



ECKERNFORDE TANGA UNIVERSITY [ETU]

The

Prospectus



2016-2017

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ABBREVIATIONS

AC	-	Accounting
BAED	-	Bachelor of Arts with Education
BC	-	Business Communication
CS	-	Communication and Writing Skills
DS	-	Development Studies
DVC-Ac	-	Deputy Vice Chancellor- Academic
DVC-Admin	-	Deputy Vice Chancellor- Administration
EC	-	Economics
ED	-	Education
EN & Lt	-	English and Literature
ETU	-	Eckernforde Tanga University
Ex.D	-	Executive Director
FN	-	Finance
GE	-	Geography
HI	-	History
IT	-	Information Technology
MG	-	Management
MK	-	Marketing
MT	-	Mathematics
OR	-	Orientation
HP & PE	-	Health Principles and Physical Education
SO	-	Sociology
ST	-	Statistics
SW	-	Kiswahili
TP	-	Teaching Practice

VC	-	Vice Chancellor
FASS	-	Faculty of Arts and Social Sciences
DCE	-	Directorate of Continuing Education
IHS	-	Institute of Health Sciences

MESSAGE FROM THE VICE-CHANCELLOR



Eckernforde Tanga University (ETU) is one of the private Universities in Tanzania which obtained its Full registration on 26th September, 2013. The University is established and run under the auspices of the Board of Trustees of Eckernforde Tanga University, and it is a brainchild of a highly visionary Tanzanian entrepreneur. The University is situated to the North East of Tanzania at Kange in the outskirts of the City of Tanga. The city can easily be accessed by the traffic going and coming from Dar es Salaam, Morogoro, Dodoma, Arusha, and Moshi in Tanzania, as well as that from Nairobi and Mombasa in Kenya. There are also local flights to and from Dar es Salaam, Zanzibar and Pemba Islands via charters.

The Vision of Eckernforde Tanga University is to become a Higher Education Centre of excellence with cutting edge programs, responsive to the needs of the individual and the nation in the context of globalization. Therefore, ETU within its core mission of teaching, research and consultancy, is committed to sterling performance and continuous improvement in carrying out its activities. ETU observes innovation, creativity and freedom of expression as a cradle for academic and intellectual advancement.

The Mission of ETU is to contribute to the national effort to produce highly educated and well trained human resource, inculcated with the appropriate aptitudes and attitudes for the material, moral and spiritual development of the society. This will be achieved by upholding the highest standards of teaching, learning, research, outreach and consultancy in the provision of excellent and well integrated education and training programs.

The Philosophy of ETU is to regard collegial governance, trust and teamwork in carrying out the mission of the University as essential to the successful functioning of the University. In addition, we regard each student as a unique individual who brings to the learning environment valuable skills, knowledge and experiences. The duty of the University is to actualize students' potentialities to ensure that the educational experiences are designed to produce graduates who can contribute positively to the overall wellbeing of the society and the world at large. Therefore, at ETU we strive to develop creative intellect in each student.

In my capacity as Vice-Chancellor of Eckernforde Tanga University, I would like to take this opportunity to welcome all students who have decided to join our University. The University has sufficient facilities necessary for making a University student receive quality education. We have well qualified lecturers, a modern library and a computer laboratory, lecture and seminar rooms, accommodation facilities, and vibrant degree programs.

Eckernforde Tanga University offers a number of market-oriented degree programs as indicated in the Prospectus. All programs are aimed at producing students with quality education, leadership skills and professionalism of the highest and competitive caliber.

Through the exchange programs which have been established by the Inter-University Council of East Africa, Eckernforde Tanga University is well set to admit University students from Uganda, Kenya, Rwanda and Burundi. In addition, students coming from other countries abroad who fulfill our entry degree requirements can apply for admission into our various degree programs.

To incoming students, I would like to take this opportunity to wish you good luck in your academic career. For those who would need assistance in choosing the right programs and courses suitable for their future career, please, do not hesitate to consult academic advisors in your respective Faculties and Departments.

I wish you all the best.

.....
Prof. J.G. Kiango
Vice-Chancellor

September, 2016

THE BOARD OF TRUSTEES OF ECKERNFORDE TANGA UNIVERSIIY

Mr. Remency S. Tarimo	-	Chairperson
Mr. R. S. Mwakasaka	-	Ag.Secretary to the Board
Dr. Furaha W. Mramba	-	Trustee and Chairperson of Council (ETU)
Prof. John G. Kiango	-	Vice-Chancellor (ETU)
Prof. Francis M.Chale	-	Deputy Vice-Chancellor (Academic) - ETU
Mr. Rashidi S. Mwakasaka (Administration) - ETU	-	Ag. Deputy Vice chancellor
Mr. B.G.K. Chezue	-	Trustee
Mrs. A.B. Chezue	-	Trustee
Judge Upendo Msuya	-	Trustee
Mr. Frank J. Maro	-	Trustee
Mr. B. M. Mwaimu	-	Trustee
Prof. Fikeni E.M.K. Senkoro	-	Trustee
Mr. Godfrey Sawe	-	Trustee

THE UNIVERSITY COUNCIL

Dr. Furaha Mramba	-	Chairperson
Prof. John G. Kiango	-	Vice Chancellor, Ex-Official
Prof. Francis M.Chale	-	Deputy Vice Chancellor (Ac), Ex-Official
Mr. Rashidi S. Mwakasaka	-	Ag.Deputy Vice Chancellor (Admin), Ex-Official
Dr. Annet Munga	-	Provost, SEKOMU, Member
Prof. Morice Mbago	-	CASS, UDSM, Member
Mr. Samuel Kamote Member	-	Community Relations Officer-Rhino Cementmill-Tanga,
Ms. Cheka Z.Omary	-	RAS Office – Tanga, Member
Mr. Deocles S.D. Rutaihwa	-	MEST, Member
Mr. Jones K. Mkwizu	-	Appointee of ETU Senate, Member
Mr. Emmanuel Kiariri	-	ETU Workers' Council, Member
ETUSO-President	-	Member
Mr. R. S. Mwakasaka	-	Secretary to Council
Mr. Emmanuel Kiariri	-	Co-Recorder/ Secretary
Mr. Godfrey Sawe	-	Board of Trustees Rep, Member

PRINCIPAL EXECUTIVE OFFICIALS OF ECKERNFORDE TANGA UNIVERSITY

Dr. Furaha Mramba	-	Ag. Chancellor
Prof. John G. Kiango	-	Vice Chancellor PhD - Columbia University, New York, USA – (1992) M.A, University of Kansas USA (1987) B.A. (Ed) (Hons) University of DSM (1982)
Prof. Francis M.Chale	-	Deputy Vice Chancellor (Academic) PhD. (Environmental Health Sciences) Univ. of Michigan-USA 1982 MSc. (Environmental Health Sciences) Univ. of Michigan-USA 1977 BSc. (Chemistry& Statistics UDSM 1971.
Mr. Rashid S. Mwakasaka	-	Ag. Deputy Vice Chancellor (Administration) MBA-HR (IUCo) (2010) BAED, UDSM (1996) Certificate in Management and Quality Assurance of Education, ADEM Bagamoyo (2006)
Mr. Jillo Mwanakatwe	-	Ag. Director Human Resource BA.HRM, Institute of Social Work (2009)
Ms. Dorice F. Komba	-	Registrar Dip.Ed. (Korogwe T.C 2005) B.A. (Kiswahili) UDOM 2010) MA Ed St. John. 2016
Mr. Simon M. Kibiki	-	Faculty Dean, FASS MBA Financing and Banking (IUCo.2010) BED – Maths (IUCo) (2009)
Mr. Lupakisyo T. Mwakafwaga	-	Director, Directorate of Continuing Education MA Ed- Jordan 2015 B.Ed – OUT (2011) Dip-Education –Morogoro TC (2002)
Mr. Hezekiel Chawe	-	Director of Library and ICT Services MA KIU-2011 BA. General (OUT 2007) Dip. in Librarianship Makerere Univ. 1976

- | | | |
|--------------------------|---|---|
| Mr. Zawadiel Mkilindi | - | <p>Dean of Students
 MA Theology (2007) Makumira University
 BA Divinity (2005) Makumira \ University</p> |
| Dr. Osmund B. Mapunda | - | <p>Director of Institute of Health Sciences
 Medical Doctor, UDSM, 1981</p> |
| Sr. Hildegard M.A Shetui | - | <p>Principal of School of Nursing
 Advance Diploma in Nursing Education (MHAS 1984)</p> |
| Steven S. Malonga, | - | <p>Estates Manager
 Dip. in Materials Management, (DSM School of Accounts,
 1979); NABOCE (DSM School of Accounts, 1979)</p> |

CONTACT INFORMATION

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School of Nursing
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P.O. Box 5079, Tanga, Tanzania

ECKERNFORDE TANGA UNIVERSITY STAFF

LIST OF ACADEMIC STAFF

S/N	STAFF	SEX	RANK	ACADEMIC QUALIFICATION	EMPLOYMENT STATUS	MAIN FIELD OF TEACHING /SPECIALIZATION	NATIONALITY
1.	J.G. Kiango	M	Professor	PhD - Columbia University, New York, USA - (1992) M.A. University of Kansas USA (1987) B.A. (Ed) (Hons) University of DSM (1982)	Full time	Languages, Linguistics, Lexicography	Tanzanian
2.	Francis M.Chale	M	Professor	PhD. (Environmental Health Sciences) Univ. of Michigan-USA 1982 MSc. (Environmental Health Sciences) Univ. of Michigan-USA 1977 BSc.(Chemistry& Statistics UDSM 1971.	Full time	Chemistry & Statistics	Tanzanian
3.	Dr. Cosmas K. Kamugisha	M	Senior Lecturer		Full time	Development Studies	Tanzanian
4.	Dr. Peter Mwemezi	M	Lecturer	PhD. Political Science, UDOM 2016, Master of Sociology UDOM 2012 BA Philosophy-Catholic University of EA-Arusha Dip Education, Korogwe-TC,	Full time	Philosophy/Sociology	Tanzanian
5.	Rehema Mbwilo	F	Ass. Lecturer	BAED. St. John 2010 MA Ed St. John. 2013s	Full time	Geography/History/Education	Tanzanian
6.	David Kajula	M	Asst. Lecturer	MBA-India Institute of Business 2003 BSC-PUNE INDIA 2000	Full time	Information Technology/ Business Administration	Tanzanian
7.	Simon Kibiki	M	Asst. Lecturer	MBA (IUCO) 2010 BED - 2007 (IUCO)	Full time	Education/ Mathematics/IT Business Administration	Tanzanian
8.	Hagae Maanga	M	Asst. Lecturer	B.A.Ed.(Makumira 2008) M.A Education(UDSM 2012)	Full time	English Linguistics / Education	Tanzanian
9.	Lupakissy Mwakafwaga	M	Asst. Lecturer	DIP-EDUTION -Maragora TTC (2002) BED - OUT (2011) MA Ed.-Jordan Unive.Moragora 2015	Full time	Geography / History/Education	Tanzanian
10.	Dorice F. Komba	F	Assit Lecturer	Dip.Ed. (Korogwe T.C 2005) B.A. (Kiswahili) UDOM 2010) MA Ed St. John. 2016	Full time	Kiswahili / Education	Tanzanian
11.	Emmanuel Syonga	M	Asst. Lecturer	MA Geography and Environmental Management UDSM 2015) B.Ed UDSM 2010) Dip.Ed (Tukuyu 2016)	Full time	Geography/ Education	Tanzanian
12.	Lucas Mkwizu	M	Asst. Lecturer	MSc(NRAM) UDSM 2014 Bachelor of Tourism (EUCo 2010)	Full time	Tourism / Geography	Tanzanian
13.	Hezekiel Chawe	M	Asst Lecturer	MA KIU-2011 BA. General (OUT 2007) Dip. in Librarianship Makerere Univ. 1976	Full time	Development Studies / Librarianship	Tanzanian
14.	Nuruh Kiango	M	Tutorial Assit.	B.Sc Computer Engineering - Russia 2006 PGD-IT UDSM 2011	Full time	Information Technology	Tanzanian
15.	Nehemia Nyaganilwa	M	Tutorial Assit.	MA (Ed) UDSM BAED.ETU 2015	Full time	Geography / History/Education	Tanzanian
16.	Hussein Mdidi	M	Tutorial Assit.	BBA (Marketing) - University of Zanzibar 2010	Full time	Marketing/Business Studies	Tanzanian
17.	Zaina A. Nchimbi	F	Tutorial Assistant	MBA (Finance) Open University In Progress Bachelor of Accountancy (CBE2009)	Full time Full time	Finance & Accountancy	Tanzanian
18.	Alfred	M	Tutorial	BAEd (ETU 2015)	Full time	English Linguistics /History	Tanzanian

	M.Mtobesya		Assistant				
19.	Gervas K. Silau	M	Asst Lecturer	BA Ed. OUT (2009) MA (Kiswahili), OUT (2013) Dip-Ed, Butimba TTC Cert-Ed-III, Morogoro TTC	Full time	Kiswahili/Engl. Linguistics/ Lit.	Tanzanian
20.	Ally Bakari Seleman	M	Asst Lecturer	MAEd UDOM 2013 BAEd, Muslim University-Moro 2010		Engl. Linguistics/Geography	Tanzanian
21.	Salatiel Shemhulu	M	Asst Lecturer	M.A.(History) UDSM (1976) BA ED, Hons-UDSM (1971)	Full time	History /Geography/Education	Tanzanian
22.	Salome Chuma	M	Asst.Lecturer	MA-DS(1988) UDSM BA(ED) UDSM (1983) DIP -ED College Of Education Dar (1971)	Full time	Sociology/Development Studies	Tanzanian
23.	Jones K.J. Mkwizu	M	Asst. Lecturer	MSC-CED (2010) HAMPSHIRE USA (in collaboration OUT), BSC ED (1977) UDSM	Full time	Biology/Chemistry/ Community Dev.	Tanzanian
24.	Rosemary Godfrey Kiangi	F	Asst. Lecturer	BBA-ACC UEA-BARATON (2007) Masters in Accountancy and Investment IAA (2013)	Full time	Finance / Accountancy	Tanzanian
25.	Jillo Mwanakatwe	M	Tutorial Assistant	BA.HRM, Institute of Social Work (2009)	Full time	Business Studies/HR.	Tanzanian
26.	Eric Laban	M	Tutorial Assistant	B.Sc. IT Sikkim Manaipal University – India (2005)	Full time	IT	Tanzanian
27.	Emmanuel Kiariro	M	Tutorial Assistant	LLB, RUCo (2008)	Full time	Laws	Tanzanian
28.	Allen Athumani	M	Tutorial Assistant	Bachelor of Public Administration, KIU (2009)	Full time	Business Studies/HR.	Tanzanian
29.	Veronica Mrosso	M	Tutorial Assistant	BA Ed ETU 2015	Full time	English/Kiswahili	Tanzanian

LIST OF NON-ACADEMIC STAFF

S/N	STAFF	POSITION	ACADEMIC QUALIFICATIONS	NATIONALITY
01	Mr. Abduel A. Nnko	DVC Administration	BSc-ED, UDSM (1974) MSc-Physics, UDSM (1979) DIP-Geophysics, Oslo University (1982) Certificate in Seismology, International Centre for Theoretical Physics (ICTP), Trieste-Italy (1986) Certificate in Management, MANTEP, Bagamoyo (1989)	Tanzanian
02	Mr. Rashid S. Mwakasaka	Director of Human Resource	MBA-Human Resource Administration (IUCo) (2010) BA,ED, University of Dar es Salaam (1996) Certificate in Management and Quality Assurance of Education, ADEM Bagamoyo (2006)	Tanzanian
03	Mussa Walter	Accountant	Advanced Diploma (IT) IAA (2008) MBA (Corporate) 2014 MU	Tanzanian
04	Rev. Zawadiel Mkilindi	Dean of Students	M.A.Theology (2007) Makumira BA DIVINITY (2005) Makumira	Tanzanian
07	Steven S. Malonga	Estates Manager	Diploma (Stores and Procurement)	Tanzanian
08	Tunda Magambo	Cashier	Cert. Procurement (2009), Dip. Procurement (ETU 2013)	Tanzanian
09	Joyce Kanaize	Secretary	Cert. Secretarial St. Joseph Commercial Institute Tanga 1990 Dip in Community Economic Dev.(ETU 2012)	Tanzanian
10	Delilah Omar	Secretary	Cert. Secretarial Studies – TPSC Magogoni 2010; Dip.in Community Economic Dev. (ETU 2013)	Tanzanian
11	Theresia Mungara	Secretary	Computer Cert. VetaTanga (2004); Dip. In Community Economic Dev. (ETU 2013)	Tanzanian

12	Stella Emil Mpinge	Secretary	Cert. Secretarial Studies Stage I – III – Institute of Finance Management (IFM) – DSM 1979-1981 Refresher Course for Secretaries – Dr. Amon J. Nsekela Bankers Academy – Iringa (1986)	Tanzanian
13	Editha R.S. Tarimo	Secretary	Cert. Secretarial Studies Stage I – III	Tanzanian
14	Rhoda Vuo	Secretary	Cert. Secretarial Studies Stage I – III – VETA Tanga Computer Course	Tanzanian
15	VestinaKomba	Secretary	Cert. Secretarial Studies Stage I – III St. Joseph's Commercial School Tanga 2008 – 2009	Tanzanian
16	Anna Nnko	Matron/Estates Supervisor	Dip. In Community Economic Dev. (ETU 2013)	Tanzanian
17	Theresia K. Chezue	Records Management Officer	Cert. Records Management – TPSC – Tabora Dip. In Community Economic Dev. (ETU 2016)	Tanzanian
18	Emmanuel Tarimo	Warden	Certificate of Secondary Education	Tanzanian
19	Ipyana Samwel Mugogo	Librarian	Cert. course of Library at school of library (SLADS) 2010 Dip.in Library Archives and Records Management (ETU 2013)	Tanzanian
20	Elizabeth Nyaruhima	Secretary	Cert. in Journalism and Mass Communication, DIJMC (2010)	Tanzanian
21	Veronica John	Office Attendant	VETA, Kipawa, Dar es Salaam (2013)	Tanzanian
22	Amos Tarimo	Assistant Librarian	Certificate in Library and Archives	Tanzanian
23	Anastazia Shirima	Nurse Assistant	Huruma Hospital Rambo(1990)	Tanzanian
24	Sarah Bunto	Nurse Assistant	Msimbazi Nursing School DSM 2012	Tanzanian
25	Salma R. Mauya	Office Attendant	Primary School Education Certificate	Tanzanian
27	Ernest Swai	Welding	Certificate in Welding VETA 1979 Dip. in Theology (Arusha)	Tanzanian
28	Oberilin Tarimo	Gardener	Primary School Education Certificate	Tanzanian
30	Rashid Athumani	Carpenter	Primary School Education Certificate	Tanzanian
31	Daudi Masatu	Driver-Tractor	Basic Certificate in Driving VETA	Tanzanian
32	Richard Tarimo	Gardener	Primary School Education Certificate	Tanzanian
34	Rehema Salehe	Cleaner	Primary School Education Certificate	Tanzanian
35	Ms. Joyce Mushi	Cleaner	Primary School Education Certificate	Tanzanian
36	Mashaka Mboga	Electrician	Basic Certificate in Electricity VETA	Tanzanian
37	Gilbert Tarimo	Gardener	Primary School Education Certificate	Tanzanian
39	Maria Kagi	Cleaner	Certificate in Library and Archives	Tanzanian
40	Hilary Michael	Security	Basic military Training	Tanzanian
41	Athumani Juma	Security	Basic military Training	Tanzanian

1.0 GENERAL INFORMATION

1.1 Introduction:

Eckernforde Tanga University (ETU) is a newly established private University in Tanzania with a Provisional Registration No. 34 given by the Tanzania Commission for Universities on 3rd November, 2010 and Full Registration on 26 September, 2013. The University is established and run under the auspices of the Board of Trustees of Eckernforde Tanga University, and it is a brainchild of a highly visionary Tanzanian entrepreneur. The University is situated to the North East of Tanzania at Kange in the outskirts of the City of Tanga. The city can easily be accessed by the traffic going and coming from Dar es Salaam, Morogoro, Dodoma, Arusha, and Moshi in Tanzania, as well as that from Nairobi and Mombasa in Kenya. There are also local flights to and from Dar es Salaam, Zanzibar and Pemba Islands via charters.

1.2 Vision of the University

The vision of Eckernforde Tanga University is to become a Higher Learning Education Centre of Excellency with cutting edge programs, responsive to the needs of the individual and the nation in the context of globalization. Therefore, ETU within its core mission of teaching, research and consultancy, is committed to first-rate performance and continuous improvement in carrying out its activities. ETU supports innovation, creativity and freedom of expression as a cradle for academic and intellectual advancement.

1.3 Mission Statement

The mission of Eckernforde Tanga University is to contribute to the national effort to produce highly educated and well-trained human resource inculcated with the appropriate aptitudes and attitudes for the material, moral and spiritual development of the society. This will be achieved by upholding the highest standards of teaching, learning, research, outreach and consultancy in the provision of excellent and well-integrated education and training programs.

1.4 The University Philosophy and Belief

The philosophy of ETU is to regard collegial governance, trust and teamwork in carrying out the mission of the University as essential to the successful functioning of the University. In addition, we regard each student as a unique individual who brings to the learning environment valuable skills, knowledge and experiences. The duty of the University is to actualise students' potentialities to ensure that the educational experiences are designed to produce graduates who can contribute positively to the overall wellbeing of the society and the world at large. We at ETU believe in a flexible, compact and transparent organization, in securing resources for offering quality education, in stimulating public awareness and participation in education development, and in supplementing stakeholders' efforts in developing education in Tanzania.

1.5 The University Core Values

The core values of the University reflect its identity and are embodied in its daily functions. The most fundamental values are:

- a. Acquisition and advancement knowledge frontiers.
- b. Acting in an honest, ethical, prudent and professional manner.
- c. Handling students, Faculty, alumni and general public in high regard as source of academic vigor and vitality.

- d. Adopting responsibility and accountability in all its undertaking by disclosing all pertinent information to clients and stakeholders in a transparent manner.
- e. Supporting innovation, creativity, and freedom of expression as a cradle for academic excellence and intellectual advancement.
- f. Being committed to trust and teamwork amongst all stakeholders, students, Faculty members and Board of Trustees.
- g. Provision of community service around the University aimed at raising living standards of man and women.

1.6 Academic Programs

Eckernforde Tanga University offers a number of market-oriented degree programs as indicated in the Prospectus. To start with, for the Academic Year 2010/2011 and 2011/2012 the University offered B.A. (Education) program under the Faculty of Education. Diploma and certificate programs in a number of fields such as Accountancy, Business Administration, Procurement Supplies Management, Human Resource Management, Law, Library studies, Clearing and Forwarding, Tourism and Hospitality Management, Information Communication Technology were offered under the Institute of Continuing Education.

From the Academic Year 2012/2013, the University's idea was to continue offering the programs mentioned above, as well as introduce new programs. The new degree programs to be added are: B.Sc. (Education) program under the Faculty of Education; B.A. Program under the prospective Faculty of Arts and Social Sciences and B.Com program under the prospective Faculty of Commerce and Business Administration.

2.0. ADMISSION REGULATIONS

- a. Admission to Eckernforde Tanga University to pursue a degree program is open to anyone holding the required principles or credits from any accredited School or Institution. Eckernforde Tanga University offers equal educational opportunity to all persons, regardless of their religion, sex, age, creed, race, nationality origin, or physical handicap.
- b. Admission is also open to anyone who would like to pursue one of our Certificates or Diploma programs offered by our Directorate of Continuing Education.
- c. The new academic year starts in October every year, unless stated otherwise.
- d. The deadline for registration of students is usually fourteen days from the first day of the semester.
- e. All submitted academic documents are thoroughly inspected for authenticity for the purpose of registration during the orientation week.
- f. All admitted students are expected to conform to the University' Regulations and Students' By-Laws.
- g. While the national language is Kiswahili, the medium of instruction at the University is basically English. The prospective students must have reading, writing and speaking proficiency in English. Students may be required to undergo extramural English programs *at their cost* in the bid to improve the writing and speaking proficiency.
- h. International Foreign students must seek and obtain migration clearance from their respective countries and a resident permit from the Ministry responsible for immigration and submit them to the Admissions Office

3.0. APPLICATION REGULATIONS AND PROCEDURES

3.1. Application Regulations

There are four types of degree applicants: Direct Entry Applicants, Indirect Entry Applicants, Equivalent Qualifications Applicants, and RPL applicants.

