THE OPEN UNIVERSITY
OF TANZANIA

UNDERGRADUATE

PROSPECTUS
2023/2024

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ABOUT THE OPEN UNIVERSITY OF TANZANIA

The Open University of Tanzania (OUT) is a fully-fledged accredited public university mandated to conduct various academic programs leading to certificates, diplomas, undergraduate and postgraduate qualifications through blended learning (distance, online and face-to-face). It is the largest higher learning institution in Tanzania in terms of coverage. The university has 27 regional centres in Mainland Tanzania, and four coordination centres. The four coordination centres are located in (one on each) Unguja, Pemba, Kahama and Tunduru. The University also has coordination centres outside the country through collaborating institutions in Kenya (Egerton University, College of Human Resource Management), Namibia (Triumphant College), Rwanda (Rwanda Tourism University), Uganda (Uganda Institute of Management), Zambia (Zambia College of Open Learning), Malawi (Malawi College of Open and Distance Education), Ethiopia (St Mary's University), and Ghana (Laweh Open University of Ghana). Most of its local and international students are now accessing their learning materials from the university's online e-learning management information system and lecturers are regularly broadcast through mobile-based Zoom video conferencing facilities.

The University operates examination centres in 38 districts namely Mpwapwa, Korogwe, Mwanga, Karatu, Mbulu, Masasi, Tukuyu, Chato, Ngara, Kasulu, Kibondo, Makete, Mafinga, Mbinga, Lushoto, Karagwe, Ukerewe, Nzega, Kyela, Ifakara, Urambo, Nkasi, Hanang, Kondoa, Longido, Tunduru, Kahama, Kiteto, Inyonga, Kilwa, Ludewa, Serengeti, Ikwiriri, Loliondo, Mafia, Nyang'ware, Maswa and Magu districts.

Establishment of the Open University of Tanzania

The OUT became a body corporate by an Act of Parliament No. 17 of 14th December 1992. It became operational on 18th March 1993 after publication in the Government Notice No. 55 of 19th February 1993. The commencement of the activities of the OUT was marked by the unveiling of a plaque by His Excellency Frederico Mayor, the Director General of UNESCO on 26th July 1993.The University has its head offices along Kawawa Road in Kinondoni, Dar es Salaam.Most of the regions are now having own buildings from which services to students are delivered. Regions with permanent OUT buildings include Iringa, Mbeya, Kilimanjaro, Singida, Dodoma, Morogoro, Coast, Rukwa, Shinyanga, Mwanza, Geita, Simiyu, Manyara, Lindi, Mtwara, Ruvuma, Kagera and Kigoma. Regional centres operating freely from public-owned buildings include Mara, Njombe, Katavi, and Zanzibar. Regional centres operating from rented premises are Kinondoni, Ilala, Pemba, Tabora, Songwe, Arusha, Kigoma and Tanga.

Uniqueness of the Open University of Tanzania

OUT is uniquely positioned as Tanzania's only public university for flexible schedules meant to time serving and reduced costs to both stakeholders and university through enabled by application of Information communication technology. The University is operating outside the national borders, attracting students from the East African Community (EAC) and Southern Africa Development Community (SADC) Regions and beyond. The uniqueness of University was vividly depicted in the year 2020, when the world was badly ravaged by Covid -19 pandemic and forced traditional brick-and-mortar institutions of higher learning to close shop during the mandatory lockdowns, but the OUT, continued to operate innovatively reaching out to students through online Moodle platform, and live face to face through the Zoom platform. Thus, learning takes place anywhere, any time. Admission of new students is done at least twice a year.

In addition, the university has a flexible examination timetable, which caters for on-demand examinations, oral examinations, and on-demand graduation, where degree certificates can be issued anytime upon approval of examination results by the Senate. At least one graduation ceremony is held each year, to celebrate all the candidates who completed their studies in that year either at the Head office or at the. Graduation ceremonies usually are held in the last Thursday of November. So far six regions have hosted these graduations, namely Dodoma (2015), Njombe (2017), Singida (2018), Simiyu (2019), Lindi (2020) and Zanzibar (2021).

Key facts
- 27   Regional Centres
- 4   Coordination Centres
- 7   Science Multipurpose Laboratories in seven zones
- 37   Undergraduate Degree Programmes
- 16   Non-Degree Programmes – Diploma and Certificates
- 345   Academic Staff
- 276   Administrative Staff
- 81   Technical Staff

Mode of delivery: Blended Mode (Teaching and Learning)

(i)   **Education delivery:** Delivery of Education at the Open University of Tanzania is based on the principles of Distance and Open Learning. **Distance Learning** refers to situations where learners are physically separated from the provider while Open **Learning** is any form of learning with a strong emphasis on **flexibility** and **learner-centeredness**.

Most of the teaching and learning processes are conducted in a Blended Mode of learning where some traditional face-to-face classes have been either replaced or complemented by online learning activities. Many of these activities take place on the university Learning Management System known as MOODLE in the following format:

(ii)   **Real-time Online Lectures:** The OUT offers live lectures through the Zoom application. Students are encouraged to observe the timetable and zoom links provided to join classes, where learners get an opportunity to interact with their instructors and fellow students.

(iii)   **Recorded online Lectures:** In this activity, lectures are recorded in video, audio or both formats then they are uploaded into MOODLE and the OUT Youtube Channel. These formats are very advantageous in the sense that learners may access the lectures at their convenience from any-where in the world as long as they have an active internet connection. The Lectures can also be viewed offline through the OUT mobile App.

(iv)   **Online Discussion:** Online discussion is a collaborative tool to facilitate communication and knowledge construction. Students can view content and contribute to an online discussion any time or anywhere on their computers/tablets/smart phones with an internet connection or offline through the OUT mobile App.

(v)   **Online assignments:** Online assessment is used primarily to measure cognitive abilities, demon-strating what has been learned after a particular educational event has occurred, such as the end of an instructional unit or chapter. This is important to determine if learning is happening, to what extent and if there is need to make any changes. Ongoing feedback needs to be given as soon as possible after the task is completed for improvement of teaching and learning for both students and instructors.

(vi)   **Online seminars:** A Seminar is an important part of teaching and provides an opportunity for learners to discuss and analyze a range of new material, ideas and concepts together with both their lecturers and fellow students. Seminars enable learners to demonstrate their knowledge and skills they have acquired during the process of teaching and learning.

(vii)   **Online independent study:** The OUT has created a self-directed learning environment for learn-ers to discover their own strategies for learning, sharing knowledge and understanding. These learning materials have been prepared by course instructors are available on MOODLE. Each course has a study material or an extended course outline from which students are expected to study prior to examinations.

(viii) **Field/practical/laboratory/research work:** Practical work, which includes teaching practice, science practicals, field work, research and project work, is an integral part of all programmes offered by the OUT. The practical work allows students to learn through direct implementation of their future professional role in real workplace settings (competence based). It prepares learners for meaningful and productive participation in the industry, the workforce and the community.

(ix) **Face to Face Teaching:** Face-to-face learning is an instructional method where course content and learning material are taught in person to the students, this teaching approach is common in convetional universities. However, at the OUT, being a distance learning institution, this teaching method has been mostly replaced by both real time online lectures and real time online seminars, which allows for a live interaction between a learner and the instructor. In this format, an OUT student can access lectures from anywhere in the world. Nevertheless, in some programmes, mostly non-degree level, traditional face to face sessions have been retaineaccording to programme requirement.

Learning resources
For effective ODeL course delivery, The Open University of Tanzania ensures the existence of the following
 i) Learning resources are provided in a mixed media format to take care of different categories of learners e.g. print e-books, Learning Management System (LMS) and other emerging technologies.
 ii) Self Learning Materials (SLMs) are interactive, comprehensive, simple and written in a conversational tone
 iii) Interactive multimedia version of learning material on LMS, OUT YouTube channel and emerging technologies
 iv) Virtual library that is equipped with appropriate learning resources and qualified manpower
 v) ICT infrastructure which ensures adequate bandwidth and effective internet access
 vi) ICT infrastructure allows OUT students (without internet connection) to access the internet within the Headquoater, regional and coordination Centres.

Vision Statement
A leading open and online University in knowledge creation and application.

Mission Statement
To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to the community for the socio-economic development of Tanzania and the rest of the world.

Guiding Plan Theme
Affordable quality education for all with a commitment to flexible and affordable education, quality outputs, integrity, and pursuit for enhanced national and international contribution and recognition.

Core Norms and Values
The OUT is constantly guided by the following core norms and values
1. Transparency
2. Confidentiality
3. Trustworthiness
4. Integrity
5. Academic excellence
6. Academic freedom
7. Research relevance

Reasons to choose the OUT

Prestigious qualifications recognised by the Tanzania Commission for Universities (TCU) and the he National Council for Technical and Vocational Education and Training (NACTVET).

i) **Flexibility** -Simplified online admissions, payment procedures, and state of the art technologies in blended teaching and learning. Availability of on-demand examinations, studying at own pace while working.

ii) **Affordable** -Tuition and living expenses are significantly low than studying and living as compared to conventional institutions.

iii) **Student-centred**
   - All OUT systems and programmes are designed with students in mind to enhance their excellency in pursuit of their programmes.
   - Access to high-quality research outputs and state-of-the-art teaching and research facilities.
   - Lifelong worldwide connections through a global alumni network.

THE VICE CHANCELLOR SPEAKS

On behalf of the Council, Senate and the Management of the Open University of Tanzania, welcome to the Open University of Tanzania, the biggest university in Tanzania, in terms of enrolment and presence, in this 2023/24 academic year. I am confident you will find your experience of learning at this university both fascinating and rewarding.

The vision of our university is, "To be a leading open and online University in knowledge creation and application." Our Mission is to "To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to the community for socio-economic development of Tanzania and the rest of the world."

It is within this context, that we offer training using a blended learning approach. The blended learning system allows a student to learn through a variety of methodologies, including printed learning materials (modules), face-to-face lectures (through Zoom online application or physical attendance in a classroom), as well as using e-learning through the university's learning management system, (Moodle). The blended learning system allows freedom to the student, to choose how he/she prefers to learn. We encourage students to form discussion groups with colleagues in other regions or in other countries through Zoom. Those who wish to meet physically are also encouraged to do so.

The OUT has 26 regional and four coordination centres within the United Republic of Tanzania. Students are free to visit and register at any of the regional or coordination centres at their convenience. Likewise, theuniversity has coordination centres outside Tanzania, through collaborating institutions such as Egerton University and College of Human Resources in Kenya, Moi University, Triumphant University in Namibia, Uganda Management Institute in Uganda, St Mary's University in Ethiopia, and Laweh Open University of Ghana.

The university is glad to inform you that it has constructed five new regional centres in Kigoma, Geita, Simiyu, Lindi and Manyara regions through the support of the government of the United Republic of Tanzania Our staff in those regions have already moved in the new buildings. The university will continue to improve the learning environment for our students by continuously building new regional centres in areas that need one. The university is planning to have buildings in five more regions of Songwe, Pemba, Tabora, Mara and Katavi.

In the same breath, the university is a recipient of the World Bank's Higher Education for Economic Transformation (HEET) funding, which aims to strengthen Science, Technology, Engineering and Mathematics (STEM) teaching in higher education public institutions. Under this project, The OUT is constructing Seven Science multipurpose laboratories in in seven zones, i.e. the Lake Zone (Mwanza), the Western Zone (Kigoma), the East Coast Zone (Kibaha), the Central Zone (Dodoma), the Northern zone (Arusha), the Southern zone (Mtwara) and the South West Highlands (Njombe). The designated buildings will feature, among other things, Regional Centres.

