THE INSTITUTE OF FINANCE MANAGEMENT

PROSPECTUS 2025/2026

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IFM Prospectus is published each academic year to give information on the Institute's main activities, members of staff, and academic programmes. Further to these, examination and student regulations are provided as appendices to this Prospectus. The information provided herein is for the Academic year 2024/2025.

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

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CHAPTER ONE: GENERAL INFORMATION

1.1. INTRODUCTION

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

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

1.2. MANDATE OF THE INSTITUTE OF FINANCE MANAGEMENT

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

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

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

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

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

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

The Institute is therefore mandated to offer bachelor degree programmes or National Technical Award (NTA) Level 8 in Accountancy, Banking and Finance, Insurance and Risk Management, Taxation, Social Protection, Computer Science and Information Technology for which IFM was given full accreditation by the National Council for Technical and Vocational Education and Training (NACTVET), effective from 2008. From the 2017/2018

academic year, the Institute started to offer bachelor degree in Actuarial Science. In addition, new undergraduate programme of Bachelor of Economics and Finance and Bachelor of Accounting with Information technology were also introduced. Since the 2013/2014 academic year, the Institute began offering its own master's degree programmes in Accounting and Finance, Finance and Investment, and Human Resource Management with Law. From the 2020/2021 academic year, the Institute launched two new additional Master programmes namely, Master of Science in Insurance and Actuarial Science and Master of Science in Social Protection Policy and Development. The Institute also offers master's Degree awards in collaboration with other universities around the globe.

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

1.3. VISION, MISSION, PHILOSOPHY AND CORE VALUES

1.3.1. **Vision**

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

1.3.2. **Mission**

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

1.3.3. Philosophy and Core Values

1.3.3.1. Philosophy

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

1.3.3.2. Core Values

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

Table 1.1: Core Values of the Institute of Finance Management

Customer Focus	IFM believes that customer is the foundation of its existence. Customer focus means; IFM will be sensitive and responsive to customer and stakeholders' needs, customer-driven in all endeavors, committed to customer care, satisfaction, and social responsibility.

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

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

1.4. IFM CAMPUSES

The Institute of Finance Management operates in four Campuses. These are Dar es salaam, Dodoma, Mwanza, Geita Simiyu and Zanzibar campuses.

1.4.1. IFM DAR ES SALAAM CAMPUS

The Campus offers the following programmes

MASTER DEGREE PROGRAMMES

S/NO	IFM MASTER DEGREE PROGRAMMES	DURATION
1	Master of Science in Accounting and Finance - Evening	18 months
2	Master of Science in Finance and Investment - Evening	18 months
3	Master of Science in Human Resource Management with Law- Evening	18 months
4	Master of Science in Insurance and Actuarial Science - Evening	18 months
5	Master of Science in Social Protection Policy and Development - Evening	18 months
6	Master of Banking and Information System Management - Evening	18 months
7	Master of Science in Applied Data Analytics – Evening	18 months
8	Master of Science in Cyber Security – Evening	18 months
9	Master of Science in Taxation – Evening	18 months

***Please note**: Admissions into Master degree in collaboration is subject to approval by collaborative partner Institution.*

POSTGRADUATE DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Postgraduate Diploma in Business Administration (PGDBA) - Evening	12 months
2	Postgraduate Diploma in Financial Management (PGDFM) - Evening	12 months
3	Postgraduate Diploma in Insurance and Risk Management (PGDIRM) - Evening	12 months
4	Postgraduate Diploma In Tax Management (PGDTM) - Evening	12 months

BACHELOR DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Bachelor of Accounting (BAC) - Full time	3 years
2	Bachelor of Banking and Finance (BBF) - Full time	3 years
3	Bachelor of Science in Information Technology (BIT) - Full time	3 years
4	Bachelor of Science in Insurance and Risk Management (BIRM) - Full time	3 years
5	Bachelor of Science in Social Protection (BSP) - Full time	3 years
6	Bachelor of Science in Tax Management (BTX) - Full time	3 years
7	Bachelor of Science in Computer Science (BCS) - Full time	3 years
8	Bachelor of Science in Actuarial Science (BAS) - Full time	3 years
9	Bachelor of Science in Economics and Finance (BEF) - Full time	3 years
10	Bachelor of Accounting with Information Technology (BAIT) - Full time	3 years
11	Bachelor of Science in Cyber Security (BCYS) - Full time	3 years

12	Bachelor of Computer Network Systems (BCNS) - Full time	3 years

ORDINARY DIPLOMA PROGRAMMES (NTA 5 and NTA 6)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	2 years
2	Ordinary Diploma in Computer Science (ODCS) - Full time	2 years
3	Ordinary Diploma in Information Technology (ODIT) - Full time	2 years
4	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time	2 years
5	Ordinary Diploma in Social Protection (ODSP) - Full time	2 years
6	Ordinary Diploma in Accounting (ODAC) - Full time	2 years
7	Ordinary Diploma in Taxation (ODTX) - Full time	2 years

BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	1 year
2	Basic Technician Certificate in Computing and Information Technology (BTCCIT) - Full time	1 year
3	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full time	1 year
4	Basic Technician Certificate in Accountancy (BTCA) - Full time	1 year
5	Basic Technician Certificate in Taxation (BTCT) - Full time	1 year

1.4.2. IFM DODOMA CAMPUS

MASTER DEGREE PROGRAMME

S/NO	COURSE	DURATION
1	Master of Science in Finance and Investment - Evening	18 months

BACHELOR DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Bachelor of Accounting (BAC) - Full time	3 years
2	Bachelor of Banking and Finance (BBF) - Full time	3 years

BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year

ORDINARY DIPLOMA PROGRAMMES (NTA 5 AND NTA 6)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

1.4.3. IFM MWANZA CAMPUS

IFM MASTER DEGREE PROGRAMME

S/N	COURSE	DURATION

1	Master of Science in Finance and Investment - Evening	18 months

BACHELOR DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Bachelor of Accounting (BAC) - Full time	3 years
2	Bachelor of Banking and Finance (BBF) - Full time	3 years
3	Bachelor of Science in Economics and Finance (BEF) - Full time	3 years

ORDINARY DIPLOMA PROGRAMMES (NTA 5 AND NTA 6)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Insurance and Risk Management (ODIRM) -Full time	Two Years
3	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year
2	Basic Technician Certificate in Insurance and Social Protection (BTCISP) - Full time	One year
3	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year

1.4.4. IFM GEITA CAMPUS

BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION

1	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
2	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year

1.4.5. IFM SIMIYU CAMPUS

BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
2	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year

BACHELOR DEGREE PROGRAMMES

S/N	COURSE	DURATION
1	Bachelor of Accounting (BAC) - Full time	3 years
2	Bachelor of Banking and Finance (BBF) - Full time	3 years

ORDINARY DIPLOMA PROGRAMMES (NTA 5 AND NTA 6)

S/N	COURSE	DURATION
1	Ordinary Diploma in Banking and Finance (ODBF) - Full time	Two years
2	Ordinary Diploma in Accounting (ODAC) - Full time	Two years

1.4.6. IFM ZANZIBAR CAMPUS

IFM MASTER DEGREE PROGRAMME

S/N	COURSE	DURATION

1	Master of Science in Finance and Investment - Evening	18 months

POSTGRADUATE DIPLOMA PROGRAMMES

S/N	COURSE	DURATION
1	Postgraduate Diploma in Tax Management (PGDTM) - Evening	12 months

BASIC TECHNICIAN CERTIFICATES (NTA 4)

S/N	COURSE	DURATION
1	Basic Technician Certificate in Accountancy (BTCA) - Full time	One year
2	Basic Technician Certificate in Banking and Finance (BTCBF) - Full time	One year

1.5. GENERAL INFORMATION ON ADMISSION AND MODE OF APPLICATION

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

Applications are assessed on the basis of the information provided by the applicant on the application form and supporting documents. All admission decisions are made

on the basis of merit and set academic criteria for admission to the relevant programme of study. The burden of proof of authenticity of documents submitted during applications process lies on the applicant. The Institute reserves the right at any time before or during the course of study to revoke the admission and/or registration status should it be found that the applicant used false documents or does not meet the Institute's criteria for admission.

The Institute normally opens applications for admission to various basic certificate, diploma and postgraduate programmes between June and September. A non−refundable application fee of TZS 10,000 is charged. All applications are received by online application system via https://ems.ifm.ac.tz/application

The selection process for all undergraduate applicants follows the guidelines issued by Regulators (NACTVET and TCU). Successful applicants are declared and notified through their application accounts and names are also displayed on the media and the Institute's website.

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

The Institute is also enforcing the dress code policy within its premises. It is therefore imperative to adhere to the required standards of dressing for personal decency and credibility and reputation of the Institute.

1.6. IFM'S CONTACTS ADDRESS

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

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

1.7. MEMBERS OF THE GOVERNING COUNCIL

CHAIRPERSON

Prof. Emmanuel A. Mjema

VICE CHAIRPERSON

CPA. Mwanaid A. Mtanda

MEMBERS

Prof. Zacharia M. Mganilwa

Prof. William A. Palangyo

Ms. Agness A. Kessy

Dr. Gladness A. Salema

Dr. Charless A. Mwamwaja

Dr. George N. Mwaisondole

Prof. Johaveness A. Urassa

Mr. Henry J. Bwogi

Dr. Fortunatus M. Makore

SECRETARY TO COUNCIL

Prof. Josephat D. Lotto: IFM Rector

1.8. MANAGEMENT TEAM

RECTOR

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

DEPUTY RECTOR – ACADEMIC, RESEARCH AND CONSULTANCY

Prof. Henry S. Chalu - Bachelor of Commerce (UDSM) 1999; Masters of Business Administration (UDSM) 2001; Licentiate in Philosophy in Business Administration (UMEA University) 2007 and PhD in Business Administration (UDSM) 2010

DEPUTY RECTOR – PLANNING, FINANCE AND ADMINISTRATION

Prof. Jeremia R. Makindara - BSc food Sc. & Technology (SUA) 1992; MBA -MKN (UDSM) 1999; Graduate Professional (OHIO STATE UNIVERSITY) 2006 and PhD in Agricultural Economics (SUA) 2012

DIRECTOR OF PLANNING AND DEVELOPMENT

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

DIRECTOR OF RESEARCH, CONSULTANCY AND PUBLICATIONS

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

DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY

Dr. David T. Makota− ADCS (IFM) 2007, MSc. IT and Mgt (Avinashillingam) 2012; Phd in Computer & IT System Engineering (UDSM) 2025

DIRECTOR OF ACADEMIC SUPPORT SERVICES

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

DIRECTOR OF LIBRARY SERVICES

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

DIRECTOR OF FINANCE AND ACCOUNTS

Mr. Boniphace Alfaksa (Acting)−ADA (IFM), ACPA(T) (NBAA), MSc. Finance (Strathclyde), DIP in IPSASs (NBAA).

DEAN OF STUDENTS

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

DEAN OF FACULTY OF BUSINESS AND ECONOMICS (FBE)

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

DEAN OF FACULTY OF COMPUTING AND MATHEMATICS (FCM)

Dr. Daniel N. Koloseni − ADIT (IFM), MSc Information Security and Biometric Studies (Kent) PhD. Information system security (UTAR).

DEAN OF FACULTY OF INSURANCE AND BANKING (FIB)

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

DIRECTOR OF DODOMA CAMPUS

Dr. Gregory D. Lyimo − ADA (IFM), CPA (T) (NBAA), MSc. Accounting and Financial studies (Strathclyde), PhD in Mgt Science (Mohanlalsukhadia).

DIRECTOR OF MWANZA CAMPUS

Dr. Edmund L. Kimaro (Acting)−BA. Economics (UDSM), MA Economics (UDSM), PhD. Economics (UTAR).

DIRECTOR OF SIMIYU CAMPUS

Dr. Ibrahim R. Kikwiye (Acting) −ADCA (IDM−Mzumbe), CPA (T) (NBAA), MBA (Mzumbe), PhD. Accounting and Finance (Anglia Ruskin).

DIRECTOR OF GEITA CAMPUS

Dr. Emmanuel M. Samwel−BA Edu (UDSM) 2007. MA Linguistics (2010) and PhD in Management and Administration (UTAR) 2024

DIRECTOR OF ZANZIBAR CAMPUS

Dr. Talib S. Zahor − ADTM (IFM) 2005.Msc BA (Finance) Groningen 2008. PhD in Tax (University of Groningen) 2019

1.9. HEADS OF ACADEMIC DEPARTMENTS AND UNITS

Head of Accounting and Finance Department (HAF)

Dr. Gregory V. Mkenda− BCom Acct (Dar) 2004. MA. Taxation, (Bournemouth University) 2008; PhD in Business Administration (UDSM) 2024

Head of Tax and Economics Department (HTE)

Dr. Richard F. Kiangi−BA. Economics (UDSM), MSc. Economics (Groningen), PhD. Economics (MohanlalSukhadia).

Head of Management Science Department (HMS)

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

Head of Banking and Financial Services Department (HBFS)

Dr. Justus G. Mwemezi −ADB (IFM), MSc. Economics and Finance for Development (Bradford)

Head of Social Protection Department (HSP)

Mr. Goodluck E. Maruma – ADSP-IFM, Msc. Public policy & Human Development (Maastricht) Netherland

Head of Insurance Department (HI)

Mr. Clifford W. Cosmas−ADIRM (IFM), PGDIRM (IFM), MSc. Insurance and Actuarial Science (IFM).

Head of Mathematics and Actuarial Studies Department (HMAS)

Dr. Deogratius M. Lashayo−BSc. Computer Science (UDSM), MSc. Software Systems and Internet Technology (Sheffield), PhD. ICT (MSU).

Head of Computer Science Department (HCS)

Dr. Hussein B. Abubakari−BSc. Computer Science (UDSM), MSc. Web Tech (Southampton), PhD in Computer and IT System Engineering (UDSM).

Head of Information Technology Department (HIT)

Dr. Edwin M. Kwesigabo−Bsc. Computer Science (UDSM), Msc. Network Computing (Coventry), PhD. Computer Science and Engineering (ANU).

Department of Admissions and Customer Care (HAC)

Mr. Furael E. Lema–BA. Procurement and Supply Management (SUA), MBA-International Business (IIFT-India)

Department of Examinations (HEX)

Dr. Flavianus B. Ng'eni−ADA (IFM), MSc. International Accounting and Financial studies (Strathclyde), CPA (T) (NBAA), PhD. Financial Accountability (ANU).

Head of Students Records Department (HSR)

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

Head of Teaching and Learning Enhancement (HTLE)

Dr. Doreen L. Rutagumirwa−BSc. With education (UDSM), MSc. Mathematical Modelling (Zimbabwe), MSc. Actuarial Science (Glasgow) PhD. Statistics

Head of Executive Development and Consultancy Department (HEDC)

Dr. Erick L. Mwambuli−ADA (IFM), CPA (T) (NBAA),CPB (T) (TIOB), MSc. Finance (Strathclyde), PhD. Financial management (DUFE).

Head of Research and Publications Department (HRP)

Dr. Ramadhani M. Khalid−B.Com-Finance (UDSM), MSc. Money, Banking and Finance (Birmingham, PhD. Economic (Mohanlal Sukhadia).

Head of External Linkages Unit (HEL)

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

Head of Marketing and Communication Unit (HMC)

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

Head of Risk and Statistics Department (HRS)

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

Head of Planning and Development Department (HPD)

Dr. Ezra J. Kakozi−ADA (IFM), CPA (T) (NBAA), MSc. Finance (Strathclyde), PhD (UDSM).

Head of Monitoring and Evaluation (HME)

Dr. Heri G. Mulamula−B.Com Accounting (UDSM), MSc International Accountancy and Finance (Birmingham), PhD in Accounting and Taxation (Tunku Abdul-Rahman).

Head of Quality Assurance Unit (HQA)

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

Head Academics Department – Dodoma Campus (HACD)

Dr. Bilali B. Jumanne−BSc. Education (UDSM), MSc. Finance (Strathclyde), PhD. Finance (UTAR).

Head Administration Department – Dodoma Campus (HADM)

Dr. Julius J. Macha−Associate Dip B.Com (UDSM), Microfinance Trainer of Trainers (ADB Institute & Tokyo D C), MSc. Finance (Strathclyde), PhD. Finance (UTAR).

Head Academics Department – Mwanza Campus (HACM)

Mr. Bahati P. Maneno - BSc. Insurance and Risk Management (IFM)and MSc in Insurance and Actuarial Science (IFM)

Head Administration Department – Mwanza Campus (HADM)

Dr. Joseph N. Laurent−Diploma in Education (Butimba), BA. Education (University of Arusha), MA. Development Studies (UDOM), PhD. Environmental Science (UDOM).

Head Academics Department – Simiyu Campus (HACS)

Mr. Charles A. Kadikilo−Diploma in Education (Dar), BA. Education (UDSM), Master of Education Management and Administration (UDSM).

Head Administration Department – Simiyu Campus (HADS)

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

1.10. DEPUTY HEAD OF DEPARTMENT AND COORDINATOR

Deputy Head of Communication

Dr. Michael N. Sam−B.A. Language Studies (UDSM), MA. Linguistics (UDSM), M. Law European Social Security (KULeuven), PhD International Law - social protection and migration laws (IHEID).

Deputy Head of Marketing

Ms. Astrida K. Leonard−BA. Business Administration (Mzumbe), MBA (UDSM).

Deputy Head of Quality Assurance Unit

Dr. Renatus M. Michael−BSc. Computer Engineering and Information Technology (UDSM), MSc. Computing (Dublin Institute of Technology), PhD. Computer Science (Dublin Institute of Technology).

Deputy Head of Teaching and Learning Enhancement

Dr. Lilian G. Nyamizi−BED in Double Mathematics (CUEA), MSc. In Biostatistics (Limburgs), PhD. Mathematics (Nottingham).

Coordinator of Quality Assurance Unit (CQA)

Mr. Sijaona Mtafya−Cert. Teacher Grade A(MTC), B.A. Education (TEKU), Master of Education Management and Administration (UDSM).

Coordinator of Quality Assurance & Risk Management Unit (QARM)

Mr. Edgar Mtitu−Certificate in Library and documentation (SLADS), Diploma in Library Documentation (Ruaha Catholic University), Bachelor of Library and Information Mgt (OUT).

Coordinator of Quality Assurance (CQA)

Shazmin M. Noor-Mohamed−Bachelor of Banking and Finance (IFM), MSc. Finance and Investment (IFM)

Coordinator of Students' Field Placements (CFP)

Mr. Furael E. Lema–BA. Procurement and Supply Management (SUA), MBA-International Business (IIFT-India)

1.11. HEADS OF NON-ACADEMIC UNITS

Head of Internal Auditor Unit (HIA)

Mr Anthony M. Gasper−Advanced Diploma in Certified Accountancy (Mzumbe University) 2001, Msc in Economics and Finance for Development (University of Bradford) 2016 and CPA -T (NBAA) 2007

Head of Procurement Unit (PMU)

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

Head of Estate and Building Management

Dr. Saleh M. Mwachaka−BSc. Telecom. Engineering (UDSM), MSc Electronic Engineering (Dublin Institute of Technology), PhD

Department of ICT Business Solution Development

Ms. Veronica Moronge−Adv. Dipl. in Computer Science (IFM), Msc. Information Technology for Management (Coventry)

Department of ICT Infrastructure Management and User Support

Dr Shaban Pazi−BEng in Electronics Computer Systems (Salford), MSc in Data Telecommunication and Networks (Salford), PhD in Communication Engineering (Sussex).

Head of Department of Library Reader Services (HLRS)

Dr. Valeria Kyumana−Bachelor of Library and Information Science (Makerere), M.A. Information Studies (UDSM); PhD. Information Studies (UDSM).

Department of Library Technical Services

Mrs. Miza Fungo−Dip. LADS(SLADS), Bsc. Information Service Management (Deventer), M.A. Information Management (London).

CHAPTER TWO: ACADEMIC MEMBERS OF FACULTIES

2.1. IFM VISITING PROFESSORS, AFFILIATION AND THEIR RESEARCH AREAS

1. **Prof. Gokulnanda Patel– Birla Institute of Management Technology (BIMTECH) –**Data Envelopment Analysis, Multi-criteria Decision making, Mathematical Programming

2. **Prof. Panagiotis Andrikopoulos – Coventry University –**Stakeholder theory, Corporate Finance, Behavioural Finance, Empirical Asset Pricing

3. **Prof. Ahmed El-Masry – Coventry University–** Corporate governance, Risk management, Leverage (distress risk) and stock returns, Islamic finance, Dividend policy, Capital structure, Capital adequacy, Market efficiency/anomalies, Credit risk in SMES, Mergers and acquisitions, Financial stability, Financial inclusion, Prediction using neural networks and machine learning

4. **Prof. Yilmaz Guney – Coventry University** – Corporate finance, corporate governance

5. **Prof. Nazim Hussain - University of Groningen, Faculty of Economics and Business (FEB)** – Corporate Sustainability, Performance and Disclosure analysis,

Environmental Innovation, Greenwashing, Corporate Governance and Financial Accounting.

6. **Prof. Niels Hermes - University of Groningen, Faculty of Economics and Business (FEB)** – corporate governance, microfinance, international finance, financial systems and economic growth

2.2. FACULTY OF BUSINESS AND ECONOMICS

Professors

1. **Prof. Josephat D. Lotto**−BSc. Geology (UDSM), CPA (T) (NBAA), MBA Finance (UDSM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).
2. **Prof**. **Henry S. Chalu** - Bachelor of Commerce (UDSM) 1999; Masters of Business Administration (UDSM) 2001; Licentiate in Philosophy in Business Administration (UMEA University) 2007 and PhD in Business Administration (UDSM) 2010
3. **Prof. Jeremiah R. Makindara** – BSc food Sc. & Technology (SUA) 1992; MBA -MKN (UDSM) 1999; Graduate Professional (OHIO STATE UNIVERSITY) 2006 and PhD in Agricultural Economics (SUA) 2012

Associate Professors

4. **Prof. Tausi A. Mkasiwa**−B.Com-Accounting (UDSM), MBA Finance (UDSM) CPA (T) (NBAA), PhD. Accounting (Southampton).
5. **Prof. Zawadi K. Ally**− B.Com-Accounting (UDSM), MBA Finance (UDSM), CPA (T) (NBAA), MSc. Finance (Strathclyde), PhD (Mohanlal Skuhadia).

Senior Lecturers

6. **Dr. Suleiman R. Mohamed**−BSc. Education (UDSM), PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).

7. **Dr. Imanueli D. Mnzava**−B.Com-Finance (UDSM) PGDFM (IFM), MSc. Finance (Strathclyde), PhD. Finance (Strathclyde).
8. **Dr. Abdulrahman J. Nkoba**−B.Com-Finance (UDSM), MBA (Linz), PhD. Economics (UDSM).
9. **Dr. Abeid F. Gasper**−B.Com-Accounting (UDSM), MSc. Finance (Strathclyde), PhD. Accounting (Southampton).
10. **Dr. Bernard E. Mnzava**−B.Com-Accounting (UDSM), MA Accounting and Finance (Leeds), PhD. Finance (Leeds).
11. **Dr. Shaban J. Ngole**−B.Com-Accounting, Diploma in Education (Monduli TTC), MSc. Accounting and Finance (Birmingham City), PhD. Accounting and Finance (Leeds).
12. **Dr. Ibrahim R. Kikwiye−** ADCA (IDM−Mzumbe), CPA (T) (NBAA), MBA (Mzumbe), PhD. Accounting and Finance (Anglia Ruskin).
13. **Dr. Grace K. Kazoba**−Diploma in Law (Mzumbe), LLB (UDSM), LLM (Pretoria), PhD. Law (UDSM).
14. **Dr. Eugene E. Mniwasa**− LL.B (UDSM), Postgraduate Diploma in Law (Zimbabwe), LL.M (Zimbabwe), PhD. Law (Kent).
15. **Dr. Mnaku H. Maganya**−BA. Economics (UDSM), MA. Economics (UDSM), PhD. Economics (UDSM).
16. **Dr. Hawa I. Munisi**−BSc. Urban and Regional Planning (UDSM), MEM (UDSM), PhD. Economics (Kyoto).
17. **Dr. Flavianus B. Ng'eni**−ADA (IFM), MSc. International Accounting and Financial studies (Strathclyde), CPA (T) (NBAA), PhD. Financial Accountability (ANU).

18. **Dr. Erick L. Mwambuli**−ADA (IFM), CPA (T) (NBAA), CPB (T) (TIOB), CFA (IP) (USA), MSc. Finance (Strathclyde), PhD. Financial management (DUFE).
19. **Dr. Gregory D. Lyimo**− ADA (IFM), CPA (T) (NBAA), MSc. Accounting and Financial studies (Strathclyde), PhD. Management Science (Mohanlal sukhadia).
20. **Dr. Hamis M Sinde**−B.Com Accounting (UDSM), MSc. Accounting and Finance (Kingston, UK), CPA (T) (NBAA). PhD. Accountancy (Central Lancashire).
21. **Dr. Richard F. Kiangi**−BA. Economics (UDSM), MSc. Economics (Groningen), PhD. Economics (Mohanlal Sukhadia).
22. **Dr. Freddy J. Gamba**−B.Com (UDSM), Small Business Planning and Promotion (Niesbud, Noida Uttar-Pradesh), Master in Small Business Studies (Leipzig) PhD. Development Studies (UDSM).

Lecturers

23. **Dr. Omary I. Fadhil**–BSc-Engineering (UDSM), B.Com-Accounting (UDSM), MSc. (Econ) in Accounting and Finance (Aberdeen), PhD. Accountancy (Aberdeen).
24. **Dr. Lilian J. Kishimbo**−B. Accounting and Finance (Mzumbe), MBA. Finance and Banking (Mzumbe), PhD. Business and Management (Manchester).
25. **Dr. Bilali B. Jumanne**−BSc. Education (UDSM), MSc. Finance (Strathclyde), PhD. Finance (UTAR).
26. **Dr. Bupe J. Mwakyusa**−ADB (IFM), ATIOB, Certified microfinance trainer (Asian Development Bank & World Bank), MBA. Banking and Finance (Wales), Postgraduate Certificate in Research Methodology

(University of Central Lancashire), PhD. Banking and Finance (University of Central Lancashire).

27. **Dr. Yustin I. Bangi**− Diploma in Education (Monduli TTC), Dip. CRC (Lund), BA Education (UDSM), MEMA (UDSM), PhD. Management (MLSU).
28. **Dr. Martha P. Mwolo**−BA. Education (UDSM), MA. Governance and Development (Antwerp), PhD. Social Sciences (Fernando Pessoa (UFP))
29. **Dr. Euseby C. John**−Associate Diploma in Banking (TIOB), BA. Economics (UDSM), M.A. Economics (Wuhan), PhD. Economics (CUEB).
30. **Dr. Faustina M. Msigwa**−Diploma in Education, (Marangu TTC), BA. Education (UDSM), MA. Education (AboAkademi), PGD Poverty and Policy Analysis (Erasmus-Rotterdam), PhD. Higher Education Policy Development and Management (Bristol).
31. **Dr. Zacharia E. Lema**−BA. Economics (UDSM), MA Labour Policy and Globalization (Kassel), PhD. Economics of Public Private Partnerships (UTAR).
32. **Dr. Silvia K. Rutagumirwa**−BA. General Sociology (UDSM), MA. Development Studies (UDSM), PhD. Gerontology – Aging & Gender (Groningen).
33. **Dr. Joseph N. Laurent**−Diploma in Education (Butimba), BA. Education (University of Arusha), MA. Development Studies (UDOM), PhD. Environmental Science (UDOM).
34. **Dr. Edmund L. Kimaro**−BA. Economics (UDSM), MA Economics (UDSM), PhD. Economics (UTAR).
35. **Dr. Tresphory O. Mgeni**−BA. Education (UDSM), MA International Development studies (HUFS), PhD. Management (Mohanlal Skuhadia).

36. **Dr. Talib S. Zahor**− ADTM (IFM) 2005.Msc BA (Finance) Groningen 2008. PhD in Tax (University of Groningen) 2019
37. **Dr. Emmanuel P. Mushi** − B.A. Philosophy (Urbaniana University); B.A Ed. (UDSM), M.A Linguistics (UDSM), PhD in Education Leadership (Assumption University of Thailand).
38. **Dr. Ezra J. Kakozi**−ADA (IFM), CPA (T) (NBAA), MSc. Finance (Strathclyde).
39. **Dr. Jeremia Ponera**−Bachelor of Arts (UDSM), Masters of Arts (UDSM), PhD in Social Science (Fort Hare)
40. **Dr. Heri G. Mulamula**−B.Com Accounting (UDSM), MSc International Accountancy and Finance (Birmingham), PhD in Accounting and Taxation (Tunku Abdul-Rahman).
41. **Dr. Mwila J. Mulenga**−ADA (IFM), MSc. Finance (Strathclyde). Ph.D in Management (Mohanlal Sukhadia University)
42. **Dr. Gregory V. Mkenda**− BCom Acct (Dar) 2004.MA. Taxation, (Bournemouth University) 2008; PhD in Business Administration (UDSM) 2024
43. **Dr. Sara T. Msuya**− MBA in HRM (UDSM) 2010; B.A (PSPA) UDSM 2007 and PhD in Business Administration (UDSM) 2023
44. **Dr. Rosemary S. Massae**− MBA in HRM (UDSM), 2009; B.A Education (UDSM) 2004 and PhD in Business Administration (UDSM) 2023
45. **Dr. Steven C. Shekiondo**−B.A. Economics (UDSM), MA. Economics (UDSM), PhD in Economics (University of International Business and Economics, Beijing).

46. **Dr. Michael N. Sam**−B.A. Language Studies (UDSM), MA. Linguistics (UDSM), M.Law European Social Security (KULeuven), PhD International Law - social protection and migration laws (IHEID).
47. **Dr. Emmanuel M. Samwel**−BED. BA Edu (UDSM) 2007. MA Linguistics (2010) and PhD in Management and Administration (UTAR) 2024
48. **Dr. Siriel S. Mchembe** – Advanced Diploma in Social Security Administration (IFM) 2003; Masters of Business Administration (Mzumbe) 2008 and PhD in Community Economic Development (Open University) 2023
49. **Dr. Valeria Kyumana**−Bachelor of Library and Information Science (Makerere), M.A. Information Studies (UDSM); PhD. Information Studies (UDSM).

Assistant Lecturers

50. **Ms. Elizabeth C. Mofulu*****−ADA (IFM) MSc. Finance (Strathclyde).
51. **Mr. Hamza K. Shabani**−ADA (IFM), MSc International Accounting and Financial studies (Strathclyde).
52. **Mr. Joseph J. Mapendo**−ADA (IFM), MSc. Finance (Strathclyde).
53. **Mr. Miano M. Enoce**−B. Accounting and Finance (Mzumbe) Msc. Finance (Strathclyde).
54. **Mr. Zakaria N. Swedi**–B.Com-Accounting (UDSM), CPA (T) (NBAA), Msc. Accounting and Finance (Mzumbe).
55. **Mr. Fred Chaula**−ADA (IFM), Microfinance Trainee of Trainers (Tokyo), CPA(T), MSc. Finance (Strathclyde).

56. **Mr. Kennedy Aikoh**−ADA (CBE), CPA(T) (NBAA), MSc. Accounting and Finance (Mzumbe).
57. **Anael S. Mshindo**- B.A Commerce (Janardan Rai Nagar Rajastan Vidyapeeth) University, MSc. Accounting and Finance (Mzumbe).
58. **Mr. Abdulfattah A. Ally**–LLB (Zanzibar), LLM Commercial and Telecom (Hertfordshire).
59. **Mr. Jerome A. Nguridada*****−ADTM (IFM), MBA Finance (Birmingham City).
60. **Mr. Revocatus K. Bayona*****−ADMA (Mzumbe), MBA Marketing (Mzumbe), CPSP (T) (PSPTB).
61. **Mr. Charles A. Nyanga**–BSc. Economics (Mzumbe), MSc. Economics (Mzumbe).
62. **Ms. Astrida K. Leonard**−BA. Business Administration (Mzumbe), MBA (UDSM).
63. **Mr. Juma S. Kibacha**−LL.B (UDSM), LL.M Information Technology, Media and E− Commerce (Essex).
64. **Mr. Augustus E. Fungo*****−LL.B (UDSM), LL.M International Trade Laws (Essex).
65. **Ms. Wema A. Mbwana**−B.A. Education (UDSM), MA. Language Communication and Cognition Studies (Brighton).
66. **Mr. Bariki J. Urassa*****- Diploma in Education (Marangu T.C), B. Ed. Languages (TUMA), M. A. Linguistics (UDSM).
67. **Mr. Magembe N. Makoye** – B.ED (UDSM), MA Development studies (UDSM).
68. **Ms. Josepher B. Panga**–Diploma in Education (Marangu T.C), Bed (University of Arusha), MA. Linguistics (UDOM).