Direct Entry Applicants are:

- a. Those who completed their A level education in the current year or two years ago;
- b. Those who completed their Teacher Education Diplomas in the current year or two years ago;
- c. Those who completed their Diplomas in Technical Education (NTA Level 6) in the current year or two years ago.
- d. Those RPL who completed Std. VII and underwent self-struggle, obtaining long experience and skills that make them able to vie for a University degree.
- e. Indirect Entry applicants are those who completed their A level education, their Teacher Education Diplomas and their Diplomas in Technical Education (NTA Level 6) more than two years ago.
- f. Equivalent Qualifications Applicants are those who have Certificates and Diplomas which are not yet registered with NACTE.
- g. RPL applicants are those who completed Std. VII and also through self-struggle and long experience obtained qualifications that make them able to vie for a University degree. These have to sit a TCU-set examination before applying for a degree program.

3.2. Application Procedures

- a. Direct, Indirect Entry and RPL applicants should apply admission to Eckernforde Tanga University (ETU) through the Tanzania Commission for Universities (TCU's) Central Admissions System. Hence, they should obtain application forms from TCU and lodge their duly filled-in applications with TCU.
- b. TCU has prepared Students' Guidebook in order to provide the applicants with basic information on matters related to admissions and how to apply through the Central Admissions System. The applicants are strongly advised to read the Guidebook before they lodge their applications.
- c. Equivalent Qualifications Applicants should apply directly to the University by either picking up an Application Form from the Registrar's Office, or by downloading the Application Form from the University website at www.etu.ac.tz. The duly filled-in Application Form should be sent to:

The Admissions Officer,
Office of the Registrar,
Eckernforde Tanga University,
P.O. Box 5079,
TANGA – TANZANIA.

Other contacts:

Email address: info@etu.ac.tz

Website: etu.ac.tz

- a) Application shall only be considered and processed if accompanied by evidence of sponsorship.
- b) For Equivalent Qualifications, applicants pay a non-refundable statutory application fee of TZS. 30,000/= for Tanzanians and \$ 30 Dollars for non-Tanzanians, which must be paid upon application.

4.0 POSTGRADUATE; BACHELOR DEGREE; DIPLOMA AND CERTIFICATE PROGRAMS ENTRY

In the past Academic Year 2015/2016, the University offered a Bachelor of Arts with Education, Bachelor of Business Administration; and Postgraduate Diploma in Management; and a number of Certificate and Diploma programs. In the Academic Year 2016/2017, the University expects to offer in addition B.Com (Finance and Accounting); BA in Economics; BA in Human Resource Management; Bachelor of Education with Management; and Postgraduate Diploma in Education

4.0 ENTRY QUALIFICATIONS

4.1. BACHELLOR OF ARTS WITH EDUCATION (B.A.Ed.) DEGREE PROGRAM

4.1.1. Direct Entry

- a. Two Principal level passes in any two Arts subjects;
- b. Two Principal level passes (in appropriate teaching subjects);
- c. Minimum Admission cut-off point is 3.5 but depends on TCU's guidelines for entry qualifications.

4.1.2. Equivalent Entry

- a. A Teacher Education Diploma; with GPA of 3.5 or
- b. Diploma in Technical Education (NTA Level 6) with GPA of 3.5 or
- c. Passed the TCU's entry examination (RPL) or equivalent at 50% and above, with indication of mastering Arts subjects.

4.2 BACHELLOR BUSINESS ADMINISTRATION (BBA) DEGREE PROGRAM

4.2.1 Direct Entry

Candidate eligible for admission to the faculty must have:

- a. Two or more passes in either:
- b. Commercial subjects, or Science subjects, or Arts subjects. A pass in mathematics in O' level or in the Advanced Certificate of Secondary Education Examination is an added advantage.

4.2.2 Equivalent qualifications

- a. Candidates eligible for admission to the faculty must have a good ordinary diploma from an accredited Institution in the related Program.
- b. Also successfully pass in Recognition of Prior Learning is accepted.

4.2.3 International students

International applicants shall be admitted based on the qualifications approved by TCU

4.3 POSTGRADUATE DIPLOMA IN MANAGEMENT (PGDM)

4.3.1 Applicants must possess a Bachelor Degree or Advanced Diploma in or postgraduate award or equivalent from any University or Higher Learning Institution approved by the Tanzania Commission for Universities (TCU) or National Council for Technical Education (NACTE).

5.0 TRANSFERS

5.1. TRANSFER TO ANOTHER PROGRAM WITHIN THE UNIVERSITY

- a. A student is allowed to shift from one program to another within the same University, only if the admission criteria correspond to the program s/he is shifting to; and this should take place within three weeks of the first semester in which the student is enrolled;
- b. A student discontinued from studies because of cheating, or due to other serious charges or misconduct, may be reconsidered for readmission to the University after they have been away from the University for three years.

5.2. TRANSFER FROM AND TO OTHER UNIVERSITIES

Candidates who have attended other recognized Colleges or Universities may be admitted to candidacy on presentation of official documents as per TCU guidelines. The transfer is permissible to an applicant who has passed his/her subjects. Failures are not allowed. The student on exit should bear documents that indicate that his/her institution is affirmative of his/her transfer.

Students in their final year entering this University cannot transfer all credits and grades obtained elsewhere. They can, however, be exempted from taking corresponding courses. The maximum transferable credits, according to UQF are 50% of the total credits required for graduation in a relevant program requested by the student.

6.0 REGISTRATION PROCEDURES

Registration activity starts immediately after students have reported to the University as follows:

Step 1	Report to the office of the Registrar in order to enable access to ETU-ADAMS
Step 2	Clear yourself in the Bursar's office. The Bursar will sign your Form, indicating payment of tuition fees as will be directed from time to time by the Deputy Vice Chancellor (Administration), <i>regardless of the fact that you have a loan from the Higher Education Loans Board or not.</i>
Step 3	Undergo program and course registration through ETU-ADAMS. The process starts from the Department and ends at the Faculty or Directorate level, accordingly.
Step 4	After completion of the Registration process, the student goes to the Admissions Office, where s/he gets confirmed by the Registrar as a <i>bona fide</i> student of the Eckernforde Tanga University.

	The Registration Number will be used throughout the student's life at ETU
NB	Steps 1 – 3 shall be repeated every semester, unless otherwise stated.

7.1 FEE STRUCTURE FOR 2016/2017 ACADEMIC YEAR

7.1 Direct cost (Payable directly to the University)

S/N	PROGRAM	Year of Study	Tuition Fee Rate	Student's ID	Teaching Practice / PT	Quality Assurance Fee	First Aid Medical Services	Graduation Fee	Transcript / Certificates Fee	Total
1	Bachelor of Arts with Education (BA Ed.)	1	1,200,000	10,000	50,000	20,000	20,000	-		1,300,000
		2	1,400,000	-	50,000	20,000	20,000	-		1,490,000
		3	1,800,000	-	-	20,000	20,000	35,000	5,000	1,880,000
2	Bachelor of Business Administration (BBA)	1	1,200,000	10,000	50,000	20,000	20,000	-	-	1,300,000
		2	1,400,000		50,000	20,000	20,000	-	-	1,495,000
		3	-	-	-	-	-	-	-	-
3	Postgraduate Diploma in Management (PGDM)		1,900,000	10,000	50,000	20,000	20,000	35,000	5,000	2,040,000
4	Diploma in Management and Teaching (DMT Full time)	1	870,000	10,000	50,000	20,000	20,000	-	-	970,000
		2	870,000	-	50,000	20,000	20,000	35,000	5,000	1,000,000
5	Diploma in Management and Teaching (DMT-Outreach)	1	700,000	10,000	50,000	20,000	-	-		880,000
		2	700,000	-	50,000	20,000	-	35,000	5,000	810,000
6	Diploma in Accountancy	1	870,000	10,000	50,000	20,000	20,000	-	-	970,000
		2	870,000	-	50,000	20,000	20,000	35,000	5,000	1,000,000
7	Diploma in Business Administration	1	870,000	10,000	50,000	20,000	20,000	-	-	975,000
		2	870,000	-	50,000	20,000	20,000	35,000	5,000	1,000,00
8	Diploma in IT	1	870,000	15,000	50,000	20,000	20,000	-	5,000	970,000
		2	870,000	-	50,000	20,000	20,000	35,000	5,000	1,000,00
9	Diploma in Community Development	1	870,000	10,000	50,000	20,000	20,000	-	5,000	970,000
		2	870,000	-	50,000	20,000	20,000	35,000	5,000	1,000,00
10	Certificate in Accountancy		770,000/=	10,000	50,000	20,000	20,000	35,000	5,000	910,000
11	Certificate in Business Administration		770,000/=	10,000	50,000	20,000	20,000	35,000	5,000	910,000
12	Certificate in IT		770,000/=	10,000	50,000	20,000	20,000	35,000	5,000	910,000

13	Certificate in Community Development		770,000/=	10,000	50,000	20,000	20,000	35,000	5,000	910,000
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B. Indirect cost (Payable directly to the students himself/herself)

- a. Meals and accommodation
- b. Books and stationaries
- c. Transport
- d. Health Insurance

7.2 Payment of Fees

The University reserves the right to change any fee charges and deposit and other charges, including other provisions of this section of fee structure without prior notification to the students, and may have immediate effect.

7.3 General Policies

7.3.1 Payment of fees, deposit and other charges are a contract between the student and the University. All fees deposit and other charges due at each payment installments must be paid by the date indicated. Any unpaid balance will attract a penalty as indicated in 7.4.1 (d) hereunder;

7.3.2 Only students who have paid their fees, deposits and other charges can register and attend classes, sit for exams and graduate from the University. Failure to pay fees and deposits on a timely and exact basis may result in the student being discontinued or being deterred from taking exams.

7.3.3 All University fees and charges are non-refundable, unless otherwise specified by the University Management.

7.3.1 Payment of fees, deposit and other charges must be payable to:

ECKERNFORDE TANGA UNIVERSITY, CRDB Account Number 0150385030401 Tanga Branch. Any amount paid to the University must be supported by a receipt from the Finance Department.

8.0 HIGHER EDUCATION STUDENTS LOANS

Those intending to meet the costs of their studies through student loans should check their eligibility by going through the criteria as spelt out by the Higher Education Students Loans Board (HESLB). This information can be obtained from the Board's website at www.heslb.go.tz.

9.0 VARIOUS SERVICES AT ETU

9.1 Academic Services

9.1.1 Library Services

The library is the heart of Eckernforde Tanga University and it is an integral part of the University's mission which revolves around teaching, research and consultancy. It is also a legal

depository for materials on Tanzania, including government publications, University publications and UN publications and allied agencies.

The library maintains four major collections: Education, Law, Arts and Social Science, and Business Administration materials in the following manner:

- The library provides access to both print and electronic information resources, including a number of print and electronic journals and books;
- The library also provides information services to library users within the University community. These services include: document delivery services, traditional and electronic references services, selective dissemination of information (SDI) and current awareness services (CAS);
- The Library has succeeded to offer courses in Library and information studies in Elementary, Certificate and Diploma levels;
- Other services provided by the library include: research, publications and computer training for library users.



9.1.2 Computer Services

- The ICT unit provides technical and managerial support to realize excellence in teaching, learning and research;
- It provides network management of active network devices at the University campus, Management of core ETU servers, Email, web, DNS proxy, DHCP;
- It also supports end user in training on usage of ICT facilities, in terms of network access related problems;
- It maintains ETU's Academic Data Management System (ETU-ADAMS).

9.1.3 Bookshop and Stationery

- The Library has book vendors who supply books and there is also an open bookshop in the campus, namely, 'Worldwide Education Care';
- On campus there are two stationery shops which provide photocopy, printing, lamination and binding services to students and staff at reasonable price.

9.1.4 Plans for the Future

ETU Library has a plan to achieve the followings:

- To purchase more titles for various courses;
- To subscribe electronic Information sources in collaboration with the University of Dar es Salaam;
- To add more computers which will be used to access electronic information resources;
- To automate library routines;
- To improve sitting arrangement to accommodate more clients in the same space;
- To order donation books from Book International Goodwill (BIG) and other sources. Already, the BIG has enabled ETU to receive a container of more than 80,000 books on different disciplines.

9.2 Social Services

9.2.1 Accommodation

The Eckernforde Tanga University has a hostel for female students with a capacity of accommodating 90 students. The hostel is located opposite the Administration block. Alternative private accommodation for other students pursuing Bachelor of Arts with Education degree program, including Diploma and Certificate courses is available in the neighborhood of the University. The University maintains a list of recommended hostels and their contacts.

9.2.2 Cafeteria services

The catering services for students and staff are done at the cafeteria. The cafeteria services are operated on tendering basis involving private business people.

9.2.3 Health services

Eckernforde Tanga University has a First Aid facility run by a competent professional medical officer who is assisted by two nurses. The medical officer is normally available at the First Aid facility on Tuesdays and Thursdays evening. All necessary medication for first aid is available.

There are future plans to expand health services, from First Aid status to a Dispensary, including possibilities in joining Health Insurance services by the staff and students.

9.2.4 Bank services

The students of Eckernforde Tanga University are allowed to open Savings Bank Accounts at various banks in Tanga city. The banks include:

- a. National Bank of Commerce;

- b. CRDB Bank;
- c. National Microfinance Bank;
- d. EXIM Bank;
- e. Barclays Bank;
- f. Finca Bank.

9.2.6. Transport services

The Eckernforde Tanga University has a mini-bus for shuttling its staff members to Kange in the morning and back to their respective homes in the evening after business hours.

The vehicle also serves sick students who are sent to Bombo Regional Hospital, study tours, sports activities, etc.

There is public transport from the main bus stand at the City Centre to the University, whose cost fluctuates from TZS 450/= and above.

9.2.7 Sports and Games

Philosophers say *a healthy mind is usually in a healthy body*. Healthy and bright students are those who normally practice sports daily. Students need physical exercises after lectures so as to maintain their health. The University initially faced challenges, due to lack of its own play/sports grounds. Currently the University has prepared playgrounds for football netball, basketball, and volleyball. Sports gear for different sports and games have been purchased. The improvement of the situation is ongoing.

10.0. EXAMINATION REGULATIONS

10.1. Eligibility for Examination

- a. A student shall attend all lectures, seminars and practicals, and undertake all other assignments as approved by the University;
- b. All assignments must be executed;
- c. Each Department shall, with the approval of Senate, determine the requirements for the courses that they offer. A student who does not fulfill these requirements for any courses that are offered will not be allowed to sit for the examination for that course. Each Department must prepare and submit, for approval by Senate the requirements that the students must fulfill;
- d. In any case, a student who absents himself/ herself for a cumulative period of 14 days from all lectures, practical and other activities prescribed for any course in any semester shall be deemed to have withdrawn from that program and shall be considered to have absconded the lectures, whose penalty is discontinuation from studies. The denominator attendance excludes absence for genuine reasons, such as sickness, provided a written permission is obtained from relevant authorities;
- e. A student who attends less than 90% of the scheduled and conducted sessions in a semester or rotation will be barred from sitting for end of that particular semester course(s) or end of examination. The denominator attendance excludes absence for genuine reasons, such as sickness, provided a written permission is obtained from relevant authorities.

10.2. Postponement of Examinations/Studies

10.2.1 Postponement

Any candidate who fails to sit for any examination, due to any reason acceptable by the University, will be allowed to sit for the examination during the next relevant or similar examination session and all the rules pertaining to academic evaluation will apply. Such postponement shall be done in writing to the office of the Deputy Vice Chancellor (Academic, Research and Consultation).

10.2.2 *Special Examination*

- a. A student may, in extenuating circumstances, postpone sitting for an examination where illness or any other reason such as death of spouse, parent and child occurs, provided the request is substantiated in writing by an authorized practitioner.
- b. All requests for sitting special examinations should be presented to the Faculty Dean who will channel them to the DVC-ARC for approval.
- c. Any student who fails to sit for normal examinations can sit for *SPECIAL* examinations which usually take place along with Supplementary examinations. The student *must be formally* allowed by the office of DVC-ARC for sitting the examination(s).
- d. When a student is allowed to sit for special examinations s/he will be considered to be attempting the examination for the first time, and shall be accorded all rights provided in the examination regulations to students attempting an examination for the first sitting.
- e. All students planning to sit for a special examination ought to register with the respective Dean of Faculty prior to the normal examinations.

10.3 Examination Registration

10.3.1 *Registration and Eligibility*

- a. A candidate shall be eligible for University examination after s/he has been duly registered.
- b. A candidate must have attended a minimum of ninety percent (90%) of their scheduled class period for each course and have completed all course requirements.
- c. A candidate shall be barred from doing the examination if the Faculty Dean or course instructor is not satisfied that the attendance of the candidate is satisfactory in accordance with the requirements of the course.
- d. The Deputy Vice Chancellor (ARC) in consultation with the Dean of Students, the Faculty Dean and course instructor may, in extenuating circumstances, waive the attendance requirements for a student.
- e. If a candidate who has been barred because of unsatisfactory attendance *maneuvers* his/her way into the examination room and sits for the paper, her/his results will be invalid.
- f. Any student who will not sit for the examination without any genuine reason shall be considered to have absconded from the examinations, whose penalty is discontinuation from studies.
- g. A candidate shall be allowed to sit for examinations only if s/he has settled the respective installment of the University fees or other dues.

10.3.2 **Continuous Assessment**

Release of Course work:

- a. The Course work results, under normal circumstances, shall be released to students two weeks before final examinations.
- b. A student with incomplete Course work will not be allowed to sit for final examinations.

10.3.3 Examination Regulations to Students

- a. Each candidate shall be required to observe all the regulations pertaining to examinations as outlined below:
- b. Candidates should make sure that they have been issued with official Examination Numbers before examinations begin.
- c. Candidates are advised to be at the examination room, at least, 20 minutes before the commencement of the examination.
- d. Candidates should expect to be inspected at the point of entry into the examination room. Invigilators are required to check that no candidate brings into the examination room unauthorized materials.
- e. The senior Invigilator has the power to inspect any candidate at any stage of the examination process.
- f. Each candidate shall look around his/her seat and check if there is any unauthorized material. If any, the candidate shall notify the Invigilator before the examination starts.
- g. Borrowing of working tools from other students in the examination room is discouraged. However, where and when indispensable, the candidate shall express the need to the Invigilator.
- h. Each candidate shall write one's Examination Number on top of the cover of the answer booklet in the space provided for that purpose before proceeding to answer the examination question. Any answer booklet/script bearing the candidate's name or any unusual mark shall not be marked.
- i. All examination questions shall be answered in the answer booklet provided and no candidate shall be allowed to detach any paper from that answer booklet or script.
- j. Candidates MUST do all rough work on the last page of their answer booklet. All such work must be crossed out by the candidate before submission of the booklets.
- k. Candidates are to ensure that they do not enter the examination room with anything written on their hands or any part of their body.
- l. Once a candidate is found with unauthorized materials s/he, together with a witness, shall sign to confirm that the material is his or hers. This will be countersigned by the Invigilator, in their presence.
- m. Invigilators shall have the power to confiscate any unauthorized material brought into the examination room and send a report to higher authorities in writing.
- n. Invigilators shall expel any candidate who creates disturbance in or near the examination room and send a written report to higher authorities.
- o. The invigilator shall report in writing to the Dean any such incident of cheating or creating any disturbance.
- p. As regards the duration of the question papers, the time shown on the paper shall have to be followed where contradictions arise.
- q. No candidate who arrives more than half an hour after the start of the examination shall be admitted into the examination room.
- r. No candidate shall be allowed to leave the examination room during the first half hour from the commencement of the examination or before handing in his/her answer booklet.
- s. No candidate is allowed to write on the question paper.

- t. Candidates are strongly reminded to follow the time and guidelines as given on their time tables.
- u. No candidates will be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examination is in progress.
- v. All candidates will be required to sign the attendance register.
- w. Before leaving the examination room, every candidate shall make sure that the top cover of the answer booklet is filled-in properly.
- x. No candidate shall be allowed to bring unauthorized material into the examination room. In this regulation, "Unauthorized material" includes:
 - Any handwritten or printed material
 - Crib notes (answers)
 - Cellular or mobile phones
 - Radios
 - Radio cassettes,
 - CD players
 - Computers
 - Alcoholic drinks, drugs
 - Purses, bags
 - Programmable calculators
 - Any other materials as may be specified by the University authorities from time to time.

10.3.4 Examination Procedures and Regulations to Examiners

10.3.4.1 Examination setting, moderating and printing

- a. All examinations of the University shall be set by Lecturers in the relevant subjects or such other person appointed by the Dean of the Faculty or Director of Continuing Education.
- b. The Lecturer shall be required to submit the examination draft hand-written, together with the course outline to the Dean of the Faculty/Director for onward submission to the Examinations office for type-setting, printing and safe custody, ready for administration according to the examinations time table.
- c. All examinations offered by the University shall bear instructions mentioning categorically which materials are authorized in the examination room.
- d. All examinations set by Internal Examiners shall be submitted to the Dean of Faculty/Director for internal and external moderation processing.
- e. In case there is a leakage of examination, the University shall cancel the examination and require the students to sit for another examination.
- f. Where there is a loss of script, the University shall recall the affected candidate who shall be required to re-sit the examination at the time agreed by the University and the person responsible for the lost script shall be subjected to disciplinary measures.
- g. The processing of examinations shall be made under maximum confidentiality and integrity.
- h. Disclosure or leakage of examinations by any person shall lead one to be punished by the proper disciplinary authority.

10.3.4.2 Examination Regulations to Invigilators

- a. All examinations shall be invigilated by Lecturers appointed by the Faculty Dean in collaboration with the Examinations office.

- b. Invigilators shall be present in the Examination room, at least, twenty minutes before the commencement of the examination.
- c. Invigilators will be provided with sealed envelopes containing question papers. This envelope must be personally collected by each Invigilator from the Examinations officer, at least, thirty minutes before the examination. The Invigilators are then expected to go to their respective examination rooms.
- d. Invigilators must ensure that *ONLY ONE ANSWER BOOKLET* is provided to each candidate, unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- e. Invigilators must show the sealed envelope containing question papers to all candidates before opening the envelope.
- f. Invigilators must ensure that all unauthorized materials are left outside the examination room/hall.
- g. Invigilators should admit candidates to the examination room 20 minutes before the commencement of the examination. When big numbers of candidates are involved Invigilators may admit candidates to the examination room 30 minutes in advance.
- h. Invigilators should not admit candidates to the examination room after half hour from the commencement of the examination and should not permit them to leave the examination room until thirty minutes have passed.
- i. Invigilators are reminded that they should abide by the timing set out in their timetables.
- j. At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.
- k. At the end of the first half hour, the total number of candidates present should be noted down. Invigilators should then collect the blank papers from all vacant places, in case there are any.
- l. During the examination, Invigilators should ensure that candidates are provided with additional requirements (*e.g. scripts/answer books*).
- m. Invigilators are to ensure that all regulations pertaining to the actual sitting of any examination are adhered to.
- n. Invigilators shall ensure that all candidates present have signed the attendance sheet and that they themselves have signed the attendance sheet before handing over the scripts, attendance sheets, extra question papers, answer books and such report as may be necessary to the Examinations Officer.
- o. All academic staff members whose subjects are being written on a particular day should be physically present at the time their examinations begin and will remain within reasonable distances to respond to any arising issues with regard to the examination.

10.3.4.3 Examinations Irregularities

10.3.4.3.1 Inventory of Examination Irregularities

Examination irregularity is an inappropriate conduct by a student which impairs academic integrity and such examination irregularity can include, but not limited to:

- a. Having access to examination questions prior to sitting for the examination.
- b. Possession of unauthorized material in the examination room such as mobile phones, pieces of written papers, calculators, writings on parts of the body, etc.
- c. Continuing the examination after being told to stop.
- d. Beginning the examination before being authorized.

- e. Communicating with other candidates, either verbally or through other means during the examinations.
- f. Permitting another candidate to copy from, or use one's scripts or papers.
- g. Removing examination answer booklets/sheets from the examination room.
- h. Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.
- i. Distorting and or violating of officially arranged sitting plan in an examination room.
- j. Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator
- k. Failure, by any candidate, to sign in the Invigilator's report sheet for any irregularity discovered.
- l. Failure or refusal by any candidate to sign an official dispatch book to acknowledge receipt of an invitation to a subsequent disciplinary interface.
- m. Destroying any evidence related to any suspected irregularity.
- n. Impersonation.