The university has unique features including a strong management information system portfolio featuring Student Online Course and Examination registration system, a student academic records information system (SARIS), an e-Learning Management Information System (ELMS), a Student E-mail system, an online Library, On Demand examination system, Oral Examinations systems, etc. The university expects every student to familiarize themselves with these information systems, after the orientation session. For an OUT student, possession of a computer or a smart mobile device is mandatory. I advise you from the start, to obtain a device that will connect you to the university community. If you are in a rural area, that has no electricity, you can acquire a simple solar power system. Otherwise, thanks to the efforts of our government, there is electricity in most rural areas.

Furthermore, studying at the OUT requires self-discipline and commitment. One has to focus on his/her studies, and must constantly be alert to the ongoing teaching programmes such as the scheduled Zoom lectures. At the end of the course, students will be assessed, based on the submitted online assignments, main timed tests (MTT) and end of year university examinations (UE). It is important for every student to be familiar with the examination regulations. The university has zero tolerance for cheating in examinations and anyone found guilty is subjected to punitive action, which may include discontinuation from studies.

On the other hand, the university offers On Demand Examinations (ODEX), which may be written or orally administered, where a student can request for exams or tests any time they feel ready to write exams. However, the Directorate of Teaching, Learning and Examination services organizes specific seasons for offering such exams, popularly known as ODEX. Similary, the University has On Demand Graduation which is realized once a student completes his/her course. The university organizes at least ONE graduation ceremony per year, to provide an opportunity for students and staff to celebrate their academic achievements.

It is important to note that Students admiited at the OUT are eligible for students Loarn from Higher Education Students' Loans Board (HESLB). The University is working closely with the HESLB to widen the provision of more loans to our students. Likewise, the NMB bank is now providing low interest loans to needy students.

In conclusion, I wish to express my profound joy for having had an opportunity to interact with you. It is my most sincere desire that each one of you shall realize your dreams through the Open University of Tanzania.

I wish you all the best in your studies in this academic year.

Prof. Elifas T. Bisanda   Dar es Salaam
Vice Chancellor   **July 2023**

SENIOR OFFICERS OF THE OPEN UNIVERSITY OF TANZANIA

CHANCELLOR
Honourable Mizengo Kayanza Peter Pinda: LL. B (UDSM)

VICE CHANCELLOR
Prof. Elifas T. Bisanda: B.Sc. (Eng) Dar; M.Sc. (Cranfield); Ph.D. (Bath), DBA (honoris Causa) (Chosun, South Korea)

DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH & CONSULTANCY)
Prof. Deus D. Ngaruko: B.Sc. (Agric. Economics) Makerere University; M.Sc. (Agric. Economics) SUA; DIC (Economics) & Ph.D. (Econ) Imperial College London, UK.

DEPUTY VICE CHANCELLOR (PLANNING, FINAMCE & ADMINISTRATION)
Prof. George Oreku: BSc. Computer Science (Ukraine); MSc. Computer Science (Ukraine); PhD Computer Science (People's Republic of China); Post-Doctoral Economic Sciences and Information Technology (South Africa)

DEPUTY VICE CHANCELLOR (LERNING TECHNOLOGY& REGIONAL SERVICES)
Prof. Alex B. Makulilo: LL. B (UDSM) (Hons), LL.M ICT (OSLO), Ph.D. (Bremen), Postdoc (Bremen)

SECRETARY TO COUNCIL/LEGAL COUNSEL
Ms. Nelly G. M. Moshi (Advocate): LL.B (UDSM), LL.M (OUT)

MANAGER TO THE VICE CHANCELLORS OFFICE
Dr. Albert Z. Memba: Diploma in Journalism (TSJ). B.A. (PSPA), M.A. (PS & PA) UDSM; Ph.D. (China)

DIRECTOR OF PLANNING AND DEVELOPMENT
Mr. Benjamini Bussu: B.A. Economics, Dar: PGD (International Business Mgt.), Dar: MEDD (UDSM)

DIRECTOR OF FINANCE AND ACCOUNTS
Mr. Azimio J. Taluka: ADA (IFM), CPA (T) (NBAA), M.Sc. (Finance) (Strathclde, UK)

DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION
Mr. Francis E. Badundwa: B.A (Political Science & Public Administration), UDSM;
MSc HRM (MZUMBE)

DIRECTOR OF TEACHING, LEARNING AND EXAMINATION SERVICES
Prof. Paulo Wilfred: B.Sc. Wildlife Management; M.Sc. Management of Natural Resources (SUA), Ph.D. (Nottingham, UK)

DIRECTOR OF POSTGRADUATE STUDIES
Prof. Magreth S. Bushesha: B.A. Ed. Hons (University of Dar es Salaam); M.A. Geography and Environmental Management (University of Dar es Salaam); Ph.D. Geography &Envir. Studies, (University of Bradford).

DIRECTOR OF RESEARCH, PUBLICATION, INNOVATION AND ENTREPRENEURSHIP
Dr. Harrieth G. Mtae: Diploma in Education (Monduli TTC); BSc (Human Nutrition) SUA; MA (Rural Development) SUA, PhD (OUT)

QUALITY ASSURANCE UNIT
Dr. Daphina Libent Mabagala: B.A. Ed. Hons; M.A. (ASP) Dar; Postgraduate Cert. in Early Childhood (UVic, Canada); Ph.D. (Kenyatta)

Coordinator, Statistics and Data Management Unit
Dr. Rene Costa: B.Sc. Ed (Hons) (Chemistry/Biology) OUT; M.Sc. in Materials Science and Engineering (NM, AIST), PhD (NM, AIST)

Statistician
Mr. Zawadi Mwakaliku Anyelwisye: B.Sc. Applied Statistics (Mzumbe)

Coordinator Monitoring and Evaluation Unit
Dr. Emmanuel Kazuva: BA (Ed) Hons, OUT; MSc (NRAM), UDSM; PhD (Envir. Sc.), NENU, People's Republic of China

M&E Officer
Janeth Gwimile: B.Sc. (Computer Sc – Osmania, India), Cert. M& E (MSTCDC, Arusha), M.A. M&E (OUT)

Coordinator Risk Management Unit
Dr. Prisca Mbogo: Dip (ED) Morogoro TTC; BED (ARTS)UDSM; MA. Ed (UDSM), PhD (OUT

QA Officer
Mr. Adrian Chamwela Mgulambwa: BA(Ed) Hons, MA (Ed) UDSM

QUALITY ASSURANCE COORDINATORS
Directorate of Teaching, Learning and Examination Services
Mr. Godfrey Gradius: BSc. Statistics (UDOM), MSc. Economics (OUT)

Directorate of Postgraduate studies
Dr. Noel Matemba: BA (UDSM), MA (DS) UDSM, PhD (SUA)

Directorate of Undergraduate Studies
Ms. Sia Machenje, LLB (OUT) Masters of Human Resources (OUT)

Communications and Marketing Unit
Mr. Yusuphu Nandonde: BA (Mass Communication) OUT

Internationalization and Convocation Unit
Dr Maulana Ayoub Ali: LLB (Hons), Zanzibar University; LLM in IT &T (OUT),PhD Sharda University New Delhi-India

The Directorate of Library Services
Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM).

Directorate of Planning and Development
Ms. Sikudhani Hamis

Directorate of Finance and Accounting
Mr. Jackson Kamugisha: BBA, MBA (Finance) OUT.

Directorate of Research, Publications, Innovation and Entrepreneurship
Mr. Edwin E. Shadrack: BALIT (Hons),(UDSM)

Directorate of Human Resources Management and Administration
Ms. Theresa J. Bagenda (Principal HRO II): LLB (OUT), MBA in Human Resources Management (OUT), Bachelor of Arts with Education (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC).

Faculty of Arts and Social Sciences
Ms. Celia Muyinga: BA (Hons) Tourism Management, (Leads UK) MA Tourism studies with Ecotourism

Faculty of Education
Mr. Mark M. Issamaki: Dip Phil (Morogoro), BA (Phil) (Italy), PGDE (UDSM) MEd ODL (OUT)

Faculty of Business Management
Dr. Salum. S. Mohamed: BBA (Hons) (ZU), MBA (WHUT China), PhD (WHUT China)

Faculty of Science, Technology and Environmental Studies
Dr. Vedastus W. Makene: BVM; MVM (SUA), PhD (South Africa)

Faculty of Law
Mr. Msafiri Mabera: LLB (Hons), Zanzibar Univ., LL.M (Mzumbe).

Institute of Educational and Management Technologies
Ms. Luly Bulili: BSc IT (IUIU, Uganda); MSc ICT4D (CBE)

Institute of Continuing Education
Mr. Beatus Nsiima

Procurement Management Unit
Mr. Atufigiwege Mwaibinga

Directorate of Students Services
Ms. Sophia Nchimbi: BA. Sociology Hons (UDSM); MA. Sociology (UDSM

Directorate of Consultancy Services
Revocatus Biro

DIRECTOR OF UNDERGRADUATE STUDIES
Dr. Helen Benjamin Kiunsi: Dip. International Relations and Diplomacy (CFR), LL.B (Hons) OUT; LL.M. (International trade Law) Stellenbosch SA; PhD (International Tax) OUT.

DEANS OF FACULTIES
Faculty of Arts and Social Sciences
Dr. Dunlop. O. Ochieng; Dip (Ed); B.A (Culture) Hons; M.A (Linguistics) UDSM, PhD (Germany)

Faculty of Business Management
Dr. Joseph J. Magali: BSc. Agric.Econ& Agribuss (SUA) MBA (OUT). Ph.D. (Bus.Admn-FM) DUFE (China)

Faculty of Education
Dr. Theresia J. Shavega: Dip (Ed.) (Marangu); BA (Ed.) Hons; MA (ASP) (Dar); PhD (Utrecht – Netherland)

Faculty of Law
Dr. Rindstone Bilabamu Ezekiel: BTh (Tuma), LL.B (Hons); LL.M (UDSM); Ph.D (OUT)

Faculty of Science, Technology and Environmental Studies

Dr. Matobola J. Mihale: B.Sc. (Ed) Hons; M.Sc. Chemistry (UDSM), Ph.D. Chem (VUB, Belgium)

DIRECTORS OF INSTITUTES

Institute of Continuing Education:

Dr. Jacob Leopard: B Ed (English) UDSM, MA (Linguistics) UDSM, PhD (China)

Institute of Educational and Management Technology:

Dr. Catherine Gerald Mkude: BSc. Computer Science (UDSM), MSc. Business Information Systems Management (London), PhD E-Government (Koblenz, Germany)
'

Director of Library Services

Dr. Lilian D. Isowe: Dip. Ed (DTC), BA Education (UDSM); MA (Information Studies) (UDSM), PhD (Moi, Kenya)