69. **Mr. Ernest D. Bendera*****–BA. Political Science and Public Adm. (UDSM), MSc.HRM (Mzumbe).
70. **Mr. Filbert D. Mhanza**−ADTM (IFM), PGDTM (IFM), Master of Arts in Revenue Law and Administration (UDSM).
71. **Ms. Menchidia P. Rwabunywenge*****−ADTM (IFM), Master of Arts in Revenue Law and Administration **(UDSM).**
72. **Mr. Abdallah R. Mgallusy**−ADTM (IFM), MSc. Finance (Strathclyde).
73. **Mr. Abdul A. Kawinga*****−ADTM (IFM). *MSc. In Finance* (Strathclyde)
74. **Mr. Greyson D. Nyantamba**−B. Accounting and Finance (Mzumbe)MSc. in Finance (Strathclyde)
75. **Mr. Mohamed A. Juma**–B.A Economics (Zanzibar), MA in Economics (UDSM)
76. **Mr. Hyasinti K. Faustine**–ADTM (IFM), MA. In Revenue Law and Administration (UDSM)
77. **Mr. Furael E. Lema**–BA. Procurement and Supply Management (SUA), MBA-International Business (IIFT-India)
78. **Mr. Henry J. Miku**– Diploma in CMA (MUCCOBS), BA. Procurement and Supply Management (SUA), MBA in Marketing & project Mgt (International University of Japan)
79. **Ms. Rhoda J. Nzungu**–Diploma in Development Planning (IRDP), Bachelor in Development Finance and Investment Planning (IRDP), MSc. Finance and Investment (IFM)

80. **Mr. Dismas Alex Dismas**–Bachelor of Arts in Economics and Statistics (UDOM), Masters of arts in economics (UDOM)
81. **Mr. Gerald J. Soi** – Bachelor of Accounting (IFM), CPA(T) (NBAA), MSc – Finance Management (IFM), International Public Sector Accounting standard (IPSAS) NBAA, CFIP (International Institute of Certified Forensic Investigation Professionals - IICFIP)
82. **Mr. Jacob Mbwana**–Library and Information Studies (TUDARCo), MA in Information (UDSM)
83. **Ms. Lucy Ochieng'**–BALIS (Tumaini University), MA in Information (UDSM)
84. **Mr. Siril P. Ndekao**–BLIS (Makelele University), PGD in Sientific Computing (UDSM), masters of Arts (UDSM)
85. **Mr. Elia H. Mlagala** – Bachelor of Science in Agricultural Economics and Agribusiness (SUA), MSc in Agricultural and Applied Economics (SUA)
86. **Ms. Elizabert J Mnzava** – Basic Technician Certificate in Banking and Finance (IFM), Ordinary Diploma in Banking and Finance (IFM), Bachelor of Banking and Finance (IFM), Masters of Science in Finance and Investment (IFM)
87. **Mr. David D. Dadu** – Bachelor of Banking and Finance (IFM), Masters of Science in Finance Investment (IFM)
88. **Mr. Shaban Y. Msolwa** – Bachelor of Art (UDSM), Master of Business Administration (UDSM)
89. **Mr. Anael S. Mshindo** – B.A Commerce (JanardanRai Nagar Rajastan Vidyapeeth), Msc. Accounting and Finance (Mzumbe)

90. **Mr. Charles A. Kadikilo** – Diploma in Education (DSM teacher's College), BAED (UDSM), Masters of Educational Mgt and Administration (UDSM)
91. **Mr. Juma M. Parutu**- Bachelor in Accounting (TIA) 2019; CPA (T) (NBAA) and MSc. in Accounting & Finance (Mzumbe)

Tutorial Assistants

92. **Mr. Eric S. John**−Bachelor degree in Accountancy (TIA)
93. **Ms. Glory J. Mshana**−Bachelor of Arts in Accounting and Finance (MoCU)
94. **Mr. Yohana L. Mayenga**−Bachelor of commerce in Accounting (UDSM), CPA(T) (NBAA
95. **Ms. Fatma I. Mlwale**−Bachelor of Science in Taxation (IFM)
96. **Ms. Husna Y. Shemahimbo**−Diploma in Librarianship (SLADS), BRIM (OUT)
97. **Mr. Ndalahwa N. Buseng'hwa**−Bachelor of Science in Taxation (IFM)
98. **Mr. Eliya C. Lushiku**−Bachelor of Science in economics (MZUMBE)
99. **Mr. Steven G. Mkude** – Bachelor degree in Community dev (TENGERU)
100. **Ms. Janeth S. Mhoro** – Bachelor of Accounting (IFM)
101. **Mr. Partson A. Mwaisemba** – Bachelor of arts in Economics (ARU)
102. **Mr. Edgar Mtitu**–Certificate in Library and documentation (SLADS), Diploma in Library Documentation (RCU), Bachelor of Library and Information Mgt (OUT)

103. **Mr. Ayubu L. Mnenegwa** – Bachelor of Accounting (IFM)
104. **Mr. Fikiri H. Mwawila** – Bachelor of Science in Taxation (IFM)

2.3. FACULTY OF COMPUTING AND MATHEMATICS

Senior Lecturers

1. **Dr. Faraja T. Igira**−ADCS (IFM) MSc. Information Systems (Oslo), PhD. Information System (Oslo).
2. **Dr. Renatus M. Michael**−BSc. Computer Engineering and Information Technology (UDSM), MSc. Computing (Dublin Institute of Technology), PhD. Computer Science (Dublin Institute of Technology).
3. **Dr. Daniel N. Koloseni**−ADIT (IFM), MSc Information Security and Biometric Studies (Kent) PhD. Information system security (UTAR).
4. **Dr. Herman E. Mandari**−BSc. Computer Science (UDSM), MSc. Web Technology (Southampton), PhD. Mobile Government Service (Tunku Abdul Rahman).
5. **Dr. Julius A. Raphael**−BSc. Computer Science (UDSM), MSc. Advanced Computer Science (Sheffield), PhD. ICT (MSU).
6. **Dr. Deogratius M. Lashayo**−BSc. Computer Science (UDSM), MSc. Software Systems and Internet Technology (Sheffield), PhD. ICT (MSU).
7. **Dr. Pendo T. Kivyiro**− BSc. −Associate Dip B.Com (UDSM), Microfinance Trainer of Trainers (ADB Institute & Tokyo D C) MSc. Finance (Strathclyde) PhD in Finance (UTAR). Education (UDSM), Postgraduate in Math Science (Cape Town), MSc. Finance (Strathclyde), PhD. Economics and Business Administration (Lappeenranta).
8. **Dr. Thomas N. Nagunwa**− BSc Computer Engineerin & IT (UDSM), MSc. Computing in IT (DUBLIN) and PhD in Machine Learning (Birmingham City University)

Lecturers

9. **Dr. Said S. Jafari**−BSc. Computer Science (UDSM), MSc. Information Technology and Management (Avinashilingam), PhD. Computer Science (Dublin Institute of Technology).
10. **Dr. Rose I. Tinabo**−BSc. Computer Science (UDSM), MSc. Information Tech. (Dublin Institute of Technology), PhD. Computer Science (Dublin Institute of Technology).
11. **Dr. Dennis M. Lupiana**−FTC. Telecommunication Engineering (DIT), ADIT (IFM), MSc Computing (Dublin Institute of Technology), PhD. Computer Science (Dublin Institute of Technology).
12. **Dr. Dossa M. Massa**−BSc. Computer Science (UDSM), MSc. Data Telecom and Networks (Salford), PhD. Telecommunication (Porto).
13. **Dr. Lilian G. Nyamizi**−BED in Double Mathematics (CUEA), MSc. In Biostatistics (Limburgs), PhD. Mathematics (Nottingham).
14. **Dr. Mastidia E. Byanyuma**−BSc. Engineering (UDSM), MSc. Engineering (UDSM), MSc. Finance (Strathclyde), PhD. Information Communication Science and Engineering (NMAIST).
15. **Dr. Edwin M. Kwesigabo**−Bsc. Computer Science (UDSM), Msc. Network Computing (Coventry), PhD. Computer Science and Engineering (ANU).
16. **Dr. Msury R. Mahunnah**−BSc. Computer Science (UDSM), MSc Computing (IT) (Dublin Institute of Technology), PhD. Computer Science (TUT-Estonia).

17. **Dr. Michael L. Bukwimba**− B.A. Statistics (UDSM), MSc. Actuarial Science (Heriot-Watt), PhD. Statistics (ANU).
18. **Dr. Doreen L. Rutagumirwa**−BSc. With education (UDSM), MSc. Mathematical Modelling (Zimbabwe), MSc. Actuarial Science (Glasgow) PhD. Statistics.
19. **Dr. Saleh M. Mwachaka** −BSc. Telecom. Engineering (UDSM), MSc Electronic Engineering (Dublin Institute of Technology).
20. **Dr. Hussein B. Abubakari**−BSc. Computer Science (UDSM), MSc. Web Tech (Southampton), PhD in Computer and IT System Engineering (UDSM).
21. **Dr. David T. Makota**− ADCS (IFM), MSc. IT and Mgt (Avinashillingam); Phd in Computer & IT System Engineering (UDSM)
22. **Dr. Daud M. Mungure** – Msc of Education in Science Education(UDSM), BA of Education (BED) Science, UDSM and PhD in Education (Gujarat University)
23. **Dr. Malamsha J. Augustine**−BSc Computer Science (UDSM). Msc. In IT mgt (IFM), PhD in Information and Communication Science and Engineering (NMAIST)

Assistant Lecturers

24. **Mr. Daniel A. Tairo**−ADIT (IFM), MSc. Data, Warehousing and Mining (Greenwich).
25. **Mr. Samuel I. Mutama**−ATEC (NBAA), ADIT (IFM), MSc Information Technology with Security (Greenwich), CCNSP.
26. **Mr. Bossi A. Masamila**−BSc. Eng. Electrical (UDSM), MSc. Eng. Electrical (UDSM), MSc. Computing (Dublin Institute of Technology).

27. **Mr. Heri O. Nderingo**−Diploma in Education. (MTC), ADIT (IFM), MSc. E−Commerce (Coventry).
28. **Mr. Edgar M. Msangawale*****−ADIT (IFM), MSc. Information Technology Management (Coventry).
29. **Mr. Mugaga L. Mugyabuso*****−ADIT (IFM), ME. Business Information Technology, (MSM).
30. **Mr. Robert J. Ngeleshi**−BSc. Computer Science (UDSM), MSc. Software Systems and Internet Technology (Sheffield)
31. **Mr. Abdallah S. Siphy**−BSc. Computer Science (UDSM), MSc. Advanced Computer Science and Info. Tech. Mgt (Manchester).
32. **Mr. Salvius Mgaya**− Diploma in Education (Klerrue), Bachelor of Education (Mathematics) (Tumaini), MSc. Mathematical Modelling (USDM).
33. **Mr. Guntram M. Wagofya**−Bachelor of science in Statistics (UDOM), Msc. In Statistics (UDOM)
34. **Ms. Lucilla Joseph Chuwa**−Bachelor of Science in Computer Science (PERIYAN), Masters of Science in Computer Science (PERIYAN)
35. **Ms. Fatuma M. Shefa**− BSc in Computer Science (UDSM), MSc in IT (COVENTRY UNIVERSITY)
36. **Mr. Matimbila P. Lyuba*****−BSc in Computer Science (UDSM), MSc. In Computer Security (university of Birmingham)
37. **Mr. Rajabu Kufikiri*****−Advanced Diploma in IT (IFM), Masters in Information Security (IAA)
38. **Ms. Neema W Mahuma**−Bachelor of Science in Mathermatics and Statistic (Bagamoyo), Master of Science in Mathematics (UDSM)

39. **Mr. Stamili T. Makurunge**−Bachelor of Science in Mathematics and Statistics (SAUT), Masters in Mathematics Science (STELLENBOSCH)
40. **Ms. Anastazia J. Hema**−Bachelor of Science in Mathematics (UDOM), Masters of Science in Mathematics Modeling (UDSM)
41. **Ms. Caroline P. Lengwa**−Degree of Bachelor of Science in Actuarial Science (UDSM) AND masters of Science in Statistics (Central University of Rajasthan)
42. **Mr. Gwakisa Adam**−ADCS (IFM), MSc in Information Technology and Mgt (Avinashilingam)
43. **Mr. Kaizilege W. Mwemezi**−Bachelor of Science in Telecommunications Engineering (UDSM), Masters in Information and Communication Science and Engineering (NMAIST)

Tutorial Assistants

44. **Mr. Thadeo J Kyombo**−Bachelor Degree in Computer Science (IFM)
45. **Mr. Riziki A. Ally**−Bachelor degree of Information Technology (IAA)
46. **Mr. Joshua L. Ngowi**−Basic Technician Certificate in Computing and Information technology (IFM), Diploma in Computer Science (IFM), BSc in Computer Science (IFM)
47. **Ms. Luciana H. Ndunguru**− Bachelor of Engineering in information system network (St. Joseph)

2.4. FACULTY OF INSURANCE AND BANKING

Professors/ Associate Professors

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

Senior Lecturers

2. **Dr. Kadida R. Mashaushi**−B.Com-Accounting (UDSM), PGDA (IFM), MBA (Hull) PhD. Finance (Leeds).
3. **Dr. John Kingu**−Dip. Ed. (Butimba T.T C), BA Ed. (Dar), MA. Economics (Leeds University), PhD Economic (Mohan Lal Sukhadia University, Udaipur India).
4. **Dr. Musa Juma**−Bachelor of Economics and statistics (UDSM), MSc in Insurance and Risk Mgt (City London), PhD in Actuarial Science (Tunku Abdul Rahman), ACII, IRM

Lecturer

5. **Dr. Ramadhani M. Khalid**−B.Com-Finance (UDSM), MSc. Money, Banking and Finance (Birmingham, PhD. Economic (Mohanlal Sukhadia).
6. **Dr. Julius J. Macha**−Associate Dip B.Com (UDSM), Microfinance Trainer of Trainers (ADB Institute & Tokyo D C), MSc. Finance (Strathclyde), PhD. Finance (UTAR).
7. **Dr. Justus G. Mwemezi** −ADB (IFM), MSc. Economics and Finance for Development (Bradford).

8. **Dr. Mehrin S. Rajwani**−ADB (IFM), MSc. Finance (Strathclyde), PhD in Accounting and Finance (Strathclyde).
9. **Dr. Salutary J. Orio**−BBA and Management (Martyrs), Associate Diploma in Banking (TIOB), MSc Finance (Strathclyde), LLB (OUT).

Assistant Lecturers

10. **Ms. Zubeda A. Chande*****−B.A. Sociology (UDSM), MSc. Public Policy and Human Development (Maastricht).
11. **Mr. Elibariki Mwasha**−B.A. Statistics (UDSM), MSc. Actuarial Science (New South).
12. **Ms. Antimaria L. Kajuna** −ADSP (IFM), MSc. Public Policy−Social Protection Financing (Maastricht).
13. **Mr. Arthur J. Ngasani*****−ADSP (IFM), PGDFM (IFM), MSc. Public Policy and Human Development-Social Protection Financing (Maastricht).
14. **Mr. Frank P. Kitende** − ADIRM (IFM), MSc Marketing (Mzumbe), MSc IRM (City).
15. **Mr. Mussa M. Emmanuel**−ADB (IFM), MSc. International Banking & Finance (Strathclyde), Microfinance Trainer of Trainers (ADB Institute & Tokyo D C).
16. **Ms. Anna-Marie S. Peter** −ADSP (IFM), MBA Corporate Governance (Mzumbe), Msc. Public Policy and Human Development-Social Protection Financing (Maastricht).

17. **Mr. Musa L. Daud***** −ADIRM (IFM), PGDFM (IFM), MSc. in Business Administration in Risk Mgt & Insurance (UTAR).
18. **Mr. Hababi J. Sadiki** −ADSP (IFM), MSc. in Public Policy and Human Development (Maastricht).
19. **Ms. Fatma A. Omar**−ADB (IFM), PGDFM (IFM), MSc. Islamic Banking and Finance (Bangor).
20. **Ms. Catherine T. Mmari**– ADB (IFM), Msc. Economics and Finance for Development (Brandford)
21. **Mr. Clifford W. Cosmas** − ADIRM (IFM), PGDIRM(IFM), Masters of Insurance and Actuarial Science (IFM).
22. **Mr. Abraham J. Mlindwa**− ADSP (IFM), Masters of Insurance and Actuarial Science (IFM).
23. **Ms. Pudensiana M. Mruma** − Bachelor of Insurance and Risk Management (IFM), MSc in Insurance and Actuarial Science (IFM)
24. **Mr. Aigidius A. Rugakingila** − Bachelor of Science in Actuarial Science (UDSM), MSc in Finance and Investment (IFM)
25. **Mr. Kelvin L. Mkundi** – Bcs in Insurance and risk management, MS. In Insurance and actuarial
26. **Mr. Godfrey T. Zephania** – Bsc in Insurance & Risk Mgt IFM, MSc in Insurance and Actuarial Science (IFM)
27. **Mr. Shaibu N. Chande** – B.A of Social Protection (IFM), MS. SPPD (IFM)
28. **Mr. Fredynandy M. John** - BBF (IFM), *Msc. In Financial* Economics *and Banking* (DokuzEylul University)
29. **Mr. Alex C Mpelwa** - Bcs in Insurance and risk management(IFM), MS in SPPD (IFM)

30. **Mr. Bahati P. Maneno** - BSc. Insurance and Risk Management (IFM)and MSc in Insurance and Actuarial Science (IFM)
31. **Mr. Jonathan H. Mosha**-Bachelor of Banking and Finance (IFM) and MSc. In Banking and Information system management (IFM)
32. **Mr. Venance V. Rwezaula**-Basic Technician Certificate in Banking and Finance (IFM); Diploma in Banking and Finance (IFM); Bachelor of Banking and Finance IFM) and MSc. In Banking and Information system management (IFM)
33. **Ms. Mary W. Kessy**-Bachelor of sociology (UDOM), Master of Sociology (UDSM)
34. **Mr. Goodluck E. Maruma** – ADSP-IFM, Msc. Public policy & Human Development (Maastricht) Netherland

Tutorial Assistants

35. **Ms. Yuneth G. Thomas****- BSc in actual science (UDSM)
36. **Mr. Elia G. Kamwela**-Bachelor of Banking and Finance (IFM)
37. **Mr. Sylivanus S. Buhaga**-Bachelor of Banking and Finance (IFM)
38. **Mr. Paul C. Mshami**-Bachelor of Banking and Finance (IFM)
39. **Mr. Jafari S. Ramadhani**-Bachelor of Banking and Finance (IFM)

40. **Mr. Devotha L. aloyce**-Bachelor of Banking and Finance (IFM)
41. **Ms. Pascalina M. Msoffe**-Bachelor of Insurance and Risk Management (IFM)
42. **Mr. Is-hak H. suleiman**-Bachelor of Science in Actuarial Science (IFM)
43. **Mr. Leonard G. Assenga**-Bachelor degree of Science in Actuarial Sciences (UDSM)
44. **Mr. Echasa B. Mcheleche**- Certificate in Community Dev (LGTI), Diploma in Community Dev. (LGTI),Bachelor of Community Dev. (TICD).
45. **Mr. Callinggod E. Temu**-Bachelor of Science in Insurance and Risk Management (IFM)
46. **Ms. Fatma A. Shebe**-Bachelor of Insurance of Risk Management (IFM)
47. **Ms. Lilian W. Simpson**-Bachelor of Science in social Protection (IFM)
48. **Mr. Mussa N. Abdallah**-Bachelor of Science in Social Protection (IFM)

Key: ***** **On Postgraduate Diploma Training**
****** **On Master Training**
******* **On PhD. Training**

CHAPTER THREE: FACULTIES AND ACADEMIC PROGRAMMES OFFERED

3.1. Faculty of Business and Economics (FBE)

3.1.1. Master of Science in Finance and Investment (MFI)

This programme is offered under the **department of Accounting and Finance**.

3.1.1.1. Philosophy of Msc in Finance and Investment

The Master of Science in Finance and Investment (NTA level 9) is geared towards producing competent graduates who will work in managerial level in the field of finance and investment in public and private sectors. This programme equips graduates with tools for finance and investment analysis which are applied in policy and decision making in public and private sectors. The primary objective of the MSc. Finance and Investment programme is to develop excellent analytical skills in finance and investment necessarily to:

1. Assess and Make Finance Decisions.
2. Appraise and Manage Investment Projects and Portfolios,
3. Evaluate and Manage Corporate Risks,
4. Carry out Research in Finance and Investment, and
5. Design and Implement Corporate Strategies and Policy

3.1.1.2. Entry requirements for Msc in Finance and Investment

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.
For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration), will need to have a good postgraduate diploma in the related field from an accredited higher learning institution.

3.1.1.3. Structure of Msc in Finance and Investment

Master of Science in Finance and Investment degree programme is an18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) modules are administered in each semester. Each module is covered in two weeks of a semester, total of 12 weeks for the 6 modules, one week is set for semester tests and two (2) weeks for-end-of-semester examinations. After the completion of second semester, a dissertation writing process is carried out in twelve (12) weeks. Therefore, the whole programme takes a minimum of forty-eight (48) weeks.

SEMESTER I

Compulsory Modules

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

Students are to sit for semester final examinations on all modules

SEMESTER II

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

Module 4	MS09208	Corporate Governance
Module 5	BF09207	Treasury Management

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

Research Project and Dissertation

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

3.1.1.4. Teaching Arrangements for MSc in Finance and Investment

Each semester will have a minimum of 30 contact hours as required in each subject. The academic year is divided into two taught semesters, each with two blocks. In each block three to four subjects shall be taught depending on what is considered to be the best arrangement for students and lecturers. It should be noted that the

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

3.1.2. Master of Science in Accounting and Finance (MAF)

This programme is offered under the **department of Accounting and Finance** of the Faculty

3.1.2.1. Philosophy of MSc in Accounting and Finance

The Master of Science in Accounting and Finance at NTA level 9 is geared towards producing competent graduates who will work in managerial level in the field of accounting and finance both in public and private sectors. The programme aims to cater for the current demand of postgraduate personnel in the field of Accounting and Finance and the need for advanced capabilities of analyzing the corporate challenges and opportunities that lie ahead in the East African Region and Global financial environment. This programme equips the new generation of accounting and finance professionals with relevant and appropriate academic backup in analyzing challenges and opportunities in a global accounting and financial environment. The programme equips candidates with the skills necessarily to:

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

2. Analyze and apply auditing principles, theories, practices and knowledge to prepare audit reports for private and public sectors.
3. Assess, evaluate, raise and manage sources of funds and investments in local and international context.
4. Collect, preserve, communicate and use various models and methods to solve practical problems in accounting and finance.

3.1.2.2. Entry requirements for MSc in Accounting and Finance

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.
For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration), will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

3.1.2.3. Structure of MSc in Accounting and Finance

Master of Science in Accounting and Finance degree programme is an18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) i modules are administered in each semester. Each module covered in two weeks of a semester, one week is for semester tests

and two (2) weeks are for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (12) weeks starting after the end of the second semester. Therefore, the whole programme takes a total of forty-eight (48) weeks.

3.1.2.4. Teaching Arrangements for MSc in Accounting and Finance

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

SEMESTER I

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	MT09104	Quantitative Techniques for Finance

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

SEMESTER II

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	MS09201	Business Research Methodology
Module 2	AF09204	Advanced Auditing and Assurance Services
Module 3	AF09203	International Financial Management
Module 4	AF09205	Advanced Management Accounting
Module 5	AF09202	Advanced Portfolio Management
Module 6	AF09210	Case Studies in Corporate Finance

SEMESTER III

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

Research Project and Dissertation

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

3.1.3. Master of Human Resource Management with Law (MHRL)

This programme is offered in the **Department of Management Science** of the Faculty.

3.1.4.1 Philosophy of Master of Human Resource Management with Law

The Master of Human Resource Management with Law (NTA level 9) is geared towards producing competent graduates with master's degree in human resource management who will work as strategic human resource managers at senior level positions in public and private sectors. This programme is intended to facilitate graduates to acquire skills and knowledge that satisfy the needs of

employers as well as self- employment, the society at large, and to practice human resource management at national and international levels. Graduates from this programme will be flexible and able to meet challenges of the job market. The MHRL programme also addresses national and international needs articulated through various Higher Education policies. The philosophy behind the development of this programme is, therefore, geared towards producing competent, innovative, creative and flexible strategic managers in the field of human resource management. The specific objectives of the programme are providing knowledge, practical skills in:

1. Undertaking broad range of complex human resource management activities in local and international organizations.
2. Strategically undertaking human resource management functions such as planning, staffing, training and development, performance and reward management.
3. Undertaking of law related to employee management in local and international organization
4. Managing behavior and employee relations in local and international organization.
5. Using information communication technology in undertaking human resource management functions.

6. Solving human resource management problems in an organization
7. Conceptual, analytical and decision-making skills required by human resource manager of the modern organization

3.1.4.2 Entry requirements for Master of Human Resource Management with Law

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in the field of Human Resource management, Law, Business Administration, Public Administration and other related field of study with at least second class from an accredited higher learning institution.

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

3.1.4.3 Structure of Master of Human Resource Management with Law

Master of Human Resource Management with Law degree programme is 18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12)

taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fourteen (14) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (24) weeks starting soon after the end of the second semester. Therefore, the whole programme takes a minimum total of fifty-eight (58) weeks.

3.1.4.4 Teaching Arrangements for Master of Human Resource Management with Law

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

SEMESTER I

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	HRG09101	Human Resource Management Theories and Practices	**9**
Module 2	HRG09102	Contract Management and Employers' Liability Law	12
Module 3	HRG09103	Human Resource Planning and Staffing	10

Module 4	HRG09104	Performance and Compensation Management	13
Module 5	HRG09105	Human Resource Development and Talent Management	10
Module 6	HRG09106	Employee Relations and Labour Law	12
Module 7	HRG09107	Management Theory and Organization Behaviour	10

SEMESTER II

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	HRG09201	Strategic Human Resource Management	9
Module 2	HRG09202	Administrative Law	10
Module 3	HRG 09203	International labour Migration law	10
Module 4	HRG 09204	Occupational Health and Welfare Law	10
Module 5	HRG 09205	Human Resource Management Information System	13
Module 6	HRG 09206	International Human Resource Management	10

Module 7	HRG09207	Business Research Methodology	12

SEMESTER III

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	HRG09208	Dissertation

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement for the Master of Human Resource Management with Law degree programme is that each student must undertake a research project followed by submission of dissertation. A student will only be allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above. All dissertations will be subjected to Plagiarism test via electronic submission into www.turnitin.com

3.1.4. Master of Science in Taxation

This programme is offered under the **department of Economics and Taxation**.

3.1.4.1. Philosophy of Msc in Taxation

The development philosophy of the Master of Science in Taxation is geared towards. Producing responsible, creative, and innovative senior managers who will deal with taxation aspects at the top level of management in an organization.

The philosophy of the programme is therefore based on the following principles:

1. To produce graduates with the necessary skills and knowledge for addressing challenges in the field of taxation both in Tanzania and globally.
2. To provide students with technically oriented and scientific research methods for generating impactful knowledge, validating theories, and adding critical rigor to the taxation field.
3. To equip graduates with hands-on managerial skills to successfully manage tax operations.
4. To address the rapidly increasing demands for competent graduates and professionals with advanced tax management and planning skills

3.1.4.2. Entry requirements

The admission for the Master of Science in Taxation is open to holders of a Bachelor's degree (NTA Level 8) or Advanced Diploma in taxation, customs, accountancy, finance, business, banking, economics, or any other tax-related disciplines from any recognized Higher Learning

Institution with at least Lower Second class or Pass class with at least three years of experience in a relevant field of study or a Postgraduate diploma in taxation.

3.1.4.3. Structure of Msc in Taxation

The Master of Science in Taxation is structured in the following ways.

Master of science in Taxation degree programme is 18 months academic programme. The programme comprises a total of twelve (12) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fourteen (14) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (24) weeks starting soon after the end of the second semester. Therefore, the whole programme has a minimum total of fifty-eight (58) weeks (34 weeks for coursework in full-time attendance mode and 24 weeks starting after the end of the second semester for a dissertation)

3.1.4.4. Teaching Arrangements for Master of Human Resource Management with Law

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

Semester I

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	TMG09101	Strategic Management and Ethics	12
Module 2	TMG09102	Accounts for managers	10
Module 3	TMG09103	Research methodology	12
Module 4	TMG09104	Corporate and Individual Taxation	15
Module 5	HRG09105	Human Resource Development and Talent Management	10
Module 6	TMG09106	Public Finance	12

Semester II

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	TMG09207	Tax Accounting and Auditing	13
Module 2	TMG09208	Revenue forecasting and fiscal analysis	12
Module 3	TMG09209	International Taxation	12

Module 4	TMG09210	International trade	12
Module 5	TMG09211	Taxation of digital economy	12
Module 6	TMG09212	Taxation of extractive industries	12

SEMESTER II

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

SEMESTER III

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	TMG 09213	Dissertation

Research Project and Dissertation

During Semester III, students will undertake a detailed research project on the subjects assigned to them. A key requirement for the Master of Science in Taxation degree programme is that each student must undertake a research project followed by submission of dissertation. A student will only be allowed to proceed with the research project and dissertation after successfully passing all the required compulsory and elective instructional modules described in programme structure above. All dissertations will be subjected to Plagiarism test via electronic submission into www.turnitin.com

3.1.5. Postgraduate Diploma in Financial Management (PGDFM)

This programme is offered in the department of Accounting and Finance of the Faculty

3.1.5.1. Philosophy of Postgraduate Diploma in Financial Management (PGDFM)

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

3.1.5.2. Entry requirements for Postgraduate Diploma in Financial Management (PGDFM)

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

3.1.5.3. Teaching Arrangements for Postgraduate Diploma in Financial Management (PGDFM)

Each semester will have 48 contact hours required in each module. For part time students, the academic year is

divided into three blocks. In each block, three to four modules are taught depending on what is considered to be the best arrangement for the students and lecturers. For full time students, the academic year will have two semesters of 15 weeks each. The administration of teaching arrangements is primarily the task of the Head of Department.

SEMESTER I

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

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

3.1.6. Postgraduate Diploma in Business Administration (PGDBA)

This programme is offered under the department of **Management Science** of the Faculty

3.1.6.1. Philosophy of Postgraduate Diploma in Business Administration (PGDBA)

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

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

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

3.1.6.2. Entry requirements for Postgraduate Diploma in Business Administration (PGDBA)

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

in any relevant field of study from an accredited higher learning institution).

3.1.6.3. Teaching Arrangements for Postgraduate Diploma in Business Administration (PGDBA)

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

SEMESTER I

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

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

SEMESTER II

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

3.1.7. Postgraduate Diploma in Tax Management (PGDTM)

This programme is offered under the department of **Tax Administration** of the Faculty

3.1.7.1. Philosophy of Postgraduate Tax Management (PGDTM)

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

3.1.7.2. Entry requirements for Postgraduate Diploma in Tax Management (PGDTM)

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

3.1.7.3. Teaching Arrangements for Postgraduate Diploma in Tax Management (PGDTM)

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

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

SEMESTER I

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

SEMESTER II

Compulsory Modules			
Module number	**Module Code**	**Module Name**	**No of Credits**
Module 1	CC406D	Project Paper	4
Module 2	TX404D	Tax Accounting	3

Module 3	TX403D	Tax Procedures	3
Module 4	CI401D	Quantitative Techniques II	3
Module 5	AC402D	Tax Audit and Investigation Techniques	3
Module 6	TX402D	International Taxation	3
Module 7		Elective module	
Elective Modules (At least one) No of Credit			
Module 7	CI403D	E−Commerce	3
Module 7	AC404D	Cost Accounting	3
Module 7	CC406D	Strategic Management	3

3.1.8. Bachelor of Accounting (BAC)

This programme is offered in the **department of Accounting and Finance** of the Faculty.

3.1.10.1. Philosophy of Bachelor of Accounting

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

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

ii. Apply appropriate skills, knowledge, techniques and principles of preparing financial statements of various entities.
iii. Work independently in financial accounting, auditing and other related fields.

3.1.10.2 Entry requirements for Bachelor of Accounting (BAC)

Applicants with form six qualifications: must have two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. Those without a principal pass or a subsidiary pass in Advanced Mathematics or a pass in Basic Applied Mathematics must have a credit at O-Level or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: must have diploma in Accountancy, Business Administration, Taxation, Customs and Tax Management, Financial Administration, Accounting, Banking and Finance, Government Accounting and Finance or Public Sector Finance Management with an average of "B'' or a minimum GPA of 3.0

3.1.10.3 Structure of Bachelor of Accounting (BAC)

The Bachelor of Accounting degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and adding one extra year, which makes a total of a three-year bachelor degree programme at level 8 (NTA 8).

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

3.1.10.3 Teaching Arrangements for Bachelor of Accounting (BAC)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR 1

SEMESTER I

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

-NA-	BFU07101	Principles of Commerce	10
-NA-	GSU07103	Business Law	10
-NA-	MTU07101	Business Mathematics	10
-NA-	GSU07102	Development Studies	10
-NA-	ECU07101	Micro Economics	12
-NA-	AFU07101	Principles of Accounting	14
		Total	**66**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	GSU07204	Business Communication	10
-NA-	MTU07203	Business Statistics I	10
-NA-	ITU07205	Introduction to Computers	10
-NA-	ECU07202	Macro Economics	12
-NA-	AFU07202	Introduction to Financial Accounting	14
-NA-	MSU07201	Principles of Management	10
-NA-	AFU07311	Practical Fieldwork Report[1]	12
		Subtotal	**78**

YEAR 2

SEMESTER III

Compulsory Modules

[1]Practical Fieldwork will be conducted in 8 weeks

Pre-requisite	Module Code	Module Name	No of Credits
ITU07204	ITU07305	Computer Applications Package	10
-NA-	AFU07303	Corporate Finance	10
AFU07202	AFU07304	Intermediate Financial Accounting	14
AFU07202	TMU07308	Taxation	12
-NA-	AFU07305	Auditing	14

Elective Modules (At least 1 Elective Module)			**No of Credit**
Pre-requisite	**Module Code**	**Module Name**	
AFU07202	AFU07306	Government Accounting	10
	MSU07301	Principles of Marketing	10
ECU07201	ECU07306	Managerial Economics	10
		Subtotal	**90**

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
AFU07202	AFU07407	Financial Reporting	14
AFU07202	AFU07408	Cost Accounting	14
MTU07101 &MTU07203	MTU07404	Business Statistics II	10
-NA-	MSU07401	Research Methodology	10
TMU07308	TMU07409	Taxation II	10

Elective Modules (At least 1 Elective Module)			No of Credit
Pre-requisite	**Module Code**	**Module Name**	
-NA-	BFU07407	Credit and Lending	10
AFU07304	AFU07409	Investment Analysis and Capital Markets	10
		Total	**78**

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
AFU07407	AFU08501	Advanced Financial Reporting I	12
AFU07408	AFU08503	Management Accounting	12
AFU07303	AFU08504	International Finance	12
MSU08501	MSU08502	Entrepreneurship	12
MSU07201	MSU08501	Strategic Management	12
Elective Modules (At least 2 Elective Modules) No of Credit			
CIT0725	ITU08505	Electronic Business	10
MTU07401	MTU08501	Operations Research	10
AFU07303	BFU08501	Corporate Governance	10

SEMESTER VI

Compulsory Modules

Pre-requisite	Module Code	Module Name	No of Credits
AFU08501	AFU08605	Advanced Financial Accounting	14
AFU07401	AFU08606	Contemporary Issues in Accounting	14
AFU08503	AFU08607	Performance Management	14
AFU07305	AFU08602	Auditing and Assurance Services	14
Elective Modules (At least 2 Elective Modules) No of Credit			
AFU07303	AFU08608	Project Management	12
TMU07409	TMU08606	International Taxation	12
AFU07303	AFU08609	Treasury Management	12
MSU08502	MSU08603	Business Planning and Management	12

3.1.11 Bachelor of Accounting with Information Technology (BAIT)

This programme is offered in the department of Accounting and Finance of the Faculty

3.1.11.1 Philosophy of Bachelor of Accounting with Information Technology

This programme is geared towards producing innovative, creative and flexible graduates in the field of Accounting with information technology. The philosophy of the programme is based on the following principles and assumptions:

i. To provide students with advanced skills, knowledge and expertise that will enhance greater opportunity for graduate career development and further studies in the field of Accounting with information technology.
ii. To stimulate student interest in developing ideas and designs/approaches towards best practices in the field of Accounting using information technology
iii. To produce graduates who are ready to enter the field of Accounting with relevant skills and knowledge in information technology to satisfy the needs of the sector.
iv. To provide graduates with in-depth understanding and application of international Accounting and Auditing regulations and standards.
v. To satisfy the requirements of the National Council for Technical and Vocational Education and Training (NACTVET) being the regulating body for technical education in the country.

