
  - ix) The student/candidate shall appear in person before the Teaching and Learning Committee (TeLeC) and identify himself/herself as the subject of the proceedings. Where necessary, the Member of Staff /Invigilator concerned should also be present.

- x) Where the student/candidate is alleged to have been found with un-authorized materials, the materials shall be brought before the Committee and the Member of Staff/Invigilator making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
- xi) The student/candidate shall be given an opportunity to respond to allegations of fact and he/she has a right to cross-examine the person making the report.
- xii) The Corporate Counsel and/or the student/candidate (as the case may be) may call witnesses whose presence he/she considers important for the just and fair hearing of the matter.
- xiii) The report, together with the student's written statement and oral defence shall be considered by the by TeLeC, and thereafter recommendations shall be submitted to the University Senate for final decision.
- xiv) 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 and the examinations results for whole semester shall be nullified, or other severe punishment as the University Senate may determine, based on the gravity of the irregularity may be imposed.
- xv) When re-admitted, such student shall repeat the semester in which he/she had committed examination irregularity.

### **22.14 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.

## **22.15 Dealing with Leakage of Examinations**

- i) Any person suspecting leakage of a test or examination shall immediately report to the DVC-ARPE.
- ii) Where there are strong indications that an examination leakage has taken place, the DVC-ARPE, in consultation with the Vice Chancellor, shall cancel/withdraw the examination and order a fresh examination to be set and administered.
- iii) The DVC-ARPE shall set up a committee to investigate the circumstances surrounding the suspected leakage. The investigating committee shall submit its findings to the DVC-ARPE, who shall in turn table them before the TeLeC. The TeLeC shall report the matter to the Senate 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.

## **22.16 Internal and External Examiners**

### **22.16.1 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 upload Continuous Assessment and University examination marks on the students' OSIM accounts.
- 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 School Examination Officer and 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.

### **22.16.2 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 and the TeLeC, 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).

## **22.17 Processing of Examination Results**

### **22.17.1 Departmental Board of Examiners**

- 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 TeLeC and, after confirmation by the Senate.

### **22.17.2 School Board of Examiners**

- i) A meeting of the School Board of Examiners shall be convened as per University 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 TeLeC for inward transmission to the Senate for final approval.
- 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.

### **22.17.3 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 and/or School Examination Officer shall present Examination results for each programme under the School for scrutiny by the TeLe Committee.
- ii) The TeLeC 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 the University Senate for final approval.
- iv) All examination results shall remain unofficial until approved by the Senate.

#### **22.17.4 DarTU Senate**

- i) All examination results shall be presented to the Senate after the TeLe Committee meeting.
- ii) All examination results are not official until approved by the Senate.
- iii) The Senate may accept, reject, vary or modify results and/or recommendations from the TeLeC.
- iv) Official results shall be communicated to the students by the DVC-ARPE soon after the approval by the Senate.
- v) Disclosure of the examination results shall be made by the Senate not later than four weeks after the end of the examinations.
- vi) No person, Department or School has the authority to alter examination marks/results after approval by the Senate, unless with written approval of the Senate Chairperson or DVC-ARPE on his behalf.
- vii) 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 below.

- viii) The Senate may make directives to Schools/departments on the general conduct of examinations.
- ix) The Senate shall lay down general policies on involvement of external examiners and conduct of examinations in the University.
- x) The regulations/procedures in moderation of examinations in the University shall be approved by the Senate.

### **22.17.5 TUMA Senate**

On the basis of a Memorandum of Understanding (MoU) signed between DarTU and TUMA in August 2024, Annual University Examination results as well as the lists of students scheduled to be considered for TUMA academic awards for all students admitted under TUDARCo before January 1, 2024 shall be approved by DarTU Senate and submitted to the TUMA Senate for noting and conferment of TUMA awards.

### **22.18 Approval and Release of Examination Results**

- i) The School Board shall endorse, declare and release provisional examination results pending the approval by the Senate, immediately after deliberating the same during the School Board of Examiners meeting.
- ii) Final examination results shall be approved 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.

## **22.19 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 or shall repeat a year.
- 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 a “C” grade.
- 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.

## **22.20 Examination of Postgraduate Dissertations**

### **22.20.1 Preparation and 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 University 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 Director of Postgraduate Studies, Research and Publications (DPSR&P) 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.

### **22.20.2 Marking**

- i) Each dissertation is marked by two examiners – internal and external examiners.
- ii) Names of examiners are recommended by the School, endorsed by DPSR&PC and appointed by Senate.
- iii) Each examiner needs to mark the dissertation following the Guidelines provided by DPSR&P.
- iv) Examiners are expected to submit their reports within one month from the time they receive the dissertations.
- v) The DPSR&P should compile the reports for presentation to the DPSR&PC and Senate.

### **22.20.3 Proof of Ownership/Presentation**

- i) DarTU Postgraduate Students' Research Guidelines shall govern dissertation writing, supervision and examination processes for Postgraduate Studies.
- ii) Each School should arrange for candidate seminar presentations at least twice during the programme.
- iii) The first presentation is supposed to cover the proposal, while the second is supposed to cover the research results/findings.
- iv) During each presentation, the School should focus not only on assisting the candidate but also on checking for proof of ownership.
- v) The candidate should not be allowed to submit the dissertation if there are doubts that he/she does not own the work.



- vi) The candidate shall be required to present/defend his/her work before a panel of at least three examiners including an external examiner or his/her representative. Such presentation/defence shall be public, thus, the School should invite to the public defence members of the University community and the public at large.

#### **22.20.4 Approval of Results**

- i) Approval of dissertation examination results shall be done by the following academic organs:
  - (a) PGSRP Committee
  - (b) TeLeC
  - (c) Senate
- ii) The results will only be communicated to the candidate after approval by the Senate.
- iii) Candidates can only graduate after submission of four error-free hard bound copies and a soft copy of the final dissertation plus proof of publication of manuscript.

#### **22.20.5 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.

#### **22.21. Appeals Against Examination Results**

- i) Any candidate who has failed at any end of semester examination, field research report or dissertation may appeal against such results before the University Examination Appeals Committee.

- ii) All appeals shall be filed through the Senate Secretary using the prescribed Appeals Form setting out in writing, the specific grounds on which the appeal is being preferred.

### **22.21.1 Grounds of Appeal**

- i) The grounds on which the University Examination Appeals Committee will consider an appeal against examination results shall be limited to the following:
  - (a) Unfair marking, wrongful computation of marks or grades or other similar irregularity in preparing examination results;
  - (b) Irregularities or administrative errors in the conduct of examination;
  - (c) Administrative omissions and/or oversights;
  - (d) When a student can prove that the internal examiner, one or more of the invigilators/supervisors was prejudiced or biased;
- ii) The University Examination Appeals Committee shall not consider appeals on grounds other than the above, and in particular:-
  - (a) Those against coursework marks, unless there is reasonable proof that the candidate had no prior knowledge of the error due to reasons beyond his/her control;
  - (b) Those based on ill-health or other circumstances which could and should have been reported to the school/department at the time of their occurrence, unless the candidate has been prevented to do so by reasons beyond his/her control.

### **22.21.2 Procedure for Appeal**

- i) All appeals shall be lodged 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) Once an appeal has been lodged, the Dean/Director shall submit to the Senate Secretary the following documents whose candidates have appealed against examination results:
  - (a) All relevant marked examination scripts;
  - (b) Examination question papers for the examination whose results are appealed against;
  - (c) Marking guide/scheme;
  - (d) Course outline for the subject;
  - (e) Course work sheet for the subject appealed against;
  - (f) Any other relevant document/information that may be required for a just and fair disposal of the appeal.
- iii) The Senate Secretary shall transmit the appeal to the University Examination Appeals Committee.
- iv) Only appeals recommended for processing by the University Examination Appeals Committee shall be sent to the External Examiners for review.
- v) The University administration shall have the power to require any appellant student 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 administration.
- vi) The University Examination Appeals Committee shall hear the appeal expeditiously, provided that all appeals shall be concluded before the completion of the following academic semester.

- vii) In hearing the appeal, the University Examination Appeals Committee shall take into account the rules of natural justice.
- viii) The student appealing shall be notified in writing of the date and time when the appeal will be heard and should be given an opportunity to appear before the Appeals Committee and be heard.
- ix) At the hearing of the appeal, the University representative as well as the appellant student shall have an opportunity to be heard and the Committee shall have power on cause being shown to allow the University representative and the appellant student to present additional evidence (if any) before it.
- x) The University Examination Appeals Committee may confirm, vary or set aside the decision of the Senate.
- xi) A student who has appealed against discontinuation shall not be allowed to attend classes before determination of his/her appeal.

### **22.21.3 University Examination Appeals Committee**

- i) There shall be a University Examination Appeals Committee to handle all appeals against University examination results, field research report results or dissertation results.
- ii) The University Examination Appeals Committee shall be composed of members who will not have been directly involved, at any stage, in the making of the decision against which the appeal is lodged.
- iii) It shall include student members except the President and the Vice President of the Students Organisation.
- iv) The University Examination Appeals Committee shall have authority to determine the way in which it will consider the appeal before it.