A MAP OF TANZANIA SHOWING DIRECTORS OF REGIONAL/COORDINATION CENTRES

Kagera
Mr. Medard Rembesha

Mara
Dr. Asha Katamba

Mwanza
Dr. Ancyfrida Prosper

Geita
Mr Ally Ally Abdu

Simiyu
Mr. Raphael J. Mokoki

Arusha
Dr. Nangware Kajia Msofe

Kilimanjaro
Mr. Dennis Semiono

Shinyanga
Dr. Agatha Mgogo

Kahama
Mr. Oscar Damas

Kigoma
Ms. Chilegetse Archangela Minanago

Manyara
Mr. Ahmed Idd Mussa

Pemba
Mr. Nassor A. Suleiman

Tabora
Dr. Johnas A. Buhori

Tanga
Ms. Hafidha Hatibu

Dodoma
Dr. Mohamed Salum Msoroka

Unguja
Dr. Salma O. Hamad

Katavi
Dr. Juma Matonya

Singida
Mr. Bernard B. Komba

Dar es Salaam

Morogoro
Dr. Wambuka Rangi

Kinondoni
Dr. Dionis Ndolage

Iringa
Dr. Nasra H Ally

Pwani
Dr. Josephat Saria

Rukwa
Dr. Adam Namamba

Mbeya
Dr. Goodluck J. Moshi

Ilala
Dr. Bahati Mbilinyi

Songwe
Mr. Lusekelo Mwanongwa

Njombe
Mr. Godwin E. Kessy

Lindi
Ms. Neema Paul Magambo

Ruvuma
Dr. Frank E. Julius

Mtwara
Dr. Msafiri Njoroge

Tunduru
Mr. Katuma Wandwi

INTRODUCTION

The Open University of Tanzania consists of the following faculties, institutes and directorates: The Faculty of Arts and Social Sciences; Faculty of Education; Faculty of Science, Technology and Environmental Studies; Faculty of Law, Faculty of Business Management, Institute of Continuing Education; Institute of Educational and Management Technologies,; Directorate of Undergraduate Studies, Directorate of Postgraduate Studies, Directorate of Research, Publications and Innovation, Directorate of Library Services, Directorate of Consultancy Services, Directorate of Students Services, Directorate of Finance and Accounting, Directorate of Human Resources Management and Administration, Quality Assurance Unit, Communications and Marketing Unit and Internationalization and Convocation Unit and The Open University of Tanzania Consultancy Bureau (OCB)

This Prospectus features the Undergraduate Programmes. It puts together general and specific regulations governing the conduct of all degree and non-degree programmes at the University. These programmes are offered in the following directorates and units.

DIRECTORATE OF UNDERGRADUATE STUDIES

The Directorate responsible to properly coordinate all undergraduate student's admission processes in the university and oversee all matters pertaining to undergraduate programmes.
The Directorate performs the following functions:
  i) To prepare and implement the undergraduate student's admission policies, strategies and plan of the University;
  ii) to process the selection and admission of Bachelor and non-degree students;
  iii) To monitor undergraduate students' progress and identify any problems that interfere with completion of programs;
  iv) To prepare and manage admission records of undergraduate students;
  v) To coordinate students' credit transfers to and from the Open University of Tanzania;
  vi) To administer the students' online application system (OAS);
  vii) To prepare and implement students' orientation in all regional and coordination centres across the country;
  viii) To process approvals of students' postponement and resumption of studies, credit transfer, change of programme, de registration;
  ix) To oversee the implementation of Regulatory Bodies' admission guidelines.

DIRECTORATE OF TEACHING, LEARNING EXAMINATION SERVICES

The Directorate is responsible to centrally coordinate and oversee all activities regarding the management of the University examinations, student registration, academic records and qualifications, and issuing of various certificates, transcripts, and other awards. The Directorate performs the following functions:
  i) To coordinate online course and examination registration
  ii) To prepare, develop, disseminate, and update on an annual basis all examination-related guidelines, tools, and procedures for both students and staff based on the Senate decisions;
  iii) To scrutinize the quality, security, and printing requirements and oversee the vetting process and validation of examination centres and panel marking premises;
  iv) To oversee the approval process of student's examination results including credit transfer scores;
  v) To develop and oversee the management of all examinations-related information systems;
  vi) To prepare preliminary lists of prospective graduands for guidance to faculties;
  vii) To oversee the management of certificates, transcripts, progress reports, and other awards;
  viii) To create mechanisms for improved student services including supporting students with special needs, and handling student examination matters;

INSTITUTE OF EDUCATIONAL MANAGEMENT AND TECHNOLOGIES

The main objective of the institute is to coordinate all ICT services at the university including planning of all ICT services to ensure quality and standards of ICT services and maintaining network and software systems security.

This institute is designated to perform the following functions:
  i) To ensure that technology is used at the OUT to enhance teaching and learning.
  ii) To oversee the implementation of the OUT Rolling Strategic Plan in matters related to ICT and education technology;
  iii) To supervise the implementation of the ICT Policy and ICT Strategy, together with the ICT Master Plan;
  iv) To oversee the installation and maintenance of ICT infrastructures at OUT and its regional centres;
  v) To oversee the implementation of the E-learning strategy and -documentation of all learning resources developed by OUT Staff;
  vi) To oversee the training of staff and students in all matters related to the use of IT in teaching and learning;

INTERNATIONALIZATION AND CONVOCATION UNIT

The objective of this unit is to properly manage the increasingly growing numbers of international students and international linkages with the OUT across the globe in a meaningful manner. Specifically, the unit performs the following functions:
  i) To oversee the participation and compliance of OUT in national, regional and global initiatives such as the SADC and EAC Protocols;
  ii) To spearhead the increase of foreign students' enrolment in both undergraduate and postgraduate programs;
  iii) To improve correspondences with international students in order to promote enrolment, international students support, partnership and outreach initiatives;
  iv) To improve the marketing strategies with our embassies and our sister institutions abroad in order to attract potential applicants as much as possible;
  v) To arrange supervision of examinations and f research to students abroad;

DIRECTORATE OF STUDENTS SERVICES

The objective of the Directorate of Students Services is to ensure a conducive university learning environment in support of institutional vision, mission and objectives by taking care of all forms of students' welfare matters (personal, social and spiritual etc).

The Directorate has the following functions: -
  i) To advise the Deputy Vice-Chancellor (Planning, Finance and Administration) on all matters pertaining to the management of students' welfare services;
  ii) To develop, appropriate strategies for anticipating, controlling and managing students' conflicts;
  iii) To ensure an acceptable code of conduct and morality for students;
  iv) To coordinate the management of the students' governance and student's organisation(s);
  v) To serve as counsellor to students on academic, social and health problems;
  vi) To organize sports, games and other social activities for students;
  vii) To coordinate career guidance counselling and job placement of students; and
  viii) To facilitate the processing of students' loan applications where applicable.

DIRECTORATE OF RESEARCH PUBLICATIONS AND INNOVATION

The objective of the directorate is to coordinate activities of Research and Development (R&D) and Science, Technology and Innovation (STI) in order to enhance the University's capacity to advance the frontiers of knowledge.

The Directorate is designed to perform the following functions:
  i) To promote a sustainable research and publications culture within the university;
  ii) To provide institutional oversight and coordination of research programmes/projects;
  iii) To facilitate research collaboration within and outside the university;

iv) To coordinate multidisciplinary research teams to develop large-scale projects;
v) To develop a dynamic policy on the sourcing and effective administration of research funds;
vi) To oversee the implementation of research ethics policy and operational procedures;
vii) To market the OUT research, publications and innovation capacity to a wider community;
viii) To oversee and coordinate all OUT publications; journals, study materials, textbooks etc;
ix) To safeguard the intellectual property rights of the academic community of the University;
x) To promote Innovation and entrepreneurship knowledge management
xi) To ensure that research outputs such as technologies, processes, approaches and products from faculties/Institutes/directorates of OUT contribute significantly in the creation of new economic activities in Tanzania;
xii) To put in place mechanisms that allow academic staff, graduates and individuals to convert their research outputs and/or business ideas to commercial companies; and
xiii) To attract investment in innovation and commercialization of research results by creating funding mechanisms (Product Development Fund) while increasing the scope and size of risk capital in the Country.

QUALITY ASSURANCE UNIT

To ensure quality in the university's research, consultancy, teaching and learning; and that the university awards meet the quality and standards commensurate with national and international academic norms. The Unit is designed to perform the following activities:
i) To Oversee the implementation of the Quality Assurance Policy and Operational Procedures:
ii) To assure and control the quality of academic delivery at all stages as provided for in the various policies and operational procedures;
iii) To plan and oversee training of new and existing staff in quality assurance and control policy and procedures;
iv) To liaise and follow up with TCU on all accreditation and program review matters;
v) To plan and coordinate Self-Assessment and external assessment for re-accreditation; and
vi) To organize and conduct workshops on quality assurance matters.

DIRECTORATE OF CONSULTANCY SERVICES

The objective of the Directorate is to oversee issues related to the provision of consultancy services and ensure that there is effective utilization of professional skills available in the University for the provision of quality public services and generation of income.
The Directorate performs the following functions: -
i) To coordinate and administer all consultancies activities at the Open University of Tanzania;
ii) To Coordinate non-accredited training courses at the university including designing of short courses that are offered to members of the public and as per the demands of the market;
iii) To facilitate and promote collaborative public services links with other institutions, industries and donors;
iv) To develop and enhance contacts with commercial organizations and other organizations in a manner that will lead to collaborative research and educational ventures;
v) To ensure OUT staff whose expertise has a commercial value benefit financially as well as professionally from their external work. It is in this way that OUT will also sustain its operations through increased income generation; (vi) To ensure the university and its staff have alternative income stream through concerted efforts to train and build the capacity of staff members;
vi) To enhance the University's programmes, courses, teaching, research and publications through provision of case studies and real-world problems drawn from successful consultancies;
vii) To develop solutions for complex client situations to ensure the meeting of goals and objectives and deliver results on time; and
viii) To constantly develop innovative strategies that contribute in resolving societal problems through consultancy work.

REGIONAL CENTRES

The objective of the Regional Centres is to supervise the delivery of Teaching and Learning and all other administrative services within the regional centres.

Specifically, these regional centres perform the following functions:

i) To provide guidance and counselling to students at the regional centre on all matters related to academics;

ii) To follow up and records keeping of students' academic progress and scripts after marking;

iii) To arrange and conduct Orientation, Face to Face, Timed Tests and Annual Examination sessions at the Regional Centre;

iv) To invigilate examinations, safe keeping of examinations, students answer scripts and their onward transmission to the Head Office;

v) To organize public lectures, discussion groups, workshops and seminars at the Regional Centre;

vi) To disseminate information to students and the general public as a whole about the OUT academic programs and other important information;

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY

The University offers various Bachelor degrees, Diploma and Certificate Programmes in its five faculties and in the Institute of Continuing Education (ICE).

FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

At the undergraduate level, FASS currently offers 16 Bachelor degree programmes and 4 non degree programmes through the Open and Distance Learning (ODL) mode of delivery. These include:

1. Bachelor of Arts in Tourism Management
2. Bachelor of Arts in Sociology
3. Bachelor of Social Work
4. Bachelor of Arts in Journalism
5. Bachelor of Arts in Mass Communication
6. Bachelor of Community Economic Development
7. Bachelor of Arts in Economics
8. Bachelor of Arts in Natural Resource Management
9. Bachelor of Arts in Population and Development
10. Bachelor of Arts in Literature*
11. Bachelor of Arts in Kiswahili and Creative Studies
12. Bachelor of Arts in English Language and Linguistics
13. Bachelor of Library Information Management
14. Bachelor of Arts in History and Cultural Heritage *
15. Bachelor of Arts in Public Administration
16. Bachelor of Arts in International Relations
17. Certificate in Social Work NTA Level 4 & 5
18. Certificate in Monitoring & Evaluation
19. Diploma in Social Work
20. Diploma in Monitoring & Evaluation

FACULTY OF BUSINESS MANAGEMENT (FBM)

1. Bachelor of Human Resource Management
2. Bachelor of Business Administration (Accounting)
3. Bachelor of Business Administration (Finance)
4. Bachelor of Business Administration (Marketing)
5. Bachelor of Business Administration (Human Resource Management)
6. Bachelor of Business Administration (International Business)
7. Bachelor of Procurement and Supply Chain Management
8. Certificate in Business Administration NTA Level 4 &5
9. Certificate in Accountancy NTA Level 4 & 5

10. Certificate in Procurement and Supply NTA Level 4 & 5
11. Certificate in Entrepreneurship NTA 4
12. Diploma in Business Administration
13. Diploma in Accountancy
14. Diploma in Procurement and Supply
15. Diploma in Entrepreneurship

FACULTY OF EDUCATION (FED)
1. Bachelor of Arts with Education
2. Bachelor of Business Administration with Education
3. Bachelor of Education in Special Education
4. Bachelor of Education Teacher Educator
5. Bachelor of Education in Adult and Distance Learning
6. Bachelor of Education in Educational Policy and Management
7. Diploma in Early Childhood Care and Education
8. Certificate in Early Childhood Care and Education

FACULTY O SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES (FSTES)
1. Bachelor of Science in   Data Management
2. Bachelor of Science in Energy Resources
3. Bachelor of Science in Environmental Studies
4. Bachelor of Science in Food, Nutrition and Dietetics
5. Bachelor of Science General
6. Bachelor of Science with Education
7. Bachelor of Science in Information, Communication and Technology
8. Certificate in Computing and Information Technology NTA Level 4 & 5
9. Certificate in Poultry Production and Health*
10. Diploma in Computer Science (NTA Level 6)
11. Diploma in Poultry Production and Health*

FACULTY OF LAW (FLW)
 Bachelor of Laws

INSTITUTE OF CONTINUING EDUCATION (ICE)
The Institute offers several Certificate Programmes including:
1. Certificate in Hair and Beauty Therapy
2. Certificate in Youth Work
3. Certificate in Library and Information Studies
4. Certificate in Distance Education*
5. Diploma in Commonwealth Youth in Development Work
6. Diploma in Primary Teacher Education
7. Diploma in Library and Information Studies
8. Diploma in Distance Education and Open Learning*

DIRECTORATE OF UNDERGRADUATE STUDIES
Admission Regulations 2023– 2024 Academic Year
1. The Open University of Tanzania (OUT) is an Open and Online Learning higher education institution, which offers various certificates, diplomas, and degrees programmes in a wide range of fields. http://www.out.ac.tz.

2. **Application fee:** Application fee for admission for undergraduate and non- degree programmes is Tanzania Shillings (Tshs) 10,000/= (ten thousand only) and its equivalence for international students.

3. **Admission cycles**: The OUT has two admission cycles. The first admission cycle is September 2023 and second is April 2024. Applicants selected to study in any admission cycle will be admitted according to dates approved by Senate, Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education and Training (NACTVET).

4. **Documents required for application**: Any applicant applying for admission at the OUT must have form four index number, form six index number or Award verification number (AVN) from (NACTVET) for Diploma holders, National Identity Number (NIDA), AVA certificate from VETA graduates. Applicants applying degree programmes by using prior degree or form four and six certificates obtained prior 1988 or NTA level 5 must upload their certificates online in the OUT online application system and send the same to dugs@out.ac.tz and copy to records.dugs@out.ac.tz and admission@out.ac.tz.

5. **Foreign certificates:** Applicants with foreign certificates must use equivalent translation number during application. The equivalence number can be obtained from National Examination Council of Tanzania (NECTA) for form four and six holders; (NACTVET) for ordinary Diploma and certificates, TCU for Degrees holders. The equivalence translation can be obtained through online website of the relevant authorities. It should be clearly understood that responsibility and cost of obtaining equivalent translation for foreign certificate is solely vested on applicants. The OUT is not responsible in any ways in that processes. Any application with foreign certificate without equivalent to Tanzanian standards shall not be considered.

6. **Names for academic purposes:** Applicants are required to use names as they appear in their form four certificates or equivalent translations of the O level certificate during application processes. Selected students are required to register by using names as they appear in their form four certificates or its equivalent translation. The official order of names during registration shall be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, only those two names shall be used and the second name in the list will be taken as surname. Change of names by students is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land.

7. **Mode of application:** Application for admission must be done through Online Application System (OAS) of the OUT. The OAS is available at www.out.ac.tz in the undergraduate window. Applicants must complete all sections in the online application system. In case of problem, the application may be done by filling an application form available at OUT websiteand any OUT regional centre. A dully-filled application form should be submitted directly to any nearest OUT Regional centres and at designated centres outside Tanzania for online processing.
8. **Admission processes:** Admission processes shall be done in accordance with admission rules as approved by OUT Senate. The selected students shall be submitted to undergraduate admission board, undergraduate studies Committee and Senate for final approval. The students approved by OUT senate shall be submitted to TCU and NACTVET for verification.

9. **Announcement of selected students:** Selected applicants shall be announced through OUT website, OUT regional centres, contacts of selected applicants submitted during application, newspaper and social media.

10. **Reporting at the University:** Selected students are required to report at any nearest OUT regional centre for registration within 30 days from the date of commencement of academic year.

11. **Paid fees:** Fees once paid are not refundable. However, in extremely exceptional circumstances, consideration refund for the fees paid may be made to those who have graduated and paid excess fees. Where this is applicable, the approval of refund shall be made subject to a charge of 15% of the amount refunded. The percentage deduction rate shall be set, announced and reviewed by University from time to time. Notably, no refund for any student who voluntarily requested to withdraw from studies at the OUT.

12. **Registration:** The Registration at the OUT will be considered only if the University receives convincing evidence that the admitted student will be adequately financed during his or her study at the University. Applicants from other countries in need of financial assistance to meet fees and other expenses should apply for bursaries from their respective governments, employers or other sponsoring agencies.

    Registration procedures for newly selected students
    i)   Student shall be required to pay Tshs 210,000/= for local student and its equivalence for international students' prior course registration. The payment shall be made as per generated control number as prescribed in admission letter. The official receipt for any payment made must be obtained from any OUT nearest regional centre.
    ii) Upon payment, student shall be issued with an account (user name and password) from Academic Records Management Information System (ARMIS) for registration. The OUT officials at all OUT regional centres will guide students on how to register online. The ARMIS account is used also for examination registration, accessing online academic materials in the moodle platform, examination results and payment status.
    iii) Students shall be required to register courses for the programme selected in the SARIS. Upon registration student must confirm and print invoice. Before registration of courses, students must make sure have read the OUT prospectus and student handbook of relevant faculty and directorate available at www.out.ac.tz and all OUT regional centres.
    iv) Students are required to pay various University fees within given period as prescribed in the invoice.
    v)   Upon payment of required fees, a newly admitted student shall be considered as officially registered student of the Open University of Tanzania.

13. **Annual Registration**
    i)   In every new academic year, all continuing students are required to re-register online by using SARIS account. A student who fails to re-register shall not be recognized as a bonafide student of the OUT for that academic year, and may not be able to access the SARIS account for academic and examination registration.
    ii) During annual re-registration, students must register courses of their studies for that particular academic year for purposes of coursework assessment and annual examinations, field practice, science and teaching practical they plan to attempt.
    iii) Students are required to register online for examination sessions at least one month before examination or as the time described in the OUT almanac of particular academic year. The registered students will be issued with Examination Hall Ticket (EHT) to allow them to enter into the examination hall once endorsed by the Director of the Regional Centre.
    iv) Academic services including but not limited to assignments, tests, practical, face to face sessions, examinations and even provision of any financial assistance shall be directed only to students dully registered in that particular academic year.

14. **Change of programme:** Registered students may change programme provided they have entry qualifications of the new programme wish to study. The application for change of programme shall be done online through Open University online application system (OAS) within two weeks of registration period as required by OUT Senate and TCU. A fee or change of programme is Tshs. 30,000/= (thirty thousand only) for local students and its equivalence for international students.

i) Change of programme shall be made at the beginning of academic year for first year students only.

ii) No change of programme allowed for any continuing students.

15. **Credit transfer:** A student admitted into a degree programme in any other University wish to transfer to OUT for purposes of accumulating credits on a specific subject, module or course or part of it from other higher learning shall be required to fulfil the following conditions: -

i) Must be registered in any higher learning institution and approved by TCU

ii) Must be registered in the programme to which the credit will be accumulated

iii) The subject course of module for credit accumulation must be relevant to the programme to which the student is registered.

iv) The subject, course or module has been successful completed before the credit transfer.

v) Transfer of credits takes place within a period not exceeding five years from the time they earned.

vi) The transfer student should have cleared allsupplementary examination from realising Institution but can transfer carryovers.

vii) Students discontinued on disciplinary action not allowed transferring their credit. However, those wishing to continue in programmes the discontinued from, have to wait until a lapse of three years.

viii) Credits for dissertation and final year project, practical and field-based subjects shall not be transferred.

ix) A candidate discontinued on academic grounds at any of the accredited universities in Tanzania shall be allowed to apply afresh into another programme.

x) If any candidate previously discontinued from University studies shown to have cheated to gain admission by credit transfer, he/she shall be discontinued from studies.

The Procedure for Credit Transfer at OUT

Application for credit transfer is done both online and manually as per provided steps below.

i) he applicant must apply for admission at the OUT through the OUT Online Application System (OAS) available at www.out.ac.tz undergraduate window.

ii) Log in OAS by using application account eg. S0175/0012/2009 password 123456 and follow instructions as indicated in the OAS.

iii) Write a letter requesting credit transfer to Deputy Vice Chancellor Academic Research and Consultancy, UFS, Director of Undergraduate Studies, Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania.

iv) The letter must clearly state reasons for transfer and accompanied by the following documents: -academic transcript from releasing university, releasing letter showing reasons for transfer from releasing University, relevant academic certificates and AVN numbers for the Diploma holders or equivalence number for international students used to gain admission at releasing university, official receipt of Tshs 80,000/= for local and USD 100 for international students obtained at any nearest OUT regional centre office.

v) The letter must be sent through email to dvc-ac@out.ac.tz and copy to dugs@out.ac.tz.

16. **Duration of Programmes:** The minimum duration for completion of an undergraduate degree is three years, diplomas two years and certificates one year. The maximum registration period for undergraduate degree is six years, three for diploma and two years for certificate programmes. A non-refundable fee of Tshs 50,000/= for local students and USD 50 for international students is charged for any request to extend registration period. Any students exceed registration period shall be de-registered from studies at the OUT.

17. **Voluntary de-registration**: Students wishing to de-register from studies at the OUT for any reason must write a letter to Deputy Vice Chancellor Academic Research and Consultancy (DVC ARC) requesting de registration from studies at the OUT and state reasons for the same. The application

letter must be accompanied by clearance form, de registration form, Students identity cards and receipts of all payment made at the OUT. The request to de register must be approved by UGSC and SENATE. Student will be informed after approval of Senate in writing. De registration from studies at the OUT must be done at the end of respective academic year only. No de registration is allowed in the mid of the academic year.