3.1.11.2 Entry requirements for Bachelor of Accounting with Information Technology (BAIT)

Applicants with form six qualifications: Must have two principal passes in the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science, Geography, Economics, Commerce, Accountancy or Nutrition. Those without a principal pass or a subsidiary pass in Advanced Mathematics or Basic

Applied Mathematics must have a credit in Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: Must have diploma in Taxation, Tax Management, Accounting, Accountancy, Banking and Finance, ICT, Computer Science, Information Systems, Software Engineering, Business Informatics, Computer Engineering, Telecommunication Engineering, Financial Administration, Business Administration, Procurement and Supplies Management with an average of "B'' or a minimum GPA of 3.0.

3.1.11.3 Structure of Bachelor of Accounting with Information Technology (BAIT)

The Bachelor of Accounting with Information Technology degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and adding one extra year, which makes a total of a three-year bachelor degree programme at level 8 (NTA 8).

At NTA 7, the Higher Diploma in Accounting in Accounting with Information Technology (HDAIT) comprises a minimum total of 26 modules which spread over four semesters in two academic years. A candidate who successfully completes the HDAIT and opts (exit) out of the

programme will be awarded a **Higher Diploma in Accounting with Information Technology (HDAIT)**.

3.1.11.4 Teaching Arrangements for Bachelor of Accounting with Information Technology (BAIT)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year has two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR 1
SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFU07114	Principles of Accounting	12
-NA-	ITU07101	Basic of Computing Science	9
-NA-	MTU07101	Business Mathematics	10
-NA-	GSU 07103	Business Law	8
-NA-	ITU07103	Business Information System	10
-NA-	GSU07102	Development studies	8
		Total	**57**

SEMESTER II

Compulsory Modules

Pre-requisite	Module Code	Module Name	No of Credits
-NA-	AFU07202	Financial Accounting	12
-NA-	ITU07201	Web Development	10
-NA-	ECU07208	Principles of Economics	8
-NA-	MTU07205	Quantitative Methods for Business Decisions	10
-NA-	ITU07202	Operating Systems	10
-NA-	GSU07204	Business Communication	8
-NA-	AFU07211	Industrial Training	10
		Subtotal	**68**

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
ITU07103	AFU07316	Accounting Information Systems	10
-NA-	AFU07305	Principles of Auditing	10
-NA-	MSU07302	Entrepreneurship	8
ITU07103	ITU07305	Database Principles	12
-NA-	AFU07303	Corporate Finance	10
Elective Modules (At least 1 Elective Module)			
Pre-requisite	**Module Code**	**Module Name**	
-NA-	ITU07308	Communication and Networking	8
-NA-	GSU07305	Global Business Environment	8

		Subtotal	**64**

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
AFU07202	AFU07407	Financial Reporting	12
-NA-	AFU07408	Cost Accounting	10
-NA-	AFU07419	Public Sector Reporting	10
-NA-	MSU07401	Research Methodology	8
-NA-	BFU07412	Business Taxation	9
-NA-	AFU07420	Industrial Training	10
Elective Modules (At least 1 Elective Module)			
Pre-requisite	**Module Code**	**Module Name**	
-NA-	MTU07404	Business Statistics	8
-NA-	ITU07409	E-Commerce	8
		Total	**75**

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFU08101	Advanced Financial Reporting	12
-NA-	AFU08112	Management Accounting	12

-NA-	AFU08102	Auditing and Assurance	12
-NA-	ITU08115	IS Security and Risk Management	10
-NA-	AFU08113	Forensic Accounting and Auditing	12
Elective Modules (At least 2 Elective Modules) No of Credit			
-NA-	AFU08104	International Finance	9
-NA-	AFU08115	Business and Corporate Finance	9
-NA-	AFU08114	Business Analysis	9

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFU08205	Advanced Corporate Reporting	12
-NA-	ITU08216	Information Systems Audit	10
-NA-	AFU08207	Performance Management	10
-NA-	TMU08212	Advanced Business Taxation	12
Elective Modules (At least 2 Elective Modules) No of Credit			
-NA-	AFU08209	Treasury Management	9
-NA-	MSU08201	Strategic Management	9
-NA-	AFU08208	Project Management	9
-NA-	AFU08218	Business Case Study Analysis	9

3.1.12 Bachelor of Science in Economics and Finance

(BEF)

This programme is offered in the **Department of Tax management** of the Faculty

3.1.12.1 Philosophy of Bachelor of Science in Economics and Finance (BEF)

This qualification intends to equip students with the ability to analyse, evaluate, implement and monitor economics and finance policies. Also intends to produce candidates with wide knowledge and skills capable of making economics and financial analysis and economic and financial forecasting. The programme is intended to produce responsible and creative graduates who will deal with economics and finance aspects. It prepares the students to become entrepreneurs and self-employed in economics, finance and related fields. The graduates from this programme will be competent and able to:

1. Apply project and strategic management principles in evaluating firms and industrial policies.
2. Apply monetary, public finance tools, and labour economics theories in analyzing national, regional and global economic systems.
3. Demonstrate theories of international finance, real estate and financial market principles in managing macroeconomics variables and financial institutions.

4. Apply econometrics models, game theories, and economic planning skills in analyzing different economic policies

3.1.12.2 Entry requirements for Bachelor of Science in Economics and Finance (BEF)

Applicants with form six qualifications: must have two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. Those without a principal pass or a subsidiary pass in Advanced Mathematics or Basic Applied Mathematics or Accountancy or Economics must have a credit at O-Level Mathematics or Commerce or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: must have Diploma in Tax Management, Accounting, Business Administration, Procurement and Supplies Management, Economics or Banking and Finance with an average of "B'' or a minimum GPA of 3.0.

3.1.12.3 Structure of Bachelor of Bachelor of Science in Economics and Finance (BEF)

The Bachelor of Science in Economics and Finance degree is awarded upon successfully completion of two

National Technical Awards Programmes at level 7 (NTA 7) for two years and level 8 (NTA 8) for one year, which makes a total of a three-year bachelor degree programme.).

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

For Bachelor of Science in Economics and Finance (BEF) programme, admission will be open to candidates with Higher Diploma in Economics and Finance (NTA Level 7).

The BEF Programme comprises of a minimum total of 12 modules which constitute a total of 150 credits that are spread over two semesters in one academic year.

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

3.1.12.3 Teaching Arrangements for Bachelor of Science in Economics and Finance (BEF)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The

academic year has two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR 1

SEMESTER I

Compulsory Modules			
Classification	**Module Code**	**Module Name**	**No of Credits**
Core	ECU 07103	Business Mathematics	12
Supporting	GSU 07106	Commercial Law	10
Supporting	GSU 07103	Communication Skills	10
Supporting	GSU 07101	Development Studies	10
Core	ECU 07101	Microeconomics	12
Core	AFU 07101	Principles of Accounting	14
		Total	**68**

SEMESTER II

Compulsory Modules			
Classification	**Module Code**	**Module Name**	**No of Credits**
Core	AFU 07201	Introduction to Finance	12
Supporting	MTU 07201	Business Statistics	10
Supporting	ITU 07205	Introduction to Computers Applications	10
Core	ECU 07204	Macroeconomics	12

Core	AFU 07202	Introduction to Financial Accounting	14
Supporting	MSU 07201	Principles of Management	10
7 weeks	ECU 07205	Practical Fieldwork Report	14
		Total	**82**

YEAR 2

SEMESTER III

Compulsory Modules			
Classification	**Module Code**	**Module Name**	**No of Credits**
core	ECU 07306	Managerial Economics	12
core	AFU 07304	Corporate Finance	12
core	ECU 07307	Intermediate Microeconomics	12
core	ECU 07309	Econometrics	12
core	ECU 07308	Development Economics	12

Elective Modules (At least one) No of Credit			
Supporting	MSU 07301	Principles of Marketing	10
core	ECU 07310	Economics of Taxation	10
		Total	**70**

SEMESTER IV

Compulsory Modules

Pre-requisite	Module Code	Module Name	No of Credits
Core	ECU 07412	Intermediate Macroeconomics	12
Core	ECU 07411	International Trade and Investment	12
Supporting	MTU 07401	Entrepreneurship	10
Supporting	MSU 07401	Research Methodology	10
Core	BFU 07406	Microfinance Theory and Practices	12
Core	ECU 07413	Practical Fieldwork Report	14
Elective Modules (One elective module)			
supporting	ECU 07414	Natural Resource and Environmental Economics	10
supporting	ECU 07415	Agricultural Economics	10
		Total	**80**

YEAR 3

SEMESTER V

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

-NA-	AFU08509	Investment and Portfolio Analysis	10
-NA-	AFU08504	International Finance	10
-NA-	BFU08503	Financial Markets and Institutions	10
-NA-	ECU08501	Monetary Economics	10
-NA-	ECU08502	Economic Policy, Planning and Programming	10
Elective Modules (One elective module)			
-NA-	BFU08501	Corporate Governance	10
-NA-	ECU08503	Labor Economics	10
		Total	**60**

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ECU08604	Project Management	10
-NA-	ECU08605	Game Theory	10
-NA-	ECU08608	Applied Econometrics	10
-NA-	ECU08606	Public Finance	10
-NA-	ECU08607	Real Estate Finance	10
Elective Modules (One elective module)			
-NA-	MSU 08601	Strategic Management	10
-NA-	ECU08609	Industrial Economics	10
		Total	**60**

3.1.13 Bachelor of Science in Tax Management (BTX)

This programme is offered in the **Department of Tax management** of the Faculty

3.1.13.1 Philosophy of Bachelor of Science in Tax Management (BTX)

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

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

3.1.13.2 Entry requirements for Bachelor of Science in Tax Management (BTX)

Applicants with form six qualifications: Must have two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. Those without a principal pass or a subsidiary pass in Advanced Mathematics or a

pass in Basic Applied Mathematics must have a credit at O-Level or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: must have Diploma in Tax Management, Accounting, Business Administration, Procurement and Supplies Management, Economics or Banking and Finance with an average of "B'' or a minimum GPA of 3.0.

3.1.13.3 Structure of Bachelor of Science in Tax Management (BTX)

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

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

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

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

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

3.1.13.3 Teaching Arrangements for Bachelor of Science in Tax Management (BTX)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR 1

SEMESTER I

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

		Total	**61**

SEMESTER II

Compulsory Modules			
Classification	**Module Code**	**Module Name**	**No of Credits**
Core	TMU 07202	Taxation Theories	12
Supporting	MTU 07201	Business Statistics I	11
Supporting	ITU 07204	Introduction to Computers	10
Core	AFU 07202	Introduction to Financial Accounting	10
Core	TMU 07201	Income Taxation I	12
Core	ECU 07202	Macro economics	11
7 weeks	RMU 721	Field work	4

YEAR 2

SEMESTER III

Compulsory Modules			
Classification	**Module Code**	**Module Name**	**No of Credits**
core	AFU 07305	Intermediate Financial Accounting	10
core	TMU 07304	Income Taxation II	12
core	TMU 07303	Indirect Taxation I	12
Supporting	AFU07304	Corporate finance	12
core	ECU 07310	Economics of Taxation	12

Supportin g		Elective module	10
Elective Modules (At least one) No of Credit			
Supportive	ECU 07306	Managerial Economics	10
supportive	MG 731	Principles of Management	10

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Core	TMU7405	Indirect Taxation Laws II	12
Core	TMU7406	Income Taxation laws II	12
Core	AFU07408	Research Methodology	10
Supporting	RM007401	Business Statistics II	10
Supporting	MTU07401	Financial Reporting	10
supporting	RM742	Field Practical Work	8
Elective Modules (At least one)			
supporting	BFU07402	Credit and Lending	10
supporting	AFU07403	Cost Accounting	10

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	TMU 08501	Tax Appeals Laws and Procedures	12

-NA-	TMU 08502	Indirect Taxation III	12
-NA-	ECU 08504	Public Finance	12
-NA-	AFU 08502	Auditing and Assurance Services	12
-NA-	MSU 08502	Entrepreneurship	12
		Elective module	10
		Total	**70**
Elective Modules (At least one)			
-NA-	ITU 08507	Electronic Business	10
-NA-	MTU08501	Operational research	10
-NA-	MSU 08501	Strategic management	10

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	TMU 08605	Tax Procedures	12
-NA-	TMU 08606	International Taxation	12
-NA-	TMU 08603	Tax Audit and Investigation	12
-NA-	TMU 08607	Tax Analysis and Revenue Forecasting	12
-NA-	TMU 08602	Local Government Tax Administration	12
		Elective module	10
		Total	**70**

Elective Modules (At least one)

-NA-	AFU 08608	Project Management	10
-NA-	MSU 08609	Business Innovation and Planning	10

3.1.14. Ordinary Diploma in Accounting (ODA)

This programme is offered under the **department of Accounting and Finance** of the Faculty

3.1.14.1 Philosophy of Ordinary Diploma in Accounting

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

i. Perform routine and non−routine accounting and auditing duties and excise some supervisory skills in accounting and auditing fields and prepare accounting information from complete and incomplete records.
ii. Independently work in accounting and auditing section, describe and apply management principles in business organisations and apply entrepreneurial techniques in planning, appraising and managing an enterprise.

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

3.1.14.2 Entry requirements for Ordinary Diploma in Accounting

Holders of Holders of Certificate of Secondary Education Examination (CSEE): At least Four (4) passes in non-religious subjects. **The programme duration for entrants with this qualification will be 3 years**.

Holders of Basic Technician Certificate (NTA Level 4): Applicant into this programme should have NTA Level 4 in Accountancy, Banking and Finance, Tax, Business Administration, Procurement, Marketing, Social Protection, Insurance and Risk Management OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principle Pass and one Subsidiary. **The programme duration for entrants with this qualification will be 2 years.**

3.1.14.3 Structure of Ordinary Diploma in Accounting

Ordinary Diploma in Accounting (ODA) is awarded upon successfully completion of three (for entrants with form four qualifications) or two (for entrants with NTA 4 or form six) National Technical Awards Programmes at level 4 (NTA4), level 5 (NTA 5) and level 6 (NTA 6).

If a candidate with form 4 entry qualifications opts to exit after has successfully completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Basic Technician Certificate in Accounting (BTCA).** This will provide him/her with ability to perform routine tasks in organised groups considering environmental and safety issues, applying elementary and accounting skills in performing routine tasks.

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

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

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

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

3.1.14.4 Teaching Arrangements for Ordinary Diploma in

Accounting

The Ordinary Diploma in Accounting programme comprises of three study levels depending on the entry criteria as described in section 3.1.8.2 above.

The ODA programme comprises a minimum of 12 modules which constitute a total of 136 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Accounting shall be offered to a successful student who has completed and passed all modules in Semester I and Semester II..

3.1.14.4.1: NTA 4: Basic Technician Certificate in Accounting (BTCA).

Modules Summary

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFT04101	Bookkeeping and Accounts I	12
-NA-	AFT04102	Foundation of Finance	12
-NA-	BFT04101	Elements of Commerce	12

-NA-	GST04101	Elementary Business Communication	10
-NA-	MTT04101	Element of Mathematics and Statistics	10
		Total	**56**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	AFT04203	Bookkeeping and Accounts II	12
	AFT04204	Elements of Cost Accounting	12
	MST04201	Basic Entrepreneurship	10
	MST04202	Element of Customer Services	10
	ITT04205	Basic Information Technology Applications	10
	AFT04205	Practical Training	12
		Total	**66**

3.1.14.4.2: NTA 5: Technician Certificate in Accounting (TCA).

Modules Summary

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFT05101	Introduction to Accounting I	14
-NA-	AFT05102	Fundamentals of Cost Accounting	12
-NA-	MTT05101	Basic Mathematics and Statistics	12
-NA-	ECT 05101	Elements of Economics	12
-NA-	GST05101	Basic Communication Skills	10
		Total	**60**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFT05203	Introduction to Accounting II	14
-NA-	AFT05204	Basics of Corporate Finance	12
-NA-	BFT05203	Commerce	10
-NA-	TMT05201	Introduction to Indirect Taxation	12
-NA-	ITT05207	Introduction to Computer Applications	12

		Total	60

3.1.14.4.3: NTA 6: Ordinary Diploma in Accounting (ODA).

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	AFD06301	Fundamentals of Financial Accounting I	12
	AFD06302	Principles of Auditing	12
	AFD06303	Principles of Corporate Finance	12
	AFD06307	Field Practical Work[2]	12
	GSD06303	Introduction to Business Law	10
	MTD06302	Mathematics and Statistics	12
	GSD06301	Business Communication	10
		Total	**80**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	AFD06404	Fundamentals of Financial Accounting II	12

[2] Field Practical will be conducted for 8 weeks

	AFD06406	Public Sector Accounting and Cooperatives	12
	AFD06405	Introduction to Cost Accounting	12
	MSD06201	Fundamental of Entrepreneurship	10
	MSD06202	Fundamentals of Management	10
	AFD06404	Fundamentals of Financial Accounting II	14
		Total	**70**

3.1.15. Ordinary Diploma in Taxation (ODTM)

This programme is offered under the **Department of Tax management** of the Faculty

3.1.15.1 Philosophy of Ordinary Diploma in Taxation (ODTM)

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

1. Apply taxation knowledge and skills relating to customs procedure, and management of public finance.
2. Verify returns and collect taxes.

3. Educate and sensitize tax payers on tax laws and procedures.
4. Apply statistical knowledge and skills to analyse and interpret tax data.

3.1.15.2 Entry requirements for Diploma in Taxation (ODTM)

Holders of Holders of Certificate of Secondary Education Examination (CSEE): At least Four (4) passes in non-religious subjects. **The programme duration for entrants with this qualification will be 3 years**.

Holders of Basic Technician Certificate (NTA Level 4) and ACSE: Applicant into this programme should have NTA Level 4 in Accountancy, Banking and Finance, Tax, Business Administration, Procurement, Marketing, Social Protection, Insurance and Risk Management with Four (4) passes in non-religious Subjects At O-level, or Holder of Advanced Certificate of Secondary Education (ACSE) with A Principle Pass and A Subsidiary Pass. **The programme duration for entrant with this qualification will be 2 years.**

3.1.15.3 Structure of Ordinary Diploma in Taxation (ODTM)

Ordinary Diploma in Taxation (ODTM) is awarded upon successfully completion of three (for entrants with form four qualifications) or two (for entrants with NTA 4 or form six) National Technical Awards Programmes at level 4 (NTA4), level 5 (NTA 5) and level 6 (NTA 6).

If a candidate with form 4 entry qualifications opts out after has successfully completed and passed all modules in Semester I and II, s/he will be awarded a **Basic Technician Certificate in Taxation (BTCT).** This qualification is intended for a person who will competently work at technical level positions at routine level in Taxation Field by performing daily business-related tasks involving taxation data and executing the duties assigned to him/her in business environment.

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

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

The candidate who successfully completes the TCT will be eligible for enrolment for an Ordinary Diploma in Taxation at NTA level 6 but if he/she leaves (exits) will be awarded a **Technician Certificate in Taxation**.

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

3.1.15.4 Teaching Arrangements for Ordinary Diploma in

Taxation (ODTM)

Teaching arrangement leading to the ODT award comprises three study levels depending on the entry criteria as described in section 3.3.8.2 above.

The ODT programme comprises a minimum of 12 modules which constitute a total of 134 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Taxation shall be made to a successful student who has completed and passed all modules in Semester I and II for the award.

3.1.15.4.1: NTA 4: Basic Technician Certificate in Taxation (BTCT).

Modules Summary

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Core	AFT 04101	Bookkeeping and Accounts I	12
Core	TMT 04101	Principles of Taxation	12
Core	BFT 04101	Elements of Commerce	12

Supporting	CLT 04101	Basic communication Skills	12
Supporting	MTT 04101	Commercial Arithmetic	12

SEMESTER II

	Compulsory Modules			
Classification	**Pre-requisite**	**Module Code**	**Module Name**	**No of Credits**
Core	TMU4101	ECT 04201	Introduction to Public Finance	12
Core	-NA-	TMT 04203	Basic Tax Computations and Procedures	12
Supporting	-NA-	MST 04201	Basic Entrepreneurship	12
Core	-NA-	GST 04201	Elements of Business Law	12
Supporting		ITT 04206	Basic Information Technology Applications	
Core	-NA-	TMT 04204	Practical Training	12

3.1.15.4.2: NTA 5: Technician Certificate in Taxation (TCT). Modules Summary

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Supporting	CLT05101	Basic Communication Skills	10
Core	AFT05101	Introduction to Accounting I	14
Supporting	GST5102	Development Studies	10
Supporting	MTT 05101	Basic Mathematics and Statistics	10
Core	ECT 05101	Elements of Economics	12

SEMESTER II

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

3.1.15.4.3: NTA 6: Ordinary Diploma in Taxation (ODT).

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
Core	TMD06101	Introduction to Value Added Tax	12
Core	TMD06102	Introduction to Income Taxation	12
Supporting	MTD 06101	Mathematics and Statistics	12
Supporting	GST 06101	Business Communication	10
Core	AFD 06101	Fundamental of Financial Accounting I	10
Supporting	CLD 06101	Introduction to Business Law	10

SEMESTER II

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

Supporting	MSD 06201	Basics of Entrepreneurship	12
Core	TMD 06206	Field Work Practical Training	12

3.2. Faculty of Computing and Mathematics (FCM)

3.2.1. Master of Science in Applied Data Analytics

This programme is offered under the **information technology**.

3.2.1.1. Philosophy of Science in Applied Data Analytics

The philosophy behind the development of this programme is to prepare creative, innovative, and flexible managers who will have the knowledge and skills to use data for evidence-based planning and decision-making in Tanzania. The philosophy of the programme is based on the following principles:

1. To produce highly skilled students in theoretical and practical problem-solving in the field of data science.
2. To address the rapidly increasing demands for graduates and professionals with advanced data science skills.
3. To provide students with a technically oriented and scientific postgraduate education in core areas and exposure to cutting-edge research in data science.
4. To provide students with an opportunity to apply their knowledge through the design and completion of a required seminar applied data science project.

3.2.1.2. Entry requirements for Science in Applied Data Analytics

Admission into the Master of Science in Applied Data Analytics (MSADA) is open to holders of a Bachelor degree (NTA Level 8) or Advanced Diploma in Applied Data Analytics, Database, Information Technology, Computer Science, Information Systems, Software Engineering, Database Development and other related disciplines from any recognized Higher Learning Institutions with at least Lower Second class or Pass class with at least three years of experience in a relevant field of study or a Postgraduate diploma.

3.2.1.3. Structure of Science in Applied Data Analytics

The Masters of Science in Applied Data Analytics offers the learner advanced knowledge and skills in Advanced Research Methods, Data Analytics with R, Statistical Methods for Data Science, Advanced Databases and Data Warehousing, Machine Learning for Intelligent Systems

The programme comprises a total of eight (08) taught modules. A student is required to complete four (4) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fourteen (14) weeks, one week for semester tests and two

(2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (24) weeks starting soon after the end of the second semester. Therefore, the whole programme has a minimum total of fifty-eight (58) weeks (34 weeks for coursework in full-time attendance mode and 24 weeks starting after the end of the second semester for a dissertation)

3.2.1.4. Teaching Arrangements for Masters of Science in Applied Data Analytics

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

SEMESTER I

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	DAG09101	Data Analytics with R	15
Module 2	DAG09102	Statistical Methods for Data Science	12
Module 3	DAG09103	Advanced Databases and Data Warehousing	15
Module 4	DAG09104	Machine Learning for Intelligent Systems	18

Semester II Modules

Compulsory Modules (6 Needed for a semester)			Credits
Module Number	**Module Code**	**Module Name**	
Module 1	DAG09205	Data Analytics and Visualization	18
Module 2	DAG09206	Deep Learning	12
Module 3	DAG09207	Big Data Analytics and Cloud Computing	18
Module 4	DAG09208	Advanced Research Methods	12

SEMESTER III

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	DAG09209	Dissertation

Research Project and Dissertation

There will be a dissertation which is a 60-credits module and is designed to provide an opportunity for students to undertake a substantial piece of research in the field of Applied Data Analytics. Students shall have supervisors who will guide them in writing a research proposal and report. The students will defend their proposals and final reports to the Institute panel. The student shall submit their dissertation to the head of a department within six months

after acceptance of the proposal as per the Institute's Almanac. The dissertation shall be sent to an external examiner for final marking. The pass mark for the dissertation shall be 50%. Assessment criteria for the dissertation will be based on the Institute guidelines for master's students' dissertations. All dissertations will be subjected to Plagiarism test via electronic submission into www.turnitin.com

3.2.2. Master of Science in Cyber Security

This programme is offered under the **department of information technology**.

3.2.2.1. Philosophy of Science in Cyber Security

The threat of cyber security attacks is increasingly apparent to individuals and organizations across the globe. From hacking to phishing, scamming to grooming, and botnets to cyber-terrorism, the variety and ingenuity of exploits appear to expand constantly. On top of that, there is still a skill gap between what actually transpires in the digital realm and in the academic arena. Sharing these industrial experiences is becoming imminent in this programme. Therefore, the philosophy behind the development of this programme is to prepare creative, innovative, and flexible managers with knowledge and skills to use state of the art techniques, tools and software

to manage and safe guard critical cyber infrastructure and data resources. The philosophy of the programme is based on the following principles:

1. To produce graduates with the necessary skills and knowledge for addressing information system vulnerabilities and to take preventative measures that may counter cyber-attacks.

2. To equip graduates with hands on managerial skills to successful manage cyber security operations.

3. To provide students with a technically oriented and scientific research methods in generating impactful knowledge, validating theories, and adding critical rigor to the cyber security field.

4. To address the rapidly increasing demands for competent graduates and professionals with advanced cyber security skills.

3.2.2.2. Entry requirements for Science in Cyber Security

The admission for the Master of Science in Cyber Security (MSc. CS) is open to holders of Bachelor degree (NTA Level 8) or Advanced Diploma in Cyber Security, Database, Information Technology, Computer Science, Information Systems, Software Engineering, Database Development and other related disciplines from any recognized Higher

Learning Institutions with at least Lower Second class or Pass class with at least three years of experience in a relevant field of study or a Postgraduate diploma

3.2.2.3. Structure of Masters of Science in Cyber Security

The Masters of Science in Cyber Security offers the learner advanced knowledge and skills in Cryptography and Network Security, Network Ethical Hacking, Business Continuity Planning and Disaster Recovery, Cyber Laws, Database Security and Auditing, Privacy and Security in Social Media, Strategic Management and Corporate Governance, and Advanced Research Methods.

The programme comprises a total of eight (08) taught modules. A student is required to complete four (4) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fourteen (14) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (24) weeks starting soon after the end of the second semester. Therefore, the whole programme has a minimum total of fifty-eight (58) weeks (34 weeks for coursework in full-time attendance mode and 24 weeks starting after the end of the second semester for a dissertation)

3.2.2.4. Teaching Arrangements for Masters of Science in Cyber Security

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

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Semester I Modules

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	CSG09101	Cryptography and Network Security	15
Module 2	CSG09102	Network Ethical Hacking	15
Module 3	CSG09103	Business Continuity Planning and Disaster Recovery	12
Module 4	CSG09104	Cyber Laws	13

Semester II Modules

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	CSG09205	Database Security and Auditing	15
Module 2	CSG09206	Privacy and Security in Social Media	15

Module 3	CSG09207	Strategic Management and Corporate Governance	12
Module 4	CSG09208	Advanced Research Methods	15

SEMESTER III

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	CSG09209	Dissertation

Research Project and Dissertation

There will be a dissertation which is a 60-credits module and is designed to provide an opportunity for students to undertake a substantial piece of research in the field of Cyber Security. Students shall have supervisors who will guide them in writing a research proposal and report. The students will defend their proposals and final reports to the Institute panel. The student shall submit their dissertation to the head of a department within six months after acceptance of the proposal as per the Institute's Almanac. The dissertation shall be sent to an external examiner for final marking. The pass mark for the dissertation shall be 50%. Assessment criteria for the dissertation will be based on the Institute guidelines for master's students' dissertations. All dissertations will be

subjected to Plagiarism test via electronic submission into www.turnitin.com

3.2.3. Bachelor of Science in Actuarial Science (BAS)

This programme is offered under the **Department of Mathematics and Actuarial** of the Faculty

3.2.3.1. Philosophy of Bachelor of Science in Actuarial Science

This qualification is intended for a person who prepares and presents actuarial reports, analyze mathematical models in various actuarial applications, apply actuarial skills acquired in carrying out evaluations, risk assessments and forecasts under minimum supervision, implements any prevailing organization policies, apply mathematical and statistical expertise to aid decision making in actuarial environment. At the end of the programme graduates are expected to:

1. Present fundamental actuarial ideas and arguments to non-actuaries;
2. Prepare and present actuarial reports;
3. Construct and analyze mathematical models in various actuarial applications;
4. Apply the knowledge acquired to undertake any actuarial professional examinations; and

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

3.2.2.2 Entry requirements for Bachelor of Science in Actuarial Science

Applicants with form six qualifications: Must have two principal passes in Advanced Mathematics, History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Agriculture, Computer Science or Nutrition. Those without a Principal pass in Advanced Mathematics must have at least a "B" in Basic Applied Mathematics or at least a "B" grade at O-level or Foundation Programme of the OUT with a minimum GPA of 3.0 and at least "B" in O-level Mathematics.

3.2.2.3 Structure of Bachelor of Science in Actuarial Science

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

At NTA 7, the Higher Diploma in Actuarial Science (HDAS) comprises a minimum total of 26 modules which are spread over four semesters in two academic years. A candidate who successfully completes the HDAS and opts

(exit) out of the programme will be awarded a **Higher Diploma in Actuarial Science**.

3.2.2.4 Teaching Arrangements for Bachelor of Science in Actuarial Science

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department.

YEAR 1

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

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU07101	Introduction to Calculus	16
-NA-	ECU07101	Micro Economics	10
-NA-	ASU07102	Introduction to Actuarial Science	15

-NA-	ASU 07103	Introduction to Statistics	16
-NA-	ASU 07105	Linear Algebra	15
-NA-	ASU07104	Numerical Methods	16

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
ASU 07102	ASU07206	Functions of Several Variables	16
ECU 07101	ECU07202	Macro Economics	10
-NA-	ASU07207	Differential Equations	15
-NA-	AFU07201	Principles of Accounting	14
-NA-	ITU07205	Introduction to Computer	14
-NA-	ASU 07208	Introduction to Pension Mathematics	16

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU07309	Financial Mathematics	13
-NA-	ASU07310	Probability Theory	14
-NA-	ASU07311	Actuarial Risk Management	14
ITU 07206	ITU 07307	Computer Programming	14
-NA-	ASU 07312	Contingency I	13

-NA-	ASU 07313	Operations Research	13
-NA-	ASU 07316	Field Work Report I	10
		Elective Module	14
One Elective Module			
-NA-	ASU 07314	Time Series and Forecasting	14
-NA-	ASU 07315	Investment Analysis	14

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU07417	Introduction to Financial Economics	13
-NA-	RMU07401	Research Methodology	14
-NA-	ASU07418	Introduction to Risk Theory	13
ITU 07206	ASU07419	Stochastic Processes	15
-NA-	ASU07420	Survival Models	14
-NA-	ASU07421	Demographic Methods	10
-NA-		Field Work Report II	

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU08501	Risk Theory	14
-NA-	AFU08501	Finance and Financial Reporting	13
-NA-	ASU08502	Contingency II	14

	MSU08502	Entrepreneurship	13
-NA-	ASU08503	Field Work Report II	10
One Elective Module			
-NA-	MSU08501	Strategic Management	10
-NA-	IRU08502	Life Insurance	10
			74

SEMESTER V1

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASU08604	Actuarial Practices	11
-NA-	ASU08605	Professionalism and Business Ethics	10
-NA-	ASU08606	Econometrics	14
	ASU08607	Financial Economics	14
-NA-	ASU08508	Statistical Inferences	12
-NA-		Elective	11
One Elective Module			
-NA-	SPU08606	Health Care Modelling& Financing	11
-NA-	ASU08609	None – Life Insurance Policies	11
-NA-	MSU08602	Human Resource Management	11

3.2.3 Bachelor of Computer Science (BCS)

This programme is offered in the department of Computer Science of the Faculty

3.2.3.1 Philosophy of Bachelor of Computer Science

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

i. Develop, manage and administer computer−based information systems.

ii. Apply and innovate computing operations for better performance in the dynamic business, manufacturing and production, finance and accounting, marketing and sales, human resource management or engineering environment.

iii. Develop ideas towards technical knowledge, skills and motivation in computing, information and communication in pursuance of further knowledge and research.

3.2.3.2 Entry requirements for Bachelor of Computer Science

Applicants with form six qualifications: Must have two principal passes in Physics and Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: Must have Diploma in ICT, Computer Science, Information Systems, Software Engineering, Business Informatics, Computer Engineering or Telecommunication Engineering with an average of "B'' or a minimum GPA of 3.0.

3.2.3.3 Structure of Bachelor of Computer Science (BCS)

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

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

3.2.3.4 Teaching Arrangements for Bachelor of Computer Science (BCS)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition students are required to spend extra 15 hours on assignments and 15 hours on self study for each module taught.

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

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

SEMESTER II

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

-NA-	ITU07205	Field Practical Training Report I	

YEAR 2

SEMESTER III

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

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

Semester IV

Compulsory Modules

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

SEMESTER V

Stream: Computer Networks Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08102	Advanced Networking I	10
-NA-	CSU08103	Wireless Technologies	10
-NA-	CSU08104	Distributed Systems	12
-NA-	ITU08102	IS Research methods	10

-NA-	MTU08101	Operational Research	10
		Elective module	10
		Total	**62**
Elective Modules (At least one) No of Credit			
-NA-	ITU08103	E-Government	10
-NA-	ITU08101	IS Strategy Formulation	10

Stream: Software Engineering and Database Development Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08105	Software Engineering II	10
-NA-	CSU08106	Advanced database Technologies	10
-NA-	ITU08102	IS Research methods	10
-NA-	MTU08101	Operational Research	10
-NA-	CSU08104	Distributed Systems	12
		Elective module	10
		Total	**62**
Elective Modules (At least one) No of Credit			
-NA-	ITU08101	IS Strategy Formulation	10
-NA-	ITU08105	Customer Relationship Management	10

SEMESTER VI

Stream: Computer Networks Compulsory Modules

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

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

-NA-	ITU 08207	ICT Policy Formulation	10
-NA-	ITU 08208	Management of Technology & Innovation	10

3.2.4. Bachelor in Cyber Security (BCYS)

This programme is offered under the **Department of Computer Science** of the Faculty

3.2.4.1. Philosophy of Bachelor in Cyber Security

This qualification is intended for a person who will be capable of managing global business-forces in Cyber security. Graduates will be able to apply knowledge, skills, and understanding of secure systems design, development and administration, a high degree of personal responsibility for work of others in a business environment. At the end of the programme graduates are expected to:

1. Anticipate information security risks and implement new ways to protect organizations' computer systems and networks.
2. Securely handle computer communication across multiple operating systems and networks.
3. Timely respond to security alerts, uncover and fix security flaws in computer systems and networks.