### **22.22 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.

### **22.23 Grading System**

#### **a) 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)

#### **b) 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)

**c) 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	

**22.24 Annual and Final Grade Point Average (GPA)**

A student’s academic year overall performance is arrived at by calculating her/his Grade Point Average (GPA).

- 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.

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

The Final Grade Point Average (GPA) shall be calculated from raw marks using a five-point scale system as a measure of student performance and progression as shown hereunder: **the results being truncated to One (1) decimal point.**

Grade	Range Marks (%)	Equation	Grade Points	Description
A	70 - 100%	$Y = 0.02X + 3$	(4.4-5.0)	Excellent
B+	60-69.9%	$Y = 0.04X + 1$	(4.0- 4.3)	Very

		6		good
B	50-59.9%	$Y = 0.1X-2$	(3.0-3.9)	Good
C	40-49.9%	$Y = 0.1X-2$	(2.0-2.9)	Satisfactory
D	35-39.9%	$Y = 0.2X-6$	(1.0=1.)	Fail
E	0-34.9%	$Y = (1/35)X$	(0 - 0.9)	Bad/Absolute Fail

Where  $Y$  = Grade points and  $X$  = Raw Marks (%)

Final grades will be classified as follows:

**a) 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

**b) 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
2.0 – 2.6	Pass

**c) 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

**22.25 Issuance and Preservation of Certificates and Academic Transcripts**

- i) The Senate shall issue certificates and academic transcripts for degrees, diplomas and Certificates or other award to such candidates as shall be declared to have satisfied the appropriate Examiners Boards and shall have been

recommended to and approved by the Senate for the conferment of such degrees, diplomas, certificates or other awards.

- ii) Any candidate desirous of obtaining a transcript shall apply in writing and submit an application for a transcript and clearance form for the preparation of transcript. Such application shall be lodged with the applicant's Academic Department or former Department.
- iii) Academic Transcripts shall be issued in the names of the candidates as they appear in the candidate's form four or "Ordinary Level Certificate".
- iv) The Vice Chancellor, Deputy Vice Chancellor for Academics and the respective School Dean, Director or their assignees shall sign the transcripts.
- v) A candidate shall be given two certified copies of the transcript of free of charge and a fee, the amount of which shall be determined by the University Council from time to time, shall be charged for any extra copy.
- vi) The University shall preserve certificates and academic transcripts for a period of one year after the date of graduation. Any graduate who fails to pick up his/ her certificate/ transcript within one year shall be liable to pay for the storage cost of TShs 50,000.00 annually upon collection of the certificate.

#### **22.26 Preservation of Examination Papers**

The University 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, including the following:
  - a) Application for transfer should be made by the applicant online;
  - b) Transfer should be made within 14 days after the beginning of registration of new students at DarTU;
  - c) The student to be transferred must have been previously admitted into a degree programme in a particular academic year;
  - d) The programme to which transfer is sought must have empty slots to accommodate new students;
  - e) The applicant must possess the minimum entry requirements for that particular degree programme; and
  - f) Application for transfer will be approved by the University in writing and submitted to TCU for validation and documentation within the set deadline.
- ii) Student credit transfer is permissible between DarTU and other universities recognised and accredited by the relevant authorities.
- 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) A candidate shall be required to earn at least 50% of the total credits for a degree programme from DarTU.

- Maximum credit allowable for transfer, therefore, is  $\frac{1}{3}$  of the required credits of a DarTU degree programme.
- vi) Number of credits and grades earned for a course will be included in calculating Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of students.
  - vii) Students discontinued from studies for any reason are not entitled for credit transfer.
  - viii) Students can only transfer annual credits. Thus, no credit transfer is possible before the end an academic year.

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

A student who intends to transfer credits to DarTU shall be required to fulfil the following conditions:

- i) The Higher education Institution from which a student wants to transfer credits must be a University recognized by a relevant accreditation authority and the accreditation status of the institution shall be independently verified by DarTU. If in doubt, DarTU 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 transfer student must have been registered in the degree programme to which the credit will be accumulated and must be an active student in the degree programme he/she registered at his/her institution. Thus, discontinued or suspended students are not allowed to transfer credits to DarTU.
- iv) The applicant's academic entry qualifications in the previous University shall be similar to that required

by DarTU including the respective programme's cut-off points in the relevant year.

- v) The subject, course of module intended for credit transfer must be relevant to the programme to which the student is registered.
- vi) The subject, course of module has been successfully completed before credits can be earned.

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

Transfer of credits from DarTU 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 DarTU course if it meets the following criteria:

- i) The course must be from a programme of the same level as that of DarTU, 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 DarTU course.
- iv) The number of teaching hours used to cover the course must not be less than 75% of those used at DarTU.
- v) It has to be assured that Grading and Assessment criteria of the programme is compatible and acceptable by the Senate.
- vi) Once a course has been accepted as being equivalent to a DarTU course, the course shall be given the same

number of credits as that of the course at DarTU 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 DarTU and accordingly determining the range of marks in the releasing institution for the DarTU 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 DVC-ARPE, 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 DVC-ARPE, and the School to which the applicant wishes to transfer, before reaching the Senate for approval.
- iii) Students transferring from other universities to DarTU shall apply for credit transfer at least three months before the beginning of the semester they want to join.

### **23.7 Credit Transfer Procedures from Foreign Universities to DarTU**

- i) Credit points may be transferred from a foreign University to a University institution in Tanzania provided that the conditions for transfer are met;
- ii) The institutions from which the Credits were accumulated should have been accredited by the relevant authorities in the foreign country and are

recognised by the Tanzania Commission for Universities (TCU);

- iii) Transfer may be applied to all modes of learning namely Open and Distance E-Learning (ODEL) or conventional delivery systems, and can be applied to part-time as well as full-time study programmes;
- iv) Credits earned in a University abroad can be transferred based on the comparability with the equivalent courses at DarTU;
- v) DarTU students on study abroad shall be allowed to transfer credits obtained from the other universities to DarTU;
- vi) Cases of DarTU's study-abroad students shall be dealt with on a case-by-case basis.

### **23.8 The Roles of the Student in Credit Transfer**

Credit Transfer (CT) process is initiated by the student. Thus, a candidate seeking to transfer Credits must do the following:

- a) Seek for, and identify the institutions and courses for which Credits will be transferred;
- b) Apply in writing to receiving institution to seek placement indicating the courses or modules completed successfully in the releasing institution;
- c) Provide evidence of the amount of time and credits accumulated while in the releasing institution;
- d) Provide a reliable and valid evidence of endorsement of the Credits to be transferred by relevant organs in the releasing institution; and
- e) Submit the following supporting documents to the receiving institution:
  - i) Academic Transcript certified by releasing institution;
  - ii) Releasing letter from the foreign institution;

- iii) Copies of certificates previously earned at lower education levels and used to gain admission into the releasing University;
- iv) Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system)
- v) Official translation of the original documents (in case of non-English documents)
- vi) Photocopies of personal identification documents, e.g. birth certificate, passport or ID
- vii) Any other information that may be required by the receiving institution

### **23.9 The Roles of the Releasing Institution**

The releasing institution shall:

- i) Facilitate the student's transfer and provide the necessary information on the student and the programme;
- ii) Provide to the receiving institution all credits earned by the transferring student; and
- iii) Provide an authentic and signed letter to the receiving institution which contains relevant student's information and reasons for transfer request.

### **23.10 The Roles of the Releasing Institution**

The Receiving Institution (DarTU) shall do the following:

- i) Satisfy itself that the student seeking transfer had met the conditions for the transfer, including preparing a credit transfer matrix, checking the status of the student at the releasing institution, etc);
- ii) Verify the accreditation status of releasing institution and the programme;
- iii) Upon assessment of suitability and acceptance of the student to the programme through Senate, submit in

writing the transfer request to the TCU together with credits comparison matrix which shows:

- a) Course and credits earned from the releasing institution and the year of study against those of the receiving institution,
  - b) The student's details including full names, gender Form IV and VI index numbers, nationality and nature of disability (if any).
- iv) Inform the applicant in writing whether the request for Credit Transfer has been approved or not including reasons for disapproval. If accepted the applicant is informed of the terms and conditions of the transfer thereof (if any).

### **23.11 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 DarTU medical officer in-charge)
- iii) Exchange programmes
- iv) Refugee situation
- v) Returning resident
- vi) Other reasons as may be substantiated by the applicant.

### **23.12 Credit Transfer Fees**

Credit transfer applicants must pay a non-refundable fee to be determined from time to time. However, DarTU 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.

### **23.13 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.

### **23.14 Credit Transfer Appeals**

Students will have the right to appeal if not satisfied with the outcome of Credit Transfer request. The appeal shall be submitted to the DarTU Senate, stating the reason for the appeal attaching any evidence required to strengthen support of the appeal.

## **24.0 ACADEMIC UNITS AND PROGRAMMES**

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

#### **1. Introduction**

The School of Business Studies is the oldest academic unit at DarTU. It was the sole Faculty under the then Waldorf College Tanzania (WCT) established in 1997. WCT was transformed into Tumaini University Dar es salaam College (TUDARCo) in 2003, with the Faculty of Business Administration, the latter having been transformed into the School of Business Studies in 2020, as part of the Rebranding and Re-Engineering of TUDARCo which was later, in 2024 transformed into the current DarTU.