18. Admitted students are required to abide with the OUT regulations.

BACHELOR'S DEGREE ADMISSION REQUIREMENT FOR 2023/2024 ACADEMIC YEAR
(For Holders of Form Six Qualifications)

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points	Admission Capacity	Programme Duration (Yrs)
1.	Bachelor of Arts with Education	OU001	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy or Advanced Mathematics.	4.0	300	3-6
2.	Bachelor of Arts in Literature	OU002	Two principal passes in the following subjects **Kiswahili** and in one of the following subjects: History, Geography, English Language, Economics, French, Arabic, Fine Art, Commerce, Accountancy or Advanced Mathematics.	4.0	100	3-6
3.	Bachelor of Arts in Journalism	OU003	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	100	3-6
4.	Bachelor of Arts in Mass Communication	OU004	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	150	3-6
5.	Bachelor of Arts in Sociology	OU005	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	350	3-6
6.	Bachelor of Social Work	OU006	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	200	3-6
7.	Bachelor of Arts in Tourism	OU007	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	100	3-6
8.	Bachelor of Business Administration with Education	OU008	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	60	3-6
9.	Bachelor of Education in Special Education	OU010	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	250	3-6
10.	Bachelor of Science in Environmental Studies	OU011	Two principal passes in the following subjects: Agriculture, Biology, Chemistry, Physics, Mathematics, Economics, History or Geography **or** Foundation Programme of the OUT with a minimum	4.0	200	3-6

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points	Admission Capacity	Programme Duration (Yrs)
			GPA of 3.0 accumulated from six core subjects and a minimum of **C** grade in three subjects, from Biology, Chemistry, Physics, Mathematics, Economics, History or Geography.			
11.	Bachelor of Laws	OU012	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy Physics, Chemistry, Biology or Advanced Mathematics.	4.0	300	3-6
12.	Bachelor of Science General	OU014	Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	250	3-6
13.	Bachelor of Science with Education	OU015	Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	250	3-6
14.	Bachelor of Science in ICT	OU016	Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	250	3-6
15.	Bachelor of Business Administration (Accounting)	OU017	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	400	3-6
16.	Bachelor of Business Administration (Finance)	OU018	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	250	3-6
17.	Bachelor of Business Administration (Marketing)	OU019	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	400	3-6
18.	Bachelor of Business Administration (Human Resource Management)	OU020	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	400	3-6
19.	Bachelor of Business Administration (International Business)	OU021	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	250	3-6

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points	Admission Capacity	Programme Duration (Yrs)
20.	Bachelor of Human Resource Management	OU022	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	450	3-6
21.	Bachelor of Education Teacher Educator	OU023	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	250	3-6
22.	Bachelor of Education in Adult and Distance Learning	OU024	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	200	3-6
23.	Bachelor of Education in Educational Policy and Management	OU025	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	400	3-6
24.	Bachelor of Arts in Economics	OU026	Two principal passes in **Economics** and in one of the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Commerce, Accountancy or Advanced Mathematics.	4.0	200	3-6
25.	Bachelor of Arts in English Language andLinguistics	OU027	Two principal passes in the following subjects: English Language History, Geography, Kiswahili, Economics, French, Arabic, Fine Art, Commerce,Accountancy or Advanced Mathematics	4.0	100	3-6
26.	Bachelor of Arts in Kiswahili and Creative Studies	OU028	Two principal passes in Kiswahili and in one of the following subjects: History, Geography, English Language, Economics, French, Arabic, Fine Arts, Commerce, Accountancy or Advanced Mathematics.	4.0	100	3-6
27.	Bachelor of Arts in History and Cultural Heritage	OU029	Two principal passes in **History** and in one of the following subjects: Kiswahili, Geography, English Language, Economics, French, Arabic, Fine Art, Commerce, Accountancy or Advanced Mathematics.	4.0	100	3-6
28.	Bachelor of Arts in Natural Resources Management	OU030	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	250	3-6
29.	Bachelor of Arts in Population and Development	OU031	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	200	3-6

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points	Admission Capacity	Programme Duration (Yrs)
30.	Bachelor of Arts in Public Administration	OU033	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	300	3-6
31.	Bachelor of Arts in International Relations	OU034	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.	4.0	300	3-6
32.	Bachelor of Community Economic Development	OU035	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	250	3-6
33.	Bachelor of Library & Information Management	OU036	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	100	3-6
34.	Bachelor of Science in Energy Resources	OU037	Two principal passes in the following subjects: Physics, Chemistry, Biology, Geography, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not Physics, an applicant **must** have a minimum of "**D**" grade in Physics at O-Level.	4.0	100	3-6
35.	Bachelor of Science in Food, Nutrition and Dietetics	OU038	Three principal passes in **Chemistry, Biology** and either **Physics or Advanced Mathematics or Nutrition or Geography or Agriculture** with a minimum of 6 points, whereby one **must** have at least a **C** grade in Chemistry or Nutrition or Agriculture or Biology.	4.0	150	3-6
36.	Bachelor of Science in Data Management	OU039	Two principal passes in the following subjects: Physics, Chemistry, Biology, Geography, Economics, Commerce, Accountancy, Advanced Mathematics, Agriculture, Computer Science or Nutrition Studies.	4.0	250	3-6
37.	Bachelor of Procurement and Supply Chain Management	OU040	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.	4.0	600	3-6

UNDERGRADUATE ADMISSION REQUIREMENT FOR 2023/2024 ACADEMIC YEAR
(For Holders of Ordinary Diploma or Equivalent Qualifications)

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
1.	Bachelor of Arts with Education	OU001	Diploma in Education, School Inspection or Physical Education **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	300	3-6
2.	Bachelor of Arts in Literature	OU002	Diploma in literature, Education, Linguistic, Kiswahili, Cultural Heritage**,** Tourism, Marketing, Youth Development Work with an average of "B" **or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
3.	Bachelor of Arts in Journalism	OU003	Diploma in Journalism, Mass Communication, Radio Broadcasting, Radio Production, Television Production, Theatre and Film, Media Studies, Performing and Virtual Arts, Theatre Arts, Multimedia Technology, ICT, Public Relations, Education or International Relations **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
4.	Bachelor of Arts in Mass Communication	OU004	Diploma in Journalism, Mass Communication, Radio Broadcasting, Radio Production, Television Production, Theatre and Film, Media Studies, Performing and Virtual Arts, Theatre Arts, Multimedia Technology, ICT, Public Relations, Education or International Relations **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	150	3-6
5.	Bachelor of Arts in Sociology	OU005	Diploma in Sociology, Social Work, Nursing, **correctional science,** Gender Studies, Counselling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration and management, Development Studies, Information Technology, Computer Science, Public Administration, Marketing and Public Relations, Industrial Relations, Secretarial Studies, Library and Information Management, Human Resource Management, Citizenship, Immigration or Youth Development Work **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	350	3-6
6.	Bachelor of Arts in Social Work	OU006	Diploma in Sociology, Social Work, Nursing, **correctional science** Gender Studies, Counselling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration and management, Development Studies, Information Technology, Computer Science, Public Administration, Marketing and Public Relations, Industrial Relations, Secretarial Studies, Library and Information Management, Human Resource Management, Citizenship, Immigration or Youth Development Work **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	300	3-6
7.	Bachelor of Arts in Tourism	OU007	Diploma in Tourism, Wildlife Management, Culinary Art, Forestry Management, Nature Conservation, Law, Marketing, International Relations and Diplomacy, Environmental Studies, Marine, Hotel Management and Tourism, Logistic and Planning, Clearing and Forwarding, Procurement and Supply, Business Administration,	200	3-6

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
			Social Work, Sociology, Range Management, Tour Guide, Human Resource Management, Hospitality, Cultural and Heritage, Youth Development Work, Food and Beverage or Agriculture **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**		
8.	Bachelor of Business Administration with Education	OU008	Diploma in Business Administration, Education, School Inspection, Phyisical Education, Accounting, Marketing, Procurement, Human Resource Management, Banking, International Business, Business Administration, Financial Management, Economics, Logistics and Supply Chain Management or Finance **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	60	3-6
9.	Bachelor of Education in Special Education	OU010	Diploma in Education, School Inspection or Phyisical Education **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
10.	Bachelor of Laws	OU012	Diploma in Laws, Law Enforcement, Police Science, Public Administration, Secretarial Studies, Criminal Investigation, **correctional science** Law and Sharia, Business Administration, Education Community Development, Cooperative Management and Accounting, Human Resource Management, Industrial Relations, Land Management and Valuation, Library, Records and Information Studies, Local Government Administration, Procurement and Logistics Management, Procurement and Supply, Procurement and Supply Management, Public Sector Finance, Youth Development Work, Cooperative Management and Accounting, Business Information and Communication Technology, ICT, Enterprise Management, Library and Archival Studies, Records Management and Archives Administration, Microfinance Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	300	3-6
11.	Bachelor of Science General	OU014	Diploma in Fisheries Science and Technology, Animal Health and Production, General Agriculture, Education, Horticulture, Laboratory Science and Technology, Veterinary Laboratory Technology, Agro-mechanization, Electrical and Electronics Engineering, Mechanical Engineering, Electrical Engineering, Range Management and Tsetse Control, Clinical Dentistry, Clinical Medicine, Water Laboratory Technology, Renewable Energy Technology, Diagnostic Radiography Bee Keeping, Poultry Production, Health, Nursing or Education **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
12.	Bachelor of Science in Environmental Studies	OU011	Diploma in Environmental Studies, Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology and Water Drilling, Water Laboratory Technology, Irrigation Engineering, Civil Engineering, Water Resource Engineering, Forest Management and Nature Conservation, Mining Engineering, Mineral Processing, Range Management and Tsetse Control, Bee Keeping, Geometrics, Geographical Information System, Transportation Engineering, Wildlife, Forest, Agriculture, Fisheries and Aquatic, Fish Processing, Disaster Management Geology and Mineral Exploration or Education **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	150	3-6

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
13.	Bachelor of Science with Education	OU015	Diploma in Education, School Inspection or Phyisical Education **with an average of "B'' or a minimum GPA of 3.0. OR** Foundation Programme of The OUT **with a minimum GPA of 3.0.**	250	3-6
14.	Bachelor of Science in ICT	OU016	Diploma in Information and Communication Technology, Computer Science, Computer Engineering, Electronics, Computing and Information Communication, Software, Auto-electric, Electrical Engineering, Mechanical Engineering, Business and Information Technology, Automotive Engineering Computer Networks, Laboratory Technology, Statistics, Geomatics, Telecommunications Engineering or Library and Information Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
15.	Bachelor of Business Administration (Accounting)	OU017	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement or Logistics Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Programme of The OUT **with a minimum GPA of 3.0.**	400	3-6
16.	Bachelor of Business Administration (Finance)	OU018	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement or Logistics Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
17.	Bachelor of Business Administration (Marketing)	OU019	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement or Logistics Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	400	3-6

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
18.	Bachelor of Business Administration (Human Resource Management)	OU020	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement or Logistics Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	400	3-6
19.	Bachelor of Business Administration (International Business)	OU021	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
20.	Bachelor of Human Resource Management	OU022	Diploma in Human Resource Management, Records Management, Public Administration, Office Management and Secretariat Services, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Secretarial Studies, Local Government Administration, Business Administration, Labor Relation, Public Relation, Criminal Investigation, Law, Police Science, Procurement, Public Sector Financial Management, Education Management, Development Planning, Community Development, Social work, Entrepreneurship Industrial Relations or Counseling Psychology **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	450	3-6
21.	Bachelor of Education in Teacher Educator	OU023	Diploma in Education, School Inspection or Phyisical Education **with an average** of **"B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
22.	Bachelor of Education in Adult and Distance Learning	OU024	Diploma in Education, School Inspection or Phyisical Education **with an average** of **"B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	200	3-6
23.	Bachelor of Education in Educational Policy and Management	OU025	Diploma in Education, School Inspection or Phyisical Education **with an average** of **"B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	400	3-6