10.3.4.3.2 Penalties for Examination Irregularities

All cases of alleged examination irregularities may incur a lesser or bigger penalty on a candidate found guilty, depending on the gravity of the facts or circumstances constituting an offence as the University academic Board and Senate may deem it necessary. Therefore, the following is a list of examination irregularities and their possible corresponding penalties they may incur if a candidate is found guilty:

10.3.4.3.2.1 Possible Irregularity Penalties

S/N	EXAMINATION IRREGULARITIES	POSSIBLE PENALTIES
1.	Possession of unauthorized material in the examination hall, such as, cellular or mobile phones, radios, alcoholic drinks and any other materials specified from time to time by the Deputy Vice-Chancellor (Academics), Dean of Faculty, Head of an academic Department	Confiscation of the unauthorized materials and discontinuation from studies
2.	Causing disturbance in or near an examination hall	Discontinuation forthwith from examinations and suspension for one semester
3.	Destruction or falsification of any evidence of any suspected irregularity.	Suspension for two semesters
4.	Drinking alcohol, eating or chewing anything in examination hall	Suspension for one semester
5.	Communicating with other students, either verbally or non-verbally, directly or indirectly, or endeavoring to give assistance to any other student	Suspension for two semesters
6.	Permitting another student to copy from or use one's paper	Suspension for one semester
7.	Continuing the examination after being ordered to stop	Nullification of the examination
8.	Unauthorized absence from examination hall	Discontinuation, due to absconding

10.3.5 Appointment and Functions of External Examiners

- a. The External Examiners shall be appointed by Senate.
- b. All examination questions and scripts of *ETU* shall be internally and externally moderated.
- c. The External Examiners shall moderate the question papers and answer scripts.
- d. External Examiner's grade shall be final, if the gap between the Internal Examiner's marks does not exceed 10 marks.
- e. Where the gap between the Internal Examiner mark and the External Examiner mark exceeds 10 marks, the Examination shall be remarked by another External Examiner and his/her marks shall be final. In case of complications to get another External Examiner, an Internal Examiner shall be consulted, as long as s/he is not the Instructor of the course in question.
- f. The Board of Examiners established by the ETU is the ultimate authority, as far as conducting examinations for all courses is concerned.

10.3.6. Processing of Examination Results

10.3.6.1. Departmental Level

- a. Heads of Departments should supervise the marking exercise and set deadlines for submitting examination results.
- b. The final mark should combine both continuous assessment and end of semester examination grades.
- c. The examination results for the entire Department shall be compiled by the Examinations Coordinator of the respective Department.
- d. The examination results for the entire Department shall be scrutinized in a Departmental Examiners Board Meeting and make necessary recommendations to the Faculty Board of Examiners.
- e. The External Examiners may attend the Departmental Examiners Board and produce a report on performance and recommendations on how to improve the course content.
- f. Examination score sheets (hereafter referred to as **Black Sheets**) shall be signed by Internal Examiners and External Examiners.
- g. Examination results shall be handled as confidential and shall not be disclosed to students until deliberated by the Faculty Board and, later, by Senate.

10.3.6.2. Faculty/Directorate Level

- a. The Faculty/Directorate Board shall be convened to deliberate on the examination results as submitted by all Departments and make necessary recommendations to Senate.
- b. Examination results deliberated by the Faculty Board of Examiners shall be considered as provisional and shall be forwarded with recommendations to Senate for approval as final results.

10.3.6.3. SENATE Level

- a. A Senate meeting for examination results shall be convened to deliberate on the examination results as submitted by Faculty and Directorate Boards and make final approval.
- b. A student may appeal against Senate ruling to the Special Senate Appeals Committee immediately the results are released. The appellant will have to pay a fee, which currently stands at 15,000/= before the appeal is accepted for deliberation.

- c. Before the commencement of a new Academic Year, a Special Senate Appeals Committee shall be convened to deliberate on appeal cases.
- d. Before the commencement of a new Academic Year, a Special Senate Meeting for Supplementary and Special Examinations results shall be convened to deliberate on supplementary and special examinations results.

10.3.7. Release of Examination Results

- a. Results of semester examinations taken at the end of each semester shall normally be published before the commencement of the next semester.
- b. The tentative/provisional results showing examination numbers (without names) of successful and unsuccessful students will be posted on the notice boards/University website www.etu.ac.tz soon after the respective Faculty/Directorate Board meetings.
- c. Declaration of the official examination results (i.e. publication and issuing of result slips to students) will occur after Senate has approved the results and the Examinations office will be responsible for issuing them. The results slip shall bear the signatures of the Deputy Vice Chancellor (ARC) and the respective Dean or Director.

10.3.8. Supplementary Examinations

- a. A supplementary examination will be subjected to a charge of 10,000/= per subject, which will be paid before the commencement of supplementary examinations.
- b. A student who scores a D grade in any course shall have to re-write the examination in the failed course as a supplementary examination to be held in the long vacation (August or September).
- c. If s/he passes the supplementary examination s/he shall be awarded a grade not higher than "C".
- d. If s/he fails the supplementary examination s/he shall be required to repeat the course. If s/he passes the carried over course, the awarded grade shall not be higher than "C". If s/he fails the repeated course at 'D' grade or below, s/he will be discontinued from studies.
- e. Supplementary examinations will be held once per each semester prior to the commencement of the subsequent semester.

10.3.9. Special Examinations

- a. A special examination is regarded as a first sitting, for a student who, for satisfactory reasons, genuinely absented himself/herself from the normal examination period and was allowed by the DVC (ARC) to sit for them.
- b. A candidate, who either fails or does not appear in special examination(s) without any genuine reason shall be deemed to have absconded the examinations, whose penalty is discontinuation from studies; and the candidate whose absence is genuine, shall repeat a year.
- c. Normally, special examinations will be given at the time of supplementary examinations and there will not be any supplementary examinations after failing a special examination, except repetition or discontinuation.

10.3.10. Repeating, Carry Over and Discontinuation

- a. A student who fails to get a grade “C” in his/her supplementary examination must repeat in the next academic year the course in which s/he failed.
- b. The student who fails to attend classes below average of 90% in a course shall not sit for final examinations; instead s/he will be required to repeat the course in the next academic year.
- c. A student, who, without genuine reasons, fails to submit assignments to the course Instructor two weeks before final examinations, shall repeat the course.
- d. A student who fails to complete his/her course of study shall be required to clear the incomplete grade within the current academic year, or be subjected to EITHER a Carry Over (CO) and REPEAT a year, OR abscondment, whose penalty is discontinuation.

10.3.10.1. Discontinuation

- a. A student shall be discontinued from the studies if s/he fails to abide by the examination regulations and other University regulations stated in the *Prospectus*.
- b. Failing to attain a needed standard of performance, thus leading to getting a GPA less than 1.8 shall make a student be discontinued from studies. Absconding from final examinations without information and permission from the University authority shall also lead to discontinuation from studies.
- c. The student who has been discontinued from studies shall not be admitted by the same University in any program for the duration of three years.

10.3.11. Examination Appeals

Academic appeals allowed against the Faculty/Directorate Examination Board’s decision on examination results are those which fall in one or more grounds listed below:

- a) A student may appeal against the recommendation of the Faculty on matters based on FAILURE and DISCONTINUATION/WITHDRAWAL from a program.
- b) The appeal shall be made on the following grounds:
 - i. Procedural irregularity in the conduct of the assessment;
 - ii. Inadequate coverage of the topics by a Lecturer, leading to examining the appellant on topics/contents not covered.
- c) The appeal fee shall be Tshs.15, 000/= Tanzanian shillings per subject or its equivalent, reviewable annually depending on the costs involved.
- d) There shall be a Senate Examinations Appeals Committee whose functions shall be:
 - i. To consider academic appeals of students;
 - ii. To act on behalf of the Vice Chancellor and the Senate in implementing decisions to uphold appeals;
 - iii. To consider and investigate claims brought forward by a student of procedural irregularities in the conduct of assessments and, where appropriate, make recommendations to the Senate;
 - iv. To provide an annual report to Senate on the appeals received. Where the Committee has serious cause for concern arising from an appeal, a report should be made immediately to Senate.

10.3.12 Grading System

The following grading System will be used by the Faculty to indicate the performance of a student for every course undertaken:

Percentage	70	-	60 – 69	50 - 59	40 – 49	35 – 39	00-34	Incomplete
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	100						
Grade	A	B+	B	C	D	E/F	I
Points	5	4	3	2	1	0	-
Description	Excellent	Very good	Good	Satisfactory	Marginal Fail	Absolute Fail	Incomplete

To pass in a course, a student MUST attain a minimum of grade C, or above.

The classification for the Degree in BA (Ed) shall be as follows:

CLASS	GRADE	GPA RANGE
First Class	A	4.4 – 5.0
Upper second	B+	3.5 – 4.3
Lower Second	B	2.7 - 3.4
Pass	C	1.8 - 2.6
Fail	D	0.0 - 1.7

The successful candidate shall be awarded a DEGREE of the Eckernforde Tanga University.

10.3.13. Annual Grade Point Average (GPA)

An Annual Grade Point Average (GPA) indicates an overall performance of a student achieved in an academic year. In order to calculate the GPA, the first step is to change the letter grades (A, B, B+, C, D, E) obtained by a student in all core and elective courses taken in an academic year into numeral points indicated by numbers (i.e., 5, 4, 3, 2, 1, 0, respectively). In doing the calculations, optional courses are not included, although they will appear in the transcript. In making the calculations, the following should be done:

1. Multiply the Grade points of a given course (e.g. 5, 4, 3, 2, 1, 0) by the number of units assigned to the course (e.g. 3, 2 or 1)
2. Add up grade points of all courses taken in an academic year.
3. The grade points total is then divided by the total number of units of core and elective courses taken in an academic year.
4. Truncate the GPA to two decimal points.

10.4. University Awards

In order for a student to graduate in his/her program, s/he must have a minimum Grade Point Average (GPA) of 1.8 or above. A graduate must meet the following conditions:

- a. Overall grade average of a "C" or above in all courses.
- b. Satisfactory performance in both field experiences as documented by a student portfolio, including work samples and teacher observations which are presented to the Faculty/Directorate Board.
- c. Completion of field practice reports and special needs in the program studied and brought to the Faculty/Directorate Board.

10.5. Classification of Degree

In order to arrive at the student's final GPA at the completion of the program, calculate the average of all Annual GPAs through truncation. The final GPA will be used to classify the student's degree performance.

The classification for first Degrees will be as follows:

GPA	Classification
4.4 - 5.0	First Class
3.5 – 4.3	Upper Second Class
2.7 - 3.4	Lower Second Class
2.0 – 2.6	Pass

11.0 CERTIFICATES AND TRANSCRIPTS

11.1. Loss of Certificate

In an event that an original certificate is lost or damaged, the office of the DVC-ARC may issue another copy and only once of a certificate to the applicant subject to the following:

- a. Production of a Police loss Report and a sworn-in affidavit by the applicant
- b. The replacement of a lost certificate will be done after 3 weeks from the date the application.
- c. Applicant shall pay **Tshs. 30,000/-** for replacement of a lost certificate

11.2 Correction on Names or initials in Certificates and Transcripts

- d. Any request by a student to make correction on names or initials after a Certificate or Transcript have been printed shall attract a penalty of **Tshs. 35,000/=** only if the mistakes were caused by the student himself/herself during the admission period.
- e. The replacement of a lost certificate will be done after 3 weeks from the date the application.

12.0 ON THE TEACHING PRACTICE REGULATIONS AND PROCEDURES¹

12.1 Attendance and General Conduct

- a. All practicum students **MUST** be at the TP station in all weeks of this exercise.
- b. (A week of TP normally involves five days attendance at the practice school. Practicum students are expected to perform school duties just as any regular teacher in the school. The teaching load should be between 10 and 15 periods per week

¹ Teaching Practice shall be guided by a Teaching Practice package, containing the ETU laid down guidelines. In this *Prospectus*, only some important hints have been highlighted.

- c. (Practicum students must be present in all time-tabled classes and are required to be punctual at all times. Heads of schools will be asked to check on the punctuality and behavior of practicum students.
- d. A practicum student failing to be at the TP station two weeks after the commencement of the TP period will be disqualified and *may be* required to do the practicum during the next teaching practice for six weeks.
- e. Practicum students will be self-independent on meals and accommodation, where the school has no accommodation facilities.
- f. In case of illness or any other serious problem, the practicum student will inform the Head of school who will communicate with the University. A Medical report will be attached to any written information submitted to Head of school.
- g. Where the practicum student obtains approval to be absent or miss the lessons, alternative arrangements may be made by the school to compensate the missed lessons.
- h. A practicum student should expect to be assessed any time after one week of reporting at the school.
- i. Subject teachers at the school are responsible to make a follow up on the practicum student teaching progress so as to provide due advice.

12.2 Professional Code of Conduct

- a. Practicum students shall observe the professional code of conduct. Sexual practices of any kind are PROHIBITED during the TP session. A student who is reported for that matter shall be discontinued from studies.
- b. Practicum students must appear in descent clothing that portrays a professional and responsible teacher:
 - Hair styles, chains and earrings must be modest, if it is necessary to have them. Rasta hair style is prohibited.
 - The Head of School has the authority to send the practicum student back to the University if you do not abide by the school rules and regulations.
- c. If any abnormality in conduct is reported to the University against a practicum student and is proved by the Head of School, s/he will be given an "F" grade and either be suspended for one semester or discontinued from studies.

13.0 ACADEMIC PROGRAMS

13.1. Regulations Governing Class Attendance for All University Programs

During the semester students are supposed:

- a. To attend lecture sessions. A student who absconds classes to an average of 10% of all sessions in a semester in any course, shall not be allowed to sit for examination, instead s/he will be required to carry over the course;
- b. To participate fully in seminar presentations and group discussions;
- c. To do all the assignments and quizzes and submit them on time;
- d. To do all final semester examinations according to the time table.

14.0 FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

14.1. Vision

To be a dependable institution in the country in preparing and deploying human resource for the improvement of quality, equity and access to education

14.2. **Mission**

- a. To be a flexible, compact and transparent Faculty.
- b. To secure resources for the Faculty for delivering quality education.
- c. To stimulate public awareness and participation in education development.
- d. To supplement stakeholders efforts in developing education in Tanzania.

14.3. **Philosophy**

The Faculty believes in offering equal opportunities for everyone, and empowers students, workers, and community to achieve quality circular education and the providing quality service through community participation, partnership and networking.

14.4. **Program Structure**

A student admitted into a BAED program must complete a minimum of 369.5 credits across three years as indicated in this table hereunder:

Distribution of the Credits over the whole program

Year	Semester I	Semester II	Total
1	55	70	125
2	57.5	57.5	115
3	60	60	120
		Total Credits	360

14.5. **Detailed Explanation of BAED under Credit System**

14.5.1. **Introduction**

Bachelor of Arts with Education (BAED) is a three years program offered by the Faculty of The Eckernforde Tanga University. It has been designed to prepare Education graduates who will be fully knowledgeable of teaching methods specifically in Arts subjects. The overall objective of this program is to prepare a cadre of high-quality in the deliverance of Arts subjects in the Humanities domain. Upon successful completion of this program, graduates should be able to take care of matters related to deliverance of the Humanities subjects professionally. In this respect, the program prepares competent professional teachers who can handle Arts subjects efficiently and effectively; it also prepares Arts experts who can generate new methods in teaching and analysis, composition, use and researching in national and international contexts.

14.5.1.1. **Program Description**

The program involves studying of techniques and strategies used to successfully teach the content and form of various Arts texts. It further deals with research skills related to different Arts subjects. Likewise, the program deals with skills and teaching methods relevant to such subjects.

14.5.1.2. Objectives of the Program

The Program of B.A with Education has the following specific objectives:

- a. Introducing students to issues related to teaching methods within Tanzania and internationally;
- b. Introducing students to techniques and strategies of comprehending form and content of texts through literary criticism and analysis;
- c. Imparting students with techniques and strategies of composition and writing skills;
- d. Providing research skills to the students;
- e. Providing students with basic knowledge on pedagogic issues.

14.5.1.3. Learning Outcomes of the Program

At the end of the program, the B.A with Education graduates of the Eckernforde Tanga University will be able to:

- a. Solve various academic problems related to pedagogy;
- b. Efficiently apply teaching skills knowledge to deal with matters of the related fields;
- c. Apply techniques and strategies in composing and writing various works;
- d. Apply research skills in carrying out different researches;
- e. Effectively apply teaching and learning methods in comprehending various texts in the Arts and Humanities domains.

14.5.1.4. Program Duration

This is a full-time program offered for three years with a total of six semesters, where each year comprises two semesters.

14.5.1.5. Admission Requirements

The admission requires successful completion of direct or equivalent admission criteria as follows:

- a. For Direct Entrants (i.e. those with A-Level Secondary Education qualifications) will be admitted with a minimum of, at least, two principal passes in two Arts subjects, one of which must be a language;
- b. For Equivalent entrants the minimum entry shall be an average of 'B' Grade, the Arts subjects being dominant.

14.5.1.6. Mode of Delivery

Courses belonging to this program will be delivered using lectures, tutorial/seminars, assignments, self-study and practical training/field attachment.

14.5.1.7. Mode of Assessment

There will be three modes of assessments: Continuous assessment (CA), end-of-semester University Examination and assessment of project and practical courses.

a) Continuous Assessment (CA)

The courses will be assessed using tests, assignments, quizzes, exercises and mid-term exams. Students should complete and pass with, at least, a C in all courses they register for in each semester. The total marks for CA will be 40 % of the final grade.

b) End-of-Semester University Examination

End of semester University examination will contribute 60% to the total grade. The final University Examination will consist of one paper for each course taught during the semester. Each paper will

consist of two sections, A and B, where Section A will have a total of 30 marks and Section B, also 30 marks. Section A will consist of short answer compulsory questions (outlining, writing short notes, defining, multiple choice questions, and matching items). Section B will consist of, at least, 2 long answers or a descriptive question with 15 marks, each. The candidates will be requested to answer any one question. The time allocated per paper will depend on the nature of the program.

c) Examination and Assessment of Project and Practical Courses

Projects and practical courses will be assessed through students' report, supervisors' report, and presentation. Distribution of marks will depend on the nature of the course. There shall be no University Examination.

14.5.1.8. Student Evaluation

Students will evaluate instructor's delivery for each course in the particular semester using special forms prepared by the Directorate of Quality Assurance of the Eckernforde Tanga University.

14.5.1.9. Credits and Course Coding

Credits

A Credit is a measurement unit for 'notional' or 'average learning time' which includes all the activities which a learner is expected to undertake in order to achieve the learning outcomes. Such activities include but not limited to:

- a. Lectures;
- b. Seminars/tutorials;
- c. Assignments;
- d. Independent/self-study;
- e. Practical training.

One credit is considered to be 10 notional hours.

Computation of Credit

At ETU, like in most of the institutions of higher learning in Tanzania, a semester consists of fifteen (15) teaching weeks. Basing on the Tanzania Commission for Universities (TCU) guidelines, a semester course in this program will have 7.5, 10, 13 and 15 credits, depending on the nature of a given discipline. Table 1 below indicates how these credits were computed. The first two rows show the activities associated to a credit and their percentages. The third and fourth rows of the matrix show the number of hours per week and per semester for each activity in a given course that would make the number of credits for one semester indicated in the last column

Table 1: Computation of Credit

Activity	Lectures	Tutorials	Assignments	Self Study	Practicals	Credits (& Sem. Credit)
% of Activity	40	20	10	20	10	100
Hours/Week	2.7	1.3	0.7	1.3	0.7	10
	2	1	0.5	1	0.5	7.5

Course Coding

The ETU Faculty of Education has agreed to use a course code consisting of two letters, e.g. ED, and a sequence of three integers or digits, e.g. 113. The two letters represent the offering Department or Unit, as well as the offered subject. The first digit in the sequence represents the year of study of the course, the second represents the semester of the course and the third represents the numerical position of the course in the respective semester.

14.6 Course Codes

CS	-	Communication and Writing Skills
DS	-	Development Studies
EC	-	Economics
ED	-	Education
EN & Lt	-	English and Literature
ET	-	Educational Technology
GE	-	Geography
HI	-	History
IT	-	Information Technology
MT	-	Mathematics
OR	-	Freshman Orientation
PE & HS	-	Physical Education and Health Studies
SO	-	Sociology
ST	-	Statistics
SW	-	Swahili
TP	-	Teaching Practice

14.7 General Studies (GS)

General Courses (University-wide courses) for all BAED students

	Code	Subjects	Credits
000		Freshman Orientation	0
ED 111		Introduction to Psychology	7.5
DS 111		Development Studies 1	7.5
DS 122		Development Studies 2	7.5
PE 111		Health Principles & Physical Education	7.5
MT 111		Basic Mathematics	7.5
IT 111		Introduction to Business Information System	7.5
CS 111		Communication Skills 1	7.5
CS 122		Communication Skills 2	7.5
CS 213		Communication Skills 3	7.5
CS 224		Communication Skills 4	7.5

15.0 COURSE DESCRIPTIONS FOR B.A. (ED) PROGRAM

15.1 General Courses

DS 111: Development Studies 1 (7.5 Credits)

This course is compulsory for all first year undergraduate students. It covers both theoretical and practical perspectives of development. It addresses the following areas: Theories of social development, political development, governance, human rights and development, and gender and development. The course is designed to develop an analytical outlook which can enable a learner to understand and analyze development issues: political, economic and social. Besides, it provides strategies for tackling the problems.

DS 122: Development Studies 2 (7.5 Credits)

This course is compulsory for all first year undergraduate students. It covers the following areas: Science, Technology and Society, Population, Urbanization and environment, Social services, Culture and Development, Youth Unemployment, Poverty alleviation, Development Planning, Entrepreneurship and facilitation. The course is specifically designed to put together the knowledge and skills already learnt in the previous course so that students can challenge and analyze specific issues independently. The social issues to be addressed will be selected from both Tanzania and other parts of the world. A multidisciplinary approach to the course will be used.

CS 111: Communication Skills 1 (7.5 Credits)

This course is offered to all students undergoing the B.A (Ed.) program regardless of their specialization. The course pays considerable attention to the differences underlying the structure of spoken and written texts; hence, it is designed in a way that will provide students with opportunities to improve their efficiency in listening to lectures, reading academic texts, taking notes from lectures and participating actively in seminars and academic discussions. It is meant to be task-based where-by students (in groups) will be engaged in seminar presentations, as well as the production of meaningful written assignments in the form of essays, reports or projects on either individual or team work basis where feasible.

CS 122: Communication Skills II (7.5 Credits)

It is anticipated that after experiencing the content in the previous course (CS 101) students will have gained reasonable skills in oral presentations, taking notes, identifying useful and relevant reading material, applying different styles in reading for particular purposes as well as making sense of printed texts of varied lengths and format. This continuing portion of the course therefore, aims at deepening the students and enabling them to: Evaluate their previous learning experiences in the course and clarify doubts, interpret different essay questions and produce acceptable written texts of varied nature which also comply with standard writing conventions, argue logically and reasonably, and handle other people's points of view.

CS 213: Communication Skills III (7.5 Credits)

This is a course to be offered to all 2nd Year students undertaking Bachelor of Arts with Education [B.A. (Ed)]. It is weighted 10 credits, and it is run in the first semester of the academic year. The course covers 3 contact hours per week, for 15 weeks, making a total of 45 contact hours. Out of these, 30 hours are dedicated to lectures, while 15 hours are dedicated to seminars. As a follow up to CS 101 and CS 102, the course is expected to raise the students' communicative competence. While it introduces new areas of communication at a higher level, some of the items are expected to consolidate some of the modules covered in the first year.

CS 224: Communication Skills IV (7.5 Credits)

This is a course to be offered to all 2nd Year students undertaking Bachelor of Arts with Education [B.A. (Ed)]. It is weighted 7.5 credits, and it is run in the second semester of the academic year. The course covers 3 contact hours per week, for 15 weeks, making a total of 45 contact hours. Out of these, 30 hours are dedicated to lectures and 15 hours are dedicated to seminars. Being a follow up of CS 102 and CS 203, the course (CS 204) is expected to raise the students' communicative competence in writing, speaking, handling interviews, and managing examinations. While it introduces new areas of communication at a higher level, some of the items are expected to consolidate related modules covered in the first year.