The School is comprised of three Departments: The Department of Accountancy and Finance; the Department of Human Resources Management and the Department of Marketing and Entrepreneurship. It offers a 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 three specializations, namely; 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 University to



other Schools. The School is committed to developing individuals with ethical and professional attitude and behaviour business studies.

## 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 a broad 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 the performance of junior staff in the 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:

SEMESTER I		
Course Code	Course Title	Credits
CAC 11	Fundamentals of Accounting-I	4
CAC 12	Principles of Economics	3
CAC 13	Principles of Business	3
CAC 22	Fundamentals of Cost	4
CAC 15	Communication Skills in	2
CAC 16	Computer Applications	2
CAC17	Principles of Cooperative	4
CAC18	Foundations of Faith and	2
SEMESTER II		
Course Code	Course Title	Credits
CAC 21	Fundamentals of Accounting-	4
CAC 14	Principles of Auditing	4
CAC 23	Principles of Taxation	4

CAC 24	Principles of Management	2
CAC 25	Principles of Materials	2
CAC 26	Basics of Entrepreneurship	2
CAC 27	Research and Field Report	2
Total Credits		44

## **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 assuming 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

Course Code	Course Title	Credits
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
Optional Courses Choose One)		

DBA 33	Marketing Management I	2
DBA 34	Procurement Management I	2
<b>SEMESTER II</b>		
Course Code	Course Title	Credits
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
Total Credits		25

## 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
<b>SEMESTER II</b>		
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
Total Credits		32

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

#### i) Programme Description

This is a three-year degree programme with two majors: (1) Accounting and, (2) 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

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

## Second Year

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

	Optional Subjects (to choose one)	
MGMT 212	Strategic Business Management	6
MGMT 213	Business Management Ethics	6
<b>SEMESTER II</b>		
Course	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
	Accounting Major	
ACCT 225	Intermediate Accounting II	9
ACCT 224	Management Accounting	9
	Marketing Major	
MKTG 224	Marketing Research	9
MKTG 225	Consumer Behaviour	9
	Accounting Major Optional	
FIN 222	Money and Capital Markets	6
MGMT 229	Project Planning Management	6
	Marketing Major: Optional	
MGMT 227	Event Management and	6
MGMT 229	Project Planning Management	6
Total Credits		120

### Third Year

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

	Accounting Major	
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
	Marketing Major	
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
SEMESTER II		
Course	Course Title	Credits
REST 322	Research Project	18
PRAC 321	Practicum	15
	Accounting Major	
ACCT321	Advanced Accounting II	9
ACCT322	Auditing and Assurance Services II	9
ACCT323	Taxation II	9
ACCT324	Public Sector Financial Reporting	9
	Marketing Major	
MKTG 326	Tourism and Hospitality	9
MGMT	Corporate Identity and Branding	9
MKTG 327	Supply Chain Management	9
Total		123

**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 greatly contribute in helping organizations acquire, develop, motivate and effectively utilize the most valuable organizational asset (the people) and consequently achieve intended corporate results. 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

SEMESTER I		
Course Code	Course Title	Credits
ACCT 111	Principles of Accounting	9
COMP 111	Computer Applications	9
DS 111	Development Studies	9
HRM 111	Fundamentals of Human	9
ECON 111	Principles of Economics	9
MGMT 111	Principles of Management	9
COMM 111	Business Communication I	9
SEMESTER II		
Course	Course Title	Credits



HRL121	Administrative Law	9
DS 121	Development Studies	9
HRM 121	Human Resources Planning	9
HRM 123	Human Resources Work	9
STAT 121	Introduction to Statistics	9
MKTG 121	Principles of Marketing	9
COMM 122	Business Communication II	9
Total Credits		126

## Second Year

SEMESTER I		
Course Code	Course Title	Credits
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
	Optional Subjects (to choose one)	
MGMT 212	Strategic Business Management	6
MGMT 213	Business Management Ethics	6
SEMESTER II		
Course	Course Title	Credits
HRM 221	Industrial Relations	9
ESD 211	Ethics and Social Dialogue	9
HRL 221	Labour Laws	9
MGMT 225	Innovation, Entrepreneurship	9
HRM 224	Managerial Decision-Making	9
REST 221	Research Methods	9

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

### Third Year

<b>SEMESTER I</b>		
Course Code	Course Title	Credits
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	9
ORGB 311	Organizational Behaviour	9
HRM 315	Records Management	9
<b>SEMESTER II</b>		
Course	Course Title	Credits
REST 322	Research Project	18
PRAC 321	Practicum	15
HRM 321	Human Resources	9
ECON 322	Labour Economics	9
HRM 322	Human Resources Information	9
Total		123

- e) **Bachelor of Accounting with Computing (BAC)**  
i) **Programme Description:**

The Bachelor of Accounting with Computing (BAC/BACE) is a rigorous programme that prepares students to become an integral part of an organization's digital financial management team or to enter work practices as an auditor, tax specialist, or consultant in a specialized IT environment. After earning the degree, they can pursue the additional education and certification necessary to become a CPA, CISA, CFA, CFO or continue their education by pursuing a higher degree, such as MBA or MSc. This degree helps students learn financial skills that are needed in the digital comprehensive workplace. This programme is focused to equip the candidates with all of the credentials necessary to assist companies around the globe with their finances through application of computer skills. Skills offered by Bachelor of Accounting with Computing are based on the requirements of day to day operations of companies across the globe. The credentials obtained can therefore help the candidates to secure jobs within and out of the country, or engage in self-employment.

### ii) Programme Structure

The programme comprises a total of 44 modules that are spread over three academic years. Each module is covered in one semester of 17 weeks, whereby 15 weeks are for study and 2 weeks of examination. The programme is structured as follows:

First Year

#### SEMESTER I

S/ N	Course code	COURSE NAME	Core/ Elective	Credits
1	ACCT 111	Principles of Accounting	Core	9
2	COMP 111	Computer Applications	Core	9
3	DS 111	Development Studies I	Core	9
4	BML 111	Business Law I	Core	9
5	MATH 111	Business Mathematics	Core	9
6	LANG 111	Communication Skills	Core	9
7	COMP 112	Introduction to Informatics	Core	9

	TOTAL	63
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### SEMESTER II

S/N	Course code	COURSE NAME	Core/ Elective	Credits
1	ACCT 122	Principles of Accounting II	Core	9
2	DS 122	Development Studies II	Core	9
3	COMP 123	Algorithms & Data Structures	Core	9
4	COMP 124	OO Programming	Core	9
5	MGMT 111	Principles of Management	Core	9
6	BML 122	Business Law II	Core	9
7	COMM 122	Business Communication Skills	Core	9
	TOTAL			63

### Second Year

### SEMESTER I

S/N	Course code	COURSE NAME	Core/ Elective	Credits
1	PRAC 211	Field Attachment I	Core	9
2	ECON 211	Microeconomics	Core	9
3	ACCT 211	Cost Accounting	Core	9
4	COMP 211	Artificial Intelligence	Core	9
5	ACCT 212	Intermediate Accounting, I	Core	9
6	MGMT 212	Quantitative Methods I	Core	9
7	ESD 211	Ethics and Social Dialogue	Core	9

8	ACCT 225	Public Sector Financial Reporting	Elective	6
8	MGMT 223	Strategic Business Management	Elective	6
8	MGMT 224	Business Management Ethics	Elective	6
	TOTAL			69

*In addition to the core credits, a student is required to register for one elective out of the three courses.*

### **SEMESTER II**

S/N	Course code	COURSE NAME	Core/ Electiv e	Credits
1	COMP 222	Network Design & Administration	Core	9
2	FIN 221	Financial Management	Core	9
3	ACCT 222	Intermediate Accounting II	Core	9
4	ACCT 223	Accounting Information Systems	Core	9
5	ACCT 224	Management Accounting, I	Core	9
6	MGMT 222	Quantitative Methods II	Core	9
7	MGMT 225	Innovation, Entrepreneurship and Enterprise Development	Core	9
	TOTAL			63

Third Year

### **SEMESTER I**

S/N	Course code	COURSE NAME	Core/ Elective	Credits
1	PRAC 311	Field Attachment II	Core	9
2	COMP 311	System Analysis & Design	Core	9
3	COMP 312	Database Design	Core	9

4	ACCT 311	Taxation I	Core	9
5	ACCT 312	Advanced Accounting, I	Core	9
6	ACCT 313	Auditing and Assurance Services I	Core	9
7	ACCT 314	Management Accounting II	Core	9
8	MGMT 311	Harnessing Entrepreneurship and Innovative Mindset	Core	9
<b>TOTAL</b>				<b>72</b>