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
24.	Bachelor of Arts in Economics	OU026	Diploma in Economics, Statistics, Accountancy, Banking and Finance, Community Development, Procurement, Logistics, Public Finance and Management, Customs and Tax Administration, Development Administration and Management or Development Planning with Accounting **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
25.	Bachelor of Arts in English Language and Linguistics	OU027	Diploma in Linguistic, English language, Kiswahili, Literature, Education Cultural Heritage**,** Tourism, Marketing, Youth Development Work with an average of "B"**or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
26.	Bachelor of Arts in Kiswahili and Creative Studies	OU028	Diploma in Education, Linguistics or Kiswahili **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
27.	Bachelor of Arts in History and Cultural Heritage	OU029	Diploma in Cultural Heritage, Education, Tourism, Wildlife Management, Culinary Art, Forestry Management, Nature Conservation, Law, Marketing, International Relations and Diplomacy, Environmental Studies, Marine, Hotel Management and Tourism, Logistic and Planning, Clearing and Forwarding, Procurement and Supply, Business Administration, Social Work, Sociology, Range Management, Tour Guide, Human Resource Management, Hospitality, Cultural and Heritage, Youth Development Work, Food and Beverage, Agriculture with an average of "B"**or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
28.	Bachelor of Arts in Natural Resource Management	OU030	Diploma in Natural Resource Management, Wildlife Management, Land use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Development Planning, Statistics, Environmental Studies, Environmental Health Sciences, Environmental Engineering, Energy Resources, Agriculture, Bee Keeping, Geology, Mining Engineering, Water Resource Engineering, Mining Engineering or Mineral Processing **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
29.	Bachelor of Arts in Population and Development	OU031	Diploma in Statistics, Environmental Studies, Development Planning, Demography, Population Studies, Wildlife Management, Land Use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Police Science, Criminal Investigation, Development planning, Statistics, Social Work, Economics, Environmental Management, Development Studies, Development Economics, Commonwealth, Youth Development Work, Distance Education or Open Learning **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	200	3-6
30.	Bachelor of Arts in Public Administration	OU033	Diploma in Public Administration, Human Resource Management, International Relations and Diplomacy, Marketing and Public Relations, Records Management, Police Science, Criminal Investigation, Local Government	300	3-6

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
			Administration, Journalism, Mass Communication, Community Development, Social Work, Sociology, Development Planning, Industrial Relations, Law, Secretarial Studies, Youth Work Development, Library and Information Management, Library and Information Studies or Education **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**		
31.	Bachelor of Arts in International Relations	OU034	Diploma in International Relations, Public Administration, Political Science, International Relations and Diplomacy, Law, Marketing and Public Relations, Industrial Relations, Social Work, Conflict Resolution, International Business, Community Development, Education, Development Planning, Local Government, Strategic Studies, Marketing Management, Commonwealth, Youth Development Work, Sociology or Labour Law **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	300	3-6
32.	Bachelor of Community Economic Development	OU035	Diploma in Community Economic Development, Gender and Development, Community Development, Economics, Sociology, Social Work, Police Science, Development Planning, Counseling, Psychology, Youth Development Work (CYP), Human Resource, Community Health, Pharmacy, Clinical, Criminal Investigation, Policing, Citizenship or Immigration **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6
33.	Bachelor of Library and Information Management	OU036	Diploma in Library and Information Management, Journalism and Mass Communication, Library and Information Studies, Records and Archives Management, Public Administration, Human Resource Management, Education, Information Technology, Computer Science, Law or Secretarial Studies **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
34.	Bachelor of Science in Energy Resources	OU037	Diploma in Energy Resources, Geology, Petroleum, Oil and Gas, Automotive Engineering, Geomatics, Mining Engineering, Water Resource Engineering, Forest Management and Nature Conservation or Mineral Processing **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	100	3-6
35.	Bachelor of Science in Food, Nutrition and Dietetics	OU038	Diploma in Clinical Medicine, Agriculture, Clinical Dentistry, Nutrition, Environmental Health, Nursing or Midwifery **with an average of "B+" or a minimum GPA of 3.5.** In addition, an applicant **must** have a minimum of "D" grade in **any five (5) nonreligious subjects at O-Level. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	150	3-6
36.	Bachelor of Science in Data Management	OU039	Diploma or Full Technician Certificate (FTC) in Data Management, Computer Science, Geomatics, Information Technology, Computer Engineering, Software Engineering, Auto-electric, Telecommunication Engineering, Electronics, Electrical Engineering, Mechanical Engineering, Business and Information Technology, Automotive Engineering, Computer Networks, Laboratory Technology, Geomatics or Statistics **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	250	3-6

S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (Yrs)
37.	Bachelor of Procurement and Supply Chain Management	OU040	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Youth Development Work, Office Management and Secretarial Services, Library and Information Management, **Pharmacy, pharmaceutical**, Labour Relations, Public Relations, Social Work, Project Management, Medical Science, Nursing and Midwifery, Clearing and Forwading, Computer Application, Information Technology, Information Technology with Accounting, Police Science, Law, Criminal Investigation, Counseling, Psychology, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management **with an average of "B" or a minimum GPA of 3.0. OR** Foundation Certificate of The OUT **with a minimum GPA of 3.0.**	300	3-6

ENTRY REQUIREMENT INTO DIPLOMA, CERTIFICATES AND FOUNDATION PROGRAMMES FOR THE 2023-2024 ACADEMIC YEAR

S/N	Program Name (Award)	Admission Requirements	Program Duration (Yrs)	Admission Capacity
1.	Basic Technician Certificate in Entrepreneurship	Holders of Certificate of Secondary Education Examination (CSEE)with at least four (4) passes in non-religious subjects	1.0	100
2.	Basic Technician Certificate in Hair and Beauty	Holders of certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects.	1.0	100
3	Basic certificate in Common Wealth Youth Programme	Holders of certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects		
3.	Diploma in Common Wealth Youth Programme	Holders of Technician Certificate (NTA Level 5) in Youth work OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and Subsidiary in Principal subjects.	2.0	300
4.	Diploma in Distance Education and Open Learning	Holders of Basic Technician Certificate (NTA Level 4) in DistanceEducation.	2.0	300
5.	Diploma in Early Childhood Education (DECE)	Holder of certificate of secondary education examination (CSEE) withFour passes or with two passes for those who have NVA level III recognized by VETA and Grade III A OR Basic technician certificate in teaching with an average of B and above	3.0	10000
6.	Diploma in Library and Information Studies.	Holders of Technician Certificate (NTA level 5) in Library andInformation studies	2.0	100
7.	Diploma in Poultry Production and Health (ODPPH)	Holders of Technician Certificate (NTA Level 5) in Animal Production,General Agriculture With 2.0 GPA and above.	2.0	300
8.	Diploma in Primary Teacher Education (ODPTE)	Holder of Certificate of Secondary Education Examination (CSEE) with four Passes or with two Passes for those who have NVA Level III Recognized by VETA and Grade III A or Basic Technician Certificate in Teaching with An Average of B+ and above OR holder of Advanced Certificate of Secondary Education with one Principal Pass and one Subsidiary from Any two Subjects.	2.0	10000
9.	Ordinary Diploma in Accountancy	Holders of Certificate of Secondary Education Examination (CSEE)with at least four (4) passes in non-religious subjects	3.0	1000
		Holders of Basic Technical Certificate (NTA Level 4) inAccountancy OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects	2.0	1000
10.	Ordinary Diploma in Business Administration	Holders of Certificate of Secondary Education Examination (CSEE)with at least four (4) passes in non-religious subjects	3.0	1000
		Holders of Basic Technical Certificate (NTA Level 4) in Business Administration, Accountancy Marketing	2.0	1000

		and Procurement andSupply OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass and one Subsidiary in Principal subjects		
11	Ordinary Diploma in Computing and Information Communication Technology	Holders of Certificate of Secondary Education Examination (CSEE)with Four (4) passes one of them must be mathematics without non-religious subjects.	3.0	180
		Holders of Basic Technician Certificate (NTA Level 4) in InformationCommunication Technology OR Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and One Subsidiary Pass	2.0	100
12.	Ordinary Diploma in Procurement and Supply	Holders of Certificate of Secondary Education Examination (CSEE)with at least four (4) passes in non-religious subjects	3.0	1000
		Holders of Basic Technician Certificate (NTA Level 5) in Procurementand Supply, Logistics, Clearing and Forwarding, Business Administration, Accounting OR Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and one Subsidiary in principal subjects.	2.0	1000
13.	Ordinary Diploma in Social Work	Holders of Certificate of Secondary Education Examination (CSEE)with four (4) passes in non-religious subjects	3.0	100
		Holders of Basic Technician Certificate (NTA Level 4) in Social work	2.0	200
14.	Foundation Programme	Advanced Certificate of Secondary Education Examination (ACSE) with at least 1.5 points from TWO subjects; with not less than four passes at O level obtained prior to the ACSE. OR An Ordinary Diploma from a recognized institution with a GPA of at least 2.0 OR NTA Level 5 or Professional Technician Level II Certificate with not less than four passes at O level. Passes in Religious and General Studies are not Counted.	1-2 YRS	6000
15	Certificate in Monitoring and evaluation	Certificate of secondary education examination with at least four passes in non-religious subjects	1.0	200
16	Diploma in Monitoring &Evaluation (ME)	Certificate of Advance Secondary Education Examination (A-level) with at least one Principal level pass from any subject and at least any 4 passes (D and above) from Form IV (O-level) subjects (drawn from any/all combinations), or a vocational training certificate from VETA or/and professional body regulations, or an equivalent recognized institution in Tanzania or internationally.	2.0	200

ADMISSION GUIDELINES

Guidelines for Transfer of Admission for Newly Admitted Students Into Bachelor Degree Programmes 2023-2024

First year student's transfers are of two categories; Inter-University Transfer and Intra-University Transfer.

Inter-University Transfer

1. Inter university transfer is a process of transferring admission of the newly admitted students from other universities to the Open University of Tanzania (OUT) during registration period before commencement of academic classes.
2. This is not credit transfer.
3. The applicant wishes to transfer at the OUT must possess a valid admission status from other university for 2023-2024 admission cycles.
4. Applications for transfer of admission must be done online through the OUT Online Application System (OAS) available at www.out.ac.tz undergraduate window as follows; -
    i) Log in OAS by using application account eg S0175/0012/2009 password 123456,
    ii) Click show to generate control number and pay 10,000 by using control number,
    iii) Fill in all your academic qualification as directed by OAS,
    iv) Click transfer button at the end of application,
    v) Choose the university and programs which you were selected,
    vi) Click save button to submit your application.

5. The deadline for inter university transfer for 2023-2024 academic year is 20th November 2023. No transfer shall be processed after set deadlines.

6. Feedback for approved admission transfer shall be announced through website and applicant contacts upon approval by OUT Senate, TCU and NACTVET.