15.2. COURSE MAPPING AND SUMMARY DESCRIPTION PER DEPARTMENT

15.2.1. DEPARTMENT OF EDUCATIONAL STUDIES

Table 4: Course Mapping for Educational Studies

YEAR ONE			YEAR TWO			YEAR THREE		
SEMESTER I								
Course Code	Course Title	Course Credits	Course Code	Course Title	Course Credits	Course Code	Course Title	Course Credits
ED 112	Principles of Teaching	7.5	ED 211	Curriculum Development	7.5	ED 311	Educational Psychology	7.5
		7.5	ED 212	Educational Research Methods	7.5	ED 312	Measurement and Evaluation	7.5
ED 113	Teaching Practice	7.5	ED 213	Instructional Media and Technology	7.5			
DS 111	Development Studies I	7.5						
SEMESTER II								
PE 121	Health Principles and Physical Education	10	ED 221	Philosophy of Education	7.5	ED 321	Guidance and Counseling	7.5
ED 122	History of Education	7.5	ED 222	Educational Statistics	7.5	ED 322	Educational Management and Administration	7.5
MT 123	General Mathematics and Statistics	10	ED 223	Sociology of Education	7.5			
DS 122	Development Studies II	7.5						

COURSE DESCRIPTION SUMMARIES

DS 111 DEVELOPMENT STUDIES I (7.5 Credits)

Course Description

This is a 7.5 credits one semester course compulsory for every undergraduate. This course aims at developing students' capacity to observe, analyze and conclude them phenomena in the society. The course is designed to develop analytical outlook which could enable a learner to understand and analyze development issues, political and social and how to handle and tackle problems.

ED 112: PRINCIPLES OF TEACHING (7.5 Credits)

Course Description

This is 7.5 credits – one semester course. It course focuses on effective teaching. It also includes an examination of student involvement in the classroom and the application of the principles of learning. Topics will include; meaning and importance of principles of teaching and learning, types of principles of teaching and learning, and the goal of principles of teaching and learning. It also includes the scope of principles of teaching and learning, and the basic principles of motivation in teaching and learning.

ED 113: TEACHING PRACTICE-TP (10 Credits)

Course Description

This is 10 credits – one semester course. It exposed to the student teachers the ways classes are managed and organized, process of questioning ,planning, acting, observing, assessing, reflecting and re-planning in teaching and teaching competences. Students teachers will also assist class teachers in critical areas of learning and basic skills . They will experience first –hand skills on the process of teaching and learning with school teacher/mentors.

PE 121: HEALTH PRINCIPLES AND PHYSICAL EDUCATION (7.5 Credits)

Course Description

This is 7.5 credits – one semester course. It provides an introduction to important concepts of health, which is composed of physical, psychological, sociological and spiritual philosophical dimension. University student are guided to recognize responsibilities and opportunities for imploring and teaching their community, student learn to identify unhealthy, behavior and measurement correct them.

MT 123: GENERAL MATHEMATICS AND STATISTICS (7.5 Credits)

Course Description

This is 7.5 credits – one semester course. The general aims of the course are to give a thorough grounding in General mathematics and statistics techniques to students of professional studies. The course introduces the application of mathematics to solve the problems in teaching professional. It also helps the students to easily apply the techniques gained in this course in other courses in their field of study. The course has divided into eight topics. Each topic is expected to be completed in an average of at least three sessions of one hour each.

DS 122 DEVELOPMENT STUDIES II (7.5 Credits)**Course Description**

This is a 7.5 credits one semester course compulsory for every undergraduate. This course enables to understand political development and Africa and the emerging theories of development, enable the students to link socio-economic development in Africa through science and Technology.

ED 211: CURRICULUM DEVELOPMENT (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It is a course intended to introduce student teachers to foundations and principles of curriculum development. Parties of it include curriculum theory, types of curriculum components, models of curriculum development and components of the curriculum materials. In addition, the background of curriculum development and components of curriculum development in Tanzania will be reviewed.

ED 213: INSTRUCTIONAL MEDIA AND TECHNOLOGY (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. This course examine the importance of educational technology is the teaching and learning process. The selection and preparation of various media are studied including chalkboard, display board, graphics materials, projectors, video tape recorders etc.

ED 212: EDUCATIONAL RESEARCH METHODS (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It examines principles that govern educational research. It focuses on the contribution of scientific research to solutions in areas of education as well as assists the student in understanding and developing the various stage of research process. The course prepares the student to develop a research proposal and write a project.

ED 221: PHILOSOPHY OF EDUCATION (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It gives a general background to and the survey of Philosophy with emphasis on the educational implications. A historical overview discussion and presentation of philosophy from classical to contemporary period is given feature of Western and Eastern African as well as secular philosophies.

ED 223: SOCIOLOY OF EDUCATION (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It deals with problems and issues of contemporary education. These aspects are examined from social, scientific, historical and philosophical perspective. Topics include meaning and scope of sociology of education, sociologists and their contributions, sociological factors affecting education in Tanzania, the role of socializing agents, discipline, formal and informal education, interest and impact of education environments.

ED 222: EDUCATIONAL STATISTICS (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It aims at introducing student to basic concepts of educational statistics. Furthermore it seeks to equip students with basic knowledge and skills that are important for education for educational data management at different levels, so as to be able to collect, analyze and disseminate up to date, systematic, complete and consistent data for planning and management of education services.

ED 311: EDUCATIONAL PSYCHOLOGY (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. This course introduces students to the scientific study of human behaviors and the principles with which learning can be increased and directed through education. It is primarily concerned with the nature, conditions, outcomes and evaluation of classroom learning. Many theories applicable to classroom learning are emphasized. It also includes human development from birth through old age.

ED 312: MEASUREMENT AND EVALUATION (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It introduces to the appropriate use of a variety of assessment methods and tools. The emphasis is on understanding measurement and evaluation, educational tests specifically focusing on descriptive statistical tools, standardized and teacher-made tests and techniques and grading practices as they relate to secondary students. Alignment assessment, educational outcomes, and activities are basic element included in the course.

ED 322: EDUCATIONAL MANAGEMENT AND ADMINISTRATION (7.5 Credits)**Course Description**

This is 7.5 credits – one semester course. It offers a study of the administrative process in education, the role of the administrator, and the supervision in relation to classroom teaching, supervision of personnel, educational planning and organizational structure of educational system.

15.2.2. DEPARTMENT OF HISTORY

The subject of history is introduced within Bachelor of Arts with Education (BA.ED) program. The subject will enable the students to acquire historical values, knowledge and skills that are necessary for history. The history subject will help the students to think critically upon socio-political and economic issues.

History subject will remind the students that, our knowledge begins with the senses, and then proceeds to the understanding, and ends with reason. A student taking this subject as his/her academic specialization is required to take all core courses and four electives.

Table 5: Course Mapping for History

YEAR ONE			YEAR TWO			YEAR THREE		
SEMESTER ONE (MAJOR COURSES)								
Code	Course Title	Credits	Code	Course Title	Credits	Code	Course Title	Credits
HI 111	Themes in African History (Core)	10	HI 211	History of East Africa (Core)	10	HI 311	Economic History of Tanzania (Core)	10
HI 112	History Teaching Methods (Core)	10	HI 212	History of Europe from 1919 to present (Core)	10	HI 312	Oral History of Tanzania (Core)	10
			HI 213	History of Central Africa (Elective)		HI 313	History of South Africa (Elective)	
SEMESTER TWO								
HI 123	History of Tanzania (Core)	10	HI 224	History of North Africa (Core)	10	HI 324	Globalization and African History (Core)	10
HI 125	History of Europe from 1750-1919 (Core)	10	HI 225	Africa and Black Diaspora (Core)	10	HI 325	History of West Africa (Core)	10
		10	HI 226	Economic History of Africa (Elective)		HI 326	History of USSR (Elective)	

COURSE DESCRIPTION SUMMARIES

HI 111: THEMES IN AFRICA HISTORY (10 Credits)

Course Description

This is a 10 credits-one semester course. This course designed to expose students to some experiences of people of Africa societies before the interaction of external world and after the interaction. They will understand the diversity of socio-economic experiences of Africa. Further the course will help students to assess the contemporary issues in Africa.

HI 112: HISTORY TEACHING METHODS (7.5 Credits)

Course Description

This is a 7.5 credits-one semester course. The history teaching course intends to provide the students with knowledge skill and techniques of effective communication in the teaching and learning process of history. It will help to defend the position of History as a discipline in the school curriculum. To prepare appropriate learning-teaching activities and good test items in History.

HI 112: HISTORY OF TANZANIA (10 Credits)

Course Description

This is a 10 credits-one semester course. This course designed to expose students to some experiences of the Tanzania people as they interact themselves and the external world. They will understand the historiography of Tanzania. Analyze the social, political and economic development reached by Tanzania societies before the capitalist intrusion. Also, to expose the transformation of Tanzania societies during the colonial penetration and domination and finally to analyze the socio-political scene during the post-independence era

HI 125: HISTORY OF EUROPE FROM 1750 TO 1919 (10 Credits)

Course Description

This is a 10 credits-one semester course. It will expose students to the overview of history of Europe since 1750. Help students to examine the impact of European socio-political and economic transformations. To understand the European-African economic nexus.

HI 211: HISTORY OF EAST AFRICA (10 Credits)

Course Description

This is a 10 credits-one semester course. This course is designed to expose students to some experiences of East Africa people as they interact among themselves and the external world. It is expected that through the course they will understand the Historiography of East Africa; examine the peopling of East Africa; analyze the diversity of pre-colonial East African societies and transformations; understand the dynamic of colonial intrusion and liberation struggle in East Africa, as well as generally understand the post-independence East Africa scenario.

HI 212: HISTORY OF EUROPE FROM 1919 TO PRESENT (10 Credits)**Course Description**

This is a 10 credits-one semester course. It will expose students to the overview of history of Europe since 1919. Help students to examine the impact of European socio-political and economic transformations and understand the European-African economic nexus.

HI 224: HISTORY OF NORTH AFRICA (10 Credits)**Course Description**

This is a 10 credits-one semester course. The course surveys the historiography of North Africa. It exposes students to socio-economic evolution and civilization of North Africa and Nile Valleys. Understand the integration of North Africa societies to the world economy, as well as examine the colonial process and political liberation struggle in North Africa.

HI 225: AFRICA AND BLACK DIASPORA (10 Credits)**Course Description**

This is a 10 credits-one semester course. This is an introduction of the history of descendants of African slaves in the USA. The course established the basic foundation on the understanding the origin of black Diaspora. To Show the nexus between the industrial revolution and the trans-Atlantic slave trade, as well as understand the role of key players in the genesis of Black Diaspora. They will also be in a position to understand the conditions of slaves in the new world.

HI 213: HISTORY OF CENTRAL AFRICA (10 Credits)**Course Description**

This is elective course which contain 10 credits-in one semester. This course aims to survey historiography of Central Africa. The course designed to expose students to socio-economic evolution and civilization of Central Africa. It focused how the Central Africa integrated into world economy. They will understand the diversity socio-economic experiences Central Africa. The course will expose students to the political development of Central Africa up to the present.

HI 226: ECONOMIC HISTORY OF AFRICA (10 Credits)**Course Description**

This is elective course which contain 10 credits-in one semester. This course designed to expose students to some experiences of the economic history in Africa. It is intended to enable the students to be familiar with Economic history of Africa. Analyze the evolution of subsistence economies of Pre-colonial Africa. Evaluate the impact of integration of subsistence African economies into the world economy, as well as to analyze the economic transformations and developments after independence.

HI 311: ECONOMIC HISTORY OF TANZANIA (10 Credits)**Course Description**

This is a 10 credits-one semester course. This course is designed to expose students to some experiences of the Tanzania economies as they interact between themselves and external world economies. It will expose the students to the overview of Economic history of Tanzania. It will also able to analyze the evolution of subsistence economies of Pre-colonial Africa. Further, to

evaluate the impact of integration of subsistence African economies into the world economy and to analyze the economic transformations and developments after independence.

HI 312: ORAL HISTORY IN TANZANIA (10 Credits)

Course Description

This is a 10 credits-one semester course. This course will be conducted in theoretical framework and practical framework. It will expose the students to the methodology of oral tradition. It provides an avenue from critical discussions on the nature of oral sources and oral histories, highlighting the strengths as well as challenges historians encounter in collecting and interpreting them.

HI 324: GLOBALISATION AND AFRICAN HISTORY (10 Credits)

Course Description

This is a 10 credits-one semester course. In order to understand what globalization is, the course begins with discussions on the globalization and imperialism concept. So as to have students of History contextualized in the globalization debate, the course continues with the stimulation on the linkages between globalization and African development. For reasons of provision of the deconstructivist perspective on globalization and African history, the course brings in the topic of agents of globalization and Africa perspectives. Finally, in order to address one of the critical concerns of globalization, the power question, the course winds up with the discussion on globalization and power issues.

HI 313: HISTORY OF SOUTH AFRICA (10 Credits)

Course Descriptions

This is a 10 credits-one semester course. The course designed to analyze the Pre-colonial social formation in South Africa. Explain the emergence of the white settler economy. Examine the roots of the racial discrimination in South Africa. Explain the reaction of the South Africans to apartheid policy, as well as understand the different strategies towards liberation and majority rule.

HI 325: HISTORY OF WEST AFRICA (10 Credits)

Course Description

This is a 10 credits-one semester course. This course aims to analyze the production of historical knowledge in West Africa. It surveys the development of West Africa societies from pre-colonial times up to twenty century. The course gives an overview of transformation processes in West Africa during the pre-colonial, colonial and colonial times. It examines the decolonization and socio-economic reforms in West Africa after independence.

HI 326: HISTORY OF USSR (10 Credits)

Course Description

This is a 10 credits-one semester course. This course established the basic foundation on the structure of Russian society before 1917 revolution. Assess the causes of the Russian Revolution of 1917 to (Russia and Africa). The course also highlights on the foreign policies and its roles in contemporary world.

15.2.3. DEPARTMENT OF GEOGRAPHY

The program focuses on physical and human resources, nature-society interaction and techniques of geography analysis. The subject geared to equip student with pertinent skills to identify, describe, analyze, explain and present socio-economic and environmental problems and solutions related to development processes on the geographical perspectives.

Students majoring geography must take core courses and quantitative Student taking geography as their minor subject they have to take all courses and they can opt or not opt one area of their choice from the elective courses as they are required to have 100 - 120 credits in the whole program. BA Geography must take the all courses both elective and core courses.

Table 6: Course Mapping for Geography

Year 1			Year 2			Year 3		
Code	Course title	Credits	Code	Course title	Credits	Code	Course title	Credits
GE111	Population Geography (core)	10	GE211	Surveying and Field Techniques (core)	10	GE311	Urban and Rural Settlements (core)	10
GE112	Spatial Organization (core)	10	GE212	Soil Resources (core)	10	GE312	Economic Geography (core)	10
GE113	Remote Sensing (elective)	10			10	GE313	Water Resources Management (elective)	10
GE 112	Geography Teaching Methods (core)	10						

SEMESTER I

SEMESTER II

Code	Course title	Credits	Code	Course title	Credits	Code	Course title	Credits
GE121	Introduction to Physical Geography (core)	10	GE221	Meteorology and Climatology (core)	10	GE321	Geography of East Africa (core)	10
GE125	Fundamentals for Human Geography (Elective)	10	GE222	Natural Resources and Environmental Assessments (Core)	10	GE322	Research Methods in Geography (elective)	10
GE 124	Population and Development (elective)	10	GE223	Quantitative Methods in Geography (elective)	10	GE323	Land Evaluation and Management (core)	10

COURSE DESCRIPTION SUMMARIES

GE I11: POPULATION GEOGRAPHY (10 Credits)

Course Description

This is a 10 credits- one semester course. The course introduces population concepts that are needed in the interpretation of population issues. It looks at the population distribution, redistribution and the factors that influence these processes. It is divided into five main sections. First, it introduces population distribution. The second section deals with the population data, structures and theories. The third section introduces models and theories of migration. The fourth section introduces population distribution in Tanzania. The fifth section discusses the international migration.

GE: 112 GEOGRAPHY TEACHING METHODS (7.5 Credits)

Course Description

This is a one semester 7.5 credit course. The course is designed to increase a student's pedagogical content knowledge for geography teaching. The key elements of pedagogy and geography content knowledge are examined and developed. Students will critically address how these elements can then be combined into effective classroom practice for addressing the requirements and philosophy of the Geography syllabuses. The main goal of this course is to provide an opportunity for exposure, reflection and discussion on the aims. Approaches and methods for teaching and learning geography in Tanzania

GE 121: INTRODUCTION TO PHYSICAL GEOGRAPHY (10 Credits)

Course Description

This is a 10 credits- one semester course. The course aims at developing in student's awareness about the atmosphere, hydrosphere and lithosphere as interrelated and geographically viable entity of the earth's physical landscape and natural environment of man. The emphasis is directed to the major earth's geology and topographic features caused by endogen processes e.g. volcanicity faulting, folding, theory of plate tectonics, materials of the Earth's e.g. (sedimentary and metamorphic rocks, weathering process and the concept of atmosphere and hydrosphere and their evolution, composition, heating and basic flow patterns.

Students should further understand theories pertaining to fluvial process in landform development, mass movements and erosion by water and wind. Concepts about the hydrological cycle cause and characteristics of precipitation anomalies, water balance, ground water balance, origin and evolution of rivers, drainage network and stream orders, slope erosion by water as well as wave erosion.

GE: 122 SPATIAL ORGANISATION (10 Credits)**Course Description**

This is a 10 credits- one semester course. The course introduce to students geography as spatial as spatial science. The scope and subject matter will be explained. The evolution of geographical thought will be presented as the concept of location and space. Spatial interaction will be elaborated based on the use of natural resources by humans and the resultant spatial discussions.

GE 113: INTRODUCTION TO REMOTE SENSING (10 Credits)**Course Description**

This course is *elective* which introduces students to the basics of Remote Sensing. It places emphasis on the basic processes of remote sensing and their applications. This course is designed to equip geography students with basic Remote Sensing knowledge.

GE: 124 POPULATIONS AND DEVELOPMENT (10 Credits)**Course Description**

This is a *elective* course which contain 10 credits- one semester. The course introduces population concepts that are needed in the interpretation of population issues. It examines the relationship between population, resources and development, changes in mortality and development. It also evaluate epidemiological transition theories, in addition it assess evolution of population policies. Furthermore it explains the root causes of displaced persons in Africa and finally it relates population and natural resources management.

GE 125: FUNDAMENTALS OF HUMAN GEOGRAPHY (10 Credits)**Course Description**

This is a 10 credits- one semester course. The course introduces students to the main fields of human geography; it emphasis the basic components of spatial organization of societies covering for example, human settlements, rural and urban land use and economic activities, resource management and environmental conservation as well as spatial relation and interaction.

GE 211: INTRODUCTION SURVEY AND FIELD TECHNIQUES (10 Credits)**Course Description**

This is a 10-credits one semester course. The aim of this course is to give the students an introduction to the basic of surveying, its methods and procedure, principles and use of survey instruments, field practices through plane tabling. Chain survey, slope profiling and prismatic campus traversing as well as locating procedures. The course is therefore of field practical in nature. It also covers basic techniques in geographical research and examines their limitations. Emphasis is place on data distribution and analysis.

GE 212: SOIL RESOURCES (10 Credits)**Course Description**

This is a 10 credits-one semester course. The course underscores the need for soil conservation and management as an integral of resource utilization. Major concentration in this course it

includes soil genesis and classification, soil survey and interpretation as well as soil conservation and management.

GE 221: METEOROLOGY AND CLIMATOLOGY (10 Credits)

Course Description

This is a 10 credits- one semester course. The course aims at developing students an understanding of the interplay of the various climatic elements, their world distribution, variability and change, as well as climatic classification.

Further the course aims at enabling students to understand the importance of micro-climate and their both implications and influences on agricultural activities.

GE: 222 NATURAL RESOURCES AND ENVIRONMENTAL ASSESSMENT (10 Credits)

Course Description

This is a 10 credits one semester course. This course introduce the basic concept on natural resource their nature, classification, spatial distribution, utilization and management since resources are very crucial in supporting human life. The course will also identify various approaches towards natural resources management to avoid conflicts in natural resources use and managements. Finally the course introduces various Identify steps and principles govern Environmental Assessments.

GE 223 QUANTITATIVE METHODS IN GEOGRAPHY (10 Credits)

Course Description

This is a 10-credits one semester course. The course focuses to train students in the practical skills in various techniques used to collect, analyze and present information and data. The collection of geographical data, presentation and manipulation will be understood hence acquaintance of vital geographical techniques which will be applied during research and other field related with numerical analysis.

GE311: URBAN AND RURAL SETTLEMENT GEOGRAPHY (10 credits)

Course Description

This is a 10 credits- one semester course. The course provides detailed concepts, models and theories of urban and rural settlement. It examines their origins, functions and different cultural settings; regional planning strategies and policy analysis; rural and urban land use, planning and development. The course will make use of case studies from developing countries with special focus from Africa in general.

GE 312 ECONOMIC GEOGRAPHY (10 Credits)

Course Description

This is a 10-credits one semester course. The course aims at developing in students and understanding of the analysis and modeling of the spatial structure of primary, secondary and tertiary economic done in our societies for livelihood sustainability. Location theories and regionalization in economic systems in other areas of concentration should be understood by students who will undertake the course. Problems and consequences of Economic activities

towards livelihood of people in various societies are core aspects to be covered so as the student acquitted with heterogeneity and acceptability of the content in to development.

GE 321 GEOGRAPHY OF EAST AFRICA (10 Credits)

Course Description

This is a 10 credits- one semester course. The course provides a systematic study of East African environment covering Kenya, Uganda and Tanzania as a socio-political-economic region. Special emphasis will be directed to the actual and potential human and natural resources for socio economic development as well as its development constraints.

GE313: WATER RESOURCE MANAGEMENT (10 Credits)

Course Description

This is a 10-credits one semester course. The course is about water resources, their complex relationship with the environment and the economy, and about the growing problem of water scarcity and the various options that exist to deal with this problem. The course examines how water is allocated between various competing demands and explores the role that water plays in food security, public health, and other aspects of social and economic development.

The course is designed to give particular attention to the ways in which economic concepts, methods and judgments can inform water resource management strategies and policy decisions that affect the resource. Economic efficiency in resource allocation is only one of many criteria used by policy makers to evaluate the appropriate approach to a given issue. However, the insights given by the Applications of economic theory are often ignored in the face of conflicts over the use of water.

GE 322: RESEARCH METHODS IN GEOGRAPHY (10 Credits)

Course Description

This is a 10 credits-one semester course. The course examines principles that govern geographical research. It focuses on the scientific research to solutions in different geographical phenomenon as well as assists the students in understanding and developing the various stages of research process. The course prepares the student to develop a research proposal and to write a research dissertation.

15.2.4. DEPARTMENT OF ENGLISH AND COMMUNICATION SKILLS

Table 7: Course Mapping for English and Communication Skills

SEMESTER I

Year 1			Year 2			Year 3		
Code	Course title	Credits	Code	Course title	Credits	Code	Course title	Credits
EN 122	English Teaching Methods	10	EN 211	Introduction to English Morphology	10	EN 311	African Literature II	10
EN 111	Introduction to English Grammar	10	EN 212	African Literature I	10	EN 312	Introduction to Semantics	10
CS 111	Communication Skills	7.5	EN 213	Introduction to Sociolinguistics (Elective)	10			
			CS 213	Communication Skills III	7.5			

SEMESTER II

Code	Course title	Credits	Code	Course title	Credits	Code	Course title	Credits
EN 121	Introduction to Phonetics and Phonology	10	EN 221	Introduction to Syntax	10	EN 321	Research Project in English	10
EN 124	Introduction to Linguistics	7.5	EN 222	Oral Literature and Poetry	10	EN 322	Tanzanian Literature in English	10
EN 123	Introduction to Literary Theories	10	EN 223	Creative Writing (Elective)	10			
CS 122	Communication Skills II	7.5	CS 224	Communication Skills IV	7.5			

COURSE DESCRIPTION SUMMARIES

EN 111: INTRODUCTION TO ENGLISH GRAMMAR-CREDITS: (10 Credits)

Course Description

The course aims at broadening students' knowledge on English grammar. It provides the students with extensive exposure to all aspects of structure, including formal and functional realities of different structures so as to widen students' understanding of English. Topics to be covered include descriptive vs. prescriptive grammar, identifying parts of speech, phrase structure, clause types, basic sentence patterns and subject/object-verb concord.

EN 112: ENGLISH TEACHING METHODS (10 Credits)

Course Description

This course deals with the development of language skills necessary for the teaching of the English language. The emphasis is on teacher in training development a repertoire of strategies that enhance a variety of learning methods in their students. Students develop scheme of work and lesson plans based on the secondary school teaching methods applicable to the teaching of English as a second or foreign language, such as role play, simulation, instruction, and group discussion are discussed.

CS 111: COMMUNICATION SKILLS 1 (7.5 Credits)

Course Description

This course is offered to all students undergoing the BA (Ed.) program regardless of their specialization. The course pays considerable attention to the differences underlying the structure of spoken and written texts; hence, it is designed in a way that will provide students with opportunities to improve their efficiency in listening to lectures, reading academic texts, taking notes from lectures and participating actively in seminars and academic discussions. It is meant to be task-based where-by students (in groups) will be engaged in seminar presentations, as well as the production of meaningful written assignments in the form of essays, reports or projects on either individual or team work basis where feasible.