### **SEMESTER II**

S/N	Course code	COURSE NAME	Core/ Elective	Credits
1	REST 311	Research Methods	Core	9
2	FIN 311	International Finance	Core	9
3	COMP 323	IT Security	Core	9
4	COMP 324	Internet Programming and E-Applications	Core	9
5	ACCT 325	Taxation II	Core	9
6	ACCT 326	Advanced Accounting II	Core	9
7	ACCT 327	Auditing and Assurance Services II	Core	9
<b>TOTAL</b>				<b>63</b>
<b>Grand total</b>				<b>393</b>

f) Master of Business Administration (MBA)

i) Programme Description

This is a 24-month Masters' Degree programme with three specializations, namely: MBA -Banking & Finance, MBA-Marketing & Entrepreneurship; and MBA-Human Resources Management. The programme provides a sound advanced and structured education in Business Management context to strengthen students' career and managerial skills. The programme also 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 18 months. 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>		
Course Code	Course Title	Credits
BMST 611	Business Mathematics and Statistics for Decision Making	12
MKTG 611	Marketing Principles and Management	1
ACCT 611	Financial and Management Accounting	1
MGMT 611	Strategic Financial Management	1
BUIS 611	Business Information System and Technology	12
<b>SEMESTER II</b>		
Course Code	Course Title	Credits
REST 621	Research Methodology 1	6
ENBE 611	Entrepreneurship	1
ECON 611	Applied and Managerial Economics	1
MGMT 621	Strategic Management and Corporate	1
	Banking and Finance Major	
FBFN 621	Financial Institutions and Intermediation	9

FBFN 622	Corporate Treasurership	9
	Human Resource Management Major	
HRMG 620	Organisational Behaviour and Social Psychology	9
HRMG 621	Developing Effective Leaders and Managers	9
	Marketing and Entrepreneurship Major:	
EMKT 621	Marketing Research and Product development	9
EMKT 622	Consumer Behaviour and Sales Management	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	12
	Banking and Finance Major	
FBFN623	Financial Theory and Financial	9
FBFN 624	Investment and Risk Analysis	9
FBFN 625	International Financial	9
	Human Resource Management	
HRMG 622	Performance and Reward System	9



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

### 3. School Staff List

S/N	Name	Academic Qualification	Administrative Post	Academic Rank
1	Dr. Abdiel Gershom Abayo	PhD-Acc & Fin (Univ. of Glasgow) 1992; MBA-(Catholic Univ. Leuven) 1985; BCom (UDSM) 1981.	School Dean	Senior Lecturer
2	Dr. Lois-Singa Metili	PhD Marketing, (OUT) 2023; MBA(UDSM) 2011; BA-Journalism (IUCo) 2004.	Associate Dean & School Examination Officer	Lecturer
3	Prof. Michael O. A. Ndanshau	PhD Econ. (UDSM); MA Econ. (UDSM); BA Econ. (UDSM); Dip. Buss. Adm. (CBE, Dar).		Associate Professor
4	Dr. Hawa Uiso	PhD (OUT) 2013; MBA	Director-	Senior

		(UDSM) 1988; BCom-Acc. (UDSM) 1985.	TeLe & HoD – Department of Marketing and Entrepreneurship	Lecturer
5	Dr. Lazaro A. Swai	PhD-HRM (OUT) 2014; MA-PA & Pol. Analysis (UDSM) 1988; BA-Edu (UDSM) 1980.	HoD- Department of Human Resource Management	Lecturer
6	Mr. Christian John Mbekomize.	CPA (T); BCom (UDSM); Dip. Accounting (NIHE, Dublin; Dip. Buss. Admin. (CBE, Dar).	Coordinator of Postgraduate Studies, Research and Publication	Lecturer
7	Mr. John J. Mrutu	MBA-Fin (UDSM) 2003; CPA-T (NBAA) 2003; BCom (UDSM) 1997.	HoD- Department of Accounting and Finance	Assistant Lecturer
8	Ms. Sinyati R. Tira	MSc Corp Brand (Brunel Univ.UK) 2008; BBA (Heriot Watt Univ., UK) 2007.	Assistant HoD, Marketing and Entrepreneurship	Assistant Lecturer
9	Ms. Ashiseta Lema	MA-Econ (Ohio Univ.USA) 1993; BA-Econ (UDSM) 1980.	Dean of Students	Assistant Lecturer
10	Mr. Maximillian Katabi	MSc Econ. (OUT) 2015 MBA-Fin (Uni. of Wales, UK) 2008; BBA (DarTU) 2006.	Chief /University Examinations Officer.	Assistant Lecturer

11	Ms. Nancy E. Macha.	MSc. Econ. (Karkov National Univ. Ukraine) 2011; BSc. Econ. (Karkov National Univ. Ukraine) 2010	Gender Coordinator	Assistant Lecturer
12	Dr. Lucy Mary Mboma	PhD (Strathclyde) 1999; MBA 1982; BA (UDSM) 1980; Dip. Business Admin. (CBE, Dar) 1976.		Senior Lecturer
13	Dr. Daudi Lwiza	PhD-Banking & Marketing (UK) 2002; MBF (Italy) 1985; B.Com-Fin (UDSM) 1982.		Lecturer
14	Dr. Deus Mwita	PhD-Mgmt. Science & Eng. (OUT) 2012; MBF (OUT) 2008; B. Com (UDSM) 2002.		Lecturer
15	Dr. Jacob Lubuva	PhD (SAUT) 2017; MBA (Dar) 2006; BA Ed (Dar) 2003.		Lecturer
16	Mr. Deogratius Massawe	MBA (OUT) 2009; BPA (MU) 2005.		Assistant Lecturer
17	Ms. Grace M. Muslo	MBA-HRM (TUDARCo) 2017; BHRM (TUDARCo) 2015.		Assistant Lecturer
18	Mr. Felix Emmanuel Nnko	PGD-Mediation (ISW) 2009; MPA-HRM (MU) 2007, ADPA (MU)1998.		Assistant Lecturer
19	Ms. Vaileth Joseph Roberth	MBA-Banking & Finance (TUDARCo) 2024; BBA-Accounts (TUDARCo) 2019; DBAM (TUDARCo) 2016; CABA (TUDARCo) 2014.		Assistant Lecturer

## **24.2 School Digital Technologies and Transformation Studies (SoDiTTS)**

### **1. Introduction**

The School of Digital Technologies and Transformation Studies (SoDiTTS) was established in September 2023 with the purpose of securing institutional up-to-datedness, competitiveness, and sustainability. Additionally, it aims to facilitate DarTU's involvement as an active participant in the Fourth Industrial Revolution (4IR) and to realize ambitions of staying abreast of global science, technology, and innovation (STI) developments and advances.

The main objectives of SoDiTTS are:

- a) To assist staff and students in utilizing the potential and overcoming the challenges presented by digital technologies, big data, and digital methods through continuous professional development, support, and guidance.
- b) To utilize technological infrastructure and data services to digitize and automate our procedures, reducing our reliance on manual processes, while optimizing the benefits of flexible working practices, thereby saving time.
- c) To utilize digital technology and methods to enrich our communication, relationships, and partnerships with students, alumni, as well as local, regional, and global partners.
- d) To expand our utilization of digital technologies, data, and digital methods to alleviate digital poverty and other inequalities, while enhancing our global presence and impact in education, research, and innovation.

The school is comprised of two Academic Departments, namely: Department of Digital Technologies and Information Science (DiTIS) and Department of Technological Innovation and Techno-Preneurship (TITP). The SoDiTTS currently offers one academic programme; namely: Bachelor of Information Management (BIM). However, the following other programmes are in the pipeline to be hosted by the school: Master of Science in Information Technology and

Management (MSc ITM), Bachelor of Science in Computer Science with Cybersecurity (BSc CSCS); Bachelor of Science in Information Technology (BSc IT); Bachelor of Science in Information Systems and Knowledge Management (BSc ISKM); Diploma in Satellite Technology and Remote Sensing; Diploma in Communications and Information Systems and Diploma in Computer Science and Digital Forensic.

## **2. Course Structure and Course Description**

### **a) 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 417 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) comprises a total of 44 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**

**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**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
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**

<b>Course Code</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
BIM 211	Object Oriented	9	

	Programming		
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**

<b>Course Credit</b>	<b>Course Name</b>	<b>Core</b>	<b>Elective</b>
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>	

### 3. School Staff List

S/N	Name	Academic Qualification	Administrative Post	Academic Rank
1.	Dr. Aman Bura,	- PDF- ZUT (Zhejiang - China):2015 - PhD ICS. BUPT (Beijing) 2006: - ME ICS –BUPT (Beijing) 2003 - BSc. ET Osmania Univ (AP- India) 1996	School Dean	Lecturer
2.	Ms. Diana John Mjema	- MSc. Comp. & News Media, Univ. of Brunei Darussalam, 2013; - BSc. ICT-Mgt. MU, 2008;	Associate Dean & School Examination Officer.	Assistant Lecturer