4. Utilizing and existing and emerging security tools and technologies to prevent or ethically perform cyber-attacks of various types.
5. Apply investigative knowledge and practical skills to uncover dirty actions of cyber attackers and professionally gather, preserve and prevent digital evidence and
6. Understand legal and ethical issues related to cyber security to identify and implement legal and ethical ramifications throughout the career.

3.2.4.2. Entry requirements for Bachelor in Cyber Security

Applicants with form six qualifications: Must have two principal passes in Advanced Mathematics, Physics or Computer subjects OR

Applicants with diploma qualifications: Must be a holder of Ordinary Diploma in Information Technology, Computer Engineering, Computer Science or related programmes with at least a GPA of 3.0.

3.2.4.3. Structure of Bachelor in Cyber Security

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

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

3.2.4.4. Teaching Arrangements for Bachelor in cyber security

Comprises of 12 modules spreading over two semesters. Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department.

YEAR 1

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

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CYU07101	Computing Mathematics	8

-NA-	CYU07102	Computer Architecture	6
-NA-	CYU07103	Programming Concepts	9
-NA-	CYU07104	Network Fundamentals	9
-NA-	CYU07105	Business Communication Skills	8
-NA-	CYU07106	Problem Solving Techniques	8

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CYU07207	Operating Systems	9
-NA-	CYU07208	Data Communications	9
-NA-	CYU07209	Fundamentals of Database	15
-NA-	CYU07210	Mathematical Techniques for Computer Science	14
-NA-	CYU07211	Business Continuity and Disaster Recovery Plans	16
-NA-	CYU07212	System Analysis	14
	CYU07213	Industrial Training I	10

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CYU07314	System Design	11

-NA-	CYU07315	Object Oriented Programming	12
-NA-	CYU07316	Data Structure and Algorithms	11
-NA-	CYU07317	Secure Systems Architectures	11
-NA-	CYU07318	Internet and Web Technologies	11
		Elective Module	9
One Elective Module			
-NA-	CYU07319	Biometrics	9
-NA-	CYU07320	Operational & Physical Security	9

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	CYU07421	Systems Administration	12
-NA-	CYU07422	Secure Web Application Development	11
-NA-	CYU07423	Database Management and Security	12
-NA-	CYU07424	Project Management	8
-NA-	CYU07425	Cyber Security Concepts	9
-NA-	CYU07426	Network Security and Administration	11
-NA-	CYU07427	Industrial Training II	10

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CYU08101	Cryptograph	11
-NA-	CYU08102	Ethical hacking Concepts	12
-NA-	CYU08103	Advanced Network Security	12
-NA-	CYU08104	Computer and Mobile Forensics	12
-NA-	CYU08107	Project Research methods	11
One Elective Module			
-NA-	CYU08105	Malware Analysis and Control Methods	11
-NA-	CYU08106	Big Data Analytics	11
			69

SEMESTER V1

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CYU08208	Innovation and Entrepreneurship	6
-NA-	CYU08209	Ethics Conduct and Legal Issues	6
-NA-	CYU08210	Ethical hacking	12
-NA-	CYU08211	Network Forensics	12
-NA-	CYU08212	Cloud Computing Security	12

-NA-	CYU08213	Final year project	12
			60

3.2.5. Bachelor in computer network systems

This programme is offered in the **department of computer sciences**

3.2.5.1. Philosophy of Bachelor in Computer Network Systems

The philosophy behind the development of Bachelor in Computer Network Systems is geared towards producing graduates who will be capable of managing global business-forces in the area of Enterprise Computer Networks. The programme is designed to meet the marketplace increased demand for hands-on competent enterprise computer networking graduates with a wide knowledge of computer networks, mobile networks, cloud-based networks, emerging technologies, next generation networks and technical skills in IT business environment. It is expected that, graduates from this programme will be able to apply critical thinking knowledge and technical skills needed for designing, building, managing, and securing both wired and wireless computer networks across all industries.

The overall aim of this programme is to produce graduates with sophisticated computer skills and knowledge that are

highly required in responding to the rapidly growing network industry locally and internationally. The programme is specifically designed to provide hand-on-skills related to design and implementation of secure network systems and infrastructures to students. The programme is designed to equip students with knowledge on flexibility, scalability, quality of services and security on the corporate network systems and infrastructures. Furthermore, the programme is designed to promote enterprise attributes which eventually will produce graduates who have ability to create employments for others.

3.2.5.2. Entry requirements for Bachelor in Computer Network Systems

Holder of Advanced Certificate of Secondary Education Examination (ASEE) with two principal passes in Mathematics, Physics and Computer.

OR

Diploma in Information Technology, Computer Engineering, Computer Science or related with at least average of "B" or GPA of 3.0 and at least four passes (excluding religious subjects) at Ordinary (O) level.

3.2.5.3. Structure of Bachelor in Computer Network

Systems

The Bachelor in Computer Network Systems is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and adding one extra year, which makes a total of a three-year bachelor programme at level 8 (NTA 8).

NTA Level 7, the programme comprises a total of 27 modules including elective modules that are spread over four semesters of which each learner has to take a total of 26 modules. Of the 26 modules required, 25 are compulsory and 1is elective from 2 choices. In the compulsory modules, 2 modules are for fieldwork training. Each module, except the 2 modules for fieldwork training, is covered in one semester of 17 weeks. Each academic year has two semesters (i.e. 34 weeks). Each module for fieldwork training is covered in a duration of 8 weeks, with an assessment or internally supervised project work that a candidate is required to undertake and completed in real life business problem solving environment. Therefore, the whole programme has a total of 84 weeks of study for full time students. The modules are spread over four semesters in two academic years. A candidate who successfully completes the HDA and opts (exit) out of the programme will be awarded a **Higher Diploma in computer network systems**.

AT NTA LEVEL 8, the programme comprises a total of 12 modules. The modules are spread over two semesters in one academic year. Each module is to be covered in one semester of 17 weeks, of which 2 weeks are for examination. Therefore, the whole program has a total of 34 weeks of full-time attendance mode. A candidate who successfully completes the HDA and opts (exit) out of the programme will be awarded a Bachelor in computer network systems.

3.2.5.4. Teaching Arrangements for Bachelor in Computer Network Systems.

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR 1

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

2	1	1	1

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CNU07101	Computing Mathematics	8
-NA-	CNU07105	Business Communication Skills	8
-NA-	CNU07106	Problem Solving Techniques	8
-NA-	CNU07102	Computer Architecture	6
-NA-	CNU07103	Principles of Programming	9
-NA-	CNU07104	Network Fundamentals	9

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CNU07207	Operating Systems	9
-NA-	CNU07208	Data Communications	9

-NA-	CNU07209	Fundamentals of Database	9
-NA-	CNU07210	Mathematical Techniques for Computer Science	9
-NA-	CNU07211	Routing and Switching	12
	CNU07212	System Analysis	9
	CNU07213	Industrial Training, I	10

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CNU07314	System Design	11
-NA-	CNU07315	Object Oriented Programming	12
-NA-	CNU07316	Data Structure and Algorithms	11
-NA-	CNU07318	Network Modeling and Simulation	11
-NA-	CNU07319	Network Systems Administration	11

SEMESTER IV

Compulsory Modules

Pre-requisite	Module Code	Module Name	No of Credits
	CNU07421	Network Programming	11
-NA-	CNU07422	Network Implementation	9
-NA-	CNU07423	Database Management and Security	12
-NA-	CNU07425	Network Virtualization	9
-NA-	CNU07426	Network Security	11
-NA-	CNU07427	Industrial Training II	10
	CNU07424	Project Management	8

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CNU08102	IP Telephony Infrastructure	12
-NA-	CNU08103	Virtual Private Network	12
-NA-	CNU08104	Network Penetration Testing	12
-NA-	CNU08105	Secure Enterprise Systems Architectures	11
-NA-	CNU08107	Project Research Methods	11

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CNU08208	Innovation and Entrepreneurship	6
-NA-	CNU08209	Ethics, Conduct and Legal Issues	6
	CNU08210	Wireless Sensor Networks	12
-NA-	CNU08211	Mobile and Wireless Networks	12
-NA-	CNU08212	Network Management and Disaster Recovery	12
-NA-	CNU08213	Final Year Project	12

3.2.6. Bachelor of Science in Information Technology (BIT)

This programme is offered under the department of Information Technology of the Faculty

3.2.6.1. Philosophy of Bachelor of Science in Information

Technology

This qualification is designed for a person who will independently study, apply, plan, innovate and manage Information and Communication Technology solutions for better performance in the dynamic business environments. The programme has been developed towards producing responsible, creative graduates with managerial skills necessary to deal with professional Computing and Information Technology aspects in an organisation. The graduates of this programme will be competent and able to;

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

3.2.6.2. Entry requirement for Bachelor of Science in Information Technology

Applicants with form six qualifications: Must have two principal passes in the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. Those without a principal pass or a subsidiary pass in Advanced Mathematics or a pass in Basic Applied Mathematics must have a credit at

O-Level or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: Must have Diploma in ICT, Computer Science, Information Systems, Software Engineering, Business Informatics, Computer Engineering or Telecommunication Engineering with an average of "B'' or a minimum GPA of 3.0

3.2.6.3. Structure of Bachelor of Science in Information Technology (BIT)

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

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

3.2.6.4. Teaching Arrangements for Bachelor of Science in Information Technology (BIT)

The BIT Programme comprises a minimum of 12 modules which constitute 128 credits that are spread over two semesters in one academic year. Upon successful

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

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self study for each module taught.

NTA Level 7 – HDIT

YEAR 1

SEMESTER I

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

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU07202	Programming in C II	10
-NA-	ITU07203	System Analysis and Design II	10
-NA-	CSU07203	Fundamentals of Databases	10
-NA-	ITU07204	Fundamentals of Web Technologies	10
-NA-	CSU07204	Fundamentals of Data Communication	10
-NA-	CSU07205	Operating Systems I	10
-NA-	ITU07205	Field practical training Report I	12

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU07306	Database Management Systems	12
-NA-	CSU07307	Internet and Web Development Technologies	10
-NA-	ITU07306	Management Information Systems	10
-NA-	CSU07308	Operating Systems II	12

-NA-	ITU07307	Multimedia Systems	8
-NA-		Elective module	8
Elective Modules (At least one) No of Credit			
-NA-	CSU07310	Visual Programming	8
-NA-	GSU07303	Information Technology Law	8

SEMESTER IV

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

YEAR 3

NTA Level 8 – BIT

SEMESTER V

Steam: Information Systems Development

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

Stream: Systems Administration Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08101	Computer Systems Management I	12
-NA-	CSU08102	Advanced Networking I	10
-NA-	ITU08102	IS Research methods	10
-NA-	CSU08103	Wireless Technologies	10
-NA-	ITU08104	Supply Chain Management Systems	10
-NA-		Elective module	10

		Total	**62**
Elective Modules (At least two) No of Credit			
-NA-	ITU08103	E-Government	10
-NA-	ITU08105	Customer Relationship Management	10

SEMESTER VI

Stream: Information Systems Development Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CSU08211	Computer systems Management II	12
-NA-	ITU08206	Final Year Project	12
-NA-	ITU08207	ICT Policy Formulation	10
-NA-	ITU08208	Management of Technology & Innovation	10
-NA-	MSU08201	ICT Entrepreneurship	8
-NA-		Elective module	10
		Total	**62**
Elective Modules (At least two) No of Credit			
-NA-	CSU08212	Social Networking Technologies	10
-NA-	CSU08209	Network Security	10

Stream: Systems Administration Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**

-NA-	CSU08211	Computer systems Management II	12
-NA-	CSU08208	Advanced Networking II	10
-NA-	CSU08209	Network Security	10
-NA-	ITU08206	Final Year Project	12
-NA-	MSU08201	ICT Entrepreneurship	8
-NA-		Elective module	10
		Total	**62**
Elective Modules (At least two) No of Credit			
-NA-	ITU08208	Management of Technology & Innovation	10
-NA-	ITU08207	ICT Policy Formulation	10

3.2.7. Ordinary Diploma in Computer Science (ODCS)

This programme is offered under the **department of Computer Science** of the Faculty

3.2.7.1. Philosophy of Ordinary Diploma in Computer Science

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

pursuance of further knowledge and skills. The holder of this qualification will be able to:

1. Develop programs that stress problem solving, independent of a particular programming language, and therefore encouraged to be "multilingual" in their use of programming languages.
2. Comprehend the techniques used to apply computers to a wide range of tasks, and associated skills of problem solving with the aid of computers.
3. Apply knowledge of computer systems to the solution of a range of problems, at an appropriate level.

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

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

3.2.7.2. Entry requirements for Ordinary in Computer Science

Holders of Holders of Certificate of Secondary Education Examination (CSEE): At least Four (4) passes in non-religious subjects including either Physics or Chemistry or Mathematics. **The programme duration for entrants with**

this qualification will be 3 years starting with Technician Certificate in Computing and Information Technology.

Holders of Basic Technician Certificate (NTA Level 4)OR Advanced Certificate of Secondary Education Examination (ACSEE): Applicant into this programme should have NTA Level 4 in Computer Science, Computer Engineering, Telecommunication and Electronics Engineering and Information Technology OR Advanced Certificate of Secondary Education Examination (ACSEE) with one principle pass and one subsidiary in either Mathematics, Physics or Chemistry. **The programme duration for entrants with this qualification will be 2 years.**

3.2.7.3. Structure of Ordinary in Computer Science

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

Bachelor degree in Computer Science or any related discipline of study at NTA level 7.

If a candidate with form 4 entry qualifications only opts out after successful has completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Basic Technician Certificate in Computing and Information Technology (BTCC&IT).** This qualification is intended for a person who will clearly understand computer systems and related devices, install software, hardware and software troubleshooting, network troubleshooting, create simple databases, create desktop publications, design simple website, possess entrepreneurial skills and communicate technical information in the field of computing and information technology; and develop ideas towards technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills.

If a candidate with/from NTA4 **OR** ACSE entry qualifications only opts out after successful has completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Technician Certificate in Computer Science (TCCS).** This qualification is intended for a person who will help to monitor and operate large computer systems and networks; perform technical and clerical information system responsibilities; administer and support computer−based information systems in an organisation; and develop ideas towards technical knowledge, skills and motivation in computing and information technology

in pursuance of further knowledge and skills. Among other things, a graduate will be competent and be able to:

1. Support new and existing computer users.
2. Conduct service and repair of hardware and software upgrading
3. Set up a simple computer network
4. Install computer software and hardware in standalone computers and servers.

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

3.2.7.4. Teaching Arrangements for Ordinary Computer

Science (ODCS)

Teaching arrangement leading to the ODCS award comprises three study levels depending on the entry criteria as described in section 3.2.4.2 above.

The ODCS programme comprises 12 modules which constitute a total of 140 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Computer Science shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award.

3.2.6.4.1: NTA 4: Basic Technician Certificate in Computing and Information Technology (BTCC&IT).

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	GST04101	Elementary Business Communication	10
-NA-	MTT04101	Elements of Business Mathematics and Statistics	10

-NA-	ITT04101	Computer Applications	12
-NA-	CST04101	Basics of Data Communications	12
-NA-	ITT04102	Introduction to computer hardware and software	14

SEMESTER II

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

3.2.6.4.2: NTA 5: Technician Certificate in Computing and Computing and IT (TCCS).

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CST05101	Programming I	12

-NA-	CST05102	Introduction to Data Communications	12
-NA-	GST05101	Introduction to Communication Skills	10
-NA-	ITT05101	Fundamentals of Website Design	12
-NA-	ITT05102	Introduction to Computer Systems	12
-NA-	MTT05101	Basic Mathematics and Statistics	10

SEMESTER II

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

3.2.6.4.3: NTA 6: Ordinary Diploma in Computer Science (ODCS).

SEMESTER I

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

SEMESTER II

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

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

3.2.8. Ordinary Diploma in Information Technology (ODIT)

This programme is offered under the **department of Information Technology** of the Faculty

3.2.8.1. Philosophy of Ordinary Diploma in Information Technology (ODIT)

This qualification is intended for a person who will design simple information systems based on information requirements of end users; create simple computer

programs based on the specifications of systems analysts; manage, administer and support computer−based information systems in an organisation; perform managerial responsibilities at the operational level and develop ideas towards technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills. The holder of this qualification will be able to;

4. Develop programs that stress problem solving, independent of a particular programming language, and therefore encouraged to be "multilingual" in their use of programming languages.
5. Comprehend the techniques used to apply computers to a wide range of tasks, and associated skills of problem solving with the aid of computers.
6. Apply knowledge of computer systems to the solution of a range of problems, at an appropriate level.

3.2.8.2. Entry requirement for Ordinary in Computer Science

Holders of Holders of Certificate of Secondary Education (CSE): At least Four (4) passes in non-religious subjects including either Physics or Chemistry or Mathematics. **The programme duration for entrants with this qualification will be 3 years starting with Technician Certificate in Computing and Information Technology**.

Holders of Basic Technician Certificate (NTA Level 4) OR Advanced Certificate of Secondary Education (ACSE):

Applicant into this programme should have NTA Level 4 in Computer Science, Computer Engineering, Telecommunication and Electronics Engineering and Information Technology OR Advanced Certificate of Secondary Education Examination (ACSE) with one principle pass and one subsidiary in either Mathematics, Physics or Chemistry. **The programme duration for entrants with this qualification will be 2 years.**

3.2.8.3. Structure of Ordinary in Information Technology

Ordinary Diploma in Information Technology (ODIT) is awarded upon successfully completion of three years (for entrants with form four qualifications) or two (for entrants with NTA 4 or form six) National Technical Awards Programmes at level 4 (NTA4), level 5 (NTA 5) and level 6 (NTA 6).

If a candidate with form 4 entry qualifications only opts out after successful has completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Basic Technician Certificate in Computing and Information Technology (BTCC&IT).** This qualification is intended for a person who will clearly understand computer systems and related devices, install software, hardware and software troubleshooting, network troubleshooting, create simple databases, create desktop publications, design simple website, possess entrepreneurial skills and communicate technical information in the field of computing and information technology; and develop ideas towards

technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills.

If a candidate with NTA4 **OR** ACSE entry qualifications only opts out after successful has completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Technician Certificate in Information Technology (TCIT).** This qualification is intended for a person who will help to monitor and operate large computer systems and networks; perform technical and clerical information system responsibilities; administer and support computer−based information systems in an organisation; and develop ideas towards technical knowledge, skills and motivation in computing and information technology in pursuance of further knowledge and skills. Among other things, a graduate will be competent and be able to;

5. Support new and existing computer users.
6. Conduct service and repair of hardware and software upgrading
7. Set up a simple computer network
8. Install computer software and hardware in standalone computers and servers.

For NTA level 6 of the Ordinary Diploma in Information Technology (ODIT) programme, the minimum entry requirement shall be a Pass from Technician Certificate in Information Technology at NTA level 5.

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

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

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

For NTA level 6 of the Ordinary Diploma in Information Technology (ODIT) programme, the minimum entry requirement shall be a **Pass** at Technician Certificate in Computing and Information Technology (TCC&IT) NTA level 5. The ODIT programme comprises 12 modules which constitute a total of 140 credits that are spread over two

semesters in one academic year. The award of the Ordinary Diploma in Information Technology shall be made to a successful student who has completed and passed six modules in each of Semester I and Semester II for the programme. Upon successful completion of the ODIT programme, the candidate will be awarded an **Ordinary Diploma in Information Technology** and will be eligible for enrollment in a Bachelor's degree in Information Technology or any related discipline of study at NTA level 7.

3.2.8.4. Teaching Arrangements for Ordinary Information Technology (ODIT)

Teaching arrangement leading to the ODIT award comprises three study levels depending on the entry criteria as described in section 3.2.5.2 above.

The ODIT programme comprises 12 modules which constitute a total of 140 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Information Technology shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award.

3.2.7.4.1: NTA 4: Basic Technician Certificate in

Computing and Information Technology (BTCC&IT).

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

SEMESTER I

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

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	CST04202	Introduction to programming concepts	12
-NA-	CST04203	Essentials of Internet and Web technology	12

-NA-	ITT04203	Basics of Computer maintenance and troubleshooting	14
-NA-	CST04204	Database Principles	12
-NA-	MST04201	Basic Entrepreneurship	10
-NA-	ITT04204	Project	12

3.2.7.4.2: NTA 5: Technician Certificate in Computing and Information Technology (TCC& IT).

SEMESTER I

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

SEMESTER II

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

3.2.7.4.3: NTA 6: Ordinary Diploma in Information Technology (ODIT).

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	GSD06101	Business Communication	10
-NA-	MTD06102	Mathematics and Statistics	12
-NA-	ITD06101	Fundamentals of Systems Analysis and Design	12
-NA-	ITD06102	Business Application Packages	12
-NA-	CSD06103	Fundamentals of Computer Security	12

		Elective module	12
Elective Modules (At least one) No of Credit			
-NA-	ITD06103	Introduction to Management Information Systems	12
-NA-	GSD06102	Principles of Marketing	12

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	MSD06201	Fundamentals of Management	10
-NA-	ITD06204	Maintenance of Computer Systems	12
-NA-	ITD06205	Introduction to Multimedia Systems	12
-NA-	ITD06206	Introduction to Business Intelligence	12
-NA-	ITD06207	Project Work	12
		Elective module	12
Elective Modules (At least one) No of Credit			
-NA-	MSD06202	Fundamentals of Entrepreneurship	12
-NA-	ITD06208	Introduction to E-Government	12

3.3. 3.3 Faculty of Insurance and Banking (FIB)

3.3.1. Master of Science in Insurance and Actuarial Science (MIA)

This programme is offered in the department of **Insurance and Risk Management** of the Faculty.

3.3.1.1. Philosophy of Msc in Insurance and Actuarial Science

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

1. Manage risks in government, public and private institutions,
2. Design conventional insurance, micro-insurance and reinsurance products,
3. Manage various insurance portfolios,

4. Conduct research and provide consultancy services in financial sector areas

3.3.1.2 Entry requirements for Msc in Insurance and Actuarial Science

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study with at least second class from an accredited higher learning institution.
For applicants with a pass classification on bachelor's degree or advanced diploma (3 years duration), will need to have a good postgraduate diploma in the related field studied from an accredited higher learning institution.

3.3.1.3 Structure of Msc in Insurance and Actuarial Science

Master of Science in Finance and Investment degree programme is 18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester.

3.3.1.4 Teaching Arrangements for Msc in Insurance and Actuarial Science

Each semester will have a minimum of 30 contact hours required in each subject. The academic year is divided

into two taught semesters, each with two blocks. In each block three to four subjects shall be taught depending on what is considered to be the best arrangement for students and lecturers. It should be noted that the administration of these teaching arrangements is primarily the task of the Head of Department.

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	IRM 09101	Theory of Risk and Insurance Business	16
-NA-	ASM 09101	Contingency	16
-NA-	ASM 09109	Actuarial Practices	16
-NA-	IRM 09102	General insurance	16
-NA-	ASM 09103	Financial Mathematics	16
Electives (At least one)			
-NA-	IRM 09103	Marketing of Financial Services (Elective)	12
-NA-	IRM 09105	Advanced Claims Management (Elective)	12
-NA-	FIN 09101	Principles of Finance and Financial Analysis (Elective)	12

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	ASM 09204	Risk Analysis and Modeling	16
-NA-	IRM 09207	Insurance Law and Regulations	16
-NA-	ASM 09205	Survival Models	16
-NA-	IRM 09206	Property and Casualty Insurance	16
-NA-	RM 09201	Research Methodology	12
-NA-	IRM 09208	Dissertation	20
Elective Modules (At least one)			
-NA-	IRM 09209	Re-insurance Practice (Elective)	12
-NA-	IRM 09210	Marine and Aviation Insurance (Elective)	12
-NA-	FIN 09201	Financial Management (Elective)	12

Research Project and Dissertation

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

3.3.2. Master of Science in Social Protection Policy and Development (MSP)

This programme is offered under the **Department of Social Protection** of the Faculty

3.3.2.1. Philosophy of Msc in Social Protection Policy and Development

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

1. Evaluate appropriate institutional determinants for the design of social protection policies and reforms,
2. Analyze the public-social expenditure and revenues and apply skills in public finance and financial management in governing social protection institutions,
3. Apply actuarial aspects and quantitative methods in modeling, designing and implementing various social protection programmes,
4. Apply legal, administrative and public policy making skills in governing social protection institutions,
5. Use research skills to solve social issues related to gender, child protection and disability in Tanzania, and
6. Design feasible micro-insurance instruments for managing socio-economic risks.

3.3.2.2. Entry requirements for Msc in Social Protection Policy and Development

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

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

3.3.2.3. Structure of Msc in Social Protection Policy and Development

Master of Science in Social Protection Policy and Development degree programme is 18 months academic programme. The programme comprises a total of fourteen (14) taught modules. A student is required to complete twelve (12) taught modules which are spread over two semesters of seventeen (17) weeks each. A total of six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fifteen (15) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination.

3.3.2.4. Teaching Arrangements for Msc in Social Protection Policy and Development

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPG 09101	Public Policy Making	16
-NA-	SPG 09102	Public Finance	16

-NA-	SPG 09103	Comparative Social Policy Analysis	16
-NA-	SPG 09104	Social Protection Laws and Labour administration	16
-NA-	SPG 09105	Financing Social Protection	16
-NA-	MTG 09101	Quantitative Methods	16

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPG 09207	Social Protection Governance	16
-NA-	SPG 09208	Health Care Modeling and Financing	16
-NA-	SPG 09209	Actuarial Practices in Social Protection	16

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

Research Project and Dissertation

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

3.3.3. Master of Banking and Information System Management (MBISM)

This programme is offered under the **department of Banking and financial services**

3.3.3.1. Philosophy of Master of Banking and Information System Management (MBISM)

The philosophy behind the development of this programme is geared towards producing innovative, creative and flexible graduates in the field of banking services and information systems management. The programme is expected to provide graduates with relevant skills to respond quickly to the dynamics of fast changing market scenario. The philosophy of the programme is based on the following principles and assumptions:

a) To provide students with advanced skills, knowledge and expertise that will enhance greater opportunity for graduates' career development in the field banking services and information systems management.
b) To stimulate students' interest in developing ideas and designs/approaches towards best practices in the field of modern banking services and information systems management.
c) To produce graduates who are ready to enter in the managerial positions in the field of banking services

with relevant skills and knowledge in information systems management.

d) To provide graduates with in-depth understanding and application of local and international bank laws and regulations.

It is, therefore, expected that the graduates from this programme will get aspirations to become professionals in the field. This programme covers the comprehensible core of banking, information systems management and finance that provide a viable foundation for further studies and lifelong learning in business-related subjects.

3.3.3.2. Entry requirements for MBISM

The admission for Masters of Banking and Information Systems Management (MBISM) is open to holders of Postgraduate Diploma, Bachelor Degree (NTA Level 8)

Or

Advanced Diploma in Banking, Finance, Marketing, Accounting, Information Technology, Computer Science and other related studies from any recognized University or higher learning institution with at least Lower Second GPA, or Pass Class.

3.3.3.3. Structure of **Master of Banking and Information System Management**

The programme comprises of 12 taught modules of which six (6) instruction modules are administered in each semester. Each instruction module covered in two weeks of a semester of fourteen (14) weeks, one week for semester tests and two (2) weeks for-end-of-semester examination. After the completion of second semester, a dissertation will be covered in twelve (24) weeks starting soon after the end of the second semester. Therefore, the whole programme has a minimum total of fifty-eight (58) weeks (34 weeks for coursework in full-time attendance mode and 24 weeks starting after the end of the second semester for a dissertation)

3.3.3.4. **Teaching Arrangements for** Masters of Banking and Information Systems Management

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

Semester I Modules

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	

Module 1	BIG09101	Banking system and Legal framework	15
Module 2	BIG09102	Trade Financing and Lending Decisions	12
Module 3	BIG09103	IS Strategy and Digital Banking	13
Module 4	BIG09104	Financial Management and Modelling	15
Module 5	BIG09105	Quantitative Techniques for Business	13
Module 6	BIG09106	Strategic Management and Corporate Governance	15

Semester II Modules

Compulsory Modules (6 Needed for a semester)			**Credits**
Module Number	**Module Code**	**Module Name**	
Module 1	BIG09207	Business Research Methodology	13
Module 2	BIG09208	Bank Risks Management	15
Module 3	BIG09209	Bank Treasury Management	13

Module 4	BIG09210	Enterprise Resource Planning (ERP)	12
	BIG09211	System Analysis and Design	12
	BIG09212	Cyber Security	12

SEMESTER III

Compulsory Modules		
Module Number	**Module Code**	**Module Name**
Module 1	BIG09213	Dissertation

Research Project and Dissertation

Dissertation shall be carried out in the programme as a full module. Each student shall have a supervisor who will guide him or her in writing a research proposal and report. The aim here is to enable the student gain competences in carrying out and reporting research findings for decision-making. The student will defend their proposal and dissertation to the institute panel. The Dissertation will then be submitted to the Head of Department within six months after submission of the proposal on the date stated

in the institute Almanac. The Dissertation shall be submitted to the external examiner for final marking. In order for the research work evaluation to be accepted as a partial fulfilment for the requirements of the programme, students must attain fifty percent (50%) or higher. Failure to obtain 50%; the student shall be required either to re-do the entire research work or be awarded postgraduate diploma. Assessment criterion for dissertation will base on the college guidelines for master students' dissertation. All dissertations will be subjected to Plagiarism test via electronic submission into www.turnitin.com

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

This programme is offered in the department of Insurance and Risk Management of the Faculty

3.3.4.1. Philosophy of Postgraduate Diploma in Insurance and Risk Management

The programme is designed to provide students with a firm understanding of general principles as well familiarity with methods used by organisations and individual to manage risks whose outcomes cannot be forecasted.

3.3.4.2. Entry requirements for Postgraduate Diploma in

Insurance and Risk Management

Admission into this programme requires a bachelor's degree or advanced diploma (at least 3 years duration) in any relevant field of study from an accredited higher learning institution. Applicants with background on Insurance and risk management or related field will be given high priority to the programme.

3.3.4.3. Teaching Arrangements for Postgraduate Diploma in Insurance and Risk Management

Each semester will have 48 contact hours required in each subject. The academic year will have two semesters of 15 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department.

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	PIR524	Theory of Risk and Insurance Markets	-NA-
-NA-	CI400D	Quantitative Technique for Business 1	-NA-
-NA-	DI400D	Risk Management	-NA-
-NA-	PIR527	Life insurance and Pension Management	-NA-

-NA-	CC400D	Research Methodology	-NA-
Elective Modules No of Credit			
-NA-	FB400D	Corporate Finance	-NA-
-NA-	PIR512	Sociology	-NA-
-NA-	AC405D	Accounting for Managers	-NA-

SEMESTER II

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

3.3.5. Bachelor of Banking and Finance

This programme is offered in the **department of Banking and Finance** of the Faculty

3.3.5.1. Philosophy of Bachelor of Banking and Finance

This qualification is designed to produce competent personnel who will be able to apply knowledge and skills of banking and finance principles in banking and financial service industry. Bachelor of Banking and Finance (BBF) programme is geared towards producing innovative and flexible graduates who can fit in modern banking and financial profession and orient themselves towards job creating mindset. The holder of this qualification will be able to:

i. Evaluate risks and uncertainty as applied in banking and financial services industry and execute the principles and techniques of risk and treasury management.
ii. Plan and allocate resources for effective management of the functions of banks and other financial institutions.
iii. Responsibly perform his/her professional duties in an ethical manner.
iv. Evaluate and execute principles and techniques of international finance and banking operations, strategic planning and management.

3.3.5.2. Entry requirements for Bachelor of Banking and Finance (BBF)

Applicants with form six qualifications: must have two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. Those without a principal pass or a subsidiary pass in Advanced Mathematics or a pass in Basic Applied Mathematics must have a credit at O-Level or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: must have diploma in Accountancy, Business Administration, Taxation, Customs and Tax Management, Financial Administration, Accounting, Banking and Finance, Government Accounting and Finance or Public Sector Finance Management with an average of "B'' or a minimum GPA of 3.0

3.3.4.3 Structure of Bachelor of Banking and Finance

The Bachelor of Banking and Finance degree is awarded upon successfully completion of two National Technical Awards Programmes at level 7 (NTA 7) and adding one extra year, which makes a total of a three-year bachelor degree programme at level 8 (NTA 8).

At NTA 7, the Higher Diploma in Banking and Finance (HDBF) comprises a minimum total of 26 modules which spread over four semesters in two academic years. A candidate who successfully completes the HDBF and opts to exit the programme will be awarded a **Higher Diploma in Banking and Finance (HDBF)**.