EN 121: INTRODUCTION TO PHONETICS AND PHONOLOGY (10 Credits)

Course Description

The course introduces students to general phonetics and English phonology. It specifically deals with introduction to the concepts of phonetics and phonology, approaches to the study of phonetics, role and importance of each approach, how speech sounds are produced and transmitted, production, recognition and transcription of speech sounds and RP phonemes and RP phonemes in sequence, the effect of phonetic environment on the segmental phonemes, syllables, stress, English rhythm: vowel reduction, strong forms, weak forms and speech simplification strategies in English.

EN123: INTRODUCTION TO LITERARY THEORY (10 Credits)

Course Description

The course focuses on reading and writing as conversational processes .As such the readings chosen for literacy represent many different ways of interpreting experience and the world.

The course also contains study questions, assignments, and invitations to write, empowering learners in new and empowering ways.

EN 124: INTRODUCTION TO LINGUISTICS (10 Credits)

Course Description

The course provides a basic introduction to the structure of natural language. It seeks to develop the student's appreciation of linguistics as a scientific discipline. It will examine the nature and origin of language and cover the core equipment of phonetics, phonology, morphology, syntax, and semantics.

CS 122: COMMUNICATION SKILLS II (7.5 Credits)

Course Description

It is anticipated that after experiencing the content in the previous course (CS 111) students will have gained reasonable skills in oral presentations, taking notes, identifying useful and relevant reading material, applying different styles in reading for particular purposes as well as making sense of printed texts of varied lengths and format. This continuing portion of the course therefore, aims at deepening the students and enabling them to: Evaluate their previous learning experiences in the course and clarify doubts, interpret different essay questions and produce acceptable written texts of varied nature which also comply with standard writing conventions, argue logically and reasonably, and handle other people's points of view.

EN 211: ENGLISH MORPHOLOGY (10 Credits)

Course Description

This course is both theoretical and practical in nature. It is theoretical in that it provides the students with considerable knowledge of morphological terms and process. It is practical in that it helps the students to develop skills in morphological analysis. The topics cover morphological terms, morphological processes, and it seeks to develop students' ability to analyze English words morphologically.

EN 212: AFRICAN LITERATURE I (10 Credits)

Course Description

The course traces the evolution of African Literature from the oral tradition to the contemporary written form. Its central focus is the critical and theoretical study of representative literary works from the African continent available in English.

CS 213: COMMUNICATION SKILLS III (7.5 Credits)

Course Description

This is a course to be offered to all 2nd Year students undertaking Bachelor of Arts with Education [BA. (Ed)]. It is weighted 10 credits, and it is run in the first semester of the academic year. The course covers 3 contact hours per week, for 15 weeks, making a total of 45 contact hours. Out of these, 30 hours are dedicated to lectures, while 15 hours are dedicated to seminars. As a follow up to CS 111 and CS 112, the course is expected to raise the students' communicative competence. While it introduces new areas of communication at a higher level, some of the items are expected to consolidate some of the modules covered in the first year.

EN 221: INTRODUCTION TO ENGLISH SYNTAX (10 Credits)**Course Description**

An introduction to syntax determined to equip new syntax learners with syntactical rules. The course focuses on the common sentence patterns and the principal elements of sentences structure. The aim of the course is to analyze different phrasal categories and clauses such as subordinate/Coordinate in the tree diagrams. The learning program takes into account the hierarchy structure of English sentences. Student will master syntactical rules in this course and be able to apply them in analyzing different texts.

EN 222: ORAL LITERATURE AND POETRY (10 Credits)**Course Description**

The objective of this course is to draw the student's attention to the value of African Oral Literature, which has for long been neglected in the western education systems which African students have gone through since the introduction of colonialism. The course is intended for those students who speak at least one African language. This will enable them to periodically collect the oral literature of at least one African people in its original language, and share it with other members of the study group, in the context of the various theories of African oral literature, which will guide the course. By the end of the course, the students will be in a position to clearly appreciate the value of African oral literature and to reject any negative theories that attempt to assign it a position of inferiority.

EN 223: CREATIVE WRITING (10 Credits)**Course Description**

This course is designed to improve critical reading, thinking and writing skills. Five rhetorical strategies will be covered e.g. reflective, reporting, explaining, process analysis, and argumentation.

CS 224: COMMUNICATION SKILLS IV (7.5 Credits)**Course Description**

This is a course to be offered to all 2nd Year students undertaking Bachelor of Arts with Education [BA. (Ed)]. It is weighted 7.5 credits, and it is run in the second semester of the academic year. The course covers 3 contact hours per week, for 15 weeks, making a total of 45 contact hours. Out of these, 30 hours are dedicated to lectures and 15 hours are dedicated to seminars. Being a follow up of CS 112 and CS 213, the course (CS 214) is expected to raise the students' communicative competence in writing, speaking, handling interviews, and managing examinations. While it introduces new areas of communication at a higher level, some of the items are expected to consolidate related modules covered in the first year.

EN 311: AFRICAN LITERATURE II (10 Credits)**Course Description**

This course introduces students to the basic approaches to literature. The students will know different techniques, problems, criticism and analysis of literature. The course enables students to develop a founded comparing, contrasting and analyzing response to literature and the debate on African literary criticism.

EN 312: INTRODUCTION TO THE STUDY OF SEMANTICS (10 Credits)**Course Description**

This course involves the study of symbolic processes and how meaning is encoded in words, phrases, sentences, utterances; and an exploration of relationships among the languages, thought, and action. The course also explores the relationship of how the use and the users determine meanings of words.

EN 321: RESEARCH PROJECT IN ENGLISH (10 Credits)**Course Description**

This course is designed to develop proficiency in writing a linguistic research. Students will be introduced to basic information to language research and then develop a topic, a proposal, gather some data in the field and write a min research report.

EN 322: TANZANIAN LITERATURE IN ENGLISH I (10 Credits)**Course Description**

This course is a core course, compulsory for all students of literature. It surveys literary works in English, written by Tanzanian authors, and introduces students to a variety of selected novels, plays and poems. The Tanzanian indigenous socio-cultural setting, the double colonial experience (with the Germans and that with the British), the independence movement, Ujamaa as a socio-economic and political phenomenon, the country's leadership role in the Pan-African movement and liberation struggles, are some of the topical issues that students will be encouraged to look out for in this literature. While the teaching of the course is based on Tanzanian literary works, it is open to modes of inquiry derived from non-Tanzanian cultural traditions, and thus avails Tanzanian literature for interpretation as part of the Universal human experience.

MWONGOZO WA UFUNDISHAJI KOZI ZA KISWAHILI

Kozi hizi za Kiswahili zinalenga katika kuwapata wanafunzi watakaokuwa wataalamu wakubwa wa lugha ya Kiswahili katika nyanja zote za Fasihi na Isimu. Katika kozi zote za Fasihi na Isimu kwa wale wanaochukua somo la Kiswahili kama somo kuu watasoma jumla ya kozi zenye krediti 132.5 kwa kadirio la chini, na wale wanaosoma kama somo lao la pili watasoma kozi zenye kukamilisha makadirio ya chini ya krediti 90.

Katika muda wao wa masomo wataweza kupata ujuzi juu ya mambo mbalimbali yahasuyo Isimu ya lugha na Fasihi ya lugha. Kwa upande wa Isimu ya lugha, watasoma nadharia zake, historia ya lugha ya Kiswahili, utungaji wa kamusi, ukalimani na kadhalika. Lakini pia kwa upande mwingine wataweza kuifahamu vizuri Fasihi ya Kiswahili, chimbuko lake, misingi yake na nadharia zake. Aidha, watazifahamu tanzu mbalimbali za Fasihi andishi na Fasihi simulizi. Wataweza pia kupata nafasi ya kujifunza kubuni tungo mbalimbali za Fasihi ya Kiswahili kama vile ushairi, riwaya na tamthiliya, hadithi fupi, n.k. Hali kadhalika, wataweza kujifunza juu ya utafiti wa masuala ya lugha, hususan lugha ya Kiswahili, ambao wataufanya kwa kutumia lugha

ya Kiswahili. Watakapomaliza kozi hizi, watakuwa na uwanja mpana sana wa kukuza na kuendeleza lugha ya Kiswahili katika nyanja mbalimbali za maendeleo ya taifa letu kwa jumla.

Msimbo	la	Kredit	Msimbo	la	Kredit	Msimbo	la	Kredit
	Jina			Jina			Jina	
	Kozi			Kozi			Kozi	

Jedwali 8: Mchoro wa Kuainisha kozi za Idara ya Kiswahili

SEMESTA I

MWAKA 1			MWAKA 2			MWAKA 3		
Msimbo	la	Kredit	Msimbo	la	kredit	Msimbo	la	Kredit
	Jina			Jina			Jina	
	Kozi			Kozi			Kozi	
SW 111	Historia na Maendeleo ya Lugha ya Kiswahili	10	SW 211	Fonetiki na Fonolojia Kiswahili	10	SW 311	Sintaksia ya Kiswahili	10
SW 112	Njia na Mbinu za Kufundisha Kiswahili	10	SW 212	Tamthiliya ya Kiswahili	10	SW 312	Semantiki na Pragmantiki	10
			SW 216	Nadharia za Isimu ya Kiswahili (Si lazima)	10	SW 313	Isimu Matumizi (Si lazima)	10
			SW 217	Utangulizi wa Tafsiri na Ukalimani (Si lazima)		SW 316	Uandishi na Utungaji (Si lazima)	10

SW 124	Leksikografia (Si lazima)	7.5	SW 223	Mofolojia ya Kiswahili	10	SW 323	Ushairi wa Kiswahili na Tahakiki	7.5
SW 122	Nadharia na Maendeleo ya Fasihi	10	SW 224	Riwaya ya Kiswahili	10	SW 234	Ufafanuzi na Utafiti wa Lugha	10
SW 125	Isimu jamii (Si Lazima)	10						
SW 123	Fasihi Simulizi ya Kiswahili	10						

SEMISTA II

MAELEZO YA KOZI KWA UFUPI

SW 111 HISTORIA NA MAENDELEO YA LUGHA YA KISWAHILI (Krediti 10)

Maelezo ya kozi

Kozi hii ina krediti 10 amabapo lengo lake ni kuelezea juu ya historia ya lugha ya Kiswahili kwa jumla na kuweza kugundua Kiswahili kilikotoka, kilipo na kinakokwenda.

SW 116: NJIA NA MBINU ZA KUFUNDISHIA KISWAHILI (Krediti 10)

Maelezo ya kozi

Kozi hii inahusika na kuendeleza vipaji na kutoa mbinu mbalimbali za kufundishia Kiswahili. Mkazo utawekwa kwa Waalimu tarajali kuwafanya wawe na njia, mikakati na mbinu anuwai zitakazowawezesha kufundisha somo la Kiswahili kwa ufasaha. Waalimu tarajali watakuwa na uwezo wa kuandaa Maazimio na Maandalio ya kazi kwa kuzingatia maelekezo yaliyoainishwa kwenye muhtasari wa somo la Kiswahili wa Sekondari kwa kutilia mkazo katika Fasihi na sarufi ya Kiswahili.

SW 122: NADHARIA NA MAENDELEO YA FASIHI (Krediti 10)**Maelezo ya kozi**

Kozi hii ina krediti 10. Kozi hii itaeleza juu ya nadharia za fasihi kwa jumla na pia itaeleza juu ya Fasihi simulizi na Fasihi andishi. Na mwisho kabisa itafanya uhakiki wa kazi za fasihi kwa jumla.

SW 123: FASIHI SIMULIZI NA TAHAKIKI (Krediti 10)**Maelezo ya kozi**

Kozi hii hulenga kumwandaa mwanafunzi wa Fasihi kujua hasa asili na chimbuko la Fasihi simulizi. Lengo kuu la kozi hii ni kuhakiki vipengele vya fani na maudhui katika Fasihi simulizi, kuangalia uhusiano kati ya Fasihi simulizi na uigizaji, Fasihi simulizi na muziki, Fasihi simulizi na lugha, n.k.

SW 124: LEKSIKOGRAFIA (Krediti 10)**Maelezo ya kozi**

Kozi imeandaliwa kwa malengo ya kuwapa mbinu wanafunzi utumiaji wa kamusi kama kifaa kikuu cha rejea katika somo la lugha. Kozi imelenga kuwasaidia wanafunzi kujua historia ya kamusi, kanuni na njia za kutunga kamusi na namna ya kutumia kamusi kwa vitengo. Pia kozi inawawezesha wanafunzi kuainisha kamusi, kujua sheria na kanuni zinazotakiwa katika utungaji wa kamusi na mwisho wa kozi wanafunzi waweze kutunga kamusi mbalimbali.

SW 125: ISIMU JAMII (Krediti 10)**Maelezo ya kozi**

Isimu jamii ni kozi ambayo inahusisha lugha na jamii. Kwa sababu lugha ndicho chombo muhimu sana kwa jamii, kozi hii imelenga kumsaidia mwanafunzi kuelewa changamoto mbalimbali zinazosababishwa na lugha katika jamii hasa katika nyanja za kiuchumi, kisiasa, kijamii na kiutamaduni. Kozi pia inalenga kumsaidia mwanafunzi kujua athari za kimazingira katika utumizi wa lugha kama uhusiano, mandhari, mada, n.k. Mwisho, kozi inalenga kumsaidia mwanafunzi kujua umuhimu wa lugha katika jamii, aina za lugha, sifa za lugha na adabu za lugha katika jamii.

SW 211: FONETIKI NA FONOLOJIA YA KISWAHILI (Krediti 10)**Malengo ya kozi**

Kozi hii ina krediti 10 na inalenga katika kuelezea fonetiki na fonolojia ya Kiswahili, pamoja na mikabala mbalimbali ya uchanganuzi wa vipengele vya kifonolojia.

SW 212 TAMTHILIYA YA KISWAHILI NA TAHAKIKI (Krediti 10)**Maelezo ya kozi**

Kozi hii ina krediti 10 na inalenga katika kueleza juu ya asili, chimbuko na mikondo mbalimbali ya Tamthiliya na Tamthiliya ya Kiswahili, pamoja na kufanya uchambuzi wa tamthiliya ya Kiswahili na tahakiki zake.

SW 216: NADHARIA ZA ISIMU YA KISWAHILI (Krediti 10)

Maelezo ya kozi

Kozi za isimu hivi karibuni zimekumbwa na malumbano mengi huku kila kundi likiwa na hoja za kuvutia upande wake. Malumbano haya yamewaweka njia panda wanataaluma wa Isimu, na hasa, wanaisimu wachanga. Kozi hii imelenga kutatua matatizo hayo. Kozi hii pia imelenga kumsaidia mwanafunzi kujua nadharia mbalimbali za Isimu, kwani mwanaisimu mkomavu hawezi kusema kitu chochote bila kufuata nadharia fulani. Nadharia zitakazojadiliwa katika kozi hii ni pamoja na zile za fonolojia, mofolojia, sintaksia na semantiki. Mwisho wa kozi inatarajiwa kuwa mwanafunzi hatabaki tena njia panda katika fani ya Isimu, bali atakuwa amejijengea upande wake.

SW 217: UTANGULIZI WA TAFSIRI NA UKALIMANI (Krediti 10)

Maelezo ya kozi

Kozi ya utangulizi wa tafsiri na ukalimani imeandaliwa kwa kuwapa wanafunzi ufahamu wa msingi juu ya asili ya kozi husika, nadharia zake, mbinu na umuhimu wa kozi. Kozi pia itaelezea tofauti kati ya istilahi za tafsiri na ukalimani. Mwishoni mwa kozi wanafunzi watakuwa na uelewa wa kutosha wa kutafsiri na kukalimani matini mbalimbali. Katika kozi hii wanafunzi watafanya mazoezi ya nadharia na vitendo nje na ndani ya darasa.

SW 223 MOFOLOJIA YA KISWAHILI (Krediti 10)

Malengo ya kozi

Kozi ina jumla ya krediti 10 na inalenga katika kueleza juu ya maumbo mbalimbali ya uundaji wa maneno katika lugha ya Kiswahili, na kubainisha michakato yake inayotumika.

SW 224 RIWAYA YA KISWAHILI NA TAHAKIKI (Krediti 10)

Malengo ya kozi

Kozi ina krediti 10 na itabainisha riwaya ni nini, pamoja na kueleza juu ya chimbuko na historia yake. Katika uelezaji wa historia ya riwaya, tutaona mikondo mbalimbali inayozua aina mbalimbali za riwaya katika vipindi mbalimbali vya kihistoria. Pia uhakiki wa riwaya mbalimbali utafanywa kwa msaada wa nadharia maalum.

SW 311: SINTAKSIA YA KISWAHILI (Krediti 10)

Maelezo ya kozi

Kozi hii yenye krediti 10 itaeleza juu ya muundo wa tungo za Kiswahili, pamoja na nadharia ambazo zitatumika katika kufanya uchambuzi wa kazi mbalimbali za muundo wa tungo katika lugha ya Kiswahili kwa kupitia vipengele muhimu vya kazi hiyo.

SW 312: SEMANTIKA NA PRAGMATIKI YA KISWAHILI (Krediti 10)

Maelezo ya kozi

Kozi hii ina krediti 10 na itaeleza juu ya maana za maana katika Semantiki na Pragmatiki ya lugha ya Kiswahili, pamoja na nadharia mbalimbali zenye kuelezea maana katika mazingira mbalimbali ya matumizi ya lugha. Pia itaeleza juu ya umilisi wa lugha.

SW 315: ISIMU MATUMIZI (Kreditu 10)

Maelezo ya kozi

SW 315 inalenga kuwasaidia wanafunzi kupata mbinu na mikakati ya kufuata katika kufundisha lugha ya pili (Second language) kwa anayejifunza. Kozi pia inamsaidia mwanafunzi kujua njia na nadharia zinazotumika kujifunza na kufundisha lugha ya pili. Kozi itamsaidia mwanafunzi kumpa ufahamu wa namna ya kutumia nadharia mbalimbali, njia, mbinu na mikakati katika kufundisha lugha ya pili. Kozi pia itaangalia athari za lugha mama zinavyoathiri katika kujifunza lugha ya pili. Mwisho, kozi itawasaidia wanafunzi kwa kuwapa mbinu za kufundisha lugha ya pili na katika kuhitimisha kozi wanafunzi watapewa nafasi ya vitendo ndani na nje ya darasa ili kudhihirisha walichojifunza.

SW 316: UANDISHI NA UTUNGAJI (Kreditu 7.5)

Maelezo ya kozi

Kozi hii ina krediti 7.5 na inalenga katika kufunza juu ya uandikaji wa Kiswahili kwa kufuata kanuni na mbinu sahihi za kiuandishi. Aidha, kozi inafunza utungaji wa kazi za kibunilizi. Baada ya mafunzo ya kinadharia, watafanya utungaji kwa vitendo.

SW 323 USHAIRI WA KISWAHILI NA TAHAKIKI (Kreditu 10)

Maelezo ya kozi

Kozi hii ina krediti 10 na inalenga kueleza juu ya asili ya ushairi, chimbuko lake na msingi wake, pamoja na aina zake mbalimbali. Pia itaangalia mikondo ya utunzi na kufanya uhakiki.

SW 324: UFAFANUZI NA UTAFITI WA LUGHA YA KISWAHILI (Kreditu 10)

Maelezo ya kozi

Madhumuni ya Kozi hii ni kuwawezesha wanafunzi kupata Stadi za kufanya utafiti na kuandika tasnifu za lugha ya Kiswahili na Fasihi ya Kiswahili. Kozi ina krediti 10 na itaeleza juu ya utafiti wa lugha. Mbinu na njia mbalimbali za ufanyaji wa utafiti katika lugha. Vilevile, wanafunzi wataweza kufanya utafiti juu ya ada mbalimbali watakazokuwa wamekusudia kuziteua.

Kiswahili Courses (Translated)

SW 101: A Short History of Kiswahili Literature and Criticism (10 Credits)

This is a general introduction to the various genres of Kiswahili from the 18th century to the present. The course attempts to examine and appraise the relations between literary texts,

ideology and history. The students will be enabled to appreciate and evaluate the emergence and growth of different genres of Kiswahili literature and their criticism.

SW 102: Foundation of Kiswahili Structure (10 Credits)

The course lays the foundation for a general understanding of the structure of language and how it functions. Although it deals with language in general, it draws heavily and largely dwells on Kiswahili examples and other African languages. Students will be able to acquire and understand basic concepts, tools of analysis of the structure of the language and their application.

SW 122: Literary Theory and the Development of Kiswahili Literature (10 Credits)

This is an advanced course for students who have taken KISE 130. The focus of the course is on various major literary movements, theories and practices, (mainly structuralism, semiotics, Psychoanalysis, Marxist aesthetics, Feminist literary theory and reception theory).

SW 216: Kiswahili Linguistics (10 Credits)

The course focuses on sentence structure, semantics and sociolinguistics of Kiswahili and other African languages.

SW 112: Kiswahili Teaching Methods (7.5 Credits)

This course deals with development skills necessary for the teaching of the Kiswahili language. The emphasis is on teachers in training developing a repertoire of strategies that enhances a variety of learning in their students. Students develop schemes of work and lesson plans based on the secondary school syllabus with specific emphasis on "Fasihi ya Kiswahili". Teaching methods applicable to the teaching of the Kiswahili language include role playing, simulation, discussion groups and lecturing. Furthermore, the course will deal with building up a set of key teaching aids to make teaching and learning more effective.

SW 211: Kiswahili Phonology (10 Credits)

The course is concerned with the phonological analysis of standard Kiswahili. Data will be drawn from other Kiswahili dialects and other African languages in order to broaden the students' exposure to Kiswahili phonological structures.

SW 207: Syntactic Theory and the Analysis of Kiswahili (10 Credits)

This course examines the syntactic component of grammar. It looks at the major aspects of the component, viz. syntactic categories, constituent structure, and the lexicon.

SW 311: Kiswahili Syntax (10 Credits)

The course involves the analysis of Kiswahili syntactic structures. It gives the students an opportunity to apply linguistic theories by using Kiswahili syntactic data, as well as data drawn from other Bantu languages.

SW 312: Kiswahili Semantics and Pragmatics 10 Credits)

The aim of the course is to study the properties of meaning in a systematic and objective way, with reference to a wide range of utterances in Kiswahili.

SW 212: Kiswahili Drama (10 Credits)

The course will make an in-depth study of Kiswahili drama, trace its historical development as a genre, discuss and interpret influences, trends, conventions, social vision and ideological formations, while at the same time looking at the essential elements of drama.

SW 224: Kiswahili Novel (10 Credits)

This course will make an in-depth study of the Kiswahili novel so as to trace its historical development as a genre, discuss and interpret influences, trends, conventions, social vision and ideological formations, while at the same time, looking into the essential elements of a fiction.

SW 323: Kiswahili Poetry (10 Credits)

The course will make an in-depth study of Kiswahili poetry, trace its historical development as a genre, discuss and interpret influences, trends, conventions, social vision and ideological formations, while at the same time looking into the essential elements of poetry in Kiswahili.

SW 313: Shaaban Robert Studies (10 Credits)

The course entails an in-depth analysis of the fictional and non-fictional works of Shaaban Robert. It also critically appraises different works written by Shaaban Robert, while recognizing the author as the founding father of Kiswahili literature.

SW 314: Kiswahili Masterpieces (10 Credits)

A study of major representative works in Kiswahili literature from the classical period to the present. Texts will be selected from poems, epics, plays, novels and short stories. Particular attention will be paid to literary development and the contribution of the selected texts to the Kiswahili literary world.

SW 315: Kiswahili Literature and Gender Issues (10 Credits)

The course will examine the portrayal of a woman in Kiswahili in oral and written literature. Themes, images and symbols related to a woman will be studied with a view to exploring negative and positive aspects.

SW 223: Kiswahili Morphology (10 Credits)

The course deals with the morphological analysis of Kiswahili language, where the standard Kiswahili forms the basis of analysis. Data will be drawn from other Kiswahili dialects.

SW 123: Studies in Oral Literature Theory (10 Credits)

The course is intended for students who want to study Oral Literature. The focus of the course is on the problem of genres, the relationship between oral literature and theatre, oral literature and music, oral literature and theatre, oral literature and music, oral literature and language. The course will take a multi-disciplinary approach.