3.	Dr. Godfrey J. Wandwi	- PhD-IS Mngt., Walden Univ. (Minneapolis - USA) 2017; - MSc. IT. Staffordshire Univ.) 2013; BSc-Bus. Inf. (Stafordshire Univ),2011		Lecturer
4.	Eng. Dr. Lawrence J. Kerefu,	-PhD, Eng. Man, UDSM, 2016; -MEng. Design (Dublin) 1986; -BSc. Mechanics & Eng. UDSM, 1983	Director, IEAF	Lecturer
5.	Mr. Deusdedit O. Mwalongo.	MEng. IT-Eng , Beijing, 2018 BEng. -CSc. &Eng., SJUIT, 2012;	HoD-Digital Technologies and Information Science (DiTIS)	Assistant Lecturer
6.	Mr. Geofrey Appolinary Kilimba.	-MSc. Digital Electronics (Univ. of Sussex-UK) 2003, -BSc. Electronic Sc. and Com (UDSM) 1994.	Director, PReMoD	Assistant Lecturer
7	Ms. Hadija Philipo,	- MSc in Mathematics and Big Data (Mbour,Senegal),2019; - BSc.Ed Mathematics and Computer Science (UDSM),2011;		Assistant Lecturer
8	Ms. Prisca Maro	MSc in ICT-Engineering (Anhui, China) 2023; BSc in ISN-Engineering (SJUIT), 2018;		Assistant Lecturer

## 24.3 School of Education and Human Development (SoEHD)

### 1. Introduction

The School of Education and Human Development (SoEHD) was established in 2020 as part and parcel of the Re-Engineering and Re-Branding strategy of the former TUDARCo which aimed to stand out

as an institution *Where Morals, Positive Mindset and Attitudes are Inculcated for Assured Students Learning, Responsible Citizenry and Prosperity.*” The school emerged from the Faculty of Education which started in 2014 with a single undergraduate degree programme, Bachelor of Arts with Education (BAEd). Currently, the School has three Departments, namely, Department of Educational Foundations, the Department of Human Development, and the Department of Languages and Communication Skills. The SOEHD currently offers two (2) academic programmes, namely: Bachelor of Arts with Education (BAEd) and Postgraduate Diploma in Education (PGDE).

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, Secondary Schools, 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.

## **2. Course Structure and Course Description**

### **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.

**ii) Programme Structure**

The structure of the programme is shown below.

**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>
II	1	EDU 211	Comparative Education	9	
		EDU 212	Educational Media and Technology	9	
		EDU 213	Curriculum Development and Instructions	9	

		EDU 214	Educational 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>
III	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	9	

			Skills II		
	<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	9	

			Development		
		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>

### 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		9



	(Elective)		
	<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	2	LT 113	Theory of Literature: Origin and Role in Society	9		
		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
I	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	9	

	2		Kiswahili			
		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>	
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 ya Tafsiri 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>45</b>	<b>135</b>	

## 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>Sub-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
	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	12	

			II		
		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 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>
II	1	MT 211	Numerical Methods	9	

	2	MT 212	Ordinary Differential Equations	9	
		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>36</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 12-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 a different educational organization such government institutions, NGOs and international organizations, secondary schools, 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	9

	Analysis	
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 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

### 3. School Staff List

S/N	Name	Academic Qualification	Administrative Post	Academic Rank
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1.	Dr. Felistas Richard Mahonge.	PhD. Literature (Moi) 2016; MEMA (UDSM) 2008; BAEd (UDSM)2006; Dip. Ed. (Mpwapwa TC). 1989.	School Dean	Senior Lecturer
2.	Dr. Marco Magassila.	PhD (UDSM), 2023; MA-History (UDSM) 2009; BAEd (UDSM) 2004; Dip. Ed.& Geography (Morogoro TC) 1999.	Associate Dean & School Examination Officer.	Lecturer
3.	Dr. Peter C. Mtesigwa	PhD Ed. (Columbia Univ. USA) 2001; MA Linguistics (UDSM) 1984; BA Ed.1977.	HoD, Department of Educational Foundations	Senior Lecturer
4.	Dr. Mushumbusi Adolf Kibogoya	PhD in Linguistics (Lancaster (UK) 1995; MA (English Language Teaching) 1988; BA Ed (Hons) (UDSM) 1985.	HoD, Department of Languages and Communication Skills	Senior Lecturer
5	Ms. Neema S. Timothy	MA Demography (UDSM), 2010; BA Ed, 2008.	HoD, Department of Human Development	Assistant Lecturer
6.	Dr. Deoscorous B. Ndoloi	PhD in Disciplines, Cultures and Communication (Lancaster (UK) 1994; MA in English Language Teaching (Warwick, UK) 1985; BA Ed (Hons) (UDSM) 1983.	Director, Postgraduate Studies, Research & Publications (PGSR&P)	Senior Lecturer
7.	Dr. Fulgence S. Swai	PhD Ed. (Massachusetts-USA) 2004; MA ED(UDSM) 1982; BSc Ed-1973.		Senior Lecturer

8.	Dr. Hyasinta Kessy	PhD in Educational Psychology- OUT (2016); MA Psychology-(UDSM) 2010; BED (Biology & Geography) (UDSM) 2006; Dip in Educational Management (ADEM) 2001; Dip in Education-(Monduli TC) 1995; Dip in Agriculture (Ukiriguru) 1986.		Lecturer
9.	Dr. Marco Magassila	PhD (UDSM), 2023; MA-History (UDSM) 2009; BA Ed (UDSM) 2004; Dip. Ed.& Geography (Morogoro TC) 1999.		Lecturer
10.	Dr. Caroline Fumbuka	PhD in Geography (UDSM) 2023; MA Environmental Management in Geography (OUT) 2011; B.Ed in Geography (OUT); 2009.		Lecturer
11.	Mr. Petro N. Kaogota	MA Linguistics (RUCO), 2013; BA Ed, 2011.		Assistant Lecturer
12.	Ms. Maimuna Ismail	MA Literature (UDSM) 2014; BAEd (UDSM) 2010.	Assistant University Chief Examination Officer	Assistant Lecturer
13.	Ms. Abia Selemani	MA Kiswahili (UDSM), 2016; BA Kiswahili (UDSM) 2013.		Assistant Lecturer
14.	Mr. Charles Mbiu.	MA Kiswahili, (UDSM) 2013; BAEd. (UDSM) 2009; Cert.Ed. (Korogwe TTC), 2003.		Assistant Lecturer
15.	Ms. Ema Boki	MEEM, (TUMA) 2020; BED-MATH (TUMA) 2018.		Assistant Lecturer

16.	Mr. Hilton S. Mambosho.	M.A Archaeology (Gotland Univ-Sweden) 2011; B.A History & Archaeology, (UDSM), 2008.	Assistant Dean of Students	Assistant Lecturer
17.	Mr. Richard Innocent Ponda,	BEd(Special Needs) (Tumaini Univ. SEKUCo) 2011; MAGEM, (UDSM) 2016.		Assistant Lecturer

## 24.4 School of Humanities and Social Sciences (SoHSS)

### 1. Introduction

The School of Humanities and Social Sciences (SoHSS) started in 2005 as a Department of Humanities in the Faculty of Law and Humanities of the then TUDARCo which was transformed into a full-fledged University in January 2024. Together with the Faculty of Law, it became the second faculty to be established at TUDARCo (now DarTU) 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 DarTU 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: the Department of Library and Information Studies (LIS), the Department of Mass Communication (Mass Com) and the Department of Sociology and Development Studies (SODs). 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), Technician Certificate in Intercultural Relations (NTA level 5), Ordinary Diploma in Intercultural Relations (DIR-NTA level 6) and Diploma in Journalism (DJo). The School offers the following Bachelor degree programmes: Bachelor of Arts

in Library and Information Studies (BALIS), Bachelor of Arts in Mass Communication (BMC), Bachelor of Arts in Diaconia and Social Work (BDS) and Bachelor of Theology (BTh). The school also offers one postgraduate programme, namely; Master of Arts in Information Studies (MAIS).

## 2. Course Structure and Course Description

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:

SEMESTER I		
Course Code	Course Title	Credits
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
	Sub-Total	21
SEMESTER II		
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
	Sub-Total	28
Total		49

## **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:

S/N	Course Code	Course Name	Credits
<b>SEMESTER I</b>			
1.	IRT0510 1	Computer Application and Learning	15
2.	IRT0510 2	Communication Skills	10
3.	IRT0510 3	Introduction to the Study of Culture and World Views	15
4.	IRT0510 4	Ethics	10
5.	IRT0510 5	Development Skills	10
<b>SEMESTER II</b>			



6.	IRT0520 1	Entrepreneurship	15
7.	IRT0520 2	History of Intercultural Relations	15
8.	IRT0520 3	Religion	10
9.	IRT0520 4	Tourism and Culture	10
10.	IRT0520 5	Globalization	10
Total			120

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
Total			60
<b>SEMESTER II</b>			
7	IRD 06201	Interfaith Relation	10
8	IRD 06202	Intercultural	10

		Communication	
9	IRD 06203	Conflict Resolution Skills	10
10	IRD 06204	Field Attachment	15
11	IRD 06205	Research Project Report	15
Total			60

#### **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**

Course code	Course Name	Core	Elective
LANG 101	Communication Skills	9	
Comp 101	Computer Application	9	
DJO 113	Photojournalism	9	
DJO 111	News and Feature Writing	12	

Course code	Course Name	Core	Elective
DJO 114	Public Relation and Marketing	9	
DJO 112	Radio Journalism	12	
	TOTAL	60	

## SEMESTER II

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

## 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	
	TOTAL	60	

## SEMESTER II

Course code	Course Name	Core	Elective
DJo 299	Internship	60	
	TOTAL	60	

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

Course Code	Course Name	Core	Elective
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	
Sub-Total		63	