Intra- University Transfer

Intra-university transfer is a process of changing programmes for the newly admitted students at the OUT during registration period. The procedure is as follows:

1. A student wishes to change programme must be registered in the programme which was first selected.
2. Must meet the admission criteria of the new programme wish to change as approved by the OUT Senate.
3. All applications for change of programme must be done online through Online Application System (OAS) by using following steps.
    i) Log in OAS by using application account eg S0175/0012/2009 password 123456,
    ii) Click show to generate control number and pay 30,000 by using control number,
    iii) Select new programme of your choice,
    iv) Click save button to submit your program change request.
    v) An evidence for payment should be sent to dugs@out.ac.tz, copy to records@out.ac.tz and admission@out.ac.tz

4. The window for change of programme shall commence immediate after the announcement of selected applicants.
5. The deadline for change of programme shall be 20th November 2023. No change of programme shall be accepted after set deadlines.

6. The feedback for change of programme approved by Tanzania Commission for Universities and the National Council for Technical and Vocational Education Training shall be announced in the website and applicants contacts.

Guidelines for Credit Transfer to The Open Unviersity of Tanzania

Credit transfer is a process whereby a student admitted and registered into a degree programme in any other University transfers   accumulated credits on a specific subject, module or course or part of it to the Open University of Tanzania (OUT).

The Procedure for Credit Transfer at the OUT

Application for credit transfer is done both online and manually as per provided steps below.

i)   The applicant must apply for admission at the OUT through the OUT Online Application System (OAS) available at www.out.ac.tz undergraduate window.

ii)   Log in OAS by using application account eg. S0175/0012/2009 password 123456 and follow instructions as indicated in the OAS.

iii)   Click show to generate control number and pay 10,000/=or its equivalence for international students by using obtained control number.

iv)   Fill in required application information.

v)   Click credit transfer fee to generate control number and pay 80,000/= or 100 USD for international students by using control number.

vi)   Write a letter requesting credit transfer to Deputy Vice Chancellor Academic Research and Consultancy, Ufs, Director of Undergraduate Studies, The Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania.

vii)   The letter must clearly state reasons for transfer and accompanied by the following documents: academic transcript from releasing university, releasing letter showing reasons for transfer from releasing University, relevant academic certificates and award verification number (Eavn) number for Diploma holders or equivalence number for international students used to gain admission at releasing university, official receipt of Tshs 80,000/= for local and USD 100 for international students obtained at any nearest OUT regional centre office.

viii) The letter must be sent through email to dvc-ac@out.ac.tz and copy to dugs@out.ac.tz .

ix)   Deadline for credit transfer is 28th October, 2023.

x)   Feedback for approved credit transfer shall be announced on the OUT website www.out.ac.tz undergraduate page and to the applicant's contacts.

Guidelines for Change of Programme 2023-2024 Academic Year

Intra-university transfer is a process of changing programmes for the newly admitted students at the OUT during registration period. The procedure is as follows:

1. A student wishes to change programme must be registered in the programme which was first selected.

2. Must meet the admission criteria of the new programme wish to change as approved by the OUT Senate.

3. All applications for change of programme must be done online through Online Application System (OAS) by using following steps.

i)   Log in OAS by using application account eg S0175/0012/2009 password 123456,

ii)   Click show to generate control number and pay 30,000 by using control number,

iii)   Select new programme of your choice,

iv)   Click save button to submit your program change request.

v)   An evidence for payment should be sent to dugs@out.ac.tz, copy to records@out.ac.tz and admission@out.ac.tz

4. The window for change of programme shall commence immediate after the announcement of selected applicants.
5. The deadline for change of programme shall be 20th November 2023. No change of programme shall be accepted after set deadlines.
6. The feedback for change of programme approved from Tanzania Commission for Universities and the National Council for Technical and Vocational Education Training shall be announced in the website and sent to applicants.

FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

1.0   DEGREE PROGRAMMES ON OFFER

This part provides detailed programmes offered at each department as follows; -

1.1   Department of Economics and Community Development (ECED)

ECED is offering two undergraduate programs namely BA Economics (BA ECON) and Bachelor of Community Economic Development (BCED). It also offers Diploma and certificate in Monitoring & Evaluation.

1.1.1   Bachelor of Arts in Economics (BA Econ)

The main objective of the BA ECON programme is to enable students to demonstrate and develop the ability to critically evaluate and apply theories and techniques of economics.

BA Economics Programme Structure

A student is required to complete **36** units in order to qualify for a BA in Economics.

Level I

Code	Course Title	Status	Credits	Units
OEC 130	History of Economic Thought	Core	20	2
OEC 131	Introduction to Microeconomics	Core	20	2
OEC 132	Introduction to Macroeconomics	Core	20	2
OEC 133	Basic mathematics and statistics for Economists	Core	20	2
OEC 134	Social science Research methods	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computers	Core	10	1
Total Units			120	12

Level II

Code	Course Title	Status	Credit	Units
OEC 230	Intermediate Microeconomics	Core	20	2
OEC 231	Intermediate Macroeconomics	Core	20	2
OEC 232	Development Economics	Core	20	2
OEC 233	Quantitative methods for Economists	Core	20	2
OEC 234	Econometrics	Core	20	2
OEC 235	Corporate Finance and Investments	Core	20	2
	Total		120	12

Level III

Code	Course Title	Status	Credit	Units
OEC 330	Monetary Economics	Core	20	2
OEC 331	International Economics	Core	20	2
OEC 332	Public Economics	Core	20	2
OEC 333	Industrial Economics	Core	20	2
OEC 334	Labour Economics	Core	20	2
OEC 335	Agricultural Economics	Core	20	2
Total Units			**120**	**12**

1.1.2   Bachelor of Community Economic Development (BCED)

Community Economic Development (CED) is a participatory process by which communities initiate and generate their own solutions to economic problems. The participatory processes lead to positive concrete changes in communities through creating employment; stabilizing local economies; reducing poverty; contributing to the health of the natural environment; building local resources and capacities; and increasing community control. CED is understood in its widest sense as an emerging, diverse field of

practice accompanied by analysis of the social-economic context. The BCED programme seeks to provide a unique opportunity to students who wish to develop their career in CED.

Programme structure
A student is required to complete **36 units** in order to qualify for a BCED degree award.

Code	Course	Status	Credits	Units
ODS 101A	Concepts/theories of development	**Core**	10	1
ODS101C	Political and Social development	**Core**	10	1
OEC 133	Mathematics and Statistics for Economists	**Core**	20	2
OFC 017	Communication skills	**Core**	10	1
OCP 100	Introduction to Computers	**Core**	10	1
CED 101	Principles of CED	Core	20	2
CED 102	Economics for CED	Core	20	2
CED 103	SMEs and Development	Core	20	2
	Total		**120**	**12**

Level II

Code	Course title	Status	Credits	Units
CED 201	Microfinance Management	core	20	2
CED 202	Resource Mobilization and Management for CED Projects	Core	20	2
CED 203	Poverty Analysis and Intervention	Core	20	2
CED 204	Project Management	Core	20	2
CED 205	Organizational Management for CED organization	Core	20	2
	Total		100	10

Level III

Code	Course title	Status	Credits	Units
OME 301	Project Monitoring and Evaluation	Core	20	2
CED 302	Community Needs Assessment	Core	20	2
CED 303	Sustainable Responses to Environmental problems	Core	20	2
CED 304	Development as a tool for Conflict Resolution	Core	20	2
CED 305	Rural Livelihoods and Sustainable Development	Elective	20	2
CED 306	Gender Issues in CED	Elective	20	2
	Total		120	12

Elective courses

Development studies electives
Development Studies courses are taken by all University students as optional courses. Students in the Faculty of Arts and Social Sciences; Faculty of Education and Faculty of Law comprise the Humanities Bias group. However, students in the Faculty of Science, Technology and Environmental Studies constitute the Science bias group. Students can take either's 202A Society, Technology and Environment (for humanities bias group) or ODS 202B Environment, Technology and Development (for science bias Group). The course structure is as indicated below.

Level One

Code	Title	Status	Credits	Units
ODS 101 B	Political Economy	Elective	10	1

Level Two

Code	Title	Status	Credits	Units
ODS 202 B	Environment, Technology and Development (For Natural Sciences and Technology)	Elective	10	1

1.1.3 Diploma in Monitoring & Evaluation

The main objective of the Diploma in M&E programme is to provide skills for understanding M&E systems, effective leading and management of evaluation teams in conducting data collection fieldwork.

Semester I Modules

Code	Title	Class	Credit	Units
OEC011	Fundamentals of Result based project management	C	20	2
OEC012	M&E Principles and Approaches	C	20	2
OEC013	M&E Planning and Implementation	C	20	2
OFP020	Computer Skills	C	20	2
OEC014	Applied Mathematics for Project	C	20	2
			100	10

Semester II Modules

Code	Tittle	Class	Credits	Units
OEC021	Impact Evaluation Methods	C	20	2
OEC022	Field Protocol and report writing	C	20	2
OEC023	M&E in Public sector	C	20	2
OEC024	Evaluation Criteria and Techniques	C	20	2
OEC025	Value for Money in M&E	C	20	2
OEC026	M&E Data Management and Systems	C	20	2
OEC199	Field Practical Attachment	C	40	4
			160	16

Key: F = Fundamental   C = Core

Certificate in Monitoring and Evaluation

Semester I

Code	Course title	Status	credit	units
OEC 001	Introduction to Project Design and Management	Core	20	2
OEC 002	Monitoring and Evaluation Framework	Core	20	2
OEC 003	Social Science Research methods	Core	20	2
OEC 004	Basic Statistics for M&E	Core	20	2
	Total		80	8

Semester II

OEC 005	Field Work Management	Core	20	2
OEC 006	M&E Ethics and Gender Aspects	Elective	20	2
OFP 017	Communication skills	Core	20	2
OEC 099	M&E group Project	Core	40	4
	Total		10	10

1.2   Department of Linguistics and Literary Studies

The Department of Linguistics and Literary Studies deals exclusively with language-oriented courses. To accomplish this purpose, the department has the following bachelor programs: Bachelor of English Language and Linguistics (BA ELL), Bachelor of Kiswahili and Creative Studies (BA KISW)

1.2.1   Bachelor of Arts in English Language and Linguistics (BA ELL)

Candidates are required to take t 36 units.