3.3.4.4 Teaching Arrangements for Banking and Finance (BBF)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR I
SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	GSU 07103	Communication Skills	10
	GSU07102	Business Law I	10
	MTU07101	Business Mathematics	10
	GSU07101	Development Studies	10
	ECU07101	Micro Economics	10
	AFU07101	Principles of Accounting	14

		Total	**64**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	BFU07201	Principles of Banking	12
QM 711	MTU07201	Descriptive Statistics for Business	10
-NA-	ITU07205	Introduction to Computers	10
EC 711	ECU07201	Macro Economics	10
AC 711	AFU07202	Introduction to Financial Accounting	14
-NA-	MSU07201	Principles of Management	10
	BF07202	Fieldwork	8
		Total	**74**

YEAR 2
SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	BFU07303	Banking Operations	12
-NA-	AFU07304	Corporate Finance	10
-NA-	BFU07304	International Trade Finance	12
LW 721	GSU07304	Law Related to Banking	12

-NA-	BFU07305	Marketing of Financial Services	12

Elective Modules (At least 1 Elective Module)			**No of Credit**
Pre-requisite	**Module Code**	**Module Name**	
EC0121	ECU07301	Managerial Economics	10
-NA-	BF07306	Islamic Banking	12
AFU07304	AFU07410	Investment Analysis and Capital Markets	10
		Total	**90**

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	BFU07406	Credit and Lending Decisions	12
-NA-	BFU07407	International Banking and Finance	12
-NA-	BFU07408	Bank Management	14
-NA-	MGU07402	Entrepreneurship	10
-NA-	RM0741	Research Methodology	10
-NA-	BFU07409	Field work	8

Elective Modules (At least 1 Elective Module)	**No of Credit**

Pre-requisite	Module Code	Module Name	
AFU07301	AFU07408	Financial Reporting	14
MTU07101, MTU07201	MTU07401	Business Statistics II	10
-NA-	AFU07411	Lease Financing	10
		Total	**100**

YEAR 3

SEMESTER V

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	BFU08501	Corporate Governance	12
AFU07304	AFU08504	International Finance	12
-NA-	BFU08502	Risk Management	12
-NA-	BFU08503	Financial Markets and Institutions	12
-NA-	BFU08504	Money and Banking	12
		Total	**60**
Elective Modules (At least 2 Elective Modules) No of Credit			
-NA-	ITU 08509	Electronic Business	10
-NA-	MSU 08501	Strategic Management	10
-NA-	IRU08502	Property and Pecuniary Insurance	10
		Total	**30**

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	IRU08506	Bancassurance	12
AFU07304	AFU08605	Financial Analysis and Project Management	12
AFU08504	AFU08604	Treasury Management	12
-NA-	BFU08605	Microfinance	12
		Total	**48**
Elective Modules (At least 2 Elective Modules) No of Credit			
ECU07101 and ECU 07201	ECU08604	Public Finance	10
-NA-	IRU08612	Microinsurance	10
-NA-	SPU08603	Social Protection Financing	10
		Total	30

3.3.5 Bachelor of Science in Insurance and Risk Management (BIRM)

This programme is offered under the **Department of Insurance and Risk Management** of the Faculty

3.3.5.1 Philosophy of Bachelor of Science in Insurance

and Risk Management

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

1. Underwrite insurance risks
2. Analyse, evaluate and assess risks in insurance context
3. Undertake professional risk assessment, evaluation, and control
4. Design insurance covers
5. Serve insurance companies as senior managers and play supervisory roles in the insurance industry, work as personal financial planners or as an employee benefit managers, insurance agents, brokers, risk managers, or safety or loss−control expert
6. Provide insurance and risk management advisory services.

3.3.5.2 Entry requirements for Bachelor of Science in

Insurance and Risk Management

Applicants with form six qualifications: Must have two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: Must have Diploma in Insurance and Risk Management, Social Protection, Tax Management Accounting, Banking and Finance, Business Administration or Economics with an average of "B'' or a minimum GPA of 3.0.

3.3.5.3 Structure of Bachelor of Bachelor of Science in Insurance and Risk Management

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

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

At NTA 8 of the Bachelor of Science in Insurance and Risk Management (BIRM) programme, admission will be open to candidates with Higher Diploma in Insurance and Risk Management (NTA 7). The BIRM Programme comprises a minimum of 12 modules which constitute a total of 120 credits that are spread over two semesters in one academic year. Upon successful completion of the BIRM programme, the graduate will be awarded a **Bachelor of Science in Insurance and Risk Management** degree and will be eligible for enrolment in a Master's degree in Insurance and Risk Management or in any other related discipline of study at NTA level 9.

3.3.5.4 Teaching Arrangements for Bachelor of Science in Insurance and Risk Management

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self-study for each module taught.

YEAR 1

SEMESTER I

Compulsory Modules

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

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
GSU07102	GSU 07204	Laws of Insurance	12
-NA-	IRU 07201	Theory of risk and insurance	12
-NA-	ITU 07205	Introduction to Computers	12
-NA-	IRU 07202	Principles of risk management	12
MTU07101	MTU 07203	Business statistics	10
-NA-	MSU 07201	Principles of Management	10
		Field Practical Work	10

YEAR 2
SEMESTER III

Compulsory Modules

Pre-requisite	Module Code	Module Name	No of Credits
ITU07205	IRU07303	Statistical Package for Insurance	12
-NA-	IRU07304	General Insurance	12
IRU07201& IRU07202	IRU 07305	Enterprise Risk Management	12
-NA-	MSU 07303	Principles of Marketing	12
-NA-	IRU 07306	Life Insurance	10
-NA-	IRU 07307	Field Work Report	10
Elective Modules (At least two) No of Credit			
-NA-	IRU 07308	Insurance Broking	12
IRU07201,IRU07202&IRU07305	IRU 07309	Alternative Risk Transfer	12
-NA-	IRU 073010	Marketing of Insurance Products	12

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
none	IRU 07412	Insurance Underwriting	12
none	IRU 07413	Claims Management	12
MTU07101&	SPU 07410	Fundamentals of Actuarial Science	12

MTU07203			
none	IRU 07414	Motor Insurance	10
none	MSU 07401	Research Methodology	12
		Elective	12
		Field Work	
Elective Modules (At least one)No of Credit			
-NA-	IRU 07415	Engineering Insurance	12
-NA-	IRU 07416	Economics of Insurance	12
-NA-	IRU 07417	Fundamentals of Loss Assessment and adjustment	12

YEAR 3

SEMESTER V

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

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

SEMESTER VI

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

3.3.6 Bachelor of Science in Social Protection (BSP)

This programme is offered in the **Department of Social Protection** of the Faculty

3.3.6.1 Philosophy of Bachelor of Science in Social Protection (BSP)

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

1. Design and implement viable and sustainable social protection systems.
2. Plan and manage social protection schemes in the country and elsewhere.
3. Evaluate, analyse and design sustainable social protection systems.
4. Manage actuarial information systems, implement actuarial recommendations and facilitate actuarial valuation of a social protection system.

3.3.6.2 Entry requirements for Bachelor of Science in Social Protection (BSP)

Applicants with form six qualifications: Must have two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.

Applicants with Diploma qualifications: must have Diploma in Social Protection, Accounting, Business Administration, Economics, Banking and Finance or Insurance and Risk Management with an average of "B'' or a minimum GPA of 3.0.

3.3.6.3 Structure of Bachelor of Science in in Social Protection (BSP)

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

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

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

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

3.3.6.3 Teaching Arrangements for Bachelor of Science in Social Protection (BSP)

Each semester will have 45 contact hours required in each module (30 hours of lectures and 15 hours of tutorials). The academic year have two semesters of 17 weeks each. It should be noted that the administration of teaching arrangements is primarily the task of the Head of Department. In addition, students are required to spend extra 15 hours on assignments and 15 hours on self study for each module taught.

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

2	1	1	1

YEAR 1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPU07101	Principles of Social protection	12
-NA-	ECU07101	Micro-Economics	12
-NA-	MTU07101	Business Mathematics	10
-NA-	GSU 07101	Communication Skills	10
-NA-	GSU07102	Development Studies	10
	GSU07103	Business Law	10
		Subtotal	**64**

SEMESTER II

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

		Subtotal	**70**

YEAR 2

SEMESTER III

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPU07304	Poverty and Inequality	13
-NA-	SPU07305	Health Insurance policy and planning	12
-NA-	SPU07306	Principles of Demography	12
-NA-	SPU07307	Computer Application (Social Protection Package)	12
-NA-	AFU07304	Corporate Finance	12
	SPU07308	Field Work Report	10
Elective Modules (At least one) No of Credit			
	IRU 07304	Life Assurance	10
	ECU07303	Managerial Economics	10
	MSU07303	Principles of Marketing	10
		Subtotal	

SEMESTER IV

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
	SPU07409	Social Protection Policy Design	12
	SPU07410	Fundamentals of Actuarial Science	12

	SPU07411	Economics of social insurance	12
	MSU07401	Research Methodology	10
	MTU07401	Business Statistics II	10
Elective Modules (At least one) No of Credit			
	AFU07401	Investment Analysis and Capital Markets	10
	IRU07402	Claims Management	10
	IRU07401	Insurance Underwriting	10

YEAR 3

SEMESTER V

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

-NA-	IRU08506	Alternative Risk Transfer	10

SEMESTER VI

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPU08606	Health Care Modelling& Financing	13
-NA-	SPU08607	Social Budgeting	13
-NA-	SPU08608	Social Protection Financing	13
-NA-	SPU08609	Retirement Planning and Administration	12
-NA-	MSU08602	Human Resources Management	10
Elective Modules (At least one)			
-NA-	ECU08608	Labour Economics	10
-NA-	SPU08610	Risk And Uncertainty	10
-NA-	IRU08613	Micro-Insurance	10
			91

3.3.7 Ordinary Diploma in Insurance and Risk

Management (ODIRM)

This programme is offered under the **department of Insurance and Risk Management** of the Faculty

3.3.7.1 Philosophy of Ordinary Diploma in Insurance and Risk Management

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

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

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

For NTA level 5 of this award (ODIRM), a candidate must have completed all requirements of the **Technician Certificate in Insurance and Risk Management (TCIRM)**.

3.3.7.2 Entry requirements for Ordinary in Insurance and Risk Management

Holders of Holders of Certificate of Secondary Education Examination (CSEE): At least Four (4) passes in non-religious subjects. The programme duration for entrants with this qualification will be 3 years starting with Basic Technician Certificate in Insurance and Social Protection

Holders of Basic Technician Certificate (NTA Level 4) OR Advanced Certificate of Secondary Education Examination (ACSEE): Applicant into this programme should have NTA Level 4 in Insurance and Risk Management, Accountancy, Banking and Finance, Tax, Business Administration, Procurement, Marketing, Social Protection **OR** Advanced Certificate of Secondary Education (ACSE) with at least one Principle Pass and one Subsidiary. **The programme duration for entrants with this qualification will be 2 years.**

3.3.7.3 Structure of Ordinary in Insurance and Risk Management

At NTA level 6 for Ordinary Diploma in Insurance and Risk Management (ODIRM) programme, the minimum entry requirement shall be a **Progress** at Technician Certificate in Insurance and Risk Management (TCIRM) NTA level 5.
The ODIRM programme comprises a minimum of 12 modules which constitute a total of 146 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Insurance and Risk

Management shall be made to a successful student who has completed and passed all modules in Semester I and Semester II.
Upon successful completion of the ODIRM programme, the candidate will be awarded an **Ordinary Diploma in Insurance and Risk Management** and will be eligible for enrollment in a Bachelor's degree in Insurance and Risk Management or any related discipline of study at NTA level.

3.3.7.4 Teaching Arrangements for Ordinary in Insurance and Risk Management

Teaching arrangement leading to the ODIRM award comprises three study levels depending on the entry criteria as described in section 3.4.8.2 above.

The ODIRM programme comprises 12 modules which constitute a total of 140 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Insurance and Risk Management shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award.

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

Scheme of Study per module per week (Hours)

Instruction /Lecture	Tutorial /Seminar	Practical / Assignment	Self-Study
2	1	1	1

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPT04101	Elements of Social Protection	12
-NA-	SPT04102	Fundamentals of Health Insurance	12
-NA-	IRT04101	Essentials of risk management	12
-NA-	IRT04102	Fundamentals of Insurance	12
-NA-	MTT04101	Elements of Business Mathematics and Statistics	10
-NA-	GST04101	Elementary Business Communication	10
		Subtotal	**68**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
ISP411/412	SPT04203	Elements of Micro-Insurance	12

ISP411/412	SPT04204	Introduction to Law Related to Social Security	12
-NA-	IRT04203	Basics of short-term insurance	12
-NA-	IRT04204	Basics of long-term insurance	12
-NA-	ITT04205	Basic Information Technology Applications	10
-NA-	BFT04203	Elements of Commerce	10
-NA-	SPT04205	Field Practical Work	08
		Subtotal	**76**

3.3.7.4.2: NTA 5: Technician Certificate in Insurance and Risk Management.

SEMESTER I

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

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFT 05201X	Introduction to Accounting I	10
-NA-	IRT 05201	Insurance Intermediaries	12
-NA-	IRT 05202	Insurance Claims Procedures	12
-NA-	IRT 05203	Introduction to Theory and Practice of Life Assurance	12
-NA-	IRT 05204	Introduction to General Insurance Business	12
-NA-	ITT 05207	Introduction to Computer Applications	10
ALL	IRT 05205	Field Practical Work	

3.3.7.4.3: NTA 6: Ordinary Diploma in Insurance and Risk Management

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
IRT 05101	IRD 06101	Insurance Practice	12
none	IRD 06102	Household Insurance	12
none	IRD 06103	Motor Insurance Products	12
IRT05102	IRD 06104	Operational Risk Management	12
none	GSD 06101	Basic Communication Skills	10
MTT05101	MTD 06103	Mathematics and Statistics	10

none	MSD 06202	Field Work Report	10

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
IRD06101	IRD 06201	Insurance Regulations	12
none	IRD 06202	Introduction to Health Insurance	12
none	IRD 06203	Introduction to Marine and Aviation Insurance	12
none	MSD 06201	Fundamentals of Entrepreneurship	10
none	MSD 06202	Fundamentals of Management	10
IRD06101	IRD 06205	Insurance Regulations	12

3.3.8 Ordinary Diploma in Social Protection (ODSP)

This programme is offered under the **department of Social Protection** of the Faculty

3.3.8.1 Philosophy of Ordinary Diploma in Social Protection (ODSP)

This qualification is designed to train participants to have competencies in the field of social protection who will work at supervisory or junior management positions in the

social welfare sectors. The holder of the qualification will be able to apply social protection knowledge and skills in a broad range of work activities, most of which are non-routine and be able to assume operational responsibilities. At the end of the programme, candidate will be able to;

1. Describe complex issues of social and economic development problems that are raising concern for the need for public policy.
2. Use theoretical tools of public finance in designing and administering social policy.
3. Apply social protection skills to target and design a social protection system, including the mechanisms for its administration, financing and sustainability, as well as applying various components of social security legislation in a country's social protection system.

3.3.8.2 Entry requirements for Ordinary in Social Protection (ODSP)

Holders of Holders of Certificate of Secondary Education (CSE): At least Four (4) passes in non-religious subjects. The programme duration for entrants with this qualification will be 3 years starting with Technician Certificate in Social protection.

Holders of Basic Technician Certificate (NTA Level 4) OR Advanced Certificate of Secondary Education (ACSE): Applicant into this programme should have NTA Level 4 in in Social Protection, Insurance and Risk Management or Advanced Certificate of Secondary Education (ACSE)

with one principle pass and one subsidiary. **The programme duration for entrants with this qualification will be 2 years.**

3.3.8.3 Structure of Ordinary in Social Protection (ODSP)

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

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

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

If a candidate with form 4 entry qualifications only opts out after successful has completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Basic Technician Certificate in Insurance and Social Protection (BTCISP).** This qualification is intended for a person who will be able to apply knowledge and skills in social protection programmes such as social insurance benefits, social safety nets, and poverty alleviation programs. This programme is based upon the philosophy which seeks to set the basis for producing able, responsible and innovative technicians to deal with the administration of

social security programmes designed in response to the socio−economic demands of the nation.

If a candidate with NTA4 **or** ACSE entry qualifications only opts out after successful has completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Technician Certificate in Social Protection (TCSP).**

3.3.8.4 Teaching Arrangements for Social Protection (ODSP)

Teaching arrangement leading to the ODSP award comprises three study levels depending on the entry criteria as described in section 3.4.9.2 above.

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

3.3.8.4.1: NTA 4: Basic Technician Certificate in Insurance and Social Protection (BTCIP).

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPT04101	Elements of Social Protection	12
-NA-	SPT04102	Fundamentals of Health Insurance	12
-NA-	IRT04101	Essentials of risk management	12
-NA-	IRT04102	Fundamentals of Insurance	12
-NA-	MTT04101	Elements of Business Mathematics and Statistics	10
-NA-	GST04101	Elementary Business Communication	10
		Subtotal	**68**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
ISP411/412	SPT04203	Elements of Micro-Insurance	12
ISP411/412	SPT04204	Introduction to Law Related to Social Security	12

-NA-	IRT04203	Basics of short-term insurance	12
-NA-	IRT04204	Basics of long-term insurance	12
-NA-	ITT04205	Basic Information Technology Applications	10
-NA-	BFT04203	Elements of Commerce	10
-NA-	SPT04205	Field Practical Work	08
		Subtotal	**76**

3.3.3.4.2: NTA 5: Technician Certificate in Social Protection (TCISP).

SEMESTER I

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

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SP 05202	Administration of a Pension Scheme	12
-NA-	SPT05203	Administration of a Social Health Insurance Scheme	12
-NA-	SPT05204	Law Related to Social Security	12
-NA-	AFT05204	Basics of Corporate Finance	12
-NA-	IRT05205	Introduction to theories and practice of Life assurance	10
-NA-	ITT 05207	Introduction to Computers	10
		Subtotal	**68**

3.3.8.4.3: NTA 6: Ordinary Diploma in Social Protection (ODSP).

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPD 06101	Fundamentals of Welfare Economics	12
-NA-	SPD 06102	Legal Aspects of Social Protection	12

-NA-	SPD 06103	Economic Theory of Insurance	12
-NA-	SPD 06104	Micro- Insurance & Social Protection	12
-NA-	MTD 06101	Mathematics & Statistics	12
-NA-	GSD 06101	Basic Communication Skills	10
		Subtotal	**70**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	SPD06205	Administration of Income Security Programs	13
-NA-	ECD06201	Principles of Economics	12
-NA-	IRD06202	Introduction to Health Insurance	13
-NA-	MSD06201	Fundamentals of Entrepreneurship	12
-NA-	MSD06202	Fundamentals of Management	10
-NA-	SPD06206	Field Practical Work	10
		Subtotal	**70**

3.1.9. Ordinary Diploma in Banking and Finance (ODBF)

This programme is offered under the **department of Banking and Finance** of the Faculty

3.1.9.1 Philosophy of Ordinary Diploma in Banking and Finance

This qualification is designed to produce competent personnel with basic banking skills or those who wish to learn about new technology and practices in the banking and financial industry. The programme combines banking and finance principles and practices in financial institutions and focuses on teaching students through actual case studies and real-world applications. An ordinary diploma in banking and finance is an appropriate choice for those aspiring to pursue Bachelor's degree in Banking and Finance. The holder of this qualification will be able to;

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

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

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

3.1.9.2 Entry requirements for Ordinary Banking in Finance

Holders of Holders of Certificate of Secondary Education Examination (CSEE): At least Four (4) passes in non-religious subjects. **The programme duration for entrants with this qualification will be 3 years**.

Holders of Basic Technician Certificate (NTA Level 4): Applicant into this programme should have NTA Level 4 in Accountancy, Banking and Finance, Tax, Business Administration, Procurement, Marketing, Social Protection, Insurance and Risk Management OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principle Pass and one Subsidiary. **The programme duration for entrants with this qualification will be 2 years.**

3.1.9.3 Structure of Ordinary Diploma in Banking and Finance

Ordinary Diploma in Banking and Finance (ODBF) is awarded upon successfully completion of three (for entrants with form four qualifications) or two (for entrants with NTA 4 or form six) National Technical Awards Programmes at level 4 (NTA4), level 5 (NTA 5) and level 6 (NTA 6).

If a candidate with form 4 entry qualifications opts to exit after has successfully completed and passed all modules in Semester I and Semester II, s/he will be awarded a **Basic Technician Certificate in Banking and Finance (BTCBF).**

This qualification prepares a person for technical level positions at routine level in Banking and Finance field; enables him/her to perform daily business-related tasks involving banking and finance data.

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

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

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

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

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

3.1.9.4 Teaching Arrangements for Ordinary Banking and Finance (ODBF)

Teaching arrangements for the ODBF programme comprises three study levels depending on the entry criteria as described in section 3.1.9.2 above.

The ODBF programme comprises a minimum of 12 modules which constitute a total of 13 credits that are spread over two semesters in one academic year. The award of the Ordinary Diploma in Accounting shall be made to a successful student who has completed and passed all modules in Semester I and Semester II for the award.

3.1.9.4.1: NTA 4: Basic Technician Certificate in Banking and Finance (BTBF).

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

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFC04101	Bookkeeping and Accounts	12
-NA-	AFC04102	Foundation of Finance	12
-NA-	BFC04101	Elements of Commerce	12
-NA-	CLC04101	Elementary Business Communication	12
-NA-	MTC04101	Elements of Business Mathematics and Statistics	12
		TOTAL	**60**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
CS0411	MSC04201	Elements of Customer Services	12
-NA-	MSC04202	Basics Entrepreneurship	12
-NA-	BFC04202	Elements of Financial Institutions	12
-NA-	ITC04201	Basic Information Technology Applications	12
-NA-	CLC04202	Elements of Business Law	12

ALL	BFC04203	Practical Training	**60**

3.1.9.4.2: NTA 5: Technician Certificate in Banking and Finance (TBF).

SEMESTER I

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	AFT05101	Introduction to Accounting I	14
-NA-	BFT05101	Elements of Banking	14
-NA-	LW0511	Introduction to Business Law	12
MTU 04101	MTT05101	Basic Mathematics and Statistics	10
Elective Modules			
-NA-	CLT05101	Basic Communication Skills	10
ALL			**60**

SEMESTER II

Compulsory Modules			
Pre-requisite	**Module Code**	**Module Name**	**No of Credits**
-NA-	BFT 05203	Commerce	12
-NA-	AFT 05202	Basics of Corporate Finance and Financial Services	12

-NA-	BFT 0 5204	Introduction to International Trade	14
-NA-	CIT 528	Introduction to Computer Application	10
ALL	BFT 05205	Field Work Practical Training	12
Elective Modules			
-NA-	BFT 05202	Selling and Customer Care Skills	12
ALL			**72**

CHAPTER FOUR: RESEARCH, CONSULTANCY AND PUBLICATION ACTIVITIES

4.1. Introduction

The Directorate of Research, Consultancy and Publication replaced the former Centre for Advanced Studies in Corporate Governance, Entrepreneurship and Finance (CASCEF), which was established in 2006. The Directorate coordinates academic activities related to research, innovation and publications, consultancy services, executive development programmes, and external collaborations.

In line with the Institute's vision of becoming a "Centre of Excellence" in financial studies and business-related disciplines in the Southern Africa Sub−region, the Directorate's mission is to coordinate research, innovations, consultancy, publications, executive development and external partnerships that support innovation, knowledge sharing, and practical impact in society.

The Directorate operates through three departments:

1. Department of Research and Innovation – focusing on research, innovation, and publications.
2. Department of Executive Development and Advisory Services – handling consultancy services, short courses, and professional development.

3. Department of External Linkages – responsible for building and sustaining collaborations with local, regional, and international stakeholders.

4.2. Department of Research and Innovation

This Department handles all research, innovation and publication activities of the Institute. Faculty members across all disciplines channel their innovation, research activities, and publications through this Department. The Department also collaborates with external researchers with interests in corporate governance, entrepreneurship, finance and other business-related disciplines.

Key responsibilities include:

i. Promoting academic research in Finance, Accounting, Taxation, Social Protection, Insurance and Risk Management, Management Science, Economics, and ICT.
ii. Coordinating innovation projects that address societal and business challenges.
iii. Publishing academic journals such as:
    1. *The African Journal of Finance and Management (AJFM)*
    2. *Journal of Finance and Business Studies (JFBS)*
    3. *Journal of Innovation and Social Science Research (JISSR)*

4.3. Department of Executive Development and Advisory Services (EDAS)

4.3.1. Consultancy Services

The EDAS connects more than 166 full time faculty members to deliver consultancy assignments in areas including:

1. Financial Management Systems and process analysis.
2. Human Resource Development and Management.
3. Public Sector Reforms and Administration.
4. Local Governance and Decentralization.
5. Government Expenditure Management.
6. Project Management.
7. Tax Management.
8. Insurance and Risk Management.
9. Social Protection Administration.
10. Corporate Management/ Organization Structuring and Customer Care.
11. Information Systems Development, Integration and Analysis.
12. Network Engineering.
13. International Trade Policy Development.

4.3.2. Executive Development Programmes

The EDAS also organizes executive short courses, seminars, and public lectures, which are delivered at IFM premises or in other locations nationwide. Courses are offered in two forms:

i. Tailor-made courses – designed following training needs assessments with clients, including collaborative development with overseas partners.
ii. Open courses – advertised nationally and regionally to attract diverse participants.
iii. Recent interventions include:
iv. Social Protection Initiatives (e.g., community health fund assessments, policy harmonization for EAC).
v. Decentralization of Local Government Authorities (2009–2014, with University of Groningen and VNG International).
vi. Information Systems Management (e.g., payroll systems, LAN, health management systems).
vii. Financial Systems Management (manuals, regulation guidelines for government agencies).
viii. Enterprise Risk Management (frameworks, policies, registers for BOT, TPDC, MSD, etc.).
ix. Customer Service Interventions (capacity building for government agencies like BRELLA, MSD, NBAA).

4.3.3. Professional Review Classes & Certification

i. Certificate of Proficiency in Insurance (CoP) in collaboration with IIT and TIRA. The CoP covers 10 modules, including Fundamentals of Insurance, Risk Management, Agency Management, Microinsurance, and Claims Procedures.
ii. Certified Financial Educator Programme (CFE) in collaboration with the Bank of Tanzania (BoT). The CFE Programme covers 5 modules (Financial Numeracy, Financial Ecosystem, Money Management, Financial Obligations and Personal Financial Protection.
iii. Weekend College Review Classes for professional exams (NBAA, PSPTB, TIOB).

4.4. Department of External Linkages

The Department of External Linkages is responsible for fostering partnerships and collaborations with local and international stakeholders. It ensures that the Institute remains connected to policy makers, industry, and academia at national, regional, and global levels.

Its functions include:

i. Coordinating MoUs and partnerships with universities, research institutions, government agencies, and private sector actors.

ii. Promoting international research collaborations and staff/student exchanges.
iii. Facilitating IFM's participation in global and regional policy dialogues, conferences, and academic networks.
iv. Mobilizing resources and strategic alliances to strengthen IFM's visibility and influence.

CHAPTER FIVE: LIBRARY SERVICES

5.1. GENERAL INFORMATION

The mission of the Library Services Directorate is to selectively collect, organize, and disseminate information to support teaching, learning, research, and consultancy at the Institute through the provision of textbooks, periodicals, newspapers and other reading materials to Lecturers, students, administrative staff, and other needy members of the public such as researchers, government and non−government officials.

Over the past fifty-three years (1972−2025) the Library has been committed to fulfill its core objectives and cope with the ever-increasing user-information demands, and increased student enrollment. Recently, the Library has been expanded and equipped with modern information processing facilities. The automation of IFM Library has involved the installation of the State-of-the-art technology including Online Public Access Catalogue (OPAC) user access points, a heavy−duty reproduction photocopier and one heavy−duty network printer.

The installation of new Library Software has changed the mode of operation from manual to computerised. Selection, ordering and lending of library materials can now be done electronically. This has enabled the Library to have an online catalogue with automated resource management functions like cataloguing and classification

based on Anglo−American Cataloguing Rule 2 (AACR2) and classified Dewey Decimal Classification (DDC). Also, the Software has effective information search and retrieval capability with increased search and retrieval return rate and multi−user service capability.

In line with global technological advancements, the Library is embracing emerging technologies, particularly Artificial Intelligence (AI), to enhance access to information and support academic excellence. The Library promotes the ethical and responsible use of AI tools and provides guidance to students and researchers on their effective utilization in research and academic writing. To uphold academic integrity, the Library also employs Turnitin plagiarism detection software to assist in producing original scholarly work. Looking ahead, the Library plans to integrate AI-powered voice assistants to provide efficient and interactive reference services, further strengthening user support and engagement.

5.1.1. Book Stock Development

In terms of numbers, the book stock shows a steady growth of over 100 volumes each year. In addition to the normal Lending, Reference and Special Reserve collections, the library started organizing collections of IFM and World Bank Publications since 1990. Currently, there are about 3,500 volumes and 500 CD ROMS of World Bank Publications and 42 print journal titles. The library has also

subscribed to 323 e-books and more than 1,000 e-books are accessible through other open sources.

5.1.2. Database for Online Journal

The Directorate of Library Services maintains a full range of scholarly electronic information resources subscribed in partnership with the Consortium of Tanzania Universities and Research Libraries (COTUL). Through this initiative faculty, students and researchers can access a full range of journal databases such as Taylor & Francis, Emerald, EBSCOhost to access full text articles, abstracting and indexing services from any computer terminal with internet connection within The Institute of Finance Management (IFM).

Additionally, these subscribed resources offer a platform for registration to access these resources off-campus and one needs only to visit the library for assistance to create an account. The following links are useful for further information:

i. Browse the library Holdings/collection through the Online Public Access Catalogue (OPAC) http://ilms.ifm.ac.tz/

ii. IFM Digital Repository: a digital service that collects, preserves, and distributes institutional digital materials http://dspace.ifm.ac.tz/

5.2. LIBRARY SERVICES

The Library provides free and charged services to users.

5.2.1. Free Library Services

i. The Library supplies information resources for the study, learning, teaching and research on tax management, accountancy, banking, financial management, insurance and risk management, social protection, computing and information technology, commerce and other related disciplines. This service involves lending of books to academic staff, researchers, students and the general public from either the General or Special Reserves Library Collections.

ii. The Library guides and instructs the general readership on how to effectively search for information and use of libraries for their studies.

iii. The Library supports education, research, teaching, study and consultancy within the Institute and Tanzania at large.

5.2.2. Charged Library Services

Some charges are raised for certain services to subsidize their running costs.

i. Special Reserve charges on delayed items: an amount of TZS. 1,000/- is charged on an hourly basis.

ii. Lost book charge: This amounts to the current value of the lost book.

iii. Photocopying charge

iv. Delayed book charge from general collection: an amount of TZS 1,000/- is charged per day.

5.2.3. Opening Hours

The Library opens at 8:00am-10:00pm on weekdays. On Saturday it opens at 9:00am-5:00pm, and Sunday at 9:00am-1:00pm. On Public Holidays the Library remains closed.

5.2.4. Admission to the Use of the Library

a) Members of the Governing Council, Examination Boards/Committee Academic and Administrative Staff are entitled to use Library services subject to presenting a valid Identification Card.

b) All IFM registered students are entitled to use the Library.

c) The general public is allowed to use Library services subject to permission granted by the Director of Library Services.

5.3. LIBRARY RULES

5.3.1. General Rules

Admission to the Library and use of the resources available is conditional upon observance of the following regulations:

i. Registered students shall wear their valid IDs at all times while using the library.

ii. Entry and exit into the library is subject to inspection /clearance by the library's security personnel at the checkpoint.

iii. Silence must be observed in the Library; cell phones are not permitted.

iv. Smoking is not permitted in the Library.

v. Dispatch, handbags, attaché cases, and overcoats should not be brought into the Library; they should be left in the library cloakroom.

vi. All Library users must dress and behave in a manner that will cause neither offense nor damage.

vii. Readers and borrowers will be held responsible for any damage to book(s) while in their charge. If any damage occurs, the user will be required to pay up the full value of such book(s).

viii. The marking of books will be regarded as damage, and the persons responsible will be required to pay the cost of replacement.

ix. Bottles of ink should not be brought into the Library.

x. Food and drinks are not allowed in the Library.

xi. For complaints, users shall initially contact the staff at the reception desk, the help desk, the e-help desk or send an email to the DLS.

5.3.2. Rules of Borrowing Library Materials

i. The number of volumes which a student may have on loan at one time should not exceed five (5).

ii. All books must be returned to the library at the end of each semester.

iii. Borrowing for vacation will be sanctioned by the librarian after consultation with the teaching staff.

iv. Issues may be renewed for some further period if the books are not reserved by other readers.

v. Books may be reserved by students. However, reserved book (s) will be returned to the shelves if not claimed within three days after a notice has been sent to the person reserving them.

5.3.2.1. Borrowing of Library Materials by Staff

i. The number of volumes, which a member of staff may have on loan at one time, should not exceed seven (7).

ii. Books on restricted loan may be borrowed only for the period prescribed.

iii. Any staff that terminates his/her contract with the Institute or goes for sabbatical leave, or further studies must return the borrowed books to the Library with immediate effect.

5.3.2.2. Borrowing of Library Materials by Others non-IFM members

i. Non-IFM readers who have been accorded borrowing privileges may not borrow more than two (2) volumes at one time. This also applies to Post borrowing and interlibrary lending.

ii. The period of loan shall be the same as that for members of the Institute.

iii. Latest issues of periodicals shall not be borrowed.

iv. Current or bound periodicals may not be borrowed. Any borrowing must have a special permission from the librarian.

5.3.2.3. Renewal of Borrowed Library Materials

Loan may be renewed provided:

i. Renewal application reaches the circulation section not less than three and not more than five clear days before the date on which the book is due.

ii. No other reader has applied for the book during that time.

iii. Not more than three consecutive renewals have been allowed for the same book without its production to the library for inspection.

iv. Borrower demonstrates good habit and conduct while using library resources.

5.3.3. Computer Rules

i. Each student is accorded one hour only to use the computer. This time may be negotiated if there are no students waiting to use computers; but if there is a cue; one will have to vacate when time is up.

ii. Connecting personal computers in undesignated connection points or areas within the library is strictly prohibited

iii. Do not use the computers' extension cables to charge your mobile phone, laptops or any other device. Any student caught doing this; his/her phone/device will be seized and a fine will be charged.

iv. Do not bring your books to read at the computer area. A student is allowed to come with a notebook and pen to jot down important information obtained through browsing recommended electronic information resources.

v. Accessing social-media sites and videos is not allowed.

vi. Readers are restricted to use the computers for processing their course works or any other word processing task.

vii. In case of any technical difficulties, consult the Librarian for help.

viii. Do not attempt to fix the problem without the guidance of the library staff.

5.4. FINES AND PENALTIES

i. Any infringement of the library rules and regulations will render the privilege of admission to and of borrowing books from the library liable to forfeiture.

ii. The following charges will be imposed to library users upon infringement of borrowing rules:

a. Special Reserve charges on delayed items: an amount of TZS.1,000/= is charged on an hourly basis.

b. Lost book charge: This amounts to the current value of the lost book.

c. Damaged/lost computer accessory: This amounts to the current value of the lost or damaged accessory.

d. Overdue loans: an amount of TZS 5,000/= is charged per day.

Note

The Institute payment procedures shall be adhered to while paying for the fines or penalties and evidence of payment to the Institute must be submitted to the Library for clearance purposes.

The Director shall reserve the right subject to the IFM Library management, to exclude from all use of the Library any person who, owing to persistent disregard of the Library regulations or any other adequate cause, shall be considered to be, in his/her opinion undesirable.

For More information and updates about the services, and programmes readers are advised to constantly visit the

library website through the following link: https://library.ifm.ac.tz/

5.5. Research Support Services

The Library has introduced a new Research Support Service aimed at assisting students and researchers in effectively conducting and presenting their scholarly work. Through this service, librarians provide personalized guidance on accessing and utilizing electronic resources for systematic reviews and meta-analysis studies, proper citation practices, plagiarism checking using Turnitin, and the ethical use of AI tools such as Mendeley for reference management and Grammarly for language editing. Additionally, the service offers support in literature search strategies, research data management, and publishing guidance, helping users enhance the quality, credibility, and impact of their academic output while smoothening students' academic journey at the Institute.