### SEMESTER II

Course Code	Course Name	Core	Elective
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	
Total		84	

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
Core Courses		45	
Any two Elective Courses			18
Total		63	

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	

MGMT 225	Innovation, Entrepreneurship and Enterprise Development –	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
Core Courses		69	
Any two Elective Courses			18
Total		87	

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	
MGMT 311	Harnessing Entrepreneurship and an Innovative Mindset	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
Core Courses		45	
Any two Elective Courses			18
Sub-Total		63	

## 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
Core Courses		42	
Any three Elective Courses			27



Total	69
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f) 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

Course Code	Course Name	Core	Elective
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	
Total		63	

SEMESTER II

Course Code	Course Name	Core	Elective
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	
Total		63	

Second Year  
SEMESTER I

Course Code	Course Name	Core	Elective
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 Principles	9	
BMC 217	Field Practical I	9	
Total		63	

SEMESTER II

Course Code	Course Name	Core	Elective
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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	
MGMT 225	Innovation, Entrepreneurship and Enterprise Development –	9	
Total		72	

Third Year  
SEMESTER I

Course Code	Course Name	Core	Elective
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
Core Courses		42	
Any Two Elective Courses			18
Total		60	

## SEMESTER II

Course Code	Course Name	Core	Elective
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	
MGMT 311	Harnessing Entrepreneurship and an Innovative Mindset	9	
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
Core Courses		51	
Any two elective courses			18

Total	69
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### g) Bachelor of Arts in Diaconia and Social Work (BDS)

#### Programme Description

Bachelor of Arts in Diaconia and Social work (BDS) is a three-year programme constituting six semesters which runs for 17 weeks. The programme requires candidates to successfully complete a total of 369 credits including field work which is to take place at the end of the first and second year. The aim of the programme is to impart sound academic skills for a wide range of professional fields in the area of development work in the context of social work and diaconia. Students are prepared for various roles in the public and private sectors, including in education, youth work, child protection, child labour, entrepreneurs, elderly, the needy and people with disabilities, and in-service guidance, counselling, expert and management, social insurance, employment services and rehabilitation, locally (within Tanzania), regionally and internationally. This degree programme is focused on interdisciplinary work in terms of practices related to development in international and transcultural contexts. The programme also intends to provide students with advanced knowledge and skills needed for conducting research, training, and advocacy in diaconia and social work and to produce experts who can perform various technical and managerial duties in different organization such church institutions, social work organizations, NGOs and international organization.

#### Programme Structure

Bachelor of Arts in Diaconia and Social Work (BDS) is structured as follows:

First Year

#### SEMESTER I

Course	Course Title	Core	Elective
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Code			
DS 101	Development studies	9	
LANG 101	Communication Skills	9	
COMP 105	Computer Applications	10	
BDS 101	Introduction to Social Work, Diaconia and Development Work	10	
BDS 102	Academic Work and Professional Communication	10	
BDS 103	Introduction to Human Sciences and Social Sciences	10	
Sub-Total Credits		58	

#### SEMESTER II

Course Code	Course Title	Core	Elective
ESD 111	Ethics and social dialogue	9	
BDS 111	Foundational Approaches to Theology and Religious Studies	10	
BDS 112	Historical Development of "Helping Cultures	10	
BDS 113	Global perspectives in Diaconic Work and Development	10	
BDS 114	Introduction to Interfaith and Intercultural relations	10	
BDS 115	Introduction to the Science of Diakonia	10	
BDS 116	Practical Placement and Praxis Reflection	15	
	Sub-Total Credits	74	
<b>TOTAL CREDITS YEAR ONE</b>		<b>132</b>	

Second Year  
SEMESTER I

Course Code	Course Title	Core	Elective
BDS 201	Community Based Diaconia	10	
BDS 202	Fields of action and target groups	10	
BDS 203	Social Engagement through the Lens of the Arts	10	
BDS 204	Social Welfare Policy and Services/Practices.	10	
BDS 205	Social Science Research Methodology	10	
BDS 206	Social Work and Public health		10
BDS 207	Social Work Practice with Groups		10
BDS 208	Social Work Ethics		10
BDS 209	Rehabilitation therapy, care and Diakonia support		10
Sub-Total Credits		90	

NB: Student should choose two optional courses from the courses given

#### SEMESTER II

Course Code	Course Title	Core	Elective
BDS 210	Social Psychology	10	
BDS 211	Social Work and Law	10	
BDS 212	Social Work Practice with Individuals and Families	10	
BDS 213	Ethnicity, Race, and Culture	10	
BDS 214	Practical Placement and Praxis Reflection	15	

MGMT 225	Innovation, Entrepreneurship and Enterprise Development –	9	
BDS 215	Strategic Concepts and Methods		10
BDS 216	Social Justice and Advocacy Techniques and Skills		10
	Sub-Total Credits	84	
TOTAL CREDITS YEAR TWO		165	

NB: Student should choose one optional course from the courses given.

Third Year

### SEMESTER I

Course Code	Course Title	Core	Elective
BDS 301	Social Help in Societal Contexts	15	
BDS 302	Disability, Diversity, Human trafficking and Migration practices	15	
BDS 303	Management, Leadership and Coaching	15	
MGMT 311	Harnessing Entrepreneurship and an Innovative Mindset	10	
BDS 305	Project Management	10	
BDS 306	Introduction to Guidance, Counseling and Mentorship Skills	10	
BDS 307	Basic Financial Management and resource mobilization for social work		10
	Sub-Total Credits	85	

NB: Student should choose one optional course from the courses given

### SEMESTER II

Course	Course Title	Core	Elective
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Code			
BDS 308	Research Report	15	
BDS 309	Monitoring, Evaluation and Learning	10	
BDS 310	Social Work and Disaster Management		10
BDS 311	Methods of Conflict Resolution and conflict handling		10
BDS 312	Case management in social work	10	
BDS 313	Social Protection	10	
Sub-Total Credits		55	
TOTAL CREDITS YEAR THREE		140 Credits	

NB: Student should choose one optional course from the courses given.

#### h) Bachelor of Theology (BTh)

##### i) Programme Description

Bachelor of Theology (BTh) is a three-year programme constituting six semesters which runs for 17 weeks. The programme requires candidates to successfully complete a total of 387 credits including field work which is to take place at the end of the first and second year. The aim of the programme is to produce theologians with knowledge and skills to deal with spiritual issues in a cross-cultural perspective. The courses focus on the application of the basic principles of Theology which will lead to candidates being able to demonstrate competence in spiritual practice as well as academic effectiveness in Christian leadership; respond critically, timely and responsibly in addressing challenges of life to aid in the management and resolutions of theological, socio-economic and political problems in communities. It also intends to prepare students to be critical and competent leaders who will be able to become religious, socio-economic and political transformers; to promote justice, and

peace in their communities. Graduates from this programme can work as Bible teachers, pastors, missionaries, Christian counsellors, and believers who love the Word of God and want to know it and live it. The BTh programme offers relevant, critical and contextual teaching. It will facilitate life-affirming theologies, nurture transformative leaders, promote justice and peace and prepare students for a changing environment and world at large. The programme will also empower students to come up with quality research and create an environment in which new ideas and thoughts can emerge. The programme will also promote community engagement programmes to prepare students to respond to challenges of life and make a difference in society.

#### Course Structure

The Bachelor of Arts in Diaconia and Social work (BDS) programme is structured as follows:

#### YEAR 1

#### SEMESTER I

COURSE CODE	COURSE NAME	STATUS		
		CORE	ELECTIVE	CREDITS
BT101	Introduction to the Old Testament	Core		9
BT 102	Introduction to the New Testament	Core		9
BL 101	Greek I	Core		9
ST 101	Introduction to Theology	Core		9
ST 102	Christian Ethics	Core		9
LA 101	Communication and Studies Skills	Core		9

LA 102	Sociology	Core		6
LA 103	Computer Applications		Option	9
PT101	Worship and Church Music	Core		9
TOTAL CREDITS				75

**SEMESTER II**

COURSE CODE	COURSE NAME	STATUS		
		CORE	ELECTIVE	CREDITS
HT 111	Church History 1	Core		9
BL 111	Greek II	Core		9
ST 111	God and Creation	Core		6
LA 111	Psychology	Core		6
LA 112	Research Methods	Core		9
LA 113	Information Literacy		Option	6
LA 114	Basic Principles of Law		Option	6
PT 111	Homiletics	Core		9
PT 112	Field Practical I	Core		9
TOTAL CREDITS				69

NB: Student should choose one optional course from the courses given

YEAR 2  
SEMESTER I

COURSE CODE	COURSE NAME	STATUS		
		CORE	ELECTIVE	CREDITS
HT 201	Church History 2	Core		9
BL201	Hebrew 1		Option	9
BT 201	The Pentateuch	Core		9
BT 202	Synoptic Gospels and Acts	Core		9
ST 201	Christology and Ecclesiology	Core		9
PT 201	Christian Education	Core		9
PT 202	Diaconia	Core		9
LA 201	Philosophy	Core		9
DS 201	Development Studies	Core		9
TOTAL				81