16.0 BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

16.1 RATIONALE FOR DEVELOPMENT OF PROGRAM

- a. The growing competition in the business sector calls for development of a human capital equipped with managerial competences to deal with the global trends of contemporary issues in business.
- b. The demand for entrepreneurial skills in the wake of liberalized economies, elsewhere in developing countries has created a need for specialists who are capable of handling the emerging challenges and opportunities in business.
- c. Under this program, students will have the opportunity to develop knowledge and understanding of the conceptual and practical aspects of Business Administration, which can lead to business sustainability and excellence.

16.2 PROGRAM OBJECTIVES AND PHILOSOPHY

The overall objective of the Program is to train and equip students with adequate knowledge, skills and attitudes that enable them to:

- a. Develop business reports and to communicate these effectively in both written and oral forms.
- b. Transform into business managers and administrators.

- c. Develop, consolidate and manage business processes to ensure quality organizational performance and customer satisfaction.
- d. Establish businesses that meet workplace challenges and demands of the contemporary business environment.
- e. Develop competitive skills and competencies to be self-employed.
- f. Provide innovative solutions to unanticipated situational challenges.

16.3 EXPECTED PROGRAM LEARNING OUTCOMES AT EACH EXIT LEVEL

16.3.1 Learning Outcome for the First Year (Exit: Higher Certificate, UQF Level 6).

- a. Demonstrate knowledge of the basic functions of management and the relevant and legal environment in which business operates.
- b. Understand and apply current theories and models which support best practice in business and management.
- c. Determine the performance of an organization in terms of financial, operational, human resource and effectiveness.
- d. Work both in a team and as an individual to contribute to new developments in business management.

16.3.2 Learning Outcome for Second Year (Exit: Higher Diploma, UQF Level 7)

- a. Recognize the interrelationships among various functions of a business organization
- b. Distinguish between symptoms and problems effectively across a wide range of business domains, such as accounting, finance, operations, marketing, and strategic management
- c. Evaluate the importance of negotiation skills and the need to collaborate with other functional managers in different situations of conflicts of interest
- d. Execute research into real business problems and use the results of the research to generate viable solutions to these problems.

16.3.3 Learning Outcome for Third Year (Degree, UQF Level 8)

- a. Critically analyzes the importance of leadership and strategic planning in contributing to business success.
- b. Analyze modern management tools and models and the impact of these on generating improvements in business performance.
- c. Analyze both the internal and the external data, and draw inferences regarding their implications on business performance.
- d. Apply established models to measure business performance and interpret the results of analyze the outputs from these models to develop innovative insights for strategy making

16.4 ENTRY QUALIFICATIONS

16.4.1 Direct Entry

Candidate eligible for admission to the faculty must have:

- c. Two or more passes in either:

- d. Commercial subjects, or Science subjects, or Arts subjects. A pass in mathematics in O' level or in the Advanced Certificate of Secondary Education Examination is an added advantage.

16.4.2 Equivalent qualifications

- e. Candidates eligible for admission to the faculty must have a good ordinary diploma from an accredited Institution in the related Program.
- f. Also successfully pass in Recognition of Prior Learning is accepted.

16.4.3 International students

International applicants shall be admitted based on the qualifications approved by TCU

16.5 Program Duration

This is a full-time program offered for three years with a total of six semesters, where each year comprises two semesters.

16.6 Mode of Delivery

Courses belonging to this program will be delivered using lectures, tutorial/seminars, assignments, self-study and practical training/field attachment.

16.7 Mode of Assessment

There will be three modes of assessments: Continuous assessment (CA), end-of-semester University Examination and assessment of project and practical courses.

16.7.1 Continuous Assessment (CA)

The courses will be assessed using tests, assignments, quizzes, exercises and mid-term exams. Students should complete and pass with, at least, a C in all courses they register for in each semester. The total marks for CA will be 40 % of the final grade.

16.7.2 End-of-Semester University Examination

End of semester University examination will contribute 60% to the total grade. The final University Examination will consist of one paper for each course taught during the semester. Each paper will consist of two sections, A and B, where Section A will have a total of 30 marks and Section B, also 30 marks. Section A will consist of short answer compulsory questions (outlining, writing short notes, defining, multiple choice questions, and matching items). Section B will consist of, at least, 2 long answers or a descriptive question with 15 marks, each. The candidates will be requested to answer any one question. The time allocated per paper will depend on the nature of the program.

16.7.2.3 Examination and Assessment of Project and Practical Courses

Projects and practical courses will be assessed through students' report, supervisors' report, and presentation. Distribution of marks will depend on the nature of the course. There shall be no University Examination.

16.7.2.4 Student Evaluation

Students will evaluate instructor's delivery for each course in the particular semester using special forms prepared by the Directorate of Quality Assurance of the Eckernforde Tanga University.

16.7.2.5 Normal Learning Matrix and Course Matrix with its total credit and hrs.

Activity	Lectures	Tutorials	Assignments	Self-study	Practical	Credits (8 sem Credits)
% of Activity	40	20	10	20	10	100
Hours/week	3	1	0.8	1.5	0.8	12
	2.7	1.3	0.7	1.3	0.7	10
	2	1	0.5	1	0.5	7.5

16.8 Program Credits Distribution

Year	Semester I	Semester II	Total
1	55	70	125
2	57.5	57.5	115
3	60	60	120
		Total Credits	360

16.9 BBA PROGRAM STRUCTURE

YEAR 1: SEMESTER I

Code	Course Title	Credits
DS 111	Development Studies I	7.5
BS 112	Introduction to Business Administration	10
CS 111	Business Communication Skills	7.5
FN 111	Fundamentals Accounting Principles I	10
EC 111	Microeconomics I	10
IT 123	Information & Communication Technology I	10
BS 111	Introduction to Business Mathematics and statistics	10
	Total	65

YEAR 1: SEMESTER II

Code	Course Title	Credits
GM 212	Organizational Behavior	10
MK 122	Principles of Marketing	10
EC 112	Introduction to Macroeconomics	10
BS 123	Purchasing Principles	10
LW 123	Business Laws	10
GM 125	Principles of Management	10
	Total	60

YEAR 2: SEMESTER I

Code	Course Title	Credits
DS 122	Development Studies II	7.5
QM 211	Business Quantitative Techniques	10
FN 212	Elements of Taxation	10
HR 212	Principles of Human Resource Management	10
EC 123	Macroeconomics II	10
FN 217	Financial Management	10
	Total	57.5

YEAR 2: SEMESTER II

Code	Course Title	Credits
MK 222	Production and Operations Management	10
GM 221	Business Research and Research Design	10
FN 224	Fundamental Accounting Principles II	7.5
GM. 222	Total Quality Management	10
MK324	Strategic Marketing Management	10
BS 224	International Business Environment	10
	Total	57.5

YEAR 3: SEMESTER I

Code	Course Title	Credits
BS 311	Business Statistics	10
FN 312	Cost and Managerial Accounting	10

EC 225	Entrepreneurship and Small Business Management	10
BS226	Business Ethics and Social Issues	10
MK. 322	International Marketing	10
GM313	Strategic Management	10
	Total	60

YEAR 3: SEMESTER II

Code	Course Title	Credits
BS 328	Public Procurement Management	10
MK 321	Marketing Management	10
HR 326	Labour Laws and Industrial Relations	10
BS 323	Risk Management	10
BS 324	Project Work / Field Attachment (Report)	10
GM 212	Organizational Behaviour	10
	Total	60

16.10 BBA MODULE / COURSE DESCRIPTIONS

16.10.1 COURSE DESCRIPTIONS FOR T YEAR 1: SEMESTER 1

DS 111: DEVELOPMENT STUDIES (7.5 CREDITS)

Course Description

This course is compulsory for all first year undergraduate students. It covers both theoretical and practical perspectives of development. It addresses the following areas.

Theories of social development political development, Governance, human rights and development, and Gender and development

The course is designed to develop analytical outlook which could enable a learner to understand and analyze development issues: political, economic and social and how to handle and tackle problems.

BS 112 INTRODUCTION TO BUSINESS ADMINISTRATION (Credits: 7.5; Total hours: 100; Type: General)

Course Description:

The course is designed to provide students with the ability to understand the nature and scope of the business, business functional areas and ownership.

The course will also cover the role of government to business activities and the concept of company's social capital responsibility.

FN 111 FUNDAMENTAL ACCOUNTING PRINCIPLES 1 (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand basic concepts of accounting and posting of accounting transactions from primary books to ledgers.

Students will also be taught on Preparation and presentation of financial statements and bank reconciliation statements.

EC 111: INTRODUCTON TO MICROECONOMICS (Credits: 10; Total hours: 100; Type: Core))

Course Description

The course introduces students to the basic concepts of economics.

The course intends to discuss the essence e of economics in social life.

Specifically the course will describe principles of microeconomic theory.

CS 111: BUSINESS COMMUNICATION SKILLS 1 (Credits: 7.5; Total hours: 100; Type: General)

Course Description

The business communication skills course is designed to meet the needs of organizations seeking to optimize their ability to communicate professionally within their internal and the broader external environment.

Combining flexibility with a personalized approach, the course will assist students with the language and communications skills necessary to ensure that they relay messages and ideas effectively.

IT 123: INFORMATION & COMMUNICATIONS TECHNOLOGY 1 (Credits: 7.5; Total hours: 100; Type: General)

Course Description

This course introduces students to the history of computing; computers typology, data transmission and networks.

The course shows how Information technology impacts on society and further discusses computer hardware, software and storage system.

The course gives a details of Input /out devises, operating systems and their functions; computer communication systems, internet and intranet; system design and implementation; data Processing and Management.

The course is designed to provide students with the ability to understand basic concepts of Information technology that is the use of hardware software and computer networks in any business setting

BS 111: BUSINESS MATHEMATICS AND STATISTICS (Credits: 10; Total hours: 100;

Type: Core)

Course Description

The aim of this subject is to give students mathematical and statistical application knowledge in the business and planning operations. The course equips candidates with the necessary knowledge and skills of identifying techniques in presenting, summarizing and analyzing data and enable students apply mathematical and tactical tools in business and planning process

16.10.2 COURSE DESCRIPTIONS FOR YEAR 1: SEMESTER 2

GM 111: PRINCIPLES OF MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand basic management skills and competences to operate a business

LW 123: BUSINESS LAW (Credits: 10; Total hours: 100; Type: Core) Course Description:

The course is designed to provide students with the ability to understand basic Business Law concepts and legal principles that guide business transactions such as; law of contracts, sale of goods, hire purchase, bankruptcy among other items.

MK 122 PRINCIPLES OF MARKETING (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand basic concepts of marketing especially issues concerning marketing mix and environment

EC 123 INTRODUCTION TO MACROECONOMICS (Credits: 10; Total hours: 100; Type:

Core))

Course Description

Introductory Macroeconomics provides an introduction to modern macroeconomic analysis. Macroeconomic analysis focuses on the national economy and its international economic relations.

The course examines the scope for, and limits of, monetary and fiscal policy, and other policies such as privatization and tax reform.

However, economies are complex, and before we offer public policies to improve their working, we need some idea of how economies work.

In this course, students will learn something about the two main modern schools of macroeconomic thought: one broadly characterized as 'New Classical', one as 'Keynesian'.

BS 123 PURCHASING PRINCIPLES (Credits: 10; Total hours: 100; Type: Core)

Course Description

This course is designed to provide students with an introduction to basic concepts and issues in purchasing management.

To support the purchasing role in identifying high-value sources of goods and services, strengthen relationships with supply chain partners, and ensure timely delivery, it is important to understand basic purchasing concepts and terminology

The course also introduces students to the principles of purchasing and supply chain management used in organizations.

The course also describes the various techniques that are useful in an organization

16.10.3 COURSE DESCRIPTIONS FOR YEAR 2: SEMESTER 1

GM 212 ORGANIZATIONAL BEHAVIOUR (Credits: 10; Total hours: 100; Type: Core)

Course Description

The course provides students with knowledge concerning the orientation and nature of human behavior within the context of the individual, group and organizational systems. The course shall enable students to recognize, understand and evaluate the foundations of organizational behavior and how the different aspects of behavior impact on organizational performance.

Some of these aspects include personality, perception, motivation, communication, power and politics, leadership, organizational change, and team decision making

By applying theory and models to "real- life" situations, students should be able to influence organizational behavior to foster organizational effectiveness.

DS 122: DEVELOPMENT STUDIES II (Credits: 7.5; Total hours: 100; Type: General)

Course Description

This course is compulsory for all first year undergraduate students. It covers the following areas: Science, Technology and Society, Population, Urbanization and environment, Social services, Culture and Development, Youth Unemployment, Poverty alleviation , Development Planning, Entrepreneurship an facilitation.

This course is specifically designed to put together the knowledge and skills already learnt in the previous course so that students can challenge and analyze specific issues independently. The course deals with social issues in Tanzania and the globe at large.

The multidisciplinary approach will be opted in the provision of the course.

QM 211 BUSINESS QUANTITATIVE TECHNIQUES (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand basic concepts of quantitative methods applicable to different business settings.

Students will also be taught on how to use simple mathematical models such as linear programming to solve business problems.

GM 212 ORGANIZATIONAL BEHAVIOUR (Credits: 10; Total hours: 100; Type: Core)Course Description

The course provides students with knowledge concerning the orientation and nature of human behavior within the context of the individual, group and organizational systems.

The course shall enable students to recognize, understand and evaluate the foundations of organizational behavior and how the different aspects of behavior impact on organizational performance.

Some of these aspects include personality, perception, motivation, communication, power and politics, leadership, organizational change, and team decision making.

By applying theory and models to "real- life" situations, students should be able to influence organizational behavior to foster organizational effectiveness.

FN 217: FINANCIAL MANAGEMENT I (Credits: 10; Total hours: 100; Type: Core)

Financial management deals with acquisition and use of funds. It looks at methods of investment appraisal, working capital management, financing and dividend decisions.

The course helps student to appreciate the theory on management of funds in both public and private sector.

HR 212 PRINCIPLES OF HUMAN RESOURCE MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description

This is an introductory course that covers the basic HR concepts, key functions, and strategies.

The course will look at the HR management functions/activities, emphasizing the **basic principles**, i.e. **the definition, rationale and challenges of:** HR Planning, Staffing, Performance Management, employee Development, Compensation and Benefits management, and Employee Relations and Discipline.

FN 212 ELEMENTS OF TAXATION ((Credits: 10; Total hours: 100; Type: Core)Course Description

This course is aimed at equipping students with the basic knowledge in tax issues.

The course plays a foundation to the income tax course taught in the final year to those students who opt for accounting.

The course also helps those students who opt for other options to have some knowledge of Uganda's tax system.

16.10.4 COURSE DESCRIPTIONS FOR YEAR 2: SEMESTER 2

GM 221: BUSINESS RESEARCH AND RESEARCH DESIGN (Credits: 10; Total hours: 100; Type: Core)

Course Description

The course introduces the students to the Applications scientific Social research methodology, concepts, issues and procedures in research design, research proposal, basic concepts, processes and strategies in data collection to solving international business problem.

Research in areas of business has grown, and continues to grow very rapidly.

The course will therefore also provide a forum in which candidates can actively develop their critical skills

MK 222 PRODUCTION AND OPERATIONS MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand basic Operations management concepts required in business operations.

The course also orients students to theoretical and practical operations management issues required in business operations.

The course brings out issues such as; Quality management, capacity planning and inventory management

FUNDAMENTAL ACCOUNTING PRINCIPLES II (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand accounting concepts related to different business organizations.

Students will be taught on how to prepare financial statements of different business ventures such as sole trading, partnerships, companies and organizations with different departments and branches.

BS 224: INTERNATIONAL BUSINESS ENVIRONMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description

The increasing concern about threats to the conducting of international business in the environment is a significant factor that warrants operational and strategic adjustments to cope with the new environmental laws and regulations.

Multinational companies are expected to operate under an environmental ethic beyond simply what the law requires.

IT 222 INFORMATION & COMMUNICATIONS TECHNOLOGY (Credits: 7.5; Total hours: 100; Type: General)

Course Description:

The course is designed to provide students with the ability to understand basic information systems practice like electronic software and managing electronic spread sheets.

The courses will also cover accounting applications and capital budgeting analysis including use of techniques like; NPV, IRR and using the solver to come up with optimal decisions.

EC 224 MICROECONOMICS (10 CREDITS)

Course Description

This course will be concerned with fundamental and applied aspects of microeconomic theory.

The aim is to further develop and build upon the microeconomics considered in the first year. This will involve introducing new microeconomic concepts and returning to concepts with which students should be familiar from the first year, but examining them in greater depth.

The course will examine some modern approaches to microeconomic analysis by addressing aspects of game theory.

Finally, the course will return to welfare economics and develop a general equilibrium model of the economy and employ it to analyze the issue of Pareto efficiency.

16.10.5 COURSE DESCRIPTIONS FOR YEAR 3: SEMESTER 1

GM 122: STRATEGIC MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description

The course introduces students to the Concept and scope of strategic management; strategic management process, Implementation, evaluation and control business strategies

LW 311 COMPANY LAW (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand general principles of law applicable to different business institutions.

The course will also cover government regulations on business and credit markets, and the law on taxation

BS 226: BUSINESS ETHICS AND SOCIAL ISSUES (Credits: 10; Total hours: 100; Type: Core)

Course Description

Introduction to the social problems facing African business with an emphasis on the growing responsibilities of the business person to society

Students will examine ethical dilemmas objectively, and apply reasoned judgment to their resolution using a critical-thinking process.

Topics will focus on major issues currently affecting business owners, managers, employees, and communities

EC 312 MACROECONOMICS (Credits: 10; Total hours: 100; Type: Core)

Course Description:

This course looks at three main issues: open economy macroeconomics (as a continuation of the closed economy outlook taught in Introductory Macroeconomics), growth theory (main approaches, their conclusions, and the check of evidence), and third, the supply of the economy (aggregate supply curve and Phillips curves, issues on stabilization policy and tradeoffs).

EC 225 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course description

The course introduces the students to the basic concepts in entrepreneurship, identification of opportunities, business evaluation and analysis.

It provides students with the skills needed to effectively organize, develop, create, and manage their own business.

This course is based upon professional development foundations.

This course unit is an adventure, a personal journey, and a significant learning experience for the student.

The course gives students an opportunity to make creative adjustments to meet personal needs and increase motivation

MK. 322 INTERNATIONAL MARKETING (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to understand international marketing management operations.

Students will study issues on economic integration and regional groupings, export procedures and documentation, barriers to international trade and identification of international marketing strategies.

16.10.6 COURSE DESCRIPTIONS FOR YEAR 3: SEMESTER 2

MK 321 MARKETING MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description:

This course provides an introduction to all aspects of marketing, including strategic marketing planning, marketing research, product planning and development, promotion planning, distribution and pricing.

The course provides an understanding of the theories of the marketing mix variables, and a practical application in the context of the marketing management cycle processes of research, planning, organization, implementation and control.

The course actually provides a fundamental base for other Marketing courses, such as Strategic Marketing Planning, Industrial Marketing, Marketing Research, International Marketing, and Services Marketing.

It's intended as a practical tool on how to make right decisions on marketing mix strategies.

BS 328 PUBLIC PROCUREMENT MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course description

The course provides the fundamental principles and practices of public procurement.

It also makes a detailed analysis of the difference between public sector and private sector procurement, public sector procurement policies and procedures, government institutions and their consequences for procurement professionals.

The course covers an over view of disposal management, the different forms of disposal; the emerging issues and future trends of disposal management are emphasized.

BS 323 RISK MANAGEMENT (Credits: 10; Total hours: 100; Type: Core)

Course Description:

The course is designed to provide students with the ability to identify business risks and their causes. Students will also be guided to critically analyze the nature and impact of business risks on firm's operations.

HR 326 LABOUR LAWS AND INDUSTRIAL RELATIONS (Credits: 10; Total hours: 100; Type: Core)

Course Description

This course focuses on institutional structures, policies and procedures in industrial relations conflict resolution under arbitration and bargaining.

The course covers topics and issues of importance in the employment and industrial law field. Others include the nature and purposes of the legal system and industrial law, the law concerning the contract of employment, Trade union law and industrial law powers of governments.

GM 212 ORGANIZATIONAL BEHAVIOUR (Credits: 10; Total hours: 100; Type: Core)

Course Description

The course provides students with knowledge concerning the orientation and nature of human behavior within the context of the individual, group and organizational systems.

In the broadest perspective, this course shall enable students to recognize, understand and evaluate the foundations of organizational behavior and how the different aspects of behavior impact on organizational performance.

Some of these aspects include personality, perception, motivation, communication, power and politics, leadership, organizational change, and team decision making.

By applying theory and models to "real- life" situations, students should be able to influence organizational behavior to foster organizational effectiveness.

Core)) BS 324 INTERNATIONAL BUSINESS AND FINANCE (Credits: 10; Total hours: 100; Type:

Description

Students will be taught management of international business finance.

Monetary systems, foreign exchange determination, risk management and emerging issues in the global business environment

17.0 POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

17.1 Rationale for the Development of the Program

- a. Given the expansion of corporate in a growing economy, and growing global opportunities and challenges, increased the need of availability of management talent at various levels.
- b. To face the challenges in a fruitful manner, the need is for quality management talent, and hiring professionals educated in management at post graduate levels, at nationally and globally accepted way to fill the gap for talent.
- c. In Tanzania, particularly as most one year PGDM candidates have limited exposure and knowledge of business and management, it would be necessary to help the student learn the workings of specific functional aspects such as operations and production, marketing, accounting and financial management, human resources, etc. These will enable the student to contribute meaningfully in their day to day work as managers in an organization.
- d. The skills required for these will need to be honed to a level where the student may gainfully be employed by an organization to fulfil the role of a manager of a specific activity area. This will require adequate knowledge of the principles, theories, best practices, and actual hands on working proficiency skills –in specific areas like sales, marketing, business analysis, operations, etc.

17.2 Program Objectives and Philosophy

- a. To provide a sound foundation of general management theory for developing an appreciation of management as a discipline and career area, build a professional character and provide the technical and general perspective required to fruitfully engage in the profession of management.
- b. To develop knowledge, skills and perspectives at general management and functional levels so that students may help organizations function with greater effectiveness and efficiency.
- c. To develop the potential for teamwork and leadership in students, provide them with the right perspective, so that their entry into organizations becomes opportunities to further hone and develop these aspects for the benefit of business and society.
- d. To instill thoughts and practices related to ethics and societal perspectives, so that their professional engagements contribute to an enhanced organizational sensitivity to and processes built around, ethics and societal concerns.

17.3 Entry Requirements

Applicants must possess a Bachelor Degree or Advanced Diploma in or postgraduate award or equivalent from any University or Higher Learning Institution approved by the Tanzania Commission for Universities (TCU) or National Council for Technical Education (NACTE).

17.4 NORMAL LEARNING MATRIX AND COURSE MATRIX WITH ITS TOTAL CREDIT AND HOURS.

The normal Learning Matrix and Course Matrix with its total credit and hrs are as follows

Semester	Credits	Hours
Semester I	60	600
Semester II	60	600
Total	120	1200

17.5 GRADING SYSTEM

Grade	Points	Numerical score	Interpretation
A	5	80–100 %	Excellent (Pass)
B+	4	70–79 %	Very good (Pass)
B	3	60–69 %	Good (Pass)
C	2	50–59 %	Fail (Supplementary exam is
D	1	required) 0–49 %	Fail (Repeat course)

17.6 CUMMULATIVE GRADE POINT AVERAGE (GPA) SYSTEM

Letter-Grade	Grade Point
A	5
B+	4.5
B	4
C	3
D	2
E	1
F	0

The Cumulative Grade Point Average (GPA) represents the grade average of all courses (including failed courses) attempted by a student

The computation of GPA

$$\text{GPA} = \frac{[\text{Grade Point} \times \text{AU for course 1}] + [\text{Grade Point} \times \text{AU for course X}] + \dots}{[\text{Total Academic Unit (AU) attempted in all the semesters so far}]}$$

17.7 EXAMINATION MODERATION

The University Assessment Regulations provide for the moderation of examination papers. Schools and Departments shall meet, chaired by the Dean of Faculty, to assess the end-of-semester examination papers for standards and coverage before they are sent to Student Academic Services for reproduction.

The moderation of examination papers is essential within the monitoring and quality assurance processes. It is the Faculty's policy that all examination papers irrespective of mode of delivery shall be moderated by at a School/Department meeting before submission to Student Academic Services.

The main objective of the exam moderation policy is to ensure that all examinations offered by the Faculty have withstood the scrutiny of the relevant School/Department and are set at an adequate standard.

The School/Department moderation meeting shall consider the following criteria in relation to each examination paper:

- a. the length of the paper;
- b. the different learning styles and cognitive levels;
- c. the validity of questions; and
- d. The clarity and reliability of questions including ambiguity and purpose.