APPENDICES

APPENDIX A: EXAMINATION REGULATIONS AND GUIDELINES

Examination Regulations as approved by the Governing Council in October 2023 are presented hereunder. All sections are as in the approved original document. All references to these sections should be made as they appear below. The referencing heading should read as *"The Institute of Finance Management Examination Regulations"*

1.0 CITATION AND APPLICATION

1.1 These regulations shall be called "the examination regulations of the Institute of Finance Management"

1.2 These regulations shall apply to Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma, Bachelor Degree and Postgraduate Programmes.

2.0 DEFINITIONS

(i) "Act" shall mean the Institute of Finance Management Act Cap 91 R.E. 2021.

(ii) "Assessment" shall mean an evaluation of a student's academic progress through examination, assignments, quiz, dissertation, fieldwork report, and research project.

(iii) "Abscond" is a provisional status for end of semester examination results that is given to a student who:

a. failed to show up at a defined venue and time with a view to attempt an examination as defined in these regulations; or
b. showed up at a defined venue and time but failed to attempt an examination as defined in these regulations; or
c. qualifies to progress to a second semester of a particular academic year; or to a student who qualifies to progress to a second or third academic year, but fails to register as a student for the relevant semester or academic year.
d. fails to register and resume studies after postponement of his/her studies as per the relevant regulations

(iv) "Abscond and Discontinued" is a permanent academic status given to a student who failed to rectify status defined in regulations 2(iii) (a) (b) (c) and (d) pursuant to the conditions and procedures prescribed in these regulations.

(v) "Campus" any training centre established by the Institute within and outside Dar-es Salaam.

(vi) "Test" means any timed and invigilated written examination for a particular module conducted at any period before the end of semester examination session.

(vii) "Special Examination" refers to any assessment related to coursework, final examination, supplementary or carry examination administered by the Institute at different dates other than the dates of the normal session of such assessments for students with permission of the Faculty Dean or Campus Director.

(viii) "Collaborative Programme" means a programme offered by the Institute in collaboration with another Higher Learning Institution within or outside the United Republic of Tanzania and shall include exchange programme.

(ix) "Committee" means the Academic Development Committee (ADC) or any other similar committee as established by the Institute's Governing Council.

(x) "Compulsory Module" means a subject that a student must take in a given semester in order to meet the requirements of the programme and which is designated as such by the Institute.

(xi) "Coursework" shall consist of quizzes, take-home assignments, case studies, tests or any other form of assessment undertaken for the purpose of determining the continuous assessment of a module except fieldwork, research project and dissertation or thesis modules.

(xii) "Council" shall mean the Institute's Governing Council as defined in the Act.

(xiii) "Dissertation" is a document submitted in support of candidature for postgraduate diploma and masters' degree presenting the author's research and findings.

(xiv) "Elective Module" shall mean a subject chosen by a student from among the list given by the Institute in a given semester for students to take in addition to any compulsory modules in that semester and which is designated as such by the Institute.3

(xv) "Examination" shall mean course-work, end of semester, supplementary, carry examination, viva voce or special examination, and shall include timed and untimed assessment.

(xvi) "Examination Board/Committee" shall mean an examination board of the Institute as established by Section 8 of the Act or Examination Committee established by the Governing Council.

(xvii) "Examination Irregularity" shall mean any conduct committed by a candidate in the course of examination that violates these regulations.

(xviii) "Examination number" shall mean a registration number of a student or any other unique number given to a student by the institute for the purpose of identification and the same shall be used for examination purposes.

(xix) "Examination Premises" shall mean the room, hall or venue in which an examination is conducted and will include surroundings of such premises.

(xx) "Examination Season/Session" means the period designated by the Institute for conducting tests, end-of-semester examinations, supplementary or carry examinations.

(xxi) "Graduand" shall mean a person who has satisfied examination requirements for awards of Basic Technician Certificate or Technician Certificate or Ordinary Diploma or Higher Diploma or Bachelor Degree or Postgraduate Diploma or Master degree offered by the Institute.

(xxii) "Graduate" shall mean a person who has satisfied examination requirements for any award offered by the Institute and has been duly conferred such an award.

(xxiii) "Incomplete" is a provisional status for course-work or end of semester examination related results that is given to a student who:

a. failed to show up at a defined venue and time with a view to attempt a component or components of coursework, as defined in these regulations, and has satisfied a Faculty Dean or Campus Director on reasons as per the conditions stipulated in these regulations; or

b. showed up at a defined venue and time but failed to submit an attempted or nonattempted component or components of coursework as defined in these regulations and satisfied a Faculty Dean or Campus Director on reasons as per the conditions stipulated in these regulations; or

c. postponed sitting for an end of semester examination as per the provisions of these regulations and awaits to sit the postponed exam in the supplementary examination session.

Provided that the incomplete status shall be changed to abscond if the status in paragraphs 'a', 'b' or 'c' remains unrectified as pursuant to these regulations.

(xxiv) "Institute" means the Institute of Finance Management established by the Institute of Finance Management Act Cap 91 R.E. 2021.

(xxv) "Module" shall consist of a subject taught, fieldwork, project work or dissertation undertaken which counts for an award offered by the Institute and as stipulated by a particular curriculum.

(xxvi) "Module Description" entails the detailed information about the module.

(xxvii) "Postgraduate Programme" shall mean any programme which lead to the award of Postgraduate Diploma, Master Degree or Doctoral Degree offered by the Institute exclusively or in collaboration with other Higher Learning Institutions within or outside Tanzania.

(xxviii) "Provisional results" shall mean examination results which have not been approved by the relevant Examination Board or Committee.

(xxix) "Maximum Registration period" shall mean the interval between initial registration and the maximum period stipulated in these regulations excluding the period that the student may be allowed to postpone the studies.

(xxx) "Student" means any person admitted and duly registered to undertake any programme of study conducted by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.

(xxxi) "Unauthorized Materials" shall mean any form of materials which are not allowed into the examination venues as provided for in these regulations.

(xxxii) "Undergraduate Programme" shall mean any programme which leads to the award of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma and Bachelor Degree offered by the Institute exclusively or in collaboration with other Higher Learning Institutions in or outside Tanzania.

(xxxiii) Candidate means a student who is sitting for examination or is in examination room or any other student of the Institute who is either active or not active.

3.0 EXAMINATION APPEALS COMMITTEE

3.1 There shall be an "Examination Appeals Committee" herein after the "EAC".

3.2 The EAC shall comprise seven (07) members as follows:

(a) Three (3) permanent members comprising of: -

(i) A senior member of academic staff who is not a member of "Examination Regulations Enforcement Committee" appointed by the Rector who shall act as the chairperson of the EAC.

(ii) The Head responsible for Student Records and Statistics who shall be the secretary of the EAC

(iii) The Legal Secretary

(b) Four (4) academic members of staff who are not a member of the "Examination Regulations Enforcement Committee" appointed by the Rector and who shall serve for two academic years and may be eligible for reappointment.

3.3 The functions of the EAC shall be as follows

(i) To deliberate and recommend for approval of appeals results in respect of examinations scripts that have been remarked by independent examiners.

(ii) To submit recommendations concerning appeals results to the relevant authorities of the Institute.

(iii) To examine discrepancies between marks awarded before and after the appeals and where the difference in marks awarded exceeds ten (10) marks, the committee may recommend appointment of a different independent examiner who shall remark the script and submit the results to the committee.

(iv) To receive and deliberate on appeals lodged by students against decisions made

by the Examinations Regulations Enforcement Committee concerning examinations irregularities

(v) To deliberate and report the outcome of the appeal decision on examinations irregularities and recommend to the Rector appropriate action to be taken in accordance to these regulations.

(vi) In case the EAC has deliberated on an appeal against a decision on examination irregularity, the EAC shall give recommendations to the respective examinations' boards or other committees.

3.4 Powers of the EAC

The EAC shall have the following powers

3.4.1 To deliberate and recommend approval or disapproval of the results of the examination appeals to the respective examinations boards or other committees.

3.4.2 To uphold or reverse the decision of Examinations Regulations Enforcement Committee.

3.4.3 To give directives to the relevant bodies in respect of appeals

presented to it and deliberated pursuant to relevant rules and regulations.

3.5 The quorum at any EAC meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.

3.6 The decision by the EAC shall be done by the votes of the majority and in case of a disagreement among the committee members, the chairperson shall have a casting vote.

3.7 Procedure for hearing EAC proceeding

3.7.1 A student or Examination Officer dissatisfied with the decision of the EREC and wishes to appeal to the EAC shall lodge his or her appeal with the Director of Academic Support Services within 7 days from the date of receipt of the EREC's written decision

3.7.2 The appeal referred in clause 3.7.1 shall be in writing briefly stating the grounds of appeal and remedies sought.

3.7.3 After receipt of the appeal, the Director of Academic Support Services shall notify the Examination Officer or a

student, as the case may be, in writing attaching a copy of the relevant appeal.

3.7.4 Secretary of the EREC shall also be notified of the appeal with a view to prepare proceedings of the EREC meeting relating to the matter giving rise to the appeal, and other documents relevant to the said proceedings which shall be transmitted to the secretary of EAC within 7 days of receipt of the notice of the appeal.

3.7.5 The student and Examination Officer shall be notified by the secretary of the EAC of the date of hearing of the appeal at least seven days prior to the appeal hearing date.

3.7.6 The student and Examination Officer shall be entitled to appear before the EAC and make representations regarding their respective cases.

3.7.7 The appeal shall be heard and determined within thirty days from the date it was lodged with the secretary of the EAC.

4.0 FACULTY BOARD

4.1 There shall be a "Faculty Board" for each Faculty of the Institute

4.2 The Faculty Board shall link the Examination Board/Committee with academic departments within a Faculty. Its decisions shall be reported directly to the Examination Board/Committee for approval. Its decisions may be reversed by the Examination Board/Committee depending on new evidence on the subject.

4.3 Members of the Faculty Board shall be the following:

(i) The Dean of Faculty who shall be the chairperson of the Faculty Board.

(ii) The Dean shall appoint one of the faculty members to be the Secretary of the Faculty Board.

(iii) Heads of Departments within the Faculty.

(iv) One member of academic staff from each of the departments in the Faculty.

(v) One representative from each of the other Faculties of the Institute appointed by the respective Faculty Deans.

(vi) One member from Quality Assurance Unit

(vii) One Faculty Student representative shall participate as an invitee.

4.4 The quorum at any Faculty Board meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Faculty Board shall appoint one of the members to chair the meeting.

4.5 The members of the Board stipulated under Regulations 4.3 (iv) and (vi) shall serve for two academic years and be eligible for re-appointment.

4.6 Functions of the Board shall be as follows:

(i) To direct and regulate, within the general policies of the Institute, all matters related to teaching, examinations, curriculum review, research and consultancy within the Faculty and shall report to, and advise the Examination Boards/Committee on such matters.

(ii) To receive and deliberate on provisional examination results from Departmental Examiners' Committee.

(iii) To consider standardization of examination results in the event that more than 50 per cent of candidates who have sat for an examination in respect of any subject have failed, or the performance of the candidates is excessively high.

(iv) To appoint a committee of 3 academic members of staff who shall work to standardise the examination marks in respect of a particular module taken by candidates within a Faculty and submit the standardised results to the Faculty Board for approval.

(v) If the module(s) referred to under Regulation 4.6(iii) is taken by more than one Faculty, the respective Board shall recommend to the DR-ARC standardisation of examination results. The DR-ARC shall appoint a committee of 3 academic members of staff who shall standardise the marks and submit the standardised marks to the respective Faculty Boards for approval.

(vi) To ensure that in any event of standardization, such standardisation considers the performance of the students in other modules attempted in a particular examination session and shall be done only once before the release and publication of the examination results.

(vii) To mandate the respective Faculty Dean or Campus Director to publish provisional examinations results subject to approval of the Examination Boards or Committees.

(viii) To submit all provisional examination results for the Faculty and make recommendations to the Examination Boards or Committees.

(ix) To review external examiners' Reports and make decisions accordingly.

5.0 DEPARTMENTAL EXAMINERS COMMITTEE

5.1 There shall be an Examiners Committee for each department within a Faculty.

5.2 Members of the Departmental Examiners Committee shall be as follows

(i) The Head of Department who shall be the chairperson of the Committee;

(ii) The Secretary of the Committee who shall be appointed by the Dean of the respective Faculty from the Department members of staff at the beginning of every academic year;

(iii) All academic members of staff who were involved in teaching the modules whose results are under deliberations;

(iv) Program assistant of the respective Faculty;

(v) All other members of academic staff within the Department.

5.3 Functions of the Departmental Examiners Committee shall be as follows

(i) To receive and deliberate on provisional examination results from the Department.

(ii) To review External Examiners' reports and give its observations and recommendations to the Faculty Board.

(iii) To determine the marks that shall prevail when the marks awarded by the internal and external examiners differ by 10 per cent and the two examiners do not reach consensus.

(iv) To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular academic year for a undergraduate or Postgraduate candidate provided that such an addition shall change the annual or overall status of such candidate.

(v) In case of supplementary examination, fieldwork report or project work report results one (1) mark shall be awarded to the total mark of such module.

(vi) To submit all provisional examination results for the Department and make recommendations to the relevant Faculty Examination Boards.

5.4 There shall be a Campus or Centre Internal Examiners Committee at every campus or centre outside the main campus.

5.5 Members of the Committee shall be as follows

(i) The head responsible for the campus or centre who shall be the chairperson.

(ii) The secretary of the committee who shall be appointed by the head responsible for the campus or centre among members of the academic staff at the beginning of every academic year.

(iii) All academic members of staff who were involved in teaching the modules whose results are under deliberations.

5.6 Functions of the Campus or Centre Internal Examiners Committee

(i) To receive and deliberate on provisional examination results for the Campus or Centre

(ii) To review External Examiners' reports and give its observations and recommendations to the respective Faculty Boards.

(iii) To determine the marks that shall prevail when the marks awarded by the internal and external examiners differ by 10 per cent and the two examiners do not reach consensus.

(iv) To award one (1) mark to the total marks of the coursework of one module of any candidate's examination in a particular academic year

provided that such an addition shall change the annual or overall status of such candidate.

(v) In case of supplementary examination, carry examination, fieldwork report or project work report results one (1) mark shall be awarded to the total mark of such module.

(vi) To submit all provisional examination results for the Campus or Centre and make recommendations to the relevant Faculty Examination Boards.

6.0 EXAMINATION REGULATIONS ENFORCEMENT COMMITTEE

6.1 There shall be an 'Examination Regulations Enforcement Committee' (hereinafter the 'EREC') at the Main Campus and at each Campus or Centre.

6.2 Members of the EREC at the main campus shall be as follows:

(i) The Head responsible for Quality Assurance who shall be the chairperson of the EREC

(ii) The Head of Examinations shall be the secretary of EREC

(iii) The Legal Officer of the Institute appointed by the Rector who shall ensure the committee's conducts and records are in order.

(iv) The Deans of Faculties or their representatives.

(v) The Head(s) of academic Departments.

(vi) One representative from student organization of the Institute who shall participate as an invitee

6.3 Members of the EREC at the campus or centre shall be as follows:

(i) The Director responsible for the campus or centre who shall be the chairperson.

(ii) Any four members of academic staff teaching at campus or centre appointed by the Director responsible for the campus or centre at the beginning of every academic year.

(iii) The Head of Academic Department who shall be the secretary of the EREC.

(iv) The Legal Officer of the Institute appointed by the Rector who shall ensure the committee's conducts and records are in order.

(v) One representative from student organization of the Institute who shall participate as an invitee.

6.4 Functions of the EREC established in regulation 6.1shall be as follows:

(i) To receive information related to examination irregularities from the examination department.

(ii) To conduct disciplinary hearing in respect of the alleged examination irregularity.

(iii) To report the outcome of the decision and recommend appropriate action to be taken in accordance to these regulations to the Rector.

(iv) To deliberate on the general conduct of the examinations and advise the Rector accordingly.

6.5 The quorum at any Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members to chair the meeting.

6.6 The Examination officer appointed by the Director of Academic Support Services at the main campus or the Officer responsible for examinations at the respective campus shall be responsible for preparing charge(s) and presenting a case of examination irregularity to the EREC.

6.7 Procedure for hearing EREC proceeding:

6.7.1 The Examination Officer or any other officer acting in that behalf, shall, within thirty days of the alleged

commission of an examination irregularity,

initiate disciplinary proceedings by writing a formal charge against the student alleged to have committed an examination irregularity as defined in these regulations.

6.7.2 The said formal charge shall be served on the accused student and the secretary of the EREC.

6.7.3 The accused student shall, within seven (7) days after receipt of the formal charge, respond in writing to the charges levelled against him/her by serving the said response to the secretary of the EREC. The secretary of the EREC shall serve a copy of the student's response to the head of examination department.

6.7.4 Secretary of the EREC shall prepare and serve notice of the disciplinary hearing to a student and Examination Officer identified in 6.6 at least seven days prior to a hearing date.

6.7.5 The student accused of committing an examination irregularity shall be entitled to appear before the

committee for defence and, if found guilty, for mitigation.

6.7.6 After the disciplinary hearing, the EREC shall notify the student and the Examination Officer of the decision in writing.

6.8 The decision by the committee shall be by the votes of the majority of the members and in case of a tie-vote; the chairperson shall have a casting (tie-breaker) vote. The Head of Examination Department or any other officer acting in that behalf shall not be entitled to vote.

7.0 GENERAL RULES

7.1 Award of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Higher Diploma, Bachelor Degree, Postgraduate Diploma, Master Degree and PhD degree qualifications shall be subject to the approval of the Governing Council.

7.2 End-of-Semester, Supplementary or Carry provisional examination results shall be approved by respective Faculty Boards.

7.3 The Examination Board or Committee shall be the final authority for the interpretation of these examination regulations.

7.4 These Regulations shall apply to all programmes offered by the Institute.

7.5 These regulations shall apply to all programmes offered under collaborative programmes subject to the provisions of the particular collaborative agreement.

7.6 In case a student is allowed by the Institute to participate in Exchange Programme in another Higher Learning Institution and he/she accomplishes module(s) or part of the module(s), the outcome shall be integrated into his/her overall programme results provided that the module covered under exchange programme relates to the subject area of the student program.

7.7 The Faculty Board shall determine the appropriate weight and grade of the components of the modules covered under exchange programme for integrating the results into the student's overall programme results.

7.8 These regulations are subject to review from time to time as determined by the Institute.

7.9 At the end of every semester, each module lecturer shall submit to the Head of Department a report showing the attendance for each student highlighting clearly the student(s) whose attendance is less than 75 per cent. Students with less than 75 per cent attendance shall be barred by the Faculty

Dean or Campus Director from doing the respective module examination.

7.10 There shall be end of semester or supplementary or carry examinations invigilated by teaching staff assisted by other administrative officers (with a minimum of an undergraduate degree or equivalent) appointed by the Deputy Rector-Academic, Research and Consultancy (DR-ARC).

7.11 End of the semester, supplementary or carry examinations in each module shall consist of a:

(i) two hours examination for a Basic Technician Certificate, and Technician Certificate programmes,

(ii) two and a half hours examination for Ordinary Diploma programmes, and

(iii) three hours examination for Bachelor Degree and Postgraduate programmes.

7.12 The examination results for the NTA Level 4 to NTA Levels 6, Level 9 and Postgraduate Diploma together with the academic status of the candidates shall be determined and reported on semester basis except for Fail and Disco that shall be determined based on annual results.

7.13 The examination results for NTA Level 7 to NTA Level 8 together with their academic status shall be determined and reported on semester basis

except for repeating a year and Fail and Disco that shall be determined based on annual results.

7.14 No candidate shall be allowed to do any part of the examination without official identification issued by the Institute.

7.15 Where a student or a candidate has failed to fulfil a fundamental contractual or legal obligation with the Institute or a breach of the same including, but not limited to, not paying fees or dues outstanding or where there is dishonesty or fraud, the Rector shall bar him/her from doing examination(s) or withholding examination results until he/she discharges the obligation(s) or is exonerated from wrong doing.

7.16 Examination scripts shall be stored by the Institute for four (4) calendar years from the date examination results to which they relate were approved by the Examination Board or Committee.

7.17 There shall be electronic information systems for execution of various activities of the Institute including admission, registration of students, registration of optional modules, conducting assessments and dissemination of examination results.

7.18 There shall be no credit transfer allowed from other higher learning Institutions except under Exchange Program arrangement with the Institute.

7.19 In handling examination matters there shall be no student who benefits more or less because of his/her gender; both males and females shall have equal treatment.

7.20 A candidate who participates in sports, cultural activities, tournaments or competitive examinations conducted by the Government, shall have the actual days spent in such events and the travelling days connected therewith counted on determining the attendance of the candidate upon production of satisfactory evidence.

8.0 STUDENT REGISTRATION

8.1 All students shall register into the Institute's Students' Information System at the beginning of every semester.

8.2 Only students who have registered shall be considered as bona fide students for that semester.

8.3 Any examination taken by a student who has not fulfilled the semester registration requirements shall be null and void.

8.4 A student who qualifies for registration but fails to register within the stipulated time without notice to the Rector shall be regarded to have absconded.

8.5 For a student to be registered, the following conditions apply:

(a) For a continuing student,

(i) The student must have met the conditions stipulated under Regulation 22 (ii) The student must have paid all fees as prescribed by the Institute.

(b) For a fresh student,

(i) The student must have been duly admitted.

(ii) The student must have paid all fees as prescribed by the Institute. (iii) The student must enter the necessary particulars in the system.

8.6 A student whose study program has optional modules, he/she shall register for such module(s) through electronic system or any other media stipulated by the Head of Department within two weeks from commencement of a particular

semester; otherwise the Head of Department shall opt for him/her.

9.0 EXAMINATIONS SEASONS

9.1 There shall be three (3) examination seasons namely, End of First Semester, End of Second Semester, and Supplementary Examinations in any year of study.

9.2 There shall be no special end of the semester or supplementary examinations; all examinations shall be confined to the specified examination seasons.

10.0 ELIGIBILITY FOR EXAMINATIONS

10.1 A student shall be allowed to sit for any Institute's examination if he/she meets the following criteria:

(i) Must be a duly registered student for the particular semester.

(ii) Has a minimum attendance of 75 per cent of contact hours.

(iii) Has completed and passed all required course work assessment for the module being examined.

(iv) Was allowed to postpone examination(s) as per Regulation 11.1

(v) Has not been barred by any lawful order; and

(vi) Has paid all required tuition fees, deposits and other charges as determined by the Institute.

10.2 A student who will not meet the eligibility criteria in items of regulations 10.1(i) to (iv) may request to repeat a year of study from the Faculty Dean or Campus Director on acceptable grounds.

11.0 POSTPONEMENT OF EXAMINATIONS

11.1 A candidate who needs to postpone end of the semester examination either in part or in its entirety, due to valid causes or reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons have been communicated and approved by the Faculty Dean or Campus Director in writing prior to the commencement of the examination.

11.2 A candidate who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year.

11.3 A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the

supplementary examination session of the following academic year.

11.4 If the candidate referred to under Regulation 11.3 is of a higher Diploma or Bachelor Degree and has an annual GPA of 1.8 or above in a respective academic year he/she shall be allowed to proceed with the following academic year, otherwise he/she shall clear his/her supplementary examinations before continuing with studies.

11.5 If the candidate referred to under Regulation 11.2 did not sit for such postponed exam during the required supplementary sessions, he/she should sit for the postponed examination(s) during supplementary sessions in the following academic year before continuing with studies.

12.0 CONDUCT OF EXAMINATIONS

12.1 All registered students shall be required to sit for all eligible examinations.

12.2 Where a candidate is unable to sit for the examination due to any valid reason, he/she shall inform the Faculty Dean or Campus Director before the examination commences and the candidate shall be required to provide evidence.

12.3 A candidate will be admitted into the examination hall/room 30 minutes before the commencement of the examination, and will not be permitted to leave the hall/room before the expiry of 30 minutes after the commencement of the examination.

12.4 Any candidate arriving at the examination hall/room after the commencement of an examination but within the first 30 minutes shall be allowed to enter the examination hall/room but he/she shall not be given additional time.

12.5 No candidate shall be allowed to enter the examination hall/room more than 30 minutes after the commencement of the examination.

12.6 An invigilator shall be required to record registration numbers of candidates who have been disallowed to enter into the examination hall or room more than 30 minutes after the commencement of the examination.

12.7 Candidates will be informed on the remaining time, thirty minutes prior to the end of examination time. No candidate shall be allowed to leave the examination hall/room during the last 15 minutes of the examination.

12.8 At the end of the examination, the Chief Invigilator shall declare that the examination is

over. Once declared that the examination is over, candidates shall immediately stop writing and remain seated until all Answer Books and/or Answer Sheets have been collected and allowed to leave the examination hall/room or premises by the invigilators.

12.9 Where a candidate has a reason to leave the examination hall/room temporarily, he/she may seek for a permission from the chief invigilator and upon being given the permission to leave the candidate shall do so calmly and be accompanied by an assistant invigilator or by any other person permitted by the invigilator.

12.10 Where a candidate has fallen ill during the examination and has informed the Chief invigilator that he/she is not able to continue with the examination, the Invigilator shall report and seek the assistance from the Dean of students who shall take the appropriate measures to ensure that the candidate receives medical attention. The Invigilator shall report the incident to the examination office.

12.11 Upon receiving report about illness of the candidate during the examination, examination office shall report to the relevant Faculty Dean or Campus Director who shall take the appropriate measures immediately.

12.12 A candidate shall be admitted into the examination hall or room if he/she carries with him/her the valid student's identity card provided by the Institute and the candidate shall be required to display his/her identity card on the table or desk throughout the examination time.

12.13 The use of slide rules, pocket silent non-programmable battery - operated or solar - powered calculators, and templates is permitted. Candidates must bring their own pens, pencils, erasers, sharpeners and rulers.

12.14 Where Mathematical or statistical tables and graph papers are required, they shall be supplied by the responsible module lecturer and the examination office shall ensure that those requirements are provided to the candidates.

12.15 Candidates are prohibited from being in possession of any unauthorized materials in the examination hall or room or within the examination premises.

12.16 Candidates are prohibited from using any unauthorized materials in the examination hall or room or within the examination premises.

12.17 For the purpose of regulation 12.16, unauthorized materials shall include:

Purses, electronic equipment (such as mobile phones, smart watches, pagers, programmable calculators, cameras), chewing gum, water, food and any other materials or device which impair the independence of a student and which may or may not give him/her an unfair advantage.

12.18 Any candidate who shall be found guilty of possessing or using unauthorized material in the examination hall/room or within the examination premises shall be regarded to have committed an examination irregularity.

12.19 Answers shall be written in a plain and legible manner using ballpoint pen with black or blue ink. Pencils may be used in drawing diagrams and shading answer sheets.

12.20 Candidates shall be required to be seated quietly and wait for instructions provided by the Invigilators and they shall observe those instructions.

12.21 A candidate shall be required to write on the attendance and examination control sheets the

candidate's Examination Number, Answer Book Number and sign the sheets with similar the signature as appearing on Identity card provided by the Institute.

12.22 No names, initials or any other mark(s) should be written on Answer Book and/or Answer Sheet. A candidate shall be required to write only his/her Examination Number on the spaces provided in the examination Answer Book and/or Answer Sheet.

12.23 Candidates shall be required to read carefully and adhere to all the instructions on Answer Book and/or Answer Sheet and any other instructions on the examinations question papers.

12.24 No candidate shall be allowed to write or draw anything on the examination question papers. All work must be written on the Answer Book and/or Answer Sheet.

12.25 Candidates with special needs for purposes of examinations shall communicate in writing the nature of their needs to their respective Heads of Departments immediately upon becoming aware of the same, or at least 30 days before commencement of examinations for known cases.

12.26 In case the candidate referred in 12.25 above requires special treatment in relation to examination procedures, the Director of Academic Support Services shall guide on the nature and extent/magnitude of special treatment to be granted.

13.0 INVIGILATION OF EXAMINATIONS

13.1 All Institute's examinations shall be invigilated by invigilators appointed by the Deputy Rector – Academic, Research and Consultancy (DR-ARC).

13.2 It shall be the duty of the Invigilators to execute their responsibilities as prescribed by these regulations and other instructions, notes or guidelines.

13.3 There shall be a minimum of two invigilators in each examination hall/room one of whom shall be the Chief Invigilator and who shall be the overall in charge of all examination matters in the examination hall/room.

13.4 Specific examination's instruction(s) and any other relevant materials shall be issued and included in the envelopes handed to the Chief Invigilator. The Chief Invigilator and Assistant Invigilators shall check the envelope(s) carefully.

13.5 The responsibilities of the Invigilators before the commencement of examination shall be:

(i) To obtain the relevant sealed envelope(s) of the examination papers from the Examinations Officer as well as the necessary examination materials not more than 30 minutes before the commencement time of the relevant paper.

(ii) To make sure that his/her Examination Room/Hall is set out and ready (including placing Answer Book and/or Answer Sheet and other relevant materials on the table or desks) before allowing any candidates to enter.

(iii) To make sure that candidates are well informed on the sitting arrangement in case there are more than one examination paper in the hall/room.

(iv) To read out fully, loudly and clearly the following examination instructions:

(a) "Do not open the question paper until I give you permission to do so."

(b) "If you have or in possession of any unauthorized materials, you should hand them to me now".

(c) "You should not speak to or communicate in any way with other candidates."

(d) "You will neither be allowed to leave the room during the first thirty minutes, nor will you be allowed to leave the room during the last fifteen minutes of the examination".

(e) "If you need to leave the room/hall for any reason, you must seek permission from Invigilators".

(f) "You should write in a plain and legible manner in black/blue ink using ball point pens. However, flow charts, graphs and diagrams may be drawn in pencil".

(g) You should do your rough work in the answer book and neatly cross it through. Do not do your rough work on the question paper."

(h) "If you require the attention of invigilators, you should raise your hand and the invigilators will come to you. Do not leave your desk or table and go to the invigilators".

(i) "If you finish writing your examination before the time allowed expires, the

Invigilators will come to your desk or table to ensure that all personal details on your Answer Book and/or Answer Sheet have been properly completed".

(j) "You must observe the instructions I have read to you and adhere to all examination regulations".

(k) "Do you have any questions before we start the examination?"

(l) "You may now open your examination paper, do not forget to write all the necessary information on the Answer Book and/or Answer Sheet."

(m) "I am timing the examination from now, you may start writing."

(v) To break open the seal on the envelope(s) of the question papers in the presence of and witnessed by Assistant Invigilator(s) and candidates.

(vi) To verify candidate's identification before the commencement of the examination. No candidate will be admitted into the examination room/hall unless he/she carries a valid Student Identity Card or any other appropriate examination identification as

determined by the Director of Academic Support Services.

(vii) Where necessary, to inspect candidates to ensure that they do not carry unauthorised material. The inspection should be done by an invigilator or an invited staff of the Institute of the same sex with that of the candidate.

13.6 The responsibilities of the Invigilators during the examination shall be as follows

(i) To make sure that each candidate writes his/her Examination Number, Answer Book and/or Answer Sheet Number and sign in the Attendance Register or Sheet provided for that purpose.

(ii) To fill correctly and timely all invigilation reports.

(iii) To make sure that no unauthorized person is allowed into the examination hall/room.

(iv) To make sure that no candidate leaves the examination hall/room with examination paper.

(v) To make sure that no candidate temporarily leaves the examination hall/room without the permission or being accompanied by the invigilator.

(vi) To verify that candidate's information conforms to the information written by candidate on the examination Answer Book(s) and/or Answer Sheet(s) against the attendance sheet.

(vii) To obtain clarification or guidance from the module lecturer or respective department where there is a misprint or missing information in the examination paper. The candidate should be advised to carry on with the rest of the questions while the invigilators try to get some guidance on the matter from the module lecturer or the Examination officer. Where the invigilators receive clarifications or guidance on the misprint, the clarification should be given to all candidates.

(viii) To be on alert and maintain constant and effective invigilation throughout the period of examination.

(ix) To take appropriate measures where the invigilator(s) notice that a candidate is in breach of examination regulations in the examination room/hall or premises of the examination against such candidate which will include to require the candidate to write a statement about the incident and sign the statement. The candidate shall then be left to continue with that examination paper.

(x) To make sure that during the writing of the statement by a candidate who is in breach of examination regulations, assistant invigilator(s) witness the incident and sign the relevant documents.

(xi) To report in a prescribed form incident of breach of examinations to the Head of Examinations Department immediately after the end of the respective examination.

(xii) To report to the respective Faculty Dean or Campus Director about the happening of any event which may affect the conduct or continuation of the examination and the same shall direct the invigilators on what to be done.

(xiii) To allow into the examination hall/room respective module lecturer(s) who wish to look at or make corrections on question papers or respective Head(s) of Department(s)or other relevant officers to carry out functions related to the conduct of examinations.

(xiv) To make sure that candidates are not disturbed during the examination.

(xv) To make announcements concerning the conduct of the examination or any other important information to the candidates.

(xvi) To inform:

(a) late candidates (candidates who arrived at the examination hall/room within 30 minutes after the commencement of the examination) that they may sit for the examination but there shall be no extra time to be given.

(b) late candidates (candidates who arrived at the examination hall/room in more than 30 minutes after the commencement of the examination) that they are not allowed to sit for the examination.

(xvii) To inspect a candidate suspected of committing an examination irregularity with a view to obtain necessary evidence. The inspection should be done by an invigilator or an invited staff of the Institute of the same sex with that of the candidate.

(xviii) To write and keep the records of all relevant events that occurred during the examination.

13.7 The responsibilities of the Invigilators at the end of the examination shall be as follows:

(i) To require the candidates to remain seated until all Answer Books and/or Answer Sheets have been collected.

(ii) To make any announcement to ensure orderly collection of examination Answer Books and/or Answer Sheets.

(iii) To make sure that all examination Answer Books and/or Answer Sheets have been collected and verified against the attendance sheet.

(iv) To make sure that all examination Answer Book(s)and/or Answer Sheets relating to candidate(s) with examination irregularities is (are) serially arranged according to their Examination Numbers and are submitted to the examination's office in separate envelope(s).

(v) To make sure that all examination Answer Books and/or Answer Sheets and invigilation reports are submitted to the examination office immediately after the end of the examination.

14.0 EXAMINATION IRREGULARITIES AND PROCEDURES

14.1 It is prohibited for any candidate to commit an examination irregularity during, before or after the examination in the examination room/hall or premises.