## SEMESTER II

COURSE CODE	COURSE NAME	STATUS		
		CORE	ELECTIVE	CREDITS
BT 211	Methods of Biblical Interpretation and Exegesis	Core		9
BT 212	Historical Jesus	Core		9
BL 211	Hebrew 2		Option	9
PT 211	Pastoral Care and Counselling	Core		9
PT 212	Interfaith and Intercultural	Core		9

	Relations			
ST 211	Emerging Church Ministries	Core		9
LA 211	Innovation and Entrepreneurship	Core		9
PT 213	Field Practical II	Core		9
TOTAL				72

### YEAR 3

#### SEMESTER I

COURSE CODE	COURSE NAME	STA TUS		
		COR E	ELE CTIV E	CREDIT S
HT 301	Christianity in Africa	Core		9
BT 301	Pauline Writings and Theology	Core		9
BT 302	Suffering and Healing in the Bible	Core		9
BT 303	Wisdom Literature	Core		9
ST 301	Missiology	Core		9
PT 301	Church Management and Leadership	Core		9
LA 301	Research Proposal Writing	Core		9
LA 302	Conflict Transformation	Core		9
MGMT 311	Harnessing Entrepreneurship and an Innovative Mindset	Core		9
	TOTAL			81

#### SEMESTER II

COURSE CODE	COURSE NAME	STATUS		
		CORE	ELECTIVE	
BT 311	The Prophets	Core		9
BT 312	Green Theology and Care of Creation	Core		9
ST 311	African Christian Theology	Core		9
PT 311	Stewardship	Core		9
PT 312	Youth Ministry	Core		9
LA 311	Research Report	Core		9
LA 312	Foundation of Human Rights and Advocacy	Core		9
TOTAL				63

### i) 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:

### First Year

#### 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
Core Courses		50	
At least one Elective Course			10
Total		60	

#### 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
Core Courses		50	
At least one Elective Course			10
Total		60	

Second Year  
SEMESTER III

Course Code	Course Name	Core	Elective
699	Dissertation	60	
Total		60	

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.

### 3. School Staff List

S/N	Name	Academic Qualification	Administrative Post	Academic Rank
1	Dr. James E. Kazoka	PhD -IS (UDSM) 2016; MAIS (UDSM) 2005; BA-Edu (OUT)2000;	School Dean	Senior Lecturer



		Dip. Edu (Mtwara) 1996.		
2	Mr. Danford Kitwana	MA-MC (SAUT) 2012; BA(UDSM) 2007.	Associate Dean & School Examination Officer.	Assistant Lecturer
3	Dr. Farida Katuli	PhD (OUT) 2010; MA-DS (UDSM) 2002; BA-Soci. (UDSM) 1994.	HoD- Department of Development Studies and Sociology	Senior Lecturer
4	Dr. Getrude Ntulo	PhD (MOI Univ. Kenya) 2017; MAIS (UDSM) 2007; BED (UDSM) 2005.	HoD- Department of Library and Information Studies.	Lecturer
5	Dr. Maurice Mwaffisi	PGD, Journalism (India I. M. S), MA, Mass Comm (Uni. of Washington); B.A. Eng. Lit (UDSM); BA Mass Comm (UDSM).	HoD- Department, Mass Communication	Lecturer
6	Dr. Julius T. Tweve	PhD - IS (UDSM) 2017; MAIS (UDSM) 2000; BA-Edu (UDSM) 1997.	Director, QAQI	Senior Lecturer
7	Dr. Gideon Enock	PhD -IS (UDSM) 2017; MAIS (UDSM) 2006; BA-PA (UDSM) 2001.	Director, PE	Lecturer
8	Rev. Godfrey Tahona Walalaze	PhD Candidate (SA), Master in Religious Philosophy (Oslo-Norway) 2001, BD (TUMA) 1999.	Chaplain	Assistant Lecturer
9	Mr. Ajuaye M. Mdegela	MAIS (UDSM) 2007; BA-Journalism (IUCo) 2001.	Head, CoMaU	Assistant Lecturer
10	Ms. Eufrasia Mathias	MA-MC (SAUT) 2018; BA-MC (SAUT) 2012.		Assistant Lecturer

11	Mr. Solanus Gumbo	MA-DS (UDSM) 2007; BA-EDU(UDSM) 2003.		Assistant Lecturer
12	Mr. Richard Ngaiza	MA-MC (SAUT) 2010; BA-MC (SAUT)2007.		Assistant Lecturer
13	Ms. Rachel Yusuph	MBA-IT (Coventry Univ. University) 2012; BA -Journalism (IUCo) 2008.		Assistant Lecturer
14	Mr. Patrick Mwakilama	MAIS (UDSM), 2003; BA-LIS (Makerere Univ.) 1999.		Assistant Lecturer
15	Mr. Kizitto J. Noya	MA-MC (UDSM) 2015; BA-Journalism (OUT) 2012.		Assistant Lecturer
16	Ms. Martha Ebenezer Malyi.	IMA Diaconic Mgmt (Wuppertal) 2023; MA-MC (SAUT) 2018; BA-MC (SAUT) 2011.		Assistant Lecturer
17	Rev. Moses David Shemweta.	MTh., (TUMA) 2008, BD (Makumira) 2000.		Assistant Lecturer
18	Ms. Lisa Mapanga Melele	MA, SOCIAL WORK (ISW) 2002; BA SOCIA WORK (ISW) 1998.		Assistant Lecturer
19	Rev. Jackson Rugayana.	IMA Diaconic Mgmt (Wuppertal) (2018); MA (Theology), (Tumaini Univ.) 2006; BD (Tumaini Univ.) 2000.		Assistant Lecturer
20	Mr. Aman Nteboya.	IMA Diaconic Mgmt (Wuppertal)2020; BA Public Admin, (Mzumbe) 2014.		Assistant Lecturer
21	Ms. Janeth Edward Massawe	MAIS (TUDARCo) 2024; BALIS(TUDARCo) 2021.		Assistant Lecturer

## **24.5 School of Law and Justice**

### **1. Introduction**

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) academic 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 profession, through training, research and professional services. The School runs undergraduate and postgraduate programmes, namely, Certificate in Law (CL), Diploma in Law (DL), Bachelor of Laws (LL.B) and Master of Laws (LL.M) in Alternative Dispute Resolution programme.

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.

The School hosts a Legal Aid Clinic which was launched in July 2023. The main objective of the clinic is to deliver legal assistance and education to needy persons, basically those who cannot afford to access the conventional paid legal aid services provided by Advocates, and also offer to students an opportunity to get practical experience in providing legal aid and assistance on real factual cases under the guidance of supervising lecturers and practicing advocates. The Clinic provides legal support to indigent persons in both criminal and civil cases.

### **2. Course Structure and Course Description**

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**

Course Code	Course Name	Credits
CL 010	General Principles of Constitutional Law	3
CL 011	General Principles of Law	3
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
	Optional Subjects (Choose one)	
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
Total		23

**SEMESTER II**

Course Code	Course Name	Credits
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
	Optional Subjects (choose two)	
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
Total		24

b) Diploma in Law

This is a two-year programme running for four semesters comprising 17 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

Course Code	Course Name	Credits
COM 100	Grammar and Communication Skills	3
COMP 101	Computer Applications	3

Course Code	Course Name	Credits
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
Total		18

## 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
Total		18

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
Total		15

## 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
Total		15

### c) Bachelor of Laws (LLB)

#### i) Programme Description

This is a three-year programme running for six semesters comprising 17 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

##### 1st Year

### SEMESTER I

Course Code	Course Name	Credits
COMP 101	Computer Applications I	9
DS 101	Development Studies I	9
LANG 102	Communication Skills I	9
LAW 101	Constitutions and Legal Systems	9

	of East Africa I	
LAW 102	Law of Contract I	9
LAW 103	Criminal Law and Procedure I	9
LAW 104	Legal Methods I	9
Total		63

## SEMESTER II

Course Code	Course Name	Credits
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
Total		63

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

## Second Year

### SEMESTER I

Course Code	Course Name	Credits
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
Plus one elective course		9
Total		63

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

### SEMESTER II



Course Code	Course Name	Credits
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
Total		72

Third Year  
SEMESTER I

Course Code	Course Name	Credits
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
Total		72

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
Plus, one elective course		9
Total		72

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

#### Electives for 2nd and 3rd 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 an 18- Months Masters programme. The programme aims at equipping students with specialized advanced 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 inculcates 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.