At the end of each School/Department examination moderation meeting and after the necessary changes have been made, the Course Coordinator, Head of School/Department will sign the examination submission form and only after all both have signed, can the examination paper be submitted

17.8 The requirements for graduation are as follows:

Successful completion of the prescribed academic unit requirement as set out by the program curriculum.

A minimum GPA of 2.00 is required at the end of the final semester of study.

The criteria for satisfactory academic standing in any given semester are:

Maintaining a minimum GPA of 2.00

Academic Termination – if the GPA falls below 2.00 for the 2nd consecutive semester, or at the end of the final semester of study. A letter of termination will be issued.

Students are not allowed to repeat any courses taken except those with 'F' grade.

17.9 PGDM Classification

S/N	Class of Award	GPA Range
01	First class	4.50 – 5.00
02	Upper Second Class	3.50 – 4.49
03	Lower, Second Class	2.50 – 3.49
04	Pass	2.00 -2.49
05	Fail	Below 2.00

17.10 PGDM PROGRAM STRUCTURE

The program is structured into two semesters, consisting of high intensity industry interaction, classroom contact-based work, an industry exposure segment and an organisational attachment segment.

The program consists of five common core modules and three specializations, out of which a student select one specialization consisting of four taught modules

17.10.1 SEMESTER I : COMMON CORE MODULES/COURSES

Module Codes	Module Titles	Credits
MC 512	Managerial Communication	12
QM 511	Quantitative Analysis For Management - 1	12
MP513	Management Process	12
FA 514	Financial Accounting	12
RM515	Research Methods For Management	12

Total	60
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17.10.2 SPECIALISATION / CONCENTRATION FOR SEMESTER II

The University will offer courses of specialisation in the following areas of Management:

- a. PGDM in Banking and Financial Management
- b. PGDM in Marketing Management
- c. PGDM in Human Resource Management:

SEMESTER II: SPECIALISATION / CONCENTRATION

1. PGDM IN BANKING AND FINANCIAL MANAGEMENT

Module Codes	Module Titles	Credits
CM 521	Corporate Finance	12
TM 522	Taxation Management	12
MB 523	Management of Banking and Insurance Services	12
FM 524	Financial Management	12
CM 525	Project Assignment (Comprehensive Project) On Financial Management	12
	Total	60

2. PGDM IN HUMAN RESOURCE MANAGEMENT

Module Codes	Module Titles	Credits
HR522	Human Resources Management	12
SM 523	Strategic Management	12
OB 524	Organisational Behaviour	12
FM 524	Financial Management	12
CM 525	Project Assignment on HRM	12
	Total	60

3. PGDM IN MARKETING MANAGEMENT

Module Codes	Module Titles	Credits
MM 521	Marketing Management	12
PO 522	Production and Operations Management	12
SM 523	Strategic Management	12
MK 524	Advertising and Sales Management	12
CM 525	Project Assignment on Marketing Management	12
	Total	60

17.11 PGDM COURSE DESCRIPTION

CM 521-CORPORATE FINANCE; CREDITS: 12; TOTAL HOURS: 10; TYPE: OPTION

Course Objective

The objective is to sensitize the students with the various dimensions of finance related to strategy of the firm. The student should be able to apply the concepts learned in the Fundamental courses to the real-life situations

CM 525-PROJECT ASSIGNMENTS / COMPREHENSIVE PROJECT; CREDITS:12; TOTAL HOURS:10;

Course Objectives

The primary objective of the course is to enable the students to investigate in detail a topic relating to one of their areas / streams of specialization, and in the process, develop a comprehensive understanding of the area/stream.

CM 525-PROJECT ASSIGNMENTS/ COMPREHENSIVE PROJECT; CREDITS: 12; TOTAL HOURS: 10;

Course Objectives

The primary objective of the course is to enable the students to investigate in detail a topic relating to one of their areas / streams of specialization, and in the process, develop a comprehensive understanding of the area/stream.

FA 514 -FINANCIAL ACCOUNTING; CREDITS:12; TOTAL HOURS:10; TYPE: CORE

Course Objectives

The objectives of the course are as follows:

- a. To provide the basic knowledge of book keeping and accounting
- b. To expose the students to the framework of accounting concepts; Mechanics related to preparation of the balance sheet, income statement, cash flow statements; Computation of ratios and basic analysis of the annual report..

FM 524-FINANCIAL MANAGEMENT; CREDITS: 12; TOTAL HOURS:10; TYPE: OPTION

Course Objective

- a. To enable the students to understand the working of Indian Financial System as a whole.
- b. To provide detailed insight into the range of various financial services available and their role, importance and functioning.

FM 524 -FINANCIAL MANAGEMENT; CREDITS:12; TOTAL HOURS:10; TYPE: OPTION

Course Objectives

- a. To familiarize the students with concepts and practical applications of finance. The various financial analytical tools required for setting /running an organization like raising funds, investments and allocation of profits, etc. considering risk and return will be addressed
- b. To help students understand the financial function in totality.

HR 522-HUMAN RESOURCES MANAGEMENT; CREDITS:12; TOTAL HOURS:10; TYPE: OPTION

Course Objectives

This course is designed:

- a. To acquaint students with the various practices and policies of Human Resources
- b. Management in respect of acquisition, reward and development of HR;
- c. To impart basic knowledge of the Indian Industrial Relation Systems;
- d. To build awareness of certain important and critical issues in the Indian Industrial Relation Systems; and to provide an exposure to the skills required for managing Industrial Relations.

HR 524-ORGANIZATION BEHAVIOUR; CREDITS: 12; TOTAL HOURS: 10; TYPE: OPTION
Course Objectives

- a. To expose the students to the environmental and organizational context, cognitive processes and dynamics of organizational behaviour; and
- b. To enable them to manage and lead for high performance with the human being at the centre of the organization

MB 523-MANAGEMENT OF BANKING AND INSURANCE SERVICES; CREDITS:12; TOTAL HOURS:10;

Course Objectives

The objectives of the course are as follows:

- a. To equip the participant with the knowledge of basic banking operation and Insurance industry.
- b. Recognize opportunities brought about by the dramatic changes that have occurred in the past decade in the banking and insurance industry.
- c. Apply basic finance concepts to help in the decision making framework at managing financial institutions.

MC 512 -MANAGERIAL COMMUNICATION; CREDITS: 12; TOTAL HOURS:10; TYPE: CORE
Course Objectives

To develop communication skills required in business organisation, namely: listening, speaking reading and writing. Students should be able:

- a. to demonstrate improved interpersonal and group communication skills
- b. to design and communicate effective formal and informal messages
- c. to make an effective presentation with an appropriate media support
- d. to demonstrate improved persuasion and influencing skills for better negotiations.

MK 524 -ADVERTISING AND SALES MANAGEMENT; CREDITS:12; TOTAL HOURS:10; TYPE: OPTION

Course Objectives

- a. To acquaint the students with the aspects of advertising and its multifaceted role.
- b. The basic objective of the course is to enhance the competency of students to become effective Managers perfectly fit in the dynamic and competitive field of advertising, public relations and media organizations.
- c. The course seeks to educate students in the parlance of marketing — about how advertising works so they can make better, more informed choices, creative offered by various companies and the latest tools applied to attract customers.

MP 513-MANAGEMENT PROCESS; CREDITS: 12; TOTAL HOURS:10; TYPE: CORE

Course Objectives

The objectives of the course are as follows:

- a. To expose the students to the different functions performed by managers, the roles they have to play for those functions, and the knowledge and skills they have to develop for the roles through real-life examples and cases;
- b. To help the students develop an understanding of concepts and tools like SWOT to develop proficiency in the planning of activities of an organization;
- c. To enable the students to appreciate the importance of entrepreneurship, innovation and leadership and to help them realise the need for collaboration and networking in the management of any functional area of management; and
- d. To provide the necessary foundation for all other courses based on management practices across the world.

PO 522-PRODUCTIONS AND OPERATIONS MANAGEMENT; CREDITS: 12; TOTAL HOURS:10; TYPE: OPTION

Course Objective

- a. To understand the manufacturing and service operating systems with respect to design, planning, control and improvement techniques.
- b. Learn the interdependence of operations management with other functional area
- c. To develop the ability to manage people and resources effectively, to motivate, organize, control, evaluate.
- d. To adapt to change which has become critical to competing in today's international markets.

QM 511-QUANTITATIVE ANALYSIS FOR MANAGEMENT; CREDITS:12; TOTAL HOURS:10; TYPE: CORE

Course Objectives

The objectives of the course are as follows:

- a. To expose the students to basic statistical tools and techniques relevant to managerial decision-making through examples and cases drawn from different functional areas;
- b. To help the students develop proficiency in the use of MS-Excel for data analysis and interpretation of outputs for managerial decision-making; and
- c. To provide the necessary foundation for data collection, analysis, interpretation and presentation in other courses.

RM 515-RESEARCH METHODS FOR MANAGEMENT; CREDITS:12; TOTAL HOURS:10; TYPE: CORE

Course Objectives

The objective of this course is to impart to the students the skills required for

- a. Provide the techniques and skills needed to conduct business research;
- b. Provide knowledge and understanding so that students can critically evaluate the quality of research;

- c. Identification, definition of research problems / hypotheses, based on literature survey, secondary data and observations;
- d. Preparation of a management research proposal;
- e. Design of research instruments;
- f. Collection, coding and tabulating of data for analysis

SM 523 -STRATEGIC MANAGEMENT; CREDITS: 12; TOTAL HOURS: 10; TYPE: OPTION

Course Objectives

The objectives of this course are:

- a. To introduce the student to competitive strategy and competitive advantage;
- b. To make students familiar with Michael Porter's concepts of value chain and the two main sources of competitive advantage viz. Cost advantage and Differentiation;
- c. To expose the students to different types of strategic choices for various levels of the business, viz. Corporate, Business, and Operational levels; and
- d. To develop the students' skills for putting strategies into actions, adopting the appropriate strategy for competitive advantage

TM 522-TAXATION MANAGEMENT; CREDITS: 12; TOTAL HOURS: 10; TYPE: OPTION

Course Objectives

The main objective of this course is to acquaint the students with corporate taxation concepts and various tax planning leading to better grasp of the issues regarding corporate decision making
To provide knowledge of tax planning with respect to direct tax laws applicable in managerial decisions making.

IT 511 INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY (PRACTICAL); 12 CREDITS; TOTAL HOURS: 10; TYPE: OPTION

Course Objectives

The objectives of the course are as follows:

- a. To expose the students to IT relevant to the immediate needs of managers; Microsoft Office is powerful and popular application software that is used in businesses around the world.
- b. To enable them to develop proficiency in using certain components of the package includes MS Word, MS Excel, MS Power Point, MS Access and MS project for managerial applications and for pursuing the other courses of the MBA program successfully

18.0. ETU ALMANAC FOR THE ACADEMIC YEAR 2016-2017

18.1. Summary of Major Events

1. MANAGEMENT MEETING

DATE	DAY	EVENTS/ACTIVITY
2/9/2016	Friday	Management Meeting
4/10/2016	Tuesday	Management Meeting
7/11/2016	Monday	Management Meeting
6/12/2016	Tuesday	Management Meeting
3/1/2017	Tuesday	Management Meeting
5/2/2017	Friday	Management Meeting
7/3/2017	Tuesday	Management Meeting
5/4/2017	Wednesday	Management Meeting
4/5/2017	Wednesday	Management Meeting
1/6/2017	Thursday	Management Meeting
4/7/2017	Wednesday	Management Meeting
7/8/2017	Monday	Management Meeting
5/9/2017	Tuesday	Management Meeting
6/11/2017	Monday	Management Meeting
6/12/2017	Wednesday	Management Meeting

2. COUNCIL MEETING

15/10/2016	Saturday	Council Meeting
21/5/2017	Saturday	Council Meeting
16/9/2017	Saturday	Council Meeting

3. PFC MEETING

28/4/2017	Friday	PFC Meeting
8/9/2017	Friday	PFC Meeting

4. SENATE

15/9/2016	Tuesday	Senate
22/12/2016	Thursday	Senate
31/8/2017	Thursday	Senate

5. HR COMMITTEE

16/9/2016	Wednesday	Human Resource Committee
31/05/2017	Wednesday	Human Resource Committee

6. FACULTY OF ARTS AND SOCIAL SCIENCES

9/9/2016	Wednesday	Marking of semester 2 degree exams end
14/9/2016	Monday	Examiners board meeting for faculty
14/9/2016	Monday	Faculty board meeting
6/10/2016	Thursday	Faculty Meeting
8/12/2016	Thursday	Faculty Meeting
18/1/2017	Wednesday	Study break of degree students
31/3/2017	Friday	TP/PT for degree students ends
10/3/2017	Monday	Ends of supplementary and special exams for degree students
15/6/2017	Thursday	Start of mid exams for degree, diploma and certificate students
18/7/2017	Tuesday	Study break for degree students begins
25/7/2017	Tuesday	Teaching for degree students end
26/7/2017	Wednesday	Semester 2 exams for degree and begins
11/8/2017	Friday	Marking of 2 nd semester examinations begins
21/8/2017	Monday	Ends of marking of 2 nd semester examination
25/8/2017	Friday	Examiners board meeting for faculty

29/8/2017	Tuesday	Faculty board meeting
9/10/2017	Monday	Supplementary and special exams for degree students begins
18/10/2017	Tuesday	Marking of supplementary and special examinations for degree students begins

7. DIRECTORATE OF CONTINUING EDUCATION

5/9/2016	Monday	Registration of Diploma and Certificate students first year and second year semester 1
17/10/2016	Monday	Arrival of continuing students and orientation for fresher's
24/10/2016	Monday	Beginning of semester 1 classes for Degree students Diploma and Certificate
11/11/2016	Friday	End of lectures for second year Diploma students
16/11/2016	Wednesday	Registry department meeting directorate meeting
21/11/2016	Monday	Semester I exams begins for Diploma II students
25/11/2016	Friday	Semester I exams end
12/12/2016	Friday	Special and Supplementary Exams for DMT Outreach students
13/12/2016	Tuesday	Mid exams begins for Degree students first semester Diploma and Certificate certificate students
21/12/2016	Wednesday	End of mid exams for Degree students first Diploma and Certificate students
23/01/2017	Monday	Begins of Lectures for Diploma second year semester II
26/01/2017	Thursday	Semester I exams for Degree, Diploma and Certificate students begin
13/2/2017	Monday	Marking of exams semester I end
9/2/2017	Tuesday	Semester I Degree exams end for Degree, Diploma and Certificate students
13/02/2017	Monday	DMT Outreach students beginning of TP and PT for Degree, Diploma and Certificate students
17/3/2017	Friday	End of TP/PT for Diploma and Certificate students and supervision
20/3/2017	Monday	Start of first second semester for Diploma and Certificate students
26/3/2017	Monday	Start of Lectures for first year and second semester for Diploma and Certificate students
4/5/2017	Wednesday	End of Lectures for second year Diploma students
15/5/2017	Monday	Begin of second semester exams for Diploma students
2/6/2017	Friday	Arrival and registration of DMT Outreach students semester 4
5/6/2017	Monday	Classes for 4 th semester for Diploma Outreach students begin
15/6/2017	Thursday	Start of Mid Exams for Degree, Diploma and Certificate students
20/6/2017	Tuesday	End of Mid exams for Degree, Diploma and Certificate students
3/7/2017	Monday	Final Exams for 4 th semester for Diploma Outreach students begins
6/7/2017	Thursday	End of Final Exams for 4 th semester for Diploma outreach students
30/10/2017	Monday	Beginning of New Academic Year 2017/2018

8. PUBLIC HOLIDAYS

14/10/2016	Friday	Nyerere Day
9/12/2016	Friday	Independence Day
25/12/2016	Sunday	Christmas
14/4/2017	Friday	Good Friday
16/4/2017	Sunday	Easter Sunday
17/4/2017	Monday	Easter Monday
26/4/2017	Wednesday	Union Day
7/7/2017	Friday	Sabasaba
7/4/2017	Friday	Karume Memorial
1/5/2017	Monday	Workers Day

9. DEPARTMENTAL MEETING

21/10/2016	Friday	Departmental meeting
3/2/2017	Friday	Departmental meeting
2/6/2017	Friday	Departmental meeting
20/10/2017	Friday	Departmental meeting

10. GENERAL STAFF MEETING

28/10/2016	Friday	General staff meeting
24/2/2017	Friday	General staff meeting
30/6/2017	Friday	General staff meeting
6/11/2017	Friday	General staff meeting

11. CONVOCAATION AND GRADUATION

7/12/2017	Thursday	Convocation
8/12/2017	Friday	Graduation

12 Students Baraza

12/12/2016	Friday	Students Baraza
22/6/2017	Thursday	Students Baraza

16.2. Comprehensive Almanac for the Academic Year 2016/2017

MONTH	DAY	DATE	ACTIVITY	RESPONSIBLE OFFICE
Sept 2016	Friday	2	Management meeting	Secretary to Management meeting /Chairperson of the meeting -VC
	Monday	5	Registration of Diploma and Certificate students, first year, first year second semester	DCE/ Registrar/Dean of Students
	Wednesday	9	Marking of Semester 2 Degree exams ends	Faculty Dean
	Monday	14	Examiners Board Meeting for Faculty	Faculty Dean
	Monday	14	Faculty Board Meeting	Faculty Dean
	Tuesday	15	SENATE	Secretary to Senate / DVC(ARC) / VC
	Wednesday	16	Human Resource Management work	DHR
Oct.2016	Tuesday	4	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Thursday	6	Faculty meeting	Faculty Dean
	Monday	10	New Academic Year begins	Deans / Registrar
			First year Degree students reporting	Registrar
			Supplementary and Special Examination for Degree students begins	Examinations Officer
	Friday	14	NYERERE DAY- PUBLIC HOLIDAY	
	Monday	17	Arrival of continuing students Orientation for Fresher's	DoS/ Faculty Dean/DCE/ Registrar
	Tuesday	18	Marking of supplementary and special examinations begin	Examination Officer
			Late Registration with penalty for first-year degree students	Registrar
	Wednesday	19	End of normal registration for first year degree students	Registrar
			Arrival and registration for continuing students (2 nd and 3 rd years)	Registrar
Friday	21	Departmental meeting	All Heads of Department	
	Monday	24	Beginning of semester 1 classes for degree students, diploma and certificate	Faculty Dean/ DCE
	Tuesday	25	Students Baraza	DoS

	Wednesday	26	Registration for continuing students (without penalty) ends	Registrar
	Thursday	27	End of late registration for 1 st year	Registrar
	Friday	28	General staff meeting	DVC-PFA
Nov. 2016	Monday	7	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Friday	11	End of lectures for second year Diploma Students	DCE
	Wednesday	16	Registry Department meeting Directorate's Meeting	Registrar/ DCE
	Monday	21	Semester I Exams begins for Diploma II students	DCE/ Examinations Officer
	Friday	25	Semester I Exams ends	
	Monday	30	ETUSO Government Elections	DOS
Dec. 2016	Thursday	1	Convocation	DVC-ARC
	Friday	2	Graduation	Chancellor/VC
	Monday	5	Registration for Outreach executive students 3 rd and 4 th semesters	Registrar
	Tuesday	6	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Wednesday	7	Lectures for outreach students begins	Registrar/ DCE
	Thursday	8	Faculty Meeting	Faculty Dean
	Friday	9	Independence Day- Public Holiday	
	Tuesday	12	Special and supplementary exams for executive students	DCE / Examinations Officer
		13	Mid Exams begins for degree students, first semester diploma and certificate students	Faculty Dean / DCE
	Wednesday	21	End of Mid exams for degree students, first semester diploma and certificate students	Faculty Dean / DCE
	Thursday	22	SENATE	Secretary to Senate/DVC-ARC
	Sunday	25	CHRISTMAS	
	Monday	26	BOXING DAY- Public Holiday	
Jan 2017	Sunday	1	New year- Public Holiday	
	Tuesday	3	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Thursday	12	Zanzibar Revolution- Public Holiday	
	Wednesday	18	Study break for Degree students	Faculty Dean
	Monday	23	Beginning of lectures for Diploma second year semester II	DCE

	Thursday	26	Semester I Exams for Degree, Diploma, certificate students begin	Examination Officer/ Faculty Dean DCE
Feb. 2017	Friday	3	Departmental meeting	All Heads of Department
	Friday	5	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Tuesday	9	Semester I Degree Exams ends for Degree, Diploma, certificate students	Examination Officer/ Faculty Dean DCE
	Monday	13	Marking of semester I exams ends	Faculty Dean/ DCE
		13	and executive students Beginning of TP and PT for Degree, Diploma, Certificate students	TP Coordinator / Faculty Dean / DCE
	Friday	24	General staff meeting	HR/DVC-PFA/All staff
March 2017	Tuesday	7	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Friday	17	End of TP/PT for diploma/ certificate students and supervision	DCE
	Monday	20	Start of first second semester for diploma and certificate students	DCE/Registrar/DOS
	Monday	26	Start of lectures for first year, second semester for diploma and certificate students	DCE
	Friday	31	TP/PT for degree students ends	Faculty Dean
April 2017	Monday	3	Semester I Supplementary and Special exams for degree students begin	Faculty Dean/ Examination Officer
	Wednesday	5	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Friday	7	Karume Memorial Day- Public Holiday	
	Monday	10	End of Supplementary and Special exams for degree students	Faculty Dean/ Examination Officer
	Friday	14	Good Friday- Public Holiday	
	Sunday	16	Easter Sunday- Public Holiday	
	Monday	17	Easter Monday – Public Holiday	
	Tuesday	18	Begin of registration of Degree students for semester II	
	Friday	21	General staff meeting	HR/DVC-PFA/All staff
	Monday	24	End of non-penalty registration of degree students for semester II	Faculty Dean/ DOS/Registrar
	Wednesday	26	Union Day- Public Holiday	
	Friday	28	PFC meeting	DVC-PFA
	Monday	1	Workers Day- Public Holiday	
	May 2017	Wednesday	4	End of lectures for second year diploma students
4			Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
Friday		6	Departmental meeting	All HODs

	Monday	15	Begin of second semester exams for diploma students	Examinations Officer/DCE
	Monday	20	End of second semester exams for diploma II students	Examinations Officer/DCE
	Saturday	21	Council Meeting	Secretariat / VC
	Wednesday	24	Students Baraza	DoS
	Wednesday	31	Human Resource Committee	DHR
June 2017	Thursday	1	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Friday	2	Arrival and registration of Outreach students semester 4	DOS/Registrar/DCE
	Friday	2	Departmental meeting	All Heads of Departments
	Monday	5	Classes for 4 th semester for Outreach students begin.	DCE
	Thursday	15	Start of Mid exams for degree, diploma and certificate students	faculty/DCE
	Tuesday	20	Ends of Mid exams for Degree, Diploma and Certificate students.	Faculty Dean / DCE
	Thursday	22	Students Baraza	DoS
	Friday	30	General Staff meeting	HR/DVC-PFA/All staff
July 2017	Monday	3	Final Exams for 4 th semester for outreach students begins	Examinations Officer/DCE
	Wednesday	4	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Thursday	6	End of Final Exams for 4 th semester for outreach students	Examinations Officer/DCE
	Friday	7	SABA SABA – Public Holiday	
	Friday	14	General staff meeting	HR/DVC-PFA/All staff
	Tuesday	18	Study break for degree students begins	Faculty Dean
	Saturday	22	Applications for admissions through TCU's Central Admissions Systems begin.	Registrar; Faculty Dean; Advertisement Committee
	Tuesday	25	Teaching for degree students ends	Faculty Dean / Examinations Officer
	Wednesday	26	Semester 2 exams for degree, and begins	Faculty Dean / Examinations Officer
Aug.2017	Monday	7	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Wednesday	9	Semester 2 Exams for Degree ends	Faculty Dean / Examinations Officer
	Friday	11	Marking of 2 nd semester examination begins	Faculty Dean
	Monday	21	End of Marking of 2 nd semester examinations	Faculty Dean
	Thursday	24	Admission for Post Graduate Studies (PGDM)	Registrar
	Friday	25	Examiners Board Meeting for Faculty	Faculty Dean
	Tuesday	29	Faculty Board meeting	Faculty Dean
	Thursday	31	SENATE	Secretary to Senate/DVC-ARC
Sept. 2017	Tuesday	5	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Friday	8	PFC meeting	DVC-PFA

	Saturday	16	Council meeting	Secretariat / VC
	Saturday	24	Board of Trustees meeting	Secretary to BoT
Oct. 2017	Tuesday	4	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Monday	9	Supplementary and special Exams for degree students begin	Faculty Dean/ DCE/Examination Officer
	Tuesday	18	Marking of Supplementary and Special Examinations for Degree students begins.	Faculty Dean/ Examination Officer
		20	Departmental meeting	All Heads of Departments
	Monday	30	Beginning of New Academic Year 2017/2018	DVC(ARC);Registrar/Deans/DoS/DCE
	Monday	31	Arrival of new students	Registrar/Deans/DoS/DCE
	Nov. 2017	Monday	6	Management meeting
Wednesday		1	Faculty/Directorate Board meetings starts	Dean/Directorate
Wednesday		6	General staff meeting	DVC PFA
Friday		24	Vice Chancellor's Forum	VC
Dec. 2017	Wednesday	6	Management meeting	Secretary to management meeting /Chairperson of the meeting -VC
	Thursday	7	Convocation	DVC-ARC
	Friday	8	Graduation	Chancellor/VC

17. STUDENTS BY-LAWS

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PART I
PRELIMINARIES

1. Preamble

The Board of Eckernforde Tanga University is conscious of the fact that students at the University are adults and must accept their responsibilities as adults in accordance with the laws of Tanzania and observe these By-Laws.