14.2 Examination irregularities shall include but not limited to:

(i) making unauthorized verbal communication with and/or gesturing to another candidate,

(ii) being in possession of and/or using any unauthorized materials, (iii) exchanging documents or Answer Books and/or Answer Sheets

(iv) assisting another candidate in writing his/her examination.

(v) providing answers to another candidate

(vi) copying from another candidate

(vii) removing Question Paper, Answer Books and/or Answer Sheets from an examination room/hall or premises

(viii) involved in unauthorized removal of an examination Answer Book(s) and/or Answer Sheet(s), any part of an examination Answer Book(s) and/or Answer Sheet(s) or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so;

(ix) tearing whole or any part of the Answer Books and/or Answer Sheets;

(x) entering into an examination room/hall or premises with unauthorized materials as stipulated under Regulation 12.18;

(xi) borrowing materials from or lending materials to another candidate(s) in the course of examination, materials including but not limited to, calculators, rulers, pens/pencils, and slide rules;

(xii) causing disturbance in or near an examination room/hall or premises;

(xiii) interfering with and/or obstructing the invigilator(s) from performing his/her duties in the course of the examination;

(xiv) impersonating another candidate;

(xv) being a beneficiary of impersonation or any other act likely to give an unfair advantage to a candidate;

(xvi) collusion to commit impersonation or any other act likely to give an unfair advantage to a candidate;

(xvii) committing or attempting to commit any act that may or is likely to give an unfair advantage to any student;

(xviii) involved in fraudulent alteration or misrepresentation of data and/or other information; and

(xix) attempting to do any of the acts described in (i) to (xviii).

14.3 For the purpose of dissertations, field work reports and project reports, examination irregularities shall include the following:

(i) Plagiarism

(ii) Using a "ghost" writer to author a dissertation, fieldwork report or project report.

(iii) Falsifying documents of Institutions or authorities relating to fieldwork placement. (iv) False representation as to the attendance of the fieldwork activities.

14.4 The Head of Examination Department shall refer a matter which involves a candidate committing examination irregularities to the Examinations Regulation Enforcement Committee (EREC) for hearing, deliberation and decision on the reported irregularity.

14.5 The Examination officer appointed by the Director of Academic Support Services at the main campus or the Officer responsible for examinations at the campus shall present a case against a candidate

alleged to have committed an examination irregularity to the Examinations Regulations Enforcement Committee.

14.6 A candidate who shall be found guilty of committing examination irregularities shall be subjected to one of the following penalties:

(i) Repeating a year of study shall be imposed on any candidate who is found guilty of irregularities stipulated in Regulation 14(2) (i) – (xix) of these Regulations, and based on the evidence, the EREC considers such candidate, in whatsoever manner, to have not (a) accessed or attempted to access the unauthorised material(s) during the entirety of the examination in question (b) caused another candidate to access or attempting to access the unauthorised material(s) during the entirety of examination in question, or (c) committed any other irregularity which is serious in nature.

(ii) Discontinuation from studies shall be imposed on any candidate who is found guilty of irregularities stipulated in Regulation 14(2) (i) – (xix) of these Regulations, and based on the evidence, the EREC considers

such candidate to have (a) accessed or attempted to access the unauthorised material(s) during the entirety of the examination in question (b) caused another candidate to access or attempting to access the unauthorised material(s) during the entirety of examination in question, (c) committed a second or habitual offence that was previously given a lesser penalty, or (d) committed any other irregularity which is serious in nature.

14.7 A candidate who has been found guilty of examination irregularity and punished in accordance to regulation 14.6 shall be informed in writing of his/her right to appeal against the decision to the Examination and appeals Committee. The appeal must be submitted within seven (7) working days from the date of receiving the letter containing the decision made by Examinations Regulation Enforcement Committee (EREC).

14.8 After hearing and deciding an appeal lodged in accordance to regulation 14.6 the Examinations Appeals Committee shall prepare and submit a report to the Rector.

14.9 A candidate who has been punished to repeat a year of study due to commission of an examination irregularity shall be discontinued from studies if found guilty of committing a subsequent examination irregularity.

14.10 The status of a student, who has been discontinued from studies due to commission of an examination irregularity, shall be discontinuation for irregularity.

15.0 ASSESSMENT

15.1 a) For all undergraduate and postgraduate diploma programmes, assessment in all modules shall be by coursework and end of semester examination. Coursework shall have a weight of 40 per cent and end of semester examination shall have a weight of 60 per cent.

b) For master programmes, assessment in all modules shall be by coursework and end of semester examination. Coursework shall have a weight of 50 per cent and end of semester examination shall have a weight of 50 per cent or as stipulated in the curriculum.

(c) For dissertations, field work and project reports, assessment shall be at the end of the

period for submission given to candidates and shall have a weight of 100 per cent.

(d) For Master degree programmes (NTA Level 9) the result of the dissertation shall be considered separately, as a third semester, for the purpose of processing overall program result.

15.2 The pass marks for each module shall be as follows:

(i) 50 per cent for Basic Technician Certificate, Technician Certificate and Postgraduate programmes.

(ii) 45 per cent for an Ordinary Diploma programme

(iii) 40 per cent for Higher Diploma and Bachelor Degree programmes.

15.3 In order for a candidate to pass, he/she must obtain:

(i) For undergraduate and Postgraduate Diploma candidates, at least 33.3 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination marks. Otherwise, the candidate is considered to have failed at "F" grade.

(ii) For Master candidates, at least 33.3 per cent of the total coursework marks and 33.3 per cent of the end of the semester examination

marks. Otherwise, the candidate is considered to have failed at "F" grade.

15.4 (a) For undergraduate and postgraduate diploma programmes, a coursework shall be computed from marks obtained from a minimum of one (1) test of 20 marks and other assessment(s) in every module conducted during the semester.

(b) For Master programmes, a coursework shall be computed from marks obtained from a minimum of one (1) timed test, one assignment and/or other coursework assessments in every module conducted during the semester.

15.5 A candidate who absents himself/herself from coursework related assessment(s) other than tests, the missed component(s) will be awarded a zero mark and his/her coursework shall be computed accordingly.

15.6 A candidate who absents himself/herself from timed test without compelling reasons shall be considered to have absconded and shall be discontinued from studies.

15.7 A student who absents himself/herself from both a test and special examination related to coursework for compelling reasons may, subject to regulation 15.8 and within the same academic

year, request the Faculty Dean or Campus Director, for special assessment. Provided that a special test shall be given to a student who has completed other components of coursework.

15.8 For a candidate to be allowed to complete missed assessment(s), the following procedures shall be followed:

a) Seek permission from the Faculty Dean or Campus Director, in writing, prior to his/her absence from the Institute clearly stating the reason(s) for seeking permission. The letter shall indicate student's personal details including the name, registration number, programme of study and the module in respect of which the permission is sought.

b) In case of sickness, the candidate's original medical report stamped and signed by a registered medical practitioner shall be submitted to the Faculty Dean or Campus Director within seven (7) days of sickness.

c) If the candidate missed an assessment on ground of bereavement:

(i) He/she shall only be excused from attending a tutorial assignment, test or writing an end of the semester examination upon the demise of a father, mother, father

in law, mother in law, sister, brother, child, and spouse;

(ii) He/she, immediately after receiving information about the demise, shall notify the Dean of the Faculty or Campus Director.

(iii) He/she shall submit upon his/her return, either a copy of the death certificate or burial permit or letter from the local government authority of the area where the burial took place.

15.9 There shall be fieldwork for all undergraduate students for a period specified in respective curricula.

(i) A student who fails to secure a fieldwork placement shall undertake a project that will be supervised by an assigned teaching staff.

(ii) Full time teaching staff shall visit students during their fieldwork to assess their performance. The final assessment of the fieldwork or project shall be provided by the assigned supervisor who shall assess the student's written report.

(iii) Fieldwork or project reports shall be submitted to the respective Head of

Departments on the dates that shall be set by the Institute and communicated to the students.

(iv) Late submission or non-submission of the fieldwork or project reports with acceptable reason(s) shall be considered as fail and shall be allowed to resubmit the report as supplementary assessment.

(v) A student who fails to go to his/her allocated fieldwork station or who fails to do the project arranged by the Institute without acceptable reason(s) shall be considered to have absconded and shall be discontinued from the studies.

(vi) A student who fails and is required to repeat a year of study, shall be required to redo the fieldwork or project.

15.10 All Postgraduate Diploma students shall undertake research projects as part of their assessments. The following procedures shall be adhered to in undertaking the research projects along with the Institute's research guidelines in force at the time:

(i) Each student shall be allocated a supervisor who will guide him/her throughout the research project process.

(ii) A student shall write and submit the final research project report to the respective department after being approved by his/her supervisor before or on the prescribed date.

(iii) The departments shall distribute research reports to the respective supervisors who shall assess and grade them and submit the marked research reports and mark sheets to the respective heads of departments within the prescribed period

(iv) A candidate who submits but fails a research report shall be allowed to resubmit his/her research project report only once before the end of the following academic year.

(v) A candidate who will not submit his/her research report to the respective Department on the prescribed date due to a sufficient reason, shall be allowed to request extension at a fee to be prescribed by the Institute, provided that the candidate has not exhausted his/her maximum registration period.

(vi) A candidate who fails to submit his/her research report whether it is initial submission or resubmission within the prescribed time shall be considered as to have "Absconded" and be discontinued from studies.

16.0 DISSERTATION FOR MASTER PROGRAMMES

16.1 All Master students shall conduct research and write dissertations as part of their assessments. The following procedures shall be adhered to in undertaking the research and writing dissertations:

(i) Each student shall be allocated a supervisor who will guide him/her throughout the research process and writing of the dissertation.

(ii) A student shall write and submit the final dissertation to the respective department after being approved by his/her supervisor before or on the prescribed date.

(iii) The departments shall distribute dissertations to the respective supervisors who shall assess and grade them and submit the marked dissertations and mark sheets to the respective heads of departments within the prescribed period.

(iv) A candidate who submits but fails a dissertation shall be allowed to resubmit his/her Dissertation only once before the expiry of the prescribed period at an additional fee to be prescribed by the Institute.

(v) A candidate, who fails to submit his /her dissertation to the respective department on the prescribed date due to acceptable reason(s), shall be allowed to request extension at a fee to be prescribed by the Institute.

(vi) A candidate who postpones studies/dissertation after submitting a research proposal for his/her dissertation may be allowed to proceed with his/her studies/dissertation after paying relevant fees including dissertation supervision fee to be prescribed by the Institute.

(vii) A candidate who fails to submit his/her dissertation whether during the submission or resubmission or with corrections without sufficient reasons within the prescribed time shall be considered as to have absconded and be discontinued from studies.

(viii) A supervisor for dissertation in master's programme shall be allocated at the earliest possible opportunity, not beyond the second semester of the relevant programme. Provided that candidates shall not be allowed to submit and defend their research proposals or dissertations unless the coursework component has been successfully completed.

(ix) The dissertation shall be assessed on the basis of the proposal (20%), the report (50%) and the viva voce (30%) as per dissertation guidelines.

(x) After submission of the dissertations to the respective departments, dates shall be appointed when candidates shall undertake viva voce examinations and the outcomes of the examination shall be as follows:

(a) Pass without corrections
(b) Pass with minor corrections
(c) Pass with major corrections (d) Fail

(xi) A candidate shall be considered to have passed the dissertation if the overall weighted score is at least 50 per cent provided that he/she attains at least 50 per cent of the viva voce.

(xii) A re-submitted dissertation in the category of fail shall be assessed as a supplementary examination and in any case the maximum grade shall be "B".

(xiii) A candidate who failed and was required to resubmit his/her dissertation and fails to score 50 per cent shall be declared to have

failed the dissertation and be awarded a Postgraduate Diploma.

(xiv) The categories of pass or fail with their respective periods of resubmission for dissertations shall be as follows:

Category	Maximum re-submission Period
Pass without corrections	None
Pass with minor corrections	Two (2) Calendar Months
Pass with major corrections	Four (4) Calendar Months
Fail during the initial submission	Six (6) Calendar Months
Fail during the resubmission	None

(xv) Assessment of late submitted dissertation with approved written submission date extension shall be done according to the grading system stipulated under Regulation 18.

17.0 FACULTY DISSERTATION ASSESSMENT PANEL (FDAP)

(i) There shall be a Dissertation assessment panel for each Faculty or Campus.

(ii) The respective Faculty Dean or Campus Director shall appoint a panel of experts for the purpose of assessing and approving Dissertation proposal(s) and conducting and assessing the viva voce for candidates undertaking Master programmes.

(iii) The composition of each panel shall be three members of which, at least one of them shall be an expert in the area/field of the student's dissertation.

(iv) The functions of the panel shall be:

a) To assess presentations and the general quality of the Dissertation proposals;
b) To conduct viva voce in defence of dissertations.
c) To deliberate and decide on the outcomes of presentations and defence of the dissertations.

(v) In performing the above functions, the panel shall be guided by assessment guidelines provided by the respective Faculties.

(vi) The Chairperson of the panel shall communicate to the respective Faculty or Campus about the deliberations and outcomes of the defence of the dissertations.

18.0 GRADING SYSTEM

18.1 Grading System for Basic Technician Certificate (NTA Level 4)

The grading system for a Basic Technician Certificate (NTA Level 4) shall be as below

Grade	Definition	Grade Points	SCORERANGE
A	Excellent	4	80% – 100%
B	Good	3	65%– 79%
C	Average	2	50% – 64%
D	Poor	1	40% – 49%
F	Fail	0	0% – 39%
I	Incomplete	-	-

The pass mark for Technician Certificate (NTA Level 4) shall be 50 per cent.

18.2 Grading System for Technician Certificate (NTA Level 5)

The grading system for Technician Certificate (NTA Level 5) shall be as follows:

GRADE	DEFINITION	GRADE POINTS	SCORERANGE
A	Excellent	4	80% - 100%

B	Good	3	65% - 79%
C	Average	2	50% - 64%
D	Poor	1	40% - 49%
F	Fail	0	0% - 39%
I	Incomplete	-	-

The pass mark for Technician Certificate (NTA Level 5) shall be 50 per cent.

18.3 Grading System for Ordinary Diploma (NTA Level 6)

The grading system for Ordinary Diploma (NTA Level 6) shall be as follows

GRADE	DEFINITION	GRADE POINTS	SCORERANGE
A	Excellent	5	75% - 100%
B+	Very Good	4	65% - 74%
B	Good	3	55% - 64%
C	Average	2	45% - 54%
D	Poor	1	35% - 44%
F	Fail	0	0% - 34%
I	Incomplete	-	-

The pass mark for Ordinary Diploma (NTA Level 6) shall be 45 per cent.

18.4 Grading System for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

The grading system for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows

GRADE	DEFINITION	GRADE POINTS	SCORERANGE
A	Excellent	5	70% - 100%
B+	Very Good	4	60% - 69%
B	Good	3	50% - 59%
C	Average	2	40% - 49%
D	Poor	1	35% - 39%
F	Fail	0	0% - 34%
I	Incomplete	-	-

The pass mark for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be 40 per cent.

18.5 Grading System for Master Degree (NTA Level 9)

The grading system for Master degree (NTA Level 9) shall be as follows:

GRADE	DEFINITION	POINTS	SCORE RANGE
A	Excellent	5	70% - 100%
B+	Very Good	4	60% - 69%

B	Good	3	50% - 59%
C	Marginal Fail	2	40% - 49%
D	Fail	1	0% - 39%
I	Incomplete	-	-

The pass mark for Master Degree shall be 50 per cent.

18.6 Grading System for Postgraduate Diploma

The grading system for Postgraduate Diploma shall be as follows:

GRADE	DEFINITION	SCORERANGE
A	Excellent	80% - 100%
B+	Very Good	70% - 79%
B	Good	60% - 69%
C	Average	50% - 59%
F	Fail	0% - 49%
I	Incomplete	-

The pass mark for Postgraduate Diploma shall be 50 per cent.

19.0 COMPUTATION OF GRADE POINTS AVERAGE

The aggregate Grade Point Average (GPA) shall be used for the purpose of classifying awards. The aggregate GPA for all modules shall be calculated using the following procedure:

(i) The letter grades obtained shall be converted into "points" as stipulated under Regulations 18.1 to 18.5

(ii) The credits for modules taken in each programme shall be used to determine the weight of each module. The credits for each module are shown in the programme curricula.

(iii) To compute the score for the module, the points in (i) shall be multiplied by the module credits in (ii).

(iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii).

(v) To compute the GPA, total score in (iv) shall be divided by sum of credits for all modules taken.

(vi) The calculation of GPA shall be a truncated score to one decimal place

20.0 PROCESSING AND PUBLICATION OF EXAMINATION RESULTS

20.1 Immediately after the completion of writing of examinations by candidates all members of academic staff shall be required to mark the Answer sheets and/or Answer booklets and

process the examination results in accordance with the guidelines prescribed by the DR-ARC.

20.2 The marking of the Answer sheets and/or Answer booklets shall be done at the place and for the period appointed by the DR-ARC.

20.3 The provisional results of candidates in every examination, arranged in a manner as prescribed by the guidelines shall be published by the Dean of the relevant Faculty soon after the Faculty Examination Board has held its meeting to approve such a result, but the results shall not be regarded as final until they are confirmed by Examination Boards/Committees.

20.4 The results may be published on notice boards, student information systems or websites at the discretion of the Rector. In publishing the results, only candidates' registration numbers and the grades scored shall be indicated, provided that with regard to student information system, an individual candidate will be able to see his/her name.

21.0 EXAMINATION RESULTS APPEAL PROCEDURES

21.1 A candidate who is not satisfied with his/her provisional examination results shall have the right to appeal against such results.

21.2 A candidate shall only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.

21.3 In lodging an appeal against examination results, the following procedures shall be followed:

(i) The appeal shall be lodged to the office of the Director of Academic Support Services within fourteen (14) days counted from the day of publication of the provisional results.

(ii) The appeal shall be lodged through the Student Information System or any other appropriate system that will be determined by the Director of Academic Support Services.

(iii) The appeal shall be accompanied by a non-refundable fee to be determined by the Institute.

21.4 The Director of Academic Support Services shall submit all examination results appeals to the Examinations Appeals Committee for review and publication.

21.5 The Director of Academic Support Services shall present details of each appeal and recommendations from the Examinations Appeals Committee to the Examination Board/Committee for deliberations and approval.

21.6 Upon approval of examination appeal results by the Examinations Board/Committee, such results shall be final and conclusive.

22.0 CONDITIONS FOR PROGRESSING FROM SEMESTER TO SEMESTER AND FROM YEAR TO YEAR

22.1 A student of Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) shall be allowed to progress from one level to another provided that he/she has successfully accomplished the preceding level and he/she has paid all fees as prescribed by the Institute.

22.2 A student shall be allowed to progress in his/her studies from one semester to another during the particular academic year if he/she:

(i) Has not absconded from studies
(ii) The student must have paid all fees as prescribed by the Institute

(iii) Has an incomplete result provided that he/she meets the condition as stipulated under Regulation 10.1 (iii) and 11.1

22.3 A student of NTA level 7 and NTA level 8 shall be allowed to progress in his/her studies from one academic year to another if he/she:

(i) Passes all modules examined in the two semesters of the preceding year of study.

(ii) Meets the conditions for carrying forward the modules failed as stipulated under Regulation 24.

(iii) Is a Higher Diploma student who was allowed to postpone the supplementary examinations as stipulated under Regulation 11.4

22.4 Without affecting the conditions stipulated under this regulation, a Postgraduate student may be allowed to proceed to the research or dissertation after completion of first semester of his/her studies but he/she shall not be allowed to submit the dissertation until when the student completes and passes examinations in respect of the taught part of the course.

22.5 Academic status of any student covered by these regulations will be determined on semester basis (semester-wise) except for repeating a year or fail

and discontinued status that shall be determined at the end of the academic year, as stipulated under Regulation
7.12 and 7.13.

23.0 CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS

23.1 A candidate of Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5) and Ordinary Diploma (NTA Level 6) who fails in the first attempt in a particular academic year shall be allowed to sit for supplementary examinations provided that he/she has attained a GPA of at least 2.0.

23.2 A Higher Diploma or Bachelor Degree or Postgraduate diploma or Master Degree candidate who fails in the first attempt shall be allowed to sit for supplementary examinations provided that he/she has not failed more than half of the modules examined during a particular academic year.

23.3 A candidate who sits for supplementary examination(s) shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores shall not be considered.

23.4 The grade for supplementary examination shall be "C" for any score equal to or above the pass mark

score depending on the grading system of the relevant programme.

24.0 CONDITIONS FOR CARRYING FORWARD FAILED MODULES

24.1 A student studying a Non-Collaborative Master, Postgraduate Diploma programmes and finalists in the Bachelor and Ordinary Diploma programmes shall be allowed to carry forward the failed module(s) after supplementary at a fee to be prescribed by the Institute provided he/she has not exhausted his/her maximum registration period.

24.2 In order to carry forward a module the following conditions shall apply for a candidate of NTA level 7 to NTA Level 9:

(i) The module(s) must have been done and failed as a supplementary examination.

(ii) A candidate must have scored an annual GPA of 1.8 or above after Supplementary Examination, shall be allowed to carry over module(s) into the subsequent academic years.

(iii) Examinations for carried forward modules shall be done only during the Supplementary examination season.

(iv) No coursework shall be considered in assessing the carried forward module(s).

(v) The grade for any carried forward module shall be "C" for any score equal to or above the applicable pass mark.

24.3 A student of Basic Technician Certificate (NTA Level 4) or Technician Certificate (NTA Level 5) or Ordinary Diploma (NTA Level 6) shall be allowed to carry forward a failed module after supplementary but shall not be allowed for admission to another level until when such module(s) is cleared.

24.4 A student who carries forward a module may attend lectures and/or tutorials and do assignments at his/her convenience.

25.0 CONDITIONS FOR REPEATING AN ACADEMIC YEAR

25.1 In recognising a bona fide student, the Institute, among other things, shall consider the following maximum registration period allowed for each programme:

PROGRAMME	NORMAL DURATION (YEARS)	MAXIMUM REGISTRATION PERIOD (YEARS)
Basic Technician Certificate (NTA Level 4)	1	2

Technician Certificate (NTA Level 5)	1	2
Ordinary Diploma (NTA Level 6)	1	2
Bachelor Degree (NTA Level 7 to NTA Level 8)	3	5
Postgraduate Diploma	1	3
Master Degree	1.5	4

25.2 A student pursuing Higher Diploma and Bachelor Degree course shall be allowed to repeat a particular academic year only once provided that he/she has not exhausted his/her maximum registration period and if he/she:

(i) Fails in more than half of the modules examined during a year and has an average of 90% of the pass mark stipulated in regulation 15.2 (iii) or above in respect of that particular academic year.

(ii) Scored an annual GPA of less than 1.8 after Supplementary Examination.

(iii) Meets conditions stipulated under Regulation 10.2

(iv) Has been sentenced to repeat a year of study under Regulation 14.6 (ii) of these

regulations for violating examination regulations

25.3 A student in the Basic Technician Certificate (NTA Level 4), Technician Certificate (NTA Level 5), Ordinary Diploma (NTA Level 6), Postgraduate Diploma and Master programmes shall not be allowed to repeat a year of study.

26.0 POSTPONEMENT OF STUDIES

26.1 A student may be allowed to postpone studies in a particular semester or year of study only once on acceptable grounds as approved by the Faculty Dean and the permission shall be reported to the respective Faculty Board.

26.2 A student who postpones a semester or a year of study will only re-join in the next year of study and such a student will have to redo all the coursework.

26.3 A student who is eligible to repeat a year may be allowed by Faculty Dean or Campus Director to postpone the year of study by only one (1) academic year on acceptable grounds and the permission shall be reported to the respective Faculty Board.

27.0 CONDITIONS FOR DISCONTINUATION/VOLUNTARY EXIT FROM AND READMISSION TO STUDIES

27.1 A student shall be discontinued from studies if he/she

(i) Is a Basic Technician Certificate (NTA Level 4) or Technician Certificate (NTA Level 5) or Ordinary Diploma (NTA Level 6) candidate who has a GPA of less than 2.0 in respect of that particular year.

(ii) Is a Higher Diploma or Bachelor Degree candidate who fails in more than half of the modules examined during the academic year and has an average of less than 90% of the pass mark stipulated in regulation 15.2(iii) in respect of that particular academic year.

(iii) Is a Postgraduate Diploma or Master candidate who fails in more than half of the modules examined during a particular year of study.

(iv) Absents himself/herself from the examination without permission from the Faculty Dean or Campus Director.

(v) Is proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters.

(vi) Fails to attend a Fieldwork placement allocated to him/her and has not done the

project assignment arranged by the Institute without acceptable reason(s) determined by the Faculty Dean or Campus Director.

(vii) Is a Postgraduate Diploma candidate who fails to submit or resubmit his/her research project report within the stipulated time or who fails in resubmitted research project report.

(viii) Has exhausted the maximum registration period applicable in his/her respective programme.

(ix) Is Master candidate who fails to submit his/her dissertation whether during the submission or resubmission or with corrections without acceptable reasons within the prescribed time.

27.2 A student who has earlier been discontinued from a programme of study on academic grounds other than involvement in an examination irregularity may be enrolled again to his/her former programme or any other programme offered by the Institute after the lapse of one year, subject to having satisfied the applicable entry requirements. Re-admission in the same programme shall be done only once.

27.3 A student who was discontinued from any programme on disciplinary grounds or involvement

in an examination irregularity shall not be re-admitted to the Institute in any programme.

27.4 A student who opt to exit voluntarily and graduate for Technician Certificate or Higher Diploma is entitled for re-admission provided that re-admission is within three years from the date of graduation and that he/she has not been discontinued from studies at NTA Level 6/NTA Level 8.

27.5 A student who successfully completes NTA Level 5 or NTA Level 7 is entitled for respective Technician Certificate or Higher Diploma award, unless the student continues with another level where he/she will be entitled to higher award; Ordinary Diploma or Bachelor Degree for NTA Level 5 and NTA Level 7, respectively.

28.0 CLASSIFICATION OF AWARDS

The GPA calculated in Regulation 19 shall be used in classifying the awards. In each case, the calculation of GPA shall be a truncated score to one decimal place. For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9. The classification of award at a particular level shall reflect the grading system in the same level.

28.1 Award Classification for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5) shall be as follows:

Class of Award	Cumulative GPA
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

28.2 Award Classification for Ordinary Diploma (NTA Level 6), Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8) shall be as follows:

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Upper Second Class	3.5 – 4.3
Lower Second	2.7 – 3.4
Pass	2.0 – 2.6

28.3 The award classification for Master degree (NTA Level 9) shall be as follows:

Class of Award	Cumulative GPA
First Class	4.4 – 5.0
Second Class	3.5 – 4.3
Pass	3.0 – 3.4

28.4 In the process of determining the classification mentioned in Regulation 28.3, the maximum supplementary examination grade shall be a B grade provided the candidate has a score of at least 50 per cent.

28.5 The award of the Master Degree shall be made to the successful graduates who have completed and passed all required modules in the taught part and the dissertation.

28.6 A student who fails to complete Master's dissertation in the given registration period, shall be awarded a Postgraduate Diploma instead of the relevant master's programme, provided he/she has passed all taught modules including research methodology.

28.7 Awards for Postgraduate Diploma programmes are not classified.

28.8 Award of Honours Degree:

A degree with honours shall be awarded to a candidate obtaining a First or Second class upper division where the candidate has passed all examinations at first sitting; without supplementary examination in any particular academic year.

29.0 CERTIFICATES, CERTIFICATION AND ACADEMIC TRANSCRIPTS

29.1 The Governing Council shall award certificates for Degrees, Diplomas or other awards to such students as shall be recommended by the Examination Board/Committee to the Governing Council for conferment of such degrees, diplomas or other awards after graduation.

29.2 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for preparing an academic transcript. Any graduate desirous of obtaining a transcript(s) shall submit an application for such an academic transcript(s), a clearance form and one current passport size photograph for the preparation of academic transcript.

29.3 An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged for certifying each copy of the Institute's certificates and academic transcripts.

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

(i) The applicant produces a sworn affidavit;

(ii) The replacement certificate shall be stamped "COPY" across it;

(iii) The applicant must declare the loss in local newspaper(s) and a copy of the advertisement be produced to the Institute;

(iv) After the declaration of the loss in the newspaper, the Institute will produce a copy of the certificate in the next printing session, normally after the graduation session.

(v) A replacement will be done within a short time if a part of the destructed certificate is produced depending on circumstances;

(vi) An appropriate fee in TZS for Tanzanian students and in US Dollars for international students as prescribed by the Institute shall be charged.

29.5 For a student to qualify for the best student award, the student must have had not supplemented or postponed a final examination or part of it.

APPENDIX B: IFM STUDENT REGULATIONS

IFM STUDENT REGULATIONS

[Made Under Section 7(3) of
The Institute of Finance Management Act, Cap 91, RE 2002]

3.4. PREAMBLE

Having been aware of the following, that is to say:

1.3.2That the Institute of Finance Management (IFM) was established by the Institute of Finance Management Act, cap 91 R.E. 2002 to provide training, consultancy services and conduct research in the fields of insurance, and banking;

1.3.3That the Institute's fundamental purpose can be realized only if its members work and interact peacefully in conditions which permit freedom of thought and expression and in the spirit of respect for the rights of other persons:

WHEREAS these Student Regulations are promulgated and made to maintain these conditions and protect the Institute from actions, which would damage the academic reputation and status of the Institute and its members;

NOWTHEREFORE these Regulations are intended to achieve the following objectives:

(i) To establish and maintain a state of good relationship and harmony among members of IFM student community, which is conducive to teaching and learning.

(ii) To assist in the role of building up awareness among students on what is expected of them by their respective nations as trained future professionals.

(iii) To provide peaceful environment to lecturers, non-teaching staff and visitors and encourage positive social interaction, so as to maintain a good corporate image.

(iv) To safeguard all the physical facilities, and properties of the Institute or any other property lawfully within the premises or under the care of the Institute.

(v) To set general guidelines on student welfare, conduct, discipline, disciplinary procedure and penalties.

PART I

3.5. SHORT TITLE AND COMMENCEMENT

1. These Regulations shall be cited as the Institute of Finance Management Student Regulations, 2013 and shall come into force after being endorsed by the Institute's Governing Council.

3.6. INTERPRETATION

(ii) In these Regulations unless the context otherwise requires:-

"The Act' means the Institute of Finance Management Act, cap 91 R.E. 2002

"**Baraza"** means a lawful assembly of all students convened by either IFM Management or IFMSO.

"The Appeals Committee" means the Institute's Student's Disciplinary Appeals Committee established under these Regulations.

"Competent authority" shall include any staff or organ of the Institute vested with disciplinary powers.

"Council" shall have the meaning ascribed to it by the Act.

"Dean of Students" means an officer of the Institute responsible for student welfare, discipline, guidance and counseling.

"Disciplinary Committee" means the Students Disciplinary Committee established under these Regulations.

"Disciplinary Offence" shall have the meaning of any act or behavior which contravenes these Regulations.

"Hostel" includes external hostels where the Institute's students stay.

"Student" shall include all registered students and continuing students eligible for registration.

"Warden" means an officer of the Institute responsible, inter alia, for hostels of residence and the safety of students while in hostels at the Institute under the guidance of the Dean of Students.

3.7. CONDITIONS PRECEDENT TO ENROLMENT

(iii) These regulations, the prospectus and any other regulations for the time being in force shall be made accessible to all students.

(iv) Acceptance of a place at the Institute of Finance Management is conditional upon agreement by the student to abide by these Regulations and any other conditions of admission as set by the Institute. Signing of the Student Declaration Form shall signify the student's awareness and acceptance of the Regulations. Ignorance of these regulations or any other regulations shall not exonerate the student from liability.

(v) Payment of full tuition fees shall be a condition for registration to pursue and/or to continue with studies at the Institute of Finance Management; provided that the manner of payment shall be in accordance with instructions enunciated from time to time by the Institute. Payment of full hostel fees shall be a condition for acceptance as a residential student.

APPLICATION

(vi) These Regulations shall apply to all students of the Institute.

(vii) The Rector of the Institute of Finance Management shall be responsible for the enforcement of these Regulations.

PART II

3.8. PROVISIONS RELATING TO RESIDENCE

(viii) Student Accommodation

Except where accommodation is provided by the Institute, students shall find their own accommodation outside the Institute. Students residing in hostels outside the Institute shall abide by these regulations and any other regulations that may be set by the management of the hostel they reside in.

(ix) Hostel Rooms

The Institute's hostel rooms are furnished with basic furniture. Any addition of furniture or other property in the room by a student shall be by written permission of the Dean of Students. Occupants are responsible for the proper care of all property and any damage or loss must be reported to the Warden of the respective block of residence.

(x) Hostel Room Inventory

The room occupants shall sign for all inventories and the condition of property found in the room at the commencement of occupancy and sign off at the end of the occupancy, otherwise they shall be charged for property not handed in.

(xi) Cleanliness

Students shall take good care of the room and shall be fully responsible for the general cleanliness and tidiness of the room.

(xii) Cooking in Hostels

Any form of cooking is not allowed in the Institute's hostel. For purposes of this section cooking entails frying, roasting, boiling, baking and warming by use of any appliance or source of energy;

Provided that boiling of water by use of electric kettle shall be allowed. All students with electric kettles shall be required to get written approval of the Warden of the respective hall and shall ensure that the kettle is in good condition, without any defects that may make its use dangerous.

(xiii) Transfer of Furniture

Students shall not interfere with or transfer furniture or fitting of any kind from any part of the Institute buildings without prior written permission from the office of the Dean of Students.

(xiv) Appliances in Hostels

No cooking appliances and electric or electronic devices shall be used in students' rooms. Students may bring into their rooms radio or television sets with leave of the Warden of the respective hall. Any unauthorized appliance if found in hostel rooms shall be confiscated by the Institute until the end of the semester.

(xv) Student Functions

No student parties or functions shall be allowed in hostels or other areas of the Institute unless written permission is obtained from the office of the Dean of Students. For specific official or social student functions, permission to extend musical performance in specified places within the Institute's premises may be granted by the Institute until but not beyond midnight.

(xvi) Vacating Hostel Residences

All students shall vacate the hostel room in which they stay at the end of each semester when the Institute closes for vacation. The room shall be left in a clean state and all personal belongings shall be removed.

(xvii) Staying on Campus During Vacations

On compelling grounds to be determined by the Hostel Committee students may be granted permission to stay on campus during vacations on condition that they shall undertake to meet the cost of their stay at prescribed rates;

Provided that students may be allowed to stay in hostel rooms free of charge or at reduced rates for special reasons and with written permission from the Rector.