SEMESTER I		
Code	Course Name	Credits
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
SUB TOTAL		75

## SEMESTER II

Code	Course Name	Credits
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
Sub Total		115
Grand Total		190

### 3. School Staff List

S/N	Name	Academic Qualification	Administrative Post	Academic Rank
1.	Dr. Benedict T. Mapunda	PhD (Ghent Univ.) 2000; LLM (UDSM) 1993; LLB (UDSM) 1984.	School Dean	Senior Lecturer
2.	Ms. Lusajo Peter Kanyamale	LLM (Mzumbe) 2013; LLB (Makumira Uni.) 2010.	Associate Dean & School Examinations Officer.	Assistant Lecturer
3.	Dr. Baraka Saiteu	PhD, (OUT) 2022; PGD in Legal Practice (LST) 2016; LL.M (Finance & Banking Law RUCU) 2012, LL.B (UDSM) 2009.	HoD, Department of Municipal Law	Lecturer
4.	Ms. Theresia Sawaya	LLM (UoB.), 2014; LLB (UDSM), 2011.	HoD, Department of International Law	Assistant Lecturer
5	Prof. Andrew L. Mollel	PhD (UEF-Finland), 2009; LLM (Lund), 2000; LLB (UDSM), 1997.		Associate Professor
6	Dr. Cornell Mtaki	PhD (Ghent Uni.) 2000; LLM (UDSM) 1988; LLB (UDSM) 1981.		Senior Lecturer
7	Dr. Telesphory D.B.Magogo	Ph.D in Law (SAUT); LLM (UWC-SA); LLB (SAUT).	Postgraduate Research Coordinator	Senior Lecturer

8	Dr. Theresia Numbi	PhD (SAUT) 2021; PGDLP (LST), 2016, LLM (UWC) 2013; LLB (SAUT) 2012.		Lecturer
9.	Ms. Irene Lulu Nyange	PGDLP (LST), 2016; LLM (UDSM.) 2015, LLB (TUMA/TUDARCo), 2012.		Assistant Lecturer
10.	Mr. Richard Kayemba	LLM (UDSM) 2019; PGDLP (LST) 2018; LLB (KIU) 2015.		Assistant Lecturer
11.	Mr. Emmanuel E. Kimey	LLM (Intellectual Property Law - NALSAR University of Law, India) 2021; PGD (LST) 2020; LLB (MoCU) 2018; Dip. Law (UoI) 2015,		Assistant Lecturer
12.	Mr. John A. Ruzangi	LL.M (Corporate and Commercial Law-UDSM) 2015; LL.B (University of Bagamoyo) 2008.		Assistant Lecturer
13	Ms. Jessie V. Mgonja	LLM (Coventry University) 2019; LLB (Coventry University UK) 2018.		Assistant Lecturer
14	Mr. Thomas A. Lyapa	LLM-ADR TUMA/TUDARCo), 2024; LLB (TUMA/TUDARCo), 2022.		Assistant Lecturer
15	Ms. Ruti J. Mwamfupe	LLM-ADR TUMA/TUDARCo), 2024; LLB (TUMA/TUDARCo), 2022.		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 DarTU. As custodian of quality at DarTU, QAQI is responsible for, among other things, operationalization of the University's quality assurance and quality improvement system, the provision of technical support on QA matters, and ensuring compliance with 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 DarTU stakeholders. QAQI activities are guided by the DarTU Quality Assurance Policy of 2014. Other important documents are DarTU Quality Assurance Manual, and DarTU Tools and Instruments for Evaluation of Quality.

## **26.0 DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND PUBLICATIONS (DPSR&P)**

The Directorate of Postgraduate Studies, Research, Innovation and Entrepreneurship (DPSR&P) 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 DarTU. Since the establishment of the DPSR&P, the number of programmes and assignments directed to it increased. DarTU has been offering a Master of Business Administration (MBA) specializing in Human Resources Management, Marketing and Banking and Finance since 2013. However, in March 2020, the University 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.

DPSR&P 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, and creating a conducive environment for linking DarTU with industry through the provision of technical education and entrepreneurial skills to members of staff and the public.

Thus, the main objectives of the DPSR&P 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 DarTU with the industries through partnership and collaboration in research.

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

The Directorate of Teaching and Learning (DTeLe) is one of the Directorates at DarTU and it operates under the office of DVC-ARPE. 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 University. Particularly, it deals with admission requirements and processes, curricula development/review, teaching and learning processes and examination handling. The Directorate works closely with all four schools, the admission office, the ICR Resource Centre and all other Directorates at the University, 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 University.



## **28.0 DIRECTORATE OF PUBLIC ENGAGEMENT (DPE)**

The Directorate of Public Engagement under the Office of Deputy Vice Chancellor for Academics, Research and Public Engagement (DVC-ARPE) 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 the 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 needs 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 DarTU 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 DEVELOPMENT (DPReMoD)**

The Directorate has been established to oversee all activities involved in securing new and additional resources for the University. The Directorate was put in place in order to coordinate activities involved in Goal 5 of the 2020-2025 Strategic Plan implemented by DarTU, then known as TUDARCo. 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. DarTU's resource mobilization is critical because, first, it ensures the continuation of the institution's service provision to clients; second, it supports University sustainability; and third, it allows for improvement and scale-up of products and services the University currently provides. The Directorate has a committee which is responsible to the Governing Council.

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. DarTU, as a private institution of higher learning, is currently largely dependent on students' fees to finance its various operations. It has been challenging for DarTU to enrol enough students into all its programmes to meet its financial requirements for operations and development. DarTU 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 DarTU'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 DarTU'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 University meetings to relevant authorities is achieved;
- ix) Advising the Governing Board on all matters about planning, finance, and management information system of the University; and

- x) Suggesting and recommending investors in further development of DarTU's existing Mwenge and other land properties through BOT approach and otherwise.

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

### **30.0 DIRECTORATE OF INNOVATION AND ENTREPRENEURSHIP ACCELERATION FACILITY (DIEAF)**

DarTU is being re-engineered and rebranded with a view of transiting from the traditional university by innovating curriculum that recognizes the realities of the rapidly evolving digital world and would address the main socio-economic problems, among others, youth unemployment problem in Tanzania. It is in that context the Directorate of Innovation and Entrepreneurship Acceleration Facility (DIEAF) was established in 2023. The objective in that regard is to ensure the university becomes modern, competitive, vibrant and dynamic private institution that is both responsive to societal and industrial needs and challenges, and which provides leadership in its niche areas. In that context, the university would deliver fit-for-purpose solutions addressing societal and industrial needs and problems, and labour-market-ready graduates who would serve as reliable agents of change and drivers of the ongoing transformation of Tanzania into a competitive middle-income economy in the 4IR era.

The main objective of IEF is to enable the development of DarTU into an exemplary institution in matters pertaining to promotion and

catalyzation of graduate self-employment and graduate employability, technology transfer and or commercialization of DarTU research outputs, technologies and business plans for possible roll-out as competitive businesses or start-up firms. That is to be achieved by, among others, instilling innovativeness and entrepreneurial mindset in students and staff with a view to developing and realizing the ability to use knowledge learnt and skills acquired during training at DarTU to develop products and solutions that address societal needs and problems for possible roll-out as competitive businesses or start-up firms; organizing, among other things, innovative technological and non-technological business idea and business plan competitions, students' talent identification show-cases, and ultimately, incubation of competitively viable innovative technological and non-technological business plans; and, serving as a bridge between academia and industry to enable commercialization of DarTU research and innovation outputs, in form of entrepreneurial technologies and business ideas. By so doing, the IEAF plays the role of a coordinator, organizer, and facilitator of innovation and entrepreneurship initiatives pursued by students and staff of DarTU. The main expected outcome from IEAF, among others, is a contribution to the reduction of youth unemployment.

### **31.0 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:

- 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  
DarTU,  
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>

Scholarship, Grants and Award

## **32.0 SCHOLARSHIP OPPORTUNITIES AND ACADEMIC PRIZES**

One's University education is the greatest investment that an individual can make in oneself now and in the future. One comes to University 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, DarTU 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, DarTU 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 DarTU students in the form of scholarships, grants and financial aid as well as other programmes not exclusive to the University.

DarTU 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 DarTU students can benefit from. Such prizes are generously provided by internal and external stakeholders.

## **33.0 THE LIBRARY**

### **33.1 Introduction**

DarTU's Library originates from the Waldorf University Tanzania (WCT), which was first established in Tanzania in 1997 as a branch and later served as a mission University. 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 University. Currently, the library has a collection of over 14,230 volumes and can accommodate as many as 175 users at a time.

### **33.2 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

### **33.3 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 University disciplinary organs for further action that may include persecution, being barred from using the library or suspension from studies.

### **33.4 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.

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

### **34.1 DarTU and Information Technology**

At DarTU 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. DarTU's Learning Management System allows student to access course materials from any computer connected to the internet at any time.

### **34.2 Computer Application Courses**

DarTU'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. DarTU Learning Management System will allow student to access course materials from any computer connected to the internet at any time.

### **34.3 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 DarTU 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 DarTU'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 DarTU's website ([www.DarTU.ac.tz](http://www.DarTU.ac.tz))
- vi) The ICT provides technical advice to teaching and administrative staff members about procurement, installation, repairing and maintenance of ICT infrastructure.

#### **34.4 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 DarTU 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).

DarTU 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.

### **34.5 ICT Facilities**

DarTU's website: [www.DarTU.ac.tz](http://www.DarTU.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 DarTU programmes.

### **34.6 Internet**

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

### **34.7 CCTV Cameras**

DarTU 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.

## **35.0 DarTU STUDENTS' BY-LAWS 2012**

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

## **36.0 DarTU ACADEMIC ALMANAC**

The University 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. The same is also found in the University Official *Website: [www.dartu.ac.tz](http://www.dartu.ac.tz)*