Students are therefore reminded that much as these By-Laws cover them, they are also subject to the Laws of Tanzania while on Campus or elsewhere. Thus, a student's conduct may be judged by the appropriate disciplinary authority according to these By-Laws or may be brought before a duly established court of law for the offence committed and be dealt with accordingly.

2. **Preliminary**

These By-Laws may be cited as Eckernforde Tanga University Students (General Conduct, Disciplinary Proceedings and Penalties) By-Laws 2011 and shall come into operation after approval by the University Authority.

3. **Application**

These By-Laws shall apply to any person who is admitted and registered as a student of the University

4. **Interpretations**

In these By-Laws unless the context otherwise requires:

“**Authorizing Officer**” means any staff of the University discharging lawful duties conferred to him under these By-Laws.

“**The Board**” means the Board of Trustees of Eckernforde Tanga University.

“**Conciliator**” refers to the Dean of Students while exercising his conciliatory, counseling or disciplinary functions.

“**The Constitution**” means the Eckernforde Tanga University Students' Organization Constitution.

“**Dean of Students**” means an official appointed by the Board of Trustees to be in charge of students' affairs.

“**Demonstration**” means any mobilized group action or conduct whether done by an individual on behalf of the group or by an entire group which is calculated at showing or presenting a feeling of dissatisfaction or resentment against any act or decision by some authority or usurping of lawful authority of an authorized officer or officers.

“**The Disciplinary office**” includes the conciliator who shall also be the Dean of Students to whom all cases of improper conduct or disciplinary offences (whether of serious or less nature) shall first be reported, and/or the Student's Disciplinary Committee with powers to entertain appeals from the arbitrator, and/or the Students Disciplinary Sub – Committee and/or the Student's Disciplinary Appeals Committee.

“The Disciplinary Offence” means an act or omission involving a high degree of moral turpitude which is a breach of peace or is likely to cause or actually causes some physical or personal injury or serious psychological harm to any University community member or students; or tarnishes the good image of the University and it does not matter whether such an act or omission is done intentionally or not. In this context, the burden of denying the commission of a disciplinary offence shall lie on the accused student. The act(s) or omission(s) referred to here are those done contrary to the By – Laws.

“Drugs” means tobacco, narcotic drugs or psychotropic substances as specified under the Drugs and Prevention of Illicit Traffic in Drugs Act, 1995.

“Outsider” means any person who is not a student of Eckernforde Tanga University.

“Petty Disciplinary Offences” means acts or commissions which do not involve a high degree of moral turpitude but which are potential in causing some serious misunderstandings or bitter relationships among students or which might adversely affect other members of the University Community if not dealt with appropriately and timely.

“Regulations” means regulations made under the University Charter.

“The Student” means any person admitted to the University as a candidate for a degree, diploma, certificate or any other award of the University.

“The Students’ Disciplinary Appeals Committee” means a final appellate body to which appeals from the Students’ Disciplinary Committee lie.

“The Students’ Disciplinary Committee” means a Disciplinary Committee established under Rule 18(1) of the Students’ By-Laws.

“The Students’ Disciplinary Sub-Committee” means a disciplinary committee under the Students’ Organization with higher or appellate disciplinary authorities which takes care of day-to-day students’ disciplinary matters and inter-personal conflicts among student.

“The Students’ Organization” means the Organization established by the University Charter.

PART II **GENERAL REGULATIONS**

5. Payment of Fees

Every student accepting admission shall be required to pay the prescribed fees for the purposes of registration so as to start or continue with studies at the University. The manner of payment shall be as determined by the University from time to time.

6. Distribution of By-Laws to Students

Every student on enrolment shall be given a copy of these By-Laws and any other University Regulations currently in force. Offer of a place in the University shall be conditional upon signing a specific agreement that the student will abide by these By-Laws. The operation and application of the By-Laws is without prejudice to the general Laws of the United Republic of Tanzania.

7. Residence

- (1) First year students shall be accommodated in the University Hostels at a cost prescribed by the University and payable by the student.
- (2) Continuing students may be offered accommodation in the University Hostels on application and at a cost prescribed by the University. Where Campus residence is not available, the students shall live off Campus.
- (3) Students living in University Hostels are enjoined to take good care of the rooms they occupy including all fixtures therein. They are responsible for cleaning the rooms.
- (4) Students shall not interfere with or transfer or remove furniture fittings from Hostels of Residence without prior permission from the Estate Manager. A student wishing to install any additional furnishing must obtain prior permission from the Estate Manager.
- (5) Students shall not be allowed to change Hostel of Residence or room without prior permission from the Dean of Students.
- (6) Disturbing noises of a person or musical instruments, drums, choirs, radio sets and any instrument that generates loud and disturbing noises are prohibited in the Hostels of Residence.
- (7) All Students' specific functions shall be held after obtaining permission from the Dean of Students.
- (8) Cooking of any form or the use of cooking appliances is not allowed in Hostels of Residence.
- (9) Electric lights must be switched off during the daytime or when an occupant is not in the room.
- (10) Students are not allowed to entertain any visitor who is not a bona fide student of the University in the rooms at any time without approval of the Dean of Students or Hostel Administration.
- (11) Students are not allowed to live with any unauthorized person or persons in their rooms, including children or relatives.
- (12) Students are expected to live peacefully and harmoniously with one another in their rooms. Any observed misbehavior by one party should be reported to the Dean of students for settlement and/or disciplinary measures as the case may be.

- (13) Sexual practices or activities are strictly prohibited in Hostels of Residence and within the University campus in general.

8. Academic Affairs

- (1) At the beginning of the semester, students shall be required to report and register themselves at the University on the date scheduled for re-opening.
- (2) Permission to travel for less than a week and involving missing lectures and/or seminars shall be obtained in writing from the Head of Department and notified to the Faculty Dean and Dean of Students. Permission to travel for more than a week shall be obtained in writing from the Faculty Dean and notified to the Dean of Students, Head of Department and Deputy Vice Chancellor (Academics). Permission to postpone studies shall be obtained in writing from the Deputy Vice Chancellor (Academics) with recommendation from the Head of Department and Faculty Dean and notified to the Dean of Students.
- (3) Meetings of any kind between any student and any authority outside the University in which a problem of the University is to be discussed, shall be preceded by a written request three days before conducting such meeting to the Vice Chancellor showing the intention to hold such meeting, the problem to be discussed and the time and place of such meeting and obtaining a written permission from the same.
- (4) The Library services at the University shall be available to students at specific times as the University may determine from time to time.
- (5) Students may be allowed to borrow specific item(s) from the Library and shall personally be responsible for such item(s) upon signing the agreement and shall return the same on the specified date on such agreement.

9. Demonstrations and Strikes.

- (1) A Complaint by a student to a member of staff, lecturer or administration of the University shall first be reported to the relevant authority for reconciliation and if unsatisfied, refer the matter to the appropriate higher authority.
- (2) Students can demonstrate only after the Vice Chancellor grants permission to do so.
- (3) Strikes of any kind and Boy-Cots of classes are prohibited.

10. Cafeteria Services

- (1) Students shall be served with meals in dining hall or halls assigned for that specific purpose at specific times.
- (2) The kitchens shall be out of bounds to all students, except for student leaders appointed to oversee cafeteria matters.

- (3) Smoking, drinking of alcohol or bringing intoxicating drinks in the dining halls is prohibited except in special occasions as approved by the Dean of Students or lawful person acting under him.
- (4) Students are not allowed to take any equipment e.g. cooker, glassware and cutlery from the dining hall without the permission of the catering officer.
- (5) Any dissatisfaction about meals should be reported to the catering Officer and Dean of Students through the leaders of student's Organization.

11. Use of other University Services

- (1) Students shall not use University telephones for private calls except on payment of an appropriate rate.
- (2) Officials of the students Organization or recognized students societies or clubs may with prior written permission from the Dean of Students request for transport from the officer in charge of transport.

12. Smoking, Eating and Drinking

- (1) Smoking is strictly prohibited in public places such as in classes, hostels of residence, Library, in or during academic or public gatherings, seminars and in related places or during related occasions.
- (2) Eating in classes, seminar rooms, Library, Computer Labs, or related places or occasions are strictly prohibited.
- (3) Drinking alcohol, spirits or any other intoxicants within the University Campus is strictly prohibited.
- (4) Drug abuse is prohibited.

13. Communication with outside Institutions

- (1) All students have the duty of upholding the good name of the University.
- (2) Students shall not communicate with outside Institutions and the News Media in their private capacity. All official correspondence by students or by officials of the students' Organization or by officials of recognized students' Societies, to parastatals, Non-Governmental Organizations, etc., shall be routed through the Dean of Students or the Faculty Dean and notified to Vice Chancellor, Deputy Vice Chancellor Academic and Deputy Vice Chancellor Administration as the case may be; Correspondence to the Chancellor, Government Ministries, State House, Representatives of Foreign Governments and International Non-Governmental Organizations or any other such official body shall be routed through the Vice Chancellor.

14. Raising of Funds by Students in the University

Application for permission to undertake fund-raising activities shall be made to the Dean of Students through the students' Organization. Collectors shall be required to submit to the Dean of Students, a statement of money received and show how the money has been or is to be expended.

15. Vehicles

- (1) Any student who wishes to bring a personal vehicle to the university grounds must comply with the Rules governing driving and parking of vehicles, which are in force and must register with the Dean of Students.
- (2) Registration must include the production for inspection of:
 - a. The motor vehicle registration card.
 - b. The current certificate of insurance.
 - c. A valid driving license in the driver's own name.

**PART III
DISCIPLINARY PROCEDURES**

16. Students' Disciplinary Sub-Committee

- (1) There is hereby established a Students Disciplinary Sub-Committee under the supervision of the Students' Organization, which shall be responsible in the investigation, and resolving petty disciplinary offences, which have the potential of erupting into serious disciplinary offences.
- (2) The Students' Disciplinary Sub – Committee shall comprise of the following numbers:
 - a. The President of the Students' Organization who shall be the Chairperson.
 - b. The Vice President of the Students' Organization.
 - c. The Secretary General of the Students' Organization who shall be the Secretary.
 - d. One faculty member and one Administrative staff who by virtue of their wisdom, experience, moral or social standing can assist the Sub-Committee to properly conduct its affairs.
 - e. Chairperson of a respective Hostel of Residence.
 - f. The Minister responsible for Residence affairs in the Students' Organization.
 - g. Two representatives (including the Chairperson) of Students living off-Campus.
- (3) The two members referred to under By-Law 16(2)(g) above shall be appointed by the members of the Sub-committee.
- (4) The quorum of the Sub-Committee shall be one half plus one of its members including the Chairperson and the Secretary. In the absence of the Chairperson, the Vice president shall be the Chairperson. In the absence of the Secretary, the Chairperson shall be at liberty to choose a Secretary from among the Students who are members of the Sub-Committee.
- (5) Disciplinary proceedings by the Sub-Committee shall be held with a view of fostering tolerance, good understanding and mutual cooperation among students in all their spheres of life at the University.

- (6) In the exercise of its powers under this section, the Sub-Committee shall have powers to deal with all petty misunderstandings or conflicts among students and shall endeavor to resolve the aforesaid conflicts and misunderstandings in an amicable and peaceful atmosphere.
- (7) Where the Sub-Committee is convinced on the balance of probabilities that the observed misconduct or offence is of a serious nature; it shall forward the same to the Conciliator for further action.
- (8) Any student who intends to appeal against the decision of the Students' Disciplinary Sub-Committee shall lodge his/her appeal in writing to the Conciliator not more than seven days after the decision against which s/he is aggrieved.
- (9) In case the Student is dissatisfied with the Conciliator's decision or manner of handling the case, he or she shall submit his or her appeal to the Chairman of the Students' Disciplinary Committee with a copy to the Dean of Students. The matter appealed against shall then be heard by the Students' Disciplinary Committee.
- (10) The Students' Disciplinary Sub-Committee shall regulate its proceedings, as it considers necessary without much regard to technicalities of procedure. In any event, the Sub-Committee shall endeavor to foster good and amicable relations among students and the principles of Natural Justice shall be applied.
- (11) All proceedings of the Sub-Committee shall be recorded in writing and shall be submitted to the Conciliator and or the Chairperson of the Students' Disciplinary Committee.
- (12) Apart from the afore mentioned functions, the Sub-Committee shall in consultation with the Dean of Students have the power to make Students Rules for better Academic interaction hereinafter referred to as "Students Rules". The said rules shall among other things, also provide for matters relating to life in Students' hostels and Students' Representative election.
- (13) The Students' Rules made under sub Rule 12 above shall be submitted before the Student' Disciplinary Committee to be scrutinized and approved. The said Rules as approved will form an Appendix to these By – Laws.

17. Conciliatory Proceedings

- (1) Where the Conciliator apprehends or is informed of a student's misconduct whether or not such a misconduct, acts or omission amounts to disciplinary offence under these By – Laws. The Conciliator shall investigate the matter and endeavor to counsel, warn or require the offender to rectify his or her conduct.
- (2) If the situation is one of misunderstanding involving two or more students, the Conciliator shall initially institute conciliatory or mediatory proceedings. The Conciliator shall have powers to regulate conciliatory proceedings as he or she deems fit.

- (3) Where due to the gravity of circumstances of the matter the Conciliator is unable to effect reconciliation, he or she shall forward the matter to the Chairperson of the Students' Disciplinary Committee.

18. Students Disciplinary Committee

- (1) There is hereby established a Students' Disciplinary Committee vested with powers to investigate Disciplinary offences and recommend to Deputy Vice Chancellor Administration such disciplinary action as it deems fit.
- (2). The Students' Disciplinary Committee shall be composed of the following persons:
 - a) The Deputy Vice Chancellor (Administration) who shall be the Chairperson.
 - b) The Deputy Vice Chancellor (Academics), who shall be the Secretary.
 - c) One staff member appointed by each of the Faculties.
 - d) Three Students' representatives appointed by the Students' Organization.

Provided that where necessary the Dean of Students and the Dean of relevant faculty may be called upon by the Disciplinary Committee to clarify or give evidence on any question being considered by the Committee.

- (3)The tenure of office for Student's representatives to Disciplinary Committee shall be one year and for the Academic staff representatives shall be three years. The retiring members may be reappointed as the case may be.
- (4) The Committee shall meet at least once in a semester provided that an emergency meeting may be called any time when necessary.
- (5) One half plus one of the members of the Committee shall constitute a quorum for each meeting.
- (6) Every charge of a disciplinary offence against any student shall be investigated by the Students' Disciplinary Committee, which shall recommend to the Deputy Vice Chancellor Administration disciplinary measures to be taken, as it may consider appropriate upon being satisfied that the charges against the student have been proved.
- (7)The Students' Disciplinary Committee shall exercise such other powers regarding Students' discipline as may be delegated to it by the University Council.

19. Miscellaneous Disciplinary Procedures

- (1) Without prejudice to any specific measures which may be taken by the Students' Disciplinary Sub-Committee, a breach of these By-Laws shall first be reported to the Dean of Students, who shall have powers to warn, reprimand or require any such student to rectify such a breach after giving him or her opportunity to be heard.
- (2) The Deputy Vice Chancellor (Administration) upon identification of the disciplinary offence shall write the charge to the student concerned. This charge shall describe briefly the nature of the offence(s) charged, and require the suspected accused to respond to the charge in writing within the stipulated time as the case may be, depending on the nature and gravity of the offence(s).
- (3) Upon receipt of the response from the accused student, the Deputy Vice Chancellor (Administration) shall convene a meeting of the Students' Disciplinary Committee to consider such breach(es).
- (4) The Committee shall study the charge and the student's written statement of defense. At such a meeting the student(s) concerned shall be entitled to be heard and the Students' Disciplinary Committee shall have power to summon any person to give evidence to enable the Committee arrive at a fair and just decision.
- (5) If the student is not satisfied with the decision made and wishes to appeal, he or she may do so to the Students' Disciplinary Appeals Committee within seven working days from the day the decision was communicated to him or her.

20. Students' Disciplinary Appeals Committee

- (1) There is hereby established a Students' Disciplinary Appeals Committee. The Committee shall be composed of the following:
 - a) The Chairperson appointed by the University Council.
 - b) Two members appointed by the University Council from among themselves.
 - c) A legally qualified person appointed by the University Council.
- (2) Where an appeal has been lodged with the Students' Disciplinary Appeals Committee, execution of any penalty imposed by the Students' Disciplinary Committee shall be stayed pending the determination of such appeal.
- (3) In determining an appeal, the Students' Disciplinary Appeals Committee shall have powers to confirm, vary, reverse or set aside any decision reached; and enhance, reduce or set aside any penalty imposed by the Students' Disciplinary Committee. For avoidance of doubt, appeals shall be forwarded to the Chairperson of the Students'

Disciplinary Appeals Committee and copied to the Chairperson of the Students' Disciplinary Committee.

PART IV

DISCIPLINARY OFFENCES AND PENALTIES

21. Disciplinary Offences

Without prejudice the Disciplinary offences shall specifically include:

- (1) Conduct which does or is likely to cause substantial damage, defacement or violence to property or person within or outside the University provided that such conduct is that of student towards another student or employees of the University rising from their relationship as students, employees of the University through the conduct in question occurred outside the University.
- (2) Habitual drunken and disorderly conduct.
- (3) Conduct, which is likely to seriously obstruct or frustrate the holding of:
 - a) Any lecture, class, laboratory work, field practical, research or other institutional activity given by the University.
 - b) Any meeting, function or lawful activity given by the University. Provided that the serious nature of obstruction shall be taken into account by the disciplinary authority before any measure is taken against the culprit.
- (4) Interference with any mechanical, electrical or other services or installation.
- (5) Theft committed within or outside the University.
- (6) Unauthorized possession of a University property.
- (7) Failure to identify oneself or give false information of oneself when called upon to do so by an authorized officer of the University acting under lawful order.
- (8) Failure to report to administrative authority any situation or incidence which is dangerous to the welfare of the students and the University in general or of any unlawful or unusual events happening in their hostels or rooms including sexual offences.
- (9) Use of any abusive language by a student against any other student, any employee or any member of the University Community.
- (10) Forging a document or uttering a false document.
- (11) Knowingly inviting or entertaining a person or persons in the University who have been banned from the University premises by the Administration.
- (12) Refusal to obey lawful order issued under By-Laws, Regulations or Rules promulgated by an appropriate organ of the University.
- (13) Refusal to attend a meeting of the Student's Disciplinary Sub-Committee or any other competent organ of the University when required to do so in writing by such committee or any other competent authority.
- (14) Willful obstruction of the work or proceedings of the Students Disciplinary Sub-Committee, Students Disciplinary Committee or any other competent authority of the University or interference with a witness.

- (15) Failure to abide by the ruling, penalty made or imposed by an appropriate Disciplinary Authority or any other person or Body appointed by the said authority
- (16) Inviting or entertaining outsiders' non-bona fide students, students of opposite sex and/or off-campus students in the Hostel of Residence or room after 10:00. p.m.
- (17) A male or female student entering or visiting a hostel of residence or room allocated for opposite sex students after 10.00 p.m.
- (18) Dressing in an unbecoming, indecent and /or immoral manner which is likely to cause psychological discomfort to any reasonable member of the University community
- (19) Changing of hostels of residence or room without prior permission of the Warden
- (20) Failure to pay outstanding University debt or failure to return or refund lost property or destruction of any University property.
- (21) Failure to follow any other instructions prescribed by these By- Laws.
- (22) Demonstrating without prior permission by Vice Chancellor
- (23) Failure to return room keys, mattresses, library books and/or any other University facility/facilities
- (24) Going on strikes and Boy cot of classes
- (25) Forming and/or mobilizing unauthorized students group or groups, which are likely to cause disunity or disorder at the University or the wider community
- (26) Tarnishing or causing to be tarnished the good image of the University in general.
- (27) Mismanagement and/or embezzlement of Students' Organization funds
- (28) Collecting, soliciting or charging money from students or students groups without permission from the relevant authority of the University.
- (29) Sexual harassment of whatever kinds. For avoidance of doubts, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwarranted verbal or gestured sexual advances; or such related conduct made by a student of the University which are offensive or may be reasonably interpreted as offensive to a fellow student (victim) involved; or which make the victim feel threatened, humiliated, patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies or which undermine one's general feeling of security or create a threatening or intimidating study environment.
- (30) Having sexual acts in hostels of residence rooms or in the University premises.
- (31) Committing rape or indecent assault in or outside the University premises.
- (32) Smoking, eating and drinking contrary to provisions provided for, by these By-Laws.
- (33) Possessing, using, selling, purchasing, supplying, administering to any person or dealing in any act in respect of drugs at any place within or outside the University.
- (34) Unauthorized possession, keeping and/or carrying of any lethal weapon within the University campus which is likely to jeopardize peace.

22. Penalties

- (1) Any student found guilty of the Disciplinary offence specified under Rule 21 (20) of these By-Laws shall not be issued with a certificate or transcript unless he or she returns or refunds the lost property or settles the owed debt.
- (2) Any student found guilty of the Disciplinary offence specified in Rule 21 (2), (18), (21) or (32) shall be cautioned, warned, and reprimanded. If the student does not change his or her behavior the Students' Disciplinary Committee shall determine other measures against him or her
- (3) In case a student is found guilty of the Disciplinary offence specified in Rule 21(7) (13), (14), or of these By Laws, the appropriate Disciplinary authority shall determine suitable penalty against the offender.
- (4) Any student found guilty of the Disciplinary offence specified in Rule 21(16) and (17) of these By-Laws shall be liable to a suspension from studies for two weeks.
- (5) Any student found guilty of the Disciplinary offence specified in Rule 21 (1), (3), (4), (9), (10),(12), of these By-Laws shall be liable to rustication from the University for a period not exceeding three months
- (6) Any student found guilty of offence(s) specified in Rule 21 (5), (6), (11),(15),(24) or 25 shall be liable to expulsion from the University. In addition to the punishment provided, for the case of Rule 21 (6), the offender shall also be required to surrender possession of the property involved or replace the same in good order.
- (7) Any student found guilty of any Disciplinary offence specified in Rule 21 (22), (26) of these By-Laws shall be liable to rustication from the University for a period not exceeding one academic year.
- (8) Any student found guilty of the Disciplinary offence specified in Rule 21 (27) or (28) in addition to the penalty specified under Rule 22 (7), he or she may be charged with an offence committed.
- (9) Any student(s) breaching Rule 21(29), (30), (31) (33) of these By-Laws shall be expelled from the University.
- (10) Any student(s) breaching Rule 21(19) shall be warned and required to return to his/her former place of residence. Non-compliance under this sub-section will result into a suspension from studies for one semester.
- (11) Any student(s) breaching Rule 21 (23) shall be required to pay back the costs incurred in replacing the lock, mattress(s), and/or any other University facility lost or damaged.

- (12) Any student(s) breaching Rule 21 (8) shall be warned and/or reprimanded. In case of repeated breach, the offender shall be rusticated from the University for one month.
- (13) Any student(s) who is found in breach of Rules 21(34) of these By-Laws shall, without prejudice to any other measure that may be taken depending on the nature of the act, be cautioned, warned and reprimanded. In case of repeated breach, the offender shall be expelled from the University.

PART V

MISCELLANEOUS PROVISIONS

- (1) The University shall have powers to amend these By Laws at any time as it deems necessary.
- (2) The Penalties which have been suggested in these By Laws are just the guidelines; the Students Disciplinary Committee may impose other penalties other than those provided depending on the seriousness of the offence committed.
- (3) Students are also required to abide by the University Charter, Rules, and Regulations whereupon the Students Constitution shall not conflict with the University Charter, Students' By Laws and the Regulations.