(xviii) Keys

(a) Room key(s) must be returned on leaving the hostel at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the

time the key is returned. Each key holder shall ensure that he/she has signed in the key register when the key is returned to the Warden of the respective block of residence.

(b) Loss of key(s) by students shall be immediately reported to the Warden of the respective block of residence. The key will be replaced on payment of the cost of a new key or new lock by the student.

(xix) Drying of Laundry

Balconies, windows, corridors and communal areas shall not be used for drying or airing of beddings, towels or clothing.

(xx) Money and Valuables

Each student shall be personally responsible for safety of his/her money and other valuables brought in the room. The Institute shall not be responsible for any loss.

(xxi) Visitors

Students shall not entertain visitors in their rooms. All visitors shall be entertained in public places.

(xxii) Student Relations

Students shall live peacefully with one another. Where a student is found to misbehave towards roommates the misbehaving student shall be evicted from the room immediately.

(xxiii) Unauthorized Occupancy

Each room shall be occupied by occupants allocated by the appropriate authority. Permitting an

unauthorized occupant to live in a hostel room is prohibited.

(xxiv) Access to Hostel Rooms

Students shall give access to the staff of the Institute to enter the hostel rooms for purposes of carrying out administrative duties. The staff requiring entry into a hostel room occupied by a student shall be required to:

(i) Identify himself or herself by stating his/her name and position and showing his identification card.

(ii) State reasons for requiring access.

(xxv) Denial of Access

Where access into a hostel room is denied and it is deemed necessary that immediate entry is required the staff may use any reasonable means to gain access. In such circumstances the staff shall be required to:

(i) Be accompanied by a security officer and a student representative. For the purposes of this regulation a student representative shall include a student leader or, in the absence of such leader, any other student.

(ii) Make a written report of the incident and submit to the appropriate authority.

3.9. PROVISIONS RELATING TO CAFETERIA

(xxvi) Cafeteria Services

(i) The Institute's catering service is privatized; students shall pay for their meals served in the canteen or elsewhere as the case may be.

(ii) Students shall observe such behavior and regulations as may be set out by the cafeteria operators and approved by the Institute.

3.10. PROVISIONS RELATING TO THE USE OF LIBRARY AND COMPUTER LABORATORIES

(xxvii) Admission

Admission to the computer laboratories and library and use of computers, books and any other materials, including electronic reading materials shall be conditional upon the strict observance of the computer laboratory or library regulations.

(xxviii) Hours of Service

Students shall be required to abide by the opening and closing hours as shall be issued by the appropriate authority.

PART III

3.11. PROHIBITION OF MISCONDUCT

(xxix) Misconduct of any kind by students is hereby prohibited. For the purpose of these Regulations misconduct shall mean improper interference, in the broadest sense, with the proper functioning or activities of the Institute or of those who work or study in the Institute; or action which otherwise damage the Institute. Any student misconduct shall amount to a disciplinary offence and shall include but not limited to:

(a) Violence

Using or threatening to use force or striking a fellow student, an employee of the Institute or any other person at the Institute's premises or any other place that the student may be under the auspices of the Institute.

(b) Destruction

Maliciously or recklessly damaging, defacing or destroying any property of the Institute, property under the care of the Institute or property belonging to any member of the Institute's community or authorized visitors.

(c) Obstruction

Any act or conduct which is likely to obstruct or obstructs or frustrate or frustrates the functions, duties, activities or proceedings of any organ,

member of staff, student or any authorized visitor to the Institute.

(d) Interference

Unauthorized use of or interference with any technical, electrical, electronic or any other service or installation at the Institute or any other premises used by the Institute.

(e) Inciting

Inciting, conspiracy or preparing to incite either orally or by use of literature.

(f) Unauthorized Possession of Keys

Unauthorized possession of a key for any room/office belonging to the Institute.

(g) Disobedience

Refusal or failure to comply with a lawful order or directive given by any staff of the Institute acting on his/her behalf or under an order from any competent organ or authority of the Institute.

(h) Use of Unacceptable Language

Use of slanderous, offensive, abusive, obscene or threatening language by any student against any person at the Institute or any other place where the student may be under the auspices of the Institute.

(i) Dishonesty

Forging a document or uttering a false document or perpetrating forgery, cheating, fraudulent dealings with intent to cause loss to the Institute, its

employee, any other person, or Institution whether in cash or otherwise.

(j) Inviting Barred People

Knowingly inviting or entertaining a student, an organisation, students or any other person(s) or groups known to have been barred from the Institute.

(k) Refusal to attend a Disciplinary Committee Meeting

Refusal to attend a meeting convened or authorized by the Disciplinary Authority or any other authority of the Institute when summoned by written notice by such authority or organ.

(l) Contempt of the Disciplinary Committee

Refusal to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary authority or any other competent authority of the Institute.

(m) Unlawful Assembly

Unauthorized holding of student Baraza or any other meeting at the Institute's premises or anywhere else.

(n) Nuisance

Drunkenness, drug abuse, disturbing noise, disorderly conduct of oneself and any kind of nuisance which is likely to cause disruption of learning, or sleeping in halls of residence, or interference of the work of any employee of the Institute or any other person lawfully performing

any work for the Institute within the Institute's premises or any other place.

(o) Unauthorized Invitation of outsiders

Inviting outsiders such as guest speakers and/or social entertainers, or journalists or any other persons howsoever described without prior written permission from the Rector or any other authority of the Institute.

(p) Sexual Harassment

(i) Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment or discrimination may be physical, verbal, psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal or physical gestures, sexual advances; or sexually explicit sign, statement or gesture.

(ii) Sexual harassment shall also include derogatory statements, or sexually discriminatory remarks or indecent actions made by a student of the Institute which are offensive to the Institute's employee, a fellow student or any other person at the Institute to feel threatened, interfere with students' smooth and peaceful pursuance of his/her studies, or which undermine one's general feeling of security, reputation or creates a threatening or intimidating environment.

(q) Rape and Indecent Behavior

Rape or physical or verbal attack and indecent behavior towards any person by a student.

(r) Embezzlement of funds

Mismanagement or embezzlement of funds belonging to the students' organisation or any other funds that may be available for students' use.

(s) Collecting Money

Collecting or charging money from any student, student groups or any other person at the Institute without prior written permission from the Rector.

(t) Unauthorized Possession of Lethal Weapons

Unauthorized carrying of lethal weapons which can cause harm to the owner or others and jeopardize peace.

(u) Demonstrations, Mob Action and Class Boycott

(v) Smoking

Smoking within the Institute's premises is prohibited.

(w) Doing generally undesirable act

Doing or engaging in an act, which, in the judgment of the Rector, is undesirable and likely to jeopardize harmony and security of the students and the Institute's community in general.

PART IV

3.12. DISCIPLINARY PROCEDURE AND PENALTIES

A. PROCEDURES

(xxx) Breach of Regulations

Without prejudice to any specific penalties provided for in these Regulations, breaches of these Regulations shall first be reported to the Dean of Students who shall have powers to either warn, reprimand, counsel or require any such student concerned to rectify such a breach after giving him/her an opportunity to be heard or to forward the case to the Students' Disciplinary Committee depending on the gravity of the offence alleged. The Dean of Students may take action on his or her own motion where he/she witnesses or otherwise becomes aware of any breach of these regulations by a student.

(xxxi) Non-Compliance with the directions of the Dean of Students

Non-compliance with the directions of the Dean of Students to rectify the breach, or repeated breaches of any of these Regulations by any student provided for under these Regulations shall be reported in writing by the Dean of

students to the secretary of the Student's Disciplinary Committee.

(xxxii) Disciplinary Committee Meeting

Upon receipt of a report from the Dean of students the Disciplinary Committee shall meet within seven days to consider such breach.

(xxxiii) Right to a Hearing

At the meeting of the Committee, the student concerned shall be entitled to be heard together with any witnesses he/she may choose to bring in his/her support and the Disciplinary Committee shall have powers to summon any person to give evidence or information or produce anything in connection with such breach in order to enable it to arrive at an impartial and just decision.

(xxxiv) Irregularity of Proceedings

No irregularity of the proceedings of the Student Disciplinary Committee shall have the effect of nullifying the decision thereof unless it is proved that such irregularity actually occasioned a miscarriage of justice.

B. PENALTIES

(xxxv) Imposition of Penalties

The Student Disciplinary Committee may impose any of the following penalties in appropriate cases:

- A verbal warning;
- A written warning;
- A severe warning, with a direction to have it recorded in the personal file of the student concerned;
- A fine commensurate with the nature of the offense committed.
- A suspension from classes or hostel for a period not exceeding one year at the student's own expenses;
- A dismissal from hostel or Institute where

    - One has previously suffered a penalty specified in (c) above;
    - A student does not comply with the penalty provided for under (e) by either remaining or being seen within the Institute's class or hostel;
    - A student is found guilty of misconduct under these regulations which also constitute a criminal offense under any law of the country;

- In any other case in which the gravity of the offence is found to warrant dismissal.

(xxxvi) Remedies

Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation, make restitution or any other remedies as may be determined for the loss or damage caused to the Institute or any other injured party.

(xxxvii) Review of previous Committee decisions

Where circumstances demand, the Disciplinary Committee shall have the power to revise its previous decision upon application by the student affected or the Dean of Students. Such review shall be confined to procedural irregularities only. The aggrieved party shall make such application within fourteen days from the date of the decision.

(xxxviii) Imposition of a lesser penalty

Notwithstanding any penalty provided for under these regulations the Students' disciplinary Committee, Appeals Committee or any other competent body may impose a lesser

penalty having duly considered the circumstances of a particular case.

PART V

3.13. STUDENT DISCIPLINARY COMMITTEE

(xxxix) Establishment

A committee is hereby established to be known as the Student Disciplinary Committee

(xl) Composition of the Committee

The Student Disciplinary Committee shall be composed of the following persons:

a) Registrar - Chairperson
b) Head of the Department responsible for Student records and affairs - Member
c) IFMSO Minister for Legal affairs - Member
d) Head of Department of the Student - Member
e) Human Resource Manager - Member
f) IFMSO Minister for Social Affairs - Member
g) Legal Officer - Member/Secretary
h) Any other person the committee shall deem necessary to invite to any of its meetings. Such invitee shall not vote in the committee's deliberations.

(xli) Conflict of Interest

Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

(xlii) Quorum

Four members of the committee shall constitute a quorum for the meeting.

(xliii) Committee Procedures

The Students' Disciplinary Committee shall adopt its own procedures as it may deem fit provided that such procedures shall ensure that the principles of natural justice are observed.

(xliv) Committee Decisions

All decisions at a meeting of the Student Disciplinary Committee shall be arrived at by a majority of votes of the members present. In case of a tie of votes the Chairperson shall have a casting vote in addition to the deliberative vote.

3.14. STUDENT DISCIPLINARY APPEALS COMMITTEE

(xlv) Establishment

There is hereby established a committee to be known as the Student Disciplinary Appeals Committee

(xlvi) Composition

The Student Disciplinary Appeals Committee shall be composed of the following:

(i) Rector - Chairperson
(ii) Director responsible for Undergraduate or Postgraduate studies from which the appellant belongs - Member
(iii) Director of Human Resource and Administration - Member
(iv) President of IFMSO - Member
(v) Speaker of ISRC - Member
(vi) Dean of the Appellant's Faculty- Member
(vii) Legal Secretary - Member/Secretary
(viii) Any other person the committee shall deem necessary to invite to any of its meetings. Such invitee shall not vote in the committee's deliberations.

(xlvii) Conflict of Interest

Where any member of the committee has a conflict of interest in a particular case such member shall not participate in the proceedings of the committee.

(xlviii) Quorum

Five members of the committee shall constitute a quorum for any proceedings.

(xlix) Appeals

1. Any party aggrieved by the decision and/or penalty imposed by the Students Disciplinary Committee as provided for under these regulations may appeal to the Student Disciplinary Appeals Committee within 7 days from the date the penalty was imposed.
2. Any appeal shall be in writing setting out the grounds of appeal.

(l) Appeals Committee Meetings

The Student Disciplinary Appeals Committee shall meet within fourteen days following the receipt of an appeal.

(li) Hearing Procedure

i. At the hearing of the appeal the appellant shall be entitled to be heard. No other person in representative capacity for the appellant shall be allowed to appear before the Student Disciplinary Appeals Committee.

ii. The appellant shall be heard on the grounds of appeal as submitted and no other ground shall be entertained without leave of the

chairperson. Appeals based solely on pleas for mercy shall not be entertained.

(lii) Competence of Members to the Appeals Committee

Any member of the Students Disciplinary Committee who took part in the decision, which is the subject of an appeal before the Students' Disciplinary Appeals Committee, shall not take part in the hearing of such appeal.

(liii) Powers of the Appeal Committee

In determining an appeal the Student Disciplinary Appeal Committee shall have powers to confirm, vary or set aside any decision and/or enhance, reduce or set aside any penalty imposed by the Student Disciplinary Committee. Where the Appeal Committee is of the opinion that the proceedings of the Students' Disciplinary Committee were so unprocedural as to occasion a miscarriage of justice it shall order a rehearing.

(liv) Decisions of the Appeals Committee

The decision of the Student Disciplinary Appeals Committee on such an appeal shall be final and conclusive.

PART VIII

3.15. MISCELLANEOUS

(lv) Identity Cards

Students shall wear identity cards issued by the Institute at all times when in the premises of the Institute. Where a student fails or refuses to produce his/her identity card when required to do so by an official of the Institute the student may be barred to enter or removed from the premises of the Institute. In addition, disciplinary measures may be taken against such student.

(lvi) Marriage

Any student is free to marry. Married students, like any other students shall comply with these Regulations.

(lvii) Dress Code

Students shall dress in a decent manner and in conformity with the dress code that may be prescribed by the Institute from time to time.

(lviii) Examination Regulations

Students' conduct relating to examinations shall be as provided for in the Institute's Examinations Regulations.

(lix) Institute's Certificates

(i) All Institutes' certificates shall be issued using the names which appear on the certificates by which a student gains admission to the Institute.

(ii) An Institute's Certificate shall be issued in a different name only in special cases when there is sufficient evidence to show a change of name upon presentation of a duly registered deed poll.

(lx) General use of the Institute's facilities and utilities

Students shall strive to conserve energy by putting off lights and electrical appliance whenever not needed, turn off water taps after use and shall use the Institutes utilities like water, lift, computers and communication equipment and any other utilities in a responsible manner.

(lxi) Without prejudice to the generality of the foregoing clause:

2.0 Students shall not use the Institute's telephones for private calls.

3.0 Students may use public telephones installed at convenient places in the campus for use by students on such terms as may be prescribed

(lxii) Institute's Transport

Officials of the Student's Organisation (IFMSO) or recognized student societies may, with written permission from the Dean of Students tender a requisition for transport to the Transport Officer.

(lxiii) Students with vehicles

i. Any resident student who wishes to bring a vehicle to the Institute shall comply with the general law of the land governing the driving and parking of vehicles as well as the relevant rules which are in force on the Institute's campus.

ii. Without prejudice to the foregoing, Management of the Institute reserves the right to allow or refuse any student to park his/her vehicle in the premises of the Institute.

(lxiv) External Communication

Students shall communicate with any external stakeholders such as Government offices, the media and the general public in their private capacity. No student may communicate with external stakeholders on behalf of or for the Institute.

(lxv) Amendment of these Regulations:

The Governing Council may, at anytime, amend these regulations.

(lxvi) Dispute in Interpretation

Where any dispute arises with the interpretation of these Regulations, the dispute shall be placed before the Student Disciplinary Appeals Committee which shall resolve the dispute. Any party aggrieved by the decision of the Student Appeals Disciplinary Committee may appeal to the Governing Council within fourteen days of the decision. The interpretation of the Council shall be final and conclusive.

(lxvii) Recognition of Students' Activities

Only student activities which are consistent with the IFMSO constitution shall be recognized and protected by these regulations

(lxviii) Repeal

The IFM Students' Regulations, General Welfare, Conduct, Discipline, Disciplinary Proceedings and Penalties of 1996 are hereby repealed.

(lxix) Saving Provisions

All misconducts committed or proceedings which began prior to the coming into force of these regulations shall be dealt with in accordance with the repealed regulations.

APPENDIX C
INSTITUTE OF FINANCE MANAGEMENT DRESS CODE

3.16. 1. PREAMBLE

WHEREAS, the Institute of Finance Management (IFM) is a public higher learning institution established by Act of Parliament Cap 91 RE 2002 as a corporate body. The Dress Code is designed to maintain and perpetuate the reputation of IFM and its students and foster academic excellence at the institute. By adhering to required standards of dress, all IFM students will project an image of decency, competence and credibility during their interactions with staff, colleagues and the general public.

AND WHEREAS, the Dress Code is intended to support the Institute's effort to maintain a positive corporate image and to be a centre of excellence and an agent of change through training, research and consultancy in financial studies, information technology and related disciplines in Southern Africa.

AND WHEREAS, given the wide range of goals under the IFM Mission and Vision, including but not limited to offering market-led, quality and professional programmes in finance, accounting, banking, insurance, tax management, social protection and information technology, the Institute is aimed at preparing top quality

graduates for gainful employment at middle and senior management levels.

AND WHEREAS, the Institute is committed to ensure that students are nurtured in accordance with the Mission and Vision of the Institute so as to become responsible professionals and citizens of the country.
NOW THEREFORE, this Dress Code is adopted under the IFM Student Regulations 2013 as general guidelines regarding students' dressing at the Institute

3.17. 2. APPLICABILITY

This Code applies to all fulltime and part time students when present at the Institute or using the Institute's facilities or participating in events prepared by the Institute or in which the Institute is involved. The Institute's Management may adjust these dress guidelines when necessary, such as to meet heightened disciplinary and academic requirements and the Institute's aim to nurture students so that they become responsible members of the society.

3.18. 3. DRESS CODE

This Code is made in accordance with Regulation 57 of the IFM Student Regulations 2013 to provide guidelines on the appropriate dress code and conduct to be observed by all students of the Institute when on the Institute's

premises or when attending any official functions organized by IFM or in which the Institute is involved.

3.1 APPROPRIATE DRESSING

(i) Every student is required to display their Identity Card when attending or when present in the vicinity of the Institute's Administrative offices including lecture halls, theatres, rooms and library.
(ii) Neat, Decent and well covered formals and semi-formals.
(iii) Clean shave and well-groomed hair is a must.
(iv) Jeans without holes
(v) T-shirts or Shirts with full or half Sleeve.
(vi) Skirts which flow well below knees

3.2 INAPPROPRIATE DRESSING

A. Female Dressing

Unacceptable clothes for women include:

i) Transparent dresses of any kind which is not supported by a reasonably heavy underskirt.
ii) Gowns and skirts hanging above the knees and thus do not cover the knees when seated.
iii) Sleeveless blouses, backless blouses or dresses.
iv) Any type of dress that cover the entire face (nikabs), when in class, library, examination

rooms, computer lab or other places where the identity of the student is required.

v) Dresses exposing stomach, breasts, waist, thighs and such other clothes as tops, low cuts, pants of all kinds.
vi) All kinds of shorts should not be worn.
vii) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language.
viii) Tightly fitting clothes and skin tights.
ix) Pajamas, flip flops or slippers in classes, library and offices.
x) Gowns and skirts hanging above the knees.
xi) Clothes with slits above the knees.
xii) Hats or caps worn back ward.
xiii) Over-adornment with neck-laces, bangles, earrings or other jewelry and make-up which make someone look showy.

B. Male Dressing

Prohibited men's wear include

i. Slovenly looking clothes such as '*mlegezo*' trousers and shorts which also show the underwear.
ii. All kinds of shorts or cut-offs.
iii. Un-buttoned shirts and sleeveless shirts.
iv. Clothing that reveals the torso.

v. Head stockings, caps (other than religious head wear eg. the Muslim cap) hoods and bandannas worn round the head.
vi. Men should not plait nor wear plaited hair, dread-locks, and ornamental beads.
vii. Turbans worn alone or over caps.
viii. Ear rings
ix. Jeans with holes, three fourth trousers, half trousers, track suits

C. General

Prohibited dressing for both male and female:

(i) Mini-skirts, sleeveless blouses/ shirts/ tops.
(ii) Unwanted or provocative or obscene or inciting political, religious or obscure, captions and photos or designs on the dress are not allowed.
(iii) Clothes with frayed hems and the beach comber type of clothes are also prohibited.
(iv) Shorts or Half Trousers of any form are permitted.
(v) Any kind of tattoo on the body or limbs should not be disclosed.
(vi) Leggings, stretch pants, spandex and the alike.
(vii) Any other kind of dress or clothing which the institute will in the course of time find to be inappropriate or indecent. An official statement will be made concerning such dress or clothing.

CHUO CHA USIMAMIZI WA FEDHA (IFM)

MWONGOZO WA MAVAZI KWA MUJIBU WA KANUNI ZA WANAFUNZI ZA MWAKA 2013, KIFUNGU No. 57.

BAADHI YA MAVAZI YANAYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO

BAADHI YA MAVAZI YASIYOFAA KWA WANAFUNZI WAWAPO KATIKA MAZINGIRA YA CHUO

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4. ENFORCEMENT

All officers of the Institute including the administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Institute function and to report any violation of this code to the Dean of Students (Student Affairs).The Dean of Students will take action as provided for by the Revised IFM Student Regulations 2013 and if found guilty a student may be issued any one or a combination of two or more penalties as provided in Regulation 33 of the IFM Student Regulations 2013.

APPENDIX D: STUDENTS WELFARE AND FACILITIES

3.19. Student Accommodation

The Institute of Finance Management uses its limited hostel facility to accommodate students with special needs and some first-year students from upcountry only. It should be noted that the Institute does not guarantee accommodation to every first-year student or any continuing student.

Institute hostels are located within the campus where core activities take place. Thus, the use of these hostels is strictly controlled by regulations. Students are advised to carefully read Hostel Regulations before application. Hostel Rules and Regulations are available at the Office of Dean of Students.

Continuing students are strongly advised to rent privately owned off-campus hostels. Students are recommended to reside in hostels that have been proved to be secure.

The following off-campus hostels are recommended for 2023/2024 academic year.

SN	HOSTEL NAME	LOCATION	GENDER	CAPACITY
1	A&A Company's Hostel	Kariakoo	F	482
2	Kariakoo Lutheran Church Hostel	Kariakoo	F	80
3	Mwananya mala Hostel	Mwananya mala	M & F	125
4	Mr. Victor's Hostel	Upanga	M & F	100
5	Almagatha Executive Hostel	Temeke (Mgulani)	M	72
6	Mr. Mgonja's (Kibo) Hostel	UbungoKibo	M	65
	Total			**924**
Key: F = Female; M = Male				

1. Hostel Application

Both fresh and continuing students who need to stay in either on-campus or off-campus hostels should apply in advance before the 2023/2024 academic year begins. Before given accommodation, students should have paid annual hostel fee as indicated in the fees structure. However, it should be noted that off-campus hostel fees

are slightly higher compared to those of on-campus hostels..

Hostel Application Forms for 2019/20 for both Institute Hostels and off campus hostels are available at the Directorate of Student Services or can be accessed through the IFM Website www.ifm.ac.tz

a. Students Health Services

Currently, the Institute does not provide direct health services to students. Arrangements have been made with the National Health Insurance Fund (NHIF) to ensure that each student is eligible for health services whenever needs arise. Accordingly, each student will have to contribute 50,400/= annually and be provided with NHIF Card. The contribution is compulsory to all students not covered by NHIF. Students who have already been covered with NHIF will have to submit the copy of NHIF Card to the Dean of Students Office for validity approval. **No student will be considered for IFM Hostel re-allocation without fulfilling this requirement. This amount should be paid directly to NHIF.**

3.20. Catering Services

The Institute has made available cafeteria services within its campus to students and staff. This has relieved students and staff from walking a far distance to search for catering service. The cafeteria within the Institute provides catering services at affordable prices. There are also several

restaurants and hotels close to the Institute which sell food at reasonable prices.

3.21. Computer Services

With regard to the increase use of technology in education, the Institute through the Directorate of Computer Services (DCS) provides and supports various computer-based services for students and staff. The services provided include:

(i) Modern computers, printing, and photocopying facilities

(ii) Free access to the Internet through wired and wireless connectivity

(iii) Access to various generic and specialized software packages

(iv) Development and management of software solutions for the Institute

(v) Management and development of IFM communication infrastructure including LAN and telephone system

(vi) Management of data storage facilities and backup services

(vii) Troubleshooting and repairing of ICT equipment

(viii) User support and help desk services

The directorate also organizes and conducts general and tailor-made ICT short courses, seminars, and trainings in

various specialties. Typical examples include Planning, developing and managing computer networks, Identifying and developing electronic government services (e-Government), utilization of computer applications, programming, etc. Students and other users are encouraged to make use of the services. The DCS is located on the 4th floor of the block A building at IFM.

APPENDIX E: BURSARIES AND TUITION FEES

1. PAYMENT OF FEES

At the beginning of each Academic Year, all students are required to pay tuition fees and other fees or produce evidence of sponsorship awards from accredited sponsors before they can be permitted to use IFM facilities. Tanzanian students should pay in Tanzanian shillings whereas non−Tanzanian students should pay in either US Dollars or GB Pound Sterling. Each student should pay a fee which is applicable to the type of programme he/she undertakes. Once a fee has been paid mistakenly and a student happens to have been registered or admitted into a programme not intended to be no refund shall be made. Students are advised not to overpay tuition fees as no refund shall be made.

2. PERSONAL ALLOWANCES

Personal allowances are negotiable between the sponsoring authority and the student. They may be provided depending on the financial capability and policy guidelines of the sponsoring authority, taking into consideration the prevailing standard of living. The Institute does not provide medical, transport, or meal services. Students meet their own costs of these services. Therefore sponsors are required to provide adequate funds to meet these costs.

Students buy their own stationery. Although textbooks and other reading materials are available in the Institute's library, but this does not mean that students should not buy the same. It is advised that a student be paid by his or her employer/sponsor an adequate amount of book and stationery allowance. The recommended amount of not less than 300,000/= or more should he paid directly to the student as book allowance. The student should also be provided with a calculator (preferably a scientific one).

Tables below provide information on tuition fees and personal allowances

TUITION FEE STRUCTURE FOR THE ACADEMIC YEAR 2025/2026

A: TUITION FEE AND ASSOCIATED COSTS FOR LOCAL STUDENTS

S/N	PROGRAMME	TUITION FEE			
			TSHS.	GBP(£)	USD($)
1	Basic Certificate		800,000	-	1,000
2	Ordinary Diploma	Non-computing:	1,200,000	-	1,200
		Computing:	1,400,000	-	1,400
3	Bachelor Degree	Non-Computing:	1,500,000	-	1,800
		Computing:	1,700,000	-	2,000
5	Postgraduate Diploma		2,000,000	-	1,000
6	IFM Master Degrees *		4,800,000	-	2,400
7	MBA IB & MBA ITLO		-	-	6,700
8	MSc. FIN		-	3,750	-

9	MSc. IT&MGT		-	-	5,000

Note: * IFM Master Degrees include: *MSc. Accounting and Finance, MSc. Finance and Investment and MSc. Human Resources Management.*

TABLE B: PAYMENT INSTALMENTS SCHEDULE (FOR STUDENTS WHO CAN NOT PAY AT ONCE)

IFM has made arrangement for installment payment to ease the financial pressure to its students if you are unable to pay the amounts above in a lamp sum; the following arrangements have been approved for this purpose:

S/N	PROGRAMME		1ST INSTALMENT 60%	2ND INSTALMENT 40%
1	Basic Certificate		625,000.00	425,000.00
2	Ordinary Diploma	Non-computing:	865,000.00	585,000.00
		Computing:	985,000.00	665,000.00
3	Bachelor Degree	Non-Computing:	1,050,000.00	705000
		Computing:	1,170,000.00	785,000.00
4	Postgraduate Diploma		1,330,000.00	1,100,000.00
5	IFM Masters Degrees *		3,010,000	1,945,000

Note: 1st Installment comprises: 60% of tuition fee plus other costs.
2nd Installment comprises: 40% of the tuition fee plus field work costs

TABLE C: OTHER COSTS FOR LOCAL STUDENTS – 2025/2026

S/N	PROGRAMME	IFMSO	CAUTION MONEY (1st Yr Only)	REGISTRATION (1st Yr Only)	NACTVET EXAM FEES (1st Yr Only)	ID CARD (once a year)	FIELD WORK/ RESEARCH PROJECT	TOTAL OTHER COSTS	ANNUAL HEALTH INSURANCE COVERAGE
1	Basic Certificate	10,000	50,000	50,000	20,000.00	20,000	100,000	250,000	50,400**
2	Ordinary Diploma	10,000	50,000	50,000	20,000.00	20,000	100,000	250,000	50,400**
3	Bachelor Degree	10,000	50,000	50,000	25,000.00	20,000	100,000	255,000	50,400**
5	Postgraduate Diploma Programme	10,000	50,000	50,000	N/A	20,000	300,000	430,000	50,400**
6	IFM Master Degrees *	10,000	50,000	50,000	25,000	20,000	-	155,000	50,400**

7	MBA IB & MBA ITLO	10,000	50,000	50,000	N/A	20,000	400,000	530,000	50,400**
8	MSc. IT&MGT	10,000	50,000	50,000	N/A	20,000	400,000	530,000	50,400**
9	MSc. FIN	10,000	50,000	100,000	N/A	20,000	-	180,000	50,400**

Note: * IFM Master Degrees include: MSc. Accounting and Finance, MSc. Finance and Investment, and MSc. Human Resources Management.

***** 50,400/=: This amount to be paid in addition to the total amount only for those who does not possess valid health insurance coverage card. NHIF fees is paid directly to bank account at NBC Bank through control numbers which will be provided.***

OTHER COSTS FOR LOCAL STUDENTS – 2025/2026

S/N	PROGRAMME	IFMSO	CAUTION MONEY (1st Yr Only)	REGISTRATION (1st Yr Only)	NACTVET EXAM FEES (1st Yr Only)	ID CARD (once a year)	FIELD WORK/ RESEARCH PROJECT	TOTAL OTHER COSTS	ANNUAL HEALTH INSURANCE COVERAGE
1	Basic Certificate	$5	$25	$25	20,000.00	$10	$50	$65+Tzs.15000	50,400**
2	Ordinary Diploma	$5	$25	$25	20,000.00	$10	$50	$65+Tzs.15000	50,400**
3	Bachelor Degree	$5	$25	$25	20,000.00	$10	$50	$65+Tzs.15000	50,400**
5	Postgraduate Diploma Programme	$5	$25	$25	N/A	$10	$150	$215	50,400**
6	IFM Master Degrees *	$5	$25	$25	25,000.00	$10	$200	$265	50,400**
7	MBA IB & MBA ITLO	$5	$25	$25	N/A	$10	$200	$265	50,400**
8	MSc. IT&MGT	$5	$25	$25	N/A	$10	$200	$265	50,400**
9	MSc. FIN	£4	£18	£18	N/A	£8	£143	£191	50,400**

Note: * IFM Master Degrees include: MSc. Accounting and Finance, MSc. Finance and Investment, and MSc. Human Resources Management.
***** 50,400/=: This amount to be paid in addition to the total amount only for those who does not possess valid health insurance coverage card. NHIF fees is paid directly to bank account at NBC Bank through control numbers which will be provided.***

Notes 1 to 4 above, also applicable under B.

All cost directly payable to the Institute, should be paid through the control numbers requested via Institute's website or students accounts.

C: OTHER COSTS

1. UNDERGRADUATE STUDENTS

A: ACCOMODATION

S/N	ITEM	Accommodation	Hostel ID	Key Deposit	HOSTEL ID CARD Replacement Tshs	TOTAL
1	**IFM Hostels (only when available)**	400,000	20,000	30,000	20,000	450,000
2	**Off- Campus Hostels:**	800,000				800,000

B: RECOMMENDED PERSONAL ALLOWANCE (PAYABLE DIRECT TO STUDENTS)

S/N	Programmes	Books and Stationery	Meals	1st Year Field Attachment	2nd Year Field Attachment	Faculty Requirements
1	**Ordinary Diploma**	300,000	TZS 10,000 Per Dayor more depending on the sponsor's financial ability	TZS 468,000	NA	50,000 (Mainly for one scientific calculator)
2	**Bachelor degree**	300,000	TZS 10,000 Per Dayor more depending on the sponsor's financial ability	TZS 468,000	TZS 468,000	50,000 (Mainly for one scientific calculator)

1. POSTGRADUATE STUDENTS

A: ACCOMODATION

S/N	ITEM	Accommodation	Hostel ID	Key Deposit	HOSTEL ID CARD Replacement Tshs	TOTAL
1	**IFM Hostels (only when available)**	400,000	20,000	30,000	20,000	450,000
2	**Off- Campus Hostels:**	800,000				800,000

B: RECOMMENDED PERSONAL ALLOWANCE PER YEAR (PAYABLE DIRECT TO STUDENTS)

S/N	ITEM	Books and Stationery	stipend	Thesis/ Dissertation production	Faculty Requirements
1	**Postgraduate Diploma**	200,000	TZS 6,000,000 depending on the sponsor's financial ability	TZS350,000	50,000 (Mainly for one scientific calculator)
2	**Master degree**	300,000	TZS 6,000,000 depending on the sponsor's financial ability	TZS 500,000	50,000 (Mainly for one scientific calculator)

Disclaimer: All costs directly payable to the students shown in Tables are only recommended amount. Sponsors can decide to pay any amount other than shown above provided at their discretion they best serve their financial ability and students' ability to study for the admitted programme. All amounts indicated as directly payable to the Institute must be paid by sponsors or students themselves as shown in Tables.

b. 3. STUDENTS' LOANS

In line with Para 6.2 of the Higher Education Policy (1995), a Tanzanian student who has secured or already has an admission at any higher learning institution may seek loans from the Higher Education Students' Loans Board (HESLB) to meet some costs of his/her education.

As per HESLB, those who qualify for loans are as follows;

i. Needy Tanzanian students pursuing higher education in either public or

private universities/institutions within Tanzania

ii. A limited number of needy Tanzanian students pursuing masters or

doctoral studies in local public or private universities/institutions

iii. Students overseas under Development Partner scholarships

Accordingly, all students who have/will have admission at the Institute of Finance Management and qualify as per the above clauses are strongly advised to utilize such a privilege.
For more details about applications for HESLB loans, please visit the following website http://heslb.go.tz

APPENDIX F: BEST STUDENT PRIZES

The Institute of Finance Management and other interested organizations and individuals have a tradition of awarding prizes to students who excel academically in each graduation ceremony. The Prizes are awarded to best finalist students in Certificate, Ordinary Diploma, Bachelor Degree, Postgraduate Diploma and Master degree programmes. In addition, students with outstanding academic performance in individual subjects in their respective years of study are also considered for prizes.