Level I: The candidate shall take all core courses and one elective, making a total of 12 units

Code	Title	Status	Credit	Units
OLL 131	Introduction to Language and Linguistics	Core	20	2
OLL 132	English Structure	Core	20	2
OLL 133*	Introduction to Functional Grammar	Elective	20	2
OLL 134	Language in Contact	Elective	20	2
OLL 135	Language Acquisition Theories	Core	20	2
OLL 136	History and Development of English Language	Core	20	2

OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
	Total		120	12

Level II: The candidate shall take all core courses and one elective, making a total of 12 units

Code	Title	Status	Credi	Units
OLL 231	Discourse Analysis	Elective	20	2
OLL 232	Morphology	core	20	2
OLL 233	Introduction to Syntax	Core	20	2
OLL 234	Historical and Comparative Linguistics	Elective	20	2
OLL 235	Phonetics and Phonology	Core	20	2
OLL 236	Applied Linguistics	Core	20	2
OLL 237	Translation Theory and Practice	Elective	20	2
OLL 238	Lexicography	Elective	20	2
	Total		120	12

Level II: The candidate shall take all core courses and two electives, making a total of 12 units

Code	Title	Status	Credit	Units
OLL 331	Contemporary Linguistics Theories	Core	20	2
OLL 332	Language and Gender	Elective	20	2
OLL 333	Social linguistics	Elective	20	2
OLL 334/234	Research Methodology	Core	20	2
OLT 335	Semantics and Pragmatics	Core	20	2
OLT 336	Advanced Syntax	Core	20	2
OLT 337	Research Project in linguistics	Elective	20	2
	Total		120	12

1.2.2 Bachelor of Arts in Kiswahili and Creative Studies (BA KISW)

The Kiswahili and Creative Studies programme is divided into three levels: 100 series, 200 series and 300 series. At level 100 series the courses acquaint students with both the background and other major linguistics and literary theories and the application of these theories in critically analyzing Kiswahili language and literary works. The two remaining Levels (200 -300 series) of the programme provide instruction on a more advanced level in a broad range of core subjects and therefore enable a student to choose from a range of optional courses which might form the basis of specialization in their future career and studies. The programme is concluded by testing students' research skills. Those who scored B+ in research methodology (OSW 225) will be given an opportunity to demonstrate their acquaintance in research methods and methodology by registering OSW 336 Research Project in Kiswahili. All candidates are required to take at least 36 OUT units which is equivalent to 360 TCU credits, each unit covering content materials equivalent to thirty-five one-hour lecture materials.

Programme structure

Level I: The candidate shall take all core courses, making a total of 10 units

Codes	Title	Status	Credits	Units
OSW131	Introduction to language and linguistics	Core	20	2
OSW I32	History of Kiswahili and Dialect	Core	20	2
OSW133	Kiswahili Literature: Theories and Criticism	Core	20	2
OSW134	Theory and Practice of Translation	Elective	20	2
OCP 100	Introduction to Computer	Core	10	1
OFC 017	Communication Skills	Core	10	1
	Total		100	10

Level II: The candidate shall take all core courses and one elective making 14 units

Codes	Title	Status	Credit	Units
OSW 231	Kiswahili Grammar and Syntax	Core	20	2
OSW 232	Kiswahili Phonetics and Phonology	Core	20	2

OSW 233	Kiswahili Morphology	Core	20	2
OSW 234	Kiswahili Oral Literature	Core	20	2
OSW 235	Research Methods in Language Studies	Core	20	2
OSW 236	Kiswahili Semantics	Core	20	2
OSW 237	Creative Writing and Screen Writing	Elective	20	2
OSW 238	Lexicography	Elective	20	2
OSW 239	Comparative Literature 2	Elective	20	2
	Total		140	14

Level III: The candidate shall take all core courses and 2 electives making a total of 12 units

Codes	Title	Status	Credit	Units
OSW331	Kiswahili Novels	Core	20	2
OSW332	Kiswahili Drama	Core	20	2
OSW333	Kiswahili Poetry	Core	20	2
OSW334	Film Criticism	Core	20	2
OSW335	Sociolinguistics	Elective	20	2
OSW336	Research Project in Kiswahili	Elective	20	2
OSW337	Literary Stylistics in Kiswahili	Elective	20	2
	Total		**120**	**12**

1.2.3   BA Education Programme

The department of Linguistics and Literary Studies will continue to teach language related core courses selected by BA ED not exceeding 16 units at all 3 levels.

Linguistics

Level I: Students taking Linguistics as a major subject must study all linguistics core courses from this level, whereas those who take the course as a minor subject should take OLT 131 and 13 2 only.

Level II: B.A Education taking linguistics as a minor subject may take three core courses from the second year list one of which must be OLT 233 and 232. B.A Education students majoring in linguistics must take all core courses in the second year list one of which must be OLT 233 and OLL 232

Level III B.A Education majors in linguistics must take ALL core courses in the third year. However, the project will be done by students whose performance was above a 'B' grade in the second year. Those who did not attain an average of 'B' in the second year will have to choose two units from any elective course in the third-year list.

BA Education taking literature as major subjects must take all literature core course at level I

Level I

Codes	Course Title	Status	Credit	Units
OLT 131	Literary Theory and Criticism	Core	20	2
OLT 132	Studies in African Literatures	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
	Total		**60**	**6**

Level II

Codes	Course title	Status	Credit	Units
OLT 233	Oral Literature I	Core	20	**2**
OLT 321	Literary Stylistics	Core	20	**2**
	Total		40	**4**

Level III

Codes	Course title	Status	Credit	Units
OLL 331	Contemporary linguistics theories	Core	20	2
OLL 334	Studies in African Literature	Core	20	2
OLL 335	Semants and Pragmatics	Core	20	1
OLL 336	Advanced Syntax	Core	20	1
	Total		60	6

Kiswahili

1. B. A. with Education Students taking Kiswahili as a major subject will be required to study 4 core units in the first year, six in the second year and six in the third year.
2. B. A. with Education Students taking Kiswahili as a minor subject will have to take all core units, 4 in the first year, 2 in the second year and 2 in the third year.

Kiswahili

1. B. A. with Education Students taking Kiswahili as a major subject will be required to study 4 core units in the first year, six in the second year and six in the third year.
2. B. A. with Education Students taking Kiswahili as a minor subject will have to take all core units, 4 in the first year, 2 in the second year and 2 in the third year.

Level I

Codes	Course Title	Status	Credit	Units
OSW 121	Utangulizi wa Lugha na Isimu	Core	20	2
OSW 122	Historia ya Kiswahili na Lahaja zake	Core	20	2
OSW 123	Fasihi ya Kiswahili Nadharia na Uhakiki	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
	Total		80	8

Level II

Codes	Course title	Status	Credit	Units
OSW 221	Sarufi ya Kiswahili na Sintaksia	Core	20	2
OSW 222	Fonetiki na Fonolojia ya Kiswahili	Core	20	2
OSW 223	Mofolojia ya Kiswahili	Core	20	2
OSW 224	Fasihi Simulizi	Core	20	2
OSW 225*	Isimu Tumizi	Elective	20	2
OSW 226	Ushairi wa Kiswahili	Elective	20	2
OSW 227	Riwaya ya Kiswahili	Elective	20	2
OSW 228	Tamthiliya ya Kiswahili	Elective	20	2

Level III

Codes	Course title	Status	Credit	Units
OSW 321	Isimu Jamii	Elective	20	2
OSW 322	Kunga za Tafsiri na Semantikia	Elective	20	2
OSW 323	Ubunifu	Elective	20	2
OSW 324	Projekti ya Utafiti katika Kiswahili	Elective	20	2

* *Courses not offered in this academic year*

1.3 Department of Geography, Tourism and Hospitality Services

The Department of Geography has 3 mains undergraduate programmes: Bachelor of Arts in Natural Resource Management BA (NRM); Bachelor of Arts in Population and Development BA (PD) and Bachelor of Arts in Tourism Management. They are paralleled by old programmes which are offered by the Department in collaboration with education programs

1.3.1 Bachelor of Arts in Natural Resources Management (BA NRM)

The Bachelor of Arts in Natural Resources Management (BA.NRM) use and development of resources; coupled with practical field experience, knowledge and skills necessary for meeting challenges of sustainable use of natural resources. At the end of the programme, learners are expected to acquire competences in poverty analysis and social development planning. Ultimately the programme will produce competent professionals who can identify, plan and monitor the exploitation of natural resources.

Programme Structure

It consists of 19 core courses and 3 electives. Each course (core and elective) is 2units. There are 2 A student is required to complete 36 units to qualify for a BA in Natural Resources Management degree. This shall be made of all core courses in each level whereby at each level a student shall be required to accomplish a minimum of 12 units. Elective courses are skill widening courses where a student takes to either fulfill personal or organization objectives.

Students are required to take 36 units to qualify for BA NRM degree award.
Level I (All Courses)

Codes	Course Title	Status	Credit	Units
ORM 101	Background to Natural Resources	Core	20	2
ORM 102	Introduction to Population, Resources and Environment	Core	20	2
ORM 103	Introduction to Geographic Techniques	Core	20	2
ORM 104	Climatology	Core	20	2
ORM 105	Introduction to Human Geography	Core	20	2
ORM 106	Gender and Natural Resource Management	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
	Total		140	14

Level II (Five Core and One Elective)

Codes	Course Title	Status	Credit	Units
ORM 201	Minerals and Energy Resources	Core	20	2
ORM 202	Remote Sensing and Geographic Information System	Core	20	2
ORM 203	Social Research Methods in Geography	Core	20	2
ORM 204	Field Practical	Core	20	2
ORM 205	Environmental hazards and natural disaster management*	Core	20	2
ORM 206	Population and Poverty Studies*	Elective	20	2
ORM 207	Urban Planning and Management*	Elective	20	2
ORM 208	Principle of Ecology	Core	20	2
	Total		140	14

Level III (All courses)

Codes	Course Title	Status	Credit	Units
ORM 301	Environmental Economics	Core	20	2
ORM 302	Policy Issues in Natural Resources	Core	20	2
ORM 303	Environmental Impact Assessment	Core	20	2
ORM 304	Climate Variability and Environmental Resources Management	Core	20	2
ORM 305	Biodiversity Monitoring Conservation and Management	Core	20	2
ORM 306	Land Evaluation and Land Use Planning	Elective	20	2
	Total		120	12

1.3.2 Bachelor of Arts in Population and Development (BAPD)

The Bachelor of Arts in Population and Development aims at equipping graduate students with demographic, Social, economic and geographic analytical tools and their applications in resource planning and use for sustainable development. At the end of the programme, learners will be expected to have acquired competencies in determining the relationship between population and other broad

parameters, such as internal and international immigration, poverty, environment and global warning which are essential for development planning. The programme is designed to produce competent professionals in demography, population and development planning.

Programme Structure
BA (PD) consists of 16 core courses and 4 electives. Each course (core and elective) has two units' weight. In addition, there are two compulsory cross-cutting courses on offer (computer and communication skills) each with a one-unit weight. This shall be made of all core courses in each level whereby at each level a student shall be required to accomplish a minimum of 12 units. This means that in level 1 and level 2, students are required to undertake all courses as indicated in this prospectus. In level 3 students are required to accomplish all the 7 core courses which make up 14 units and select a minimum of 2 elective courses.

Students are required to take 36 units to qualify for PADP degree award.

Level I (All Courses)

Codes	Course Title	Status	Credits	Units
OPD 101	Introduction to Population Studies	Core	20	2
OPD 102	Introduction to Family Life Education	Core	20	2
OPD 103	Introduction to Reproductive Health and Sexual Health	Core	20	2
OPD 104	Medical Geography	Core	20	2
OCP 100	Introduction to Computer	Core	20	2
OFC 017	Communication Skills	Core	10	1
	One elective course	Core	10	1
	Total		120	12

Level II (All Courses)

Code	Course Title	Status	Credit	Units
OPD 201	Dynamics of Population Structure	Core	20	2
OPD 202	Gender and Development	Core	20	2
OPD 203	Basic Demographic Methods	Core	20	2
OEC 134	Social Science Research Method	Core	20	2
OPD 209	Field Practical	Core	20	2
	Total		100	10

Level III (Seven Core Courses and at Least One Elective)

Code	Course Title	Status	Credit	Units
OPD 301	Gender, Health and Family Planning	Core	20	2
OPD 302	GIS and Population Studies	Core	20	2
OPD 303	Population, Policy and Development	Core	20	2
OPD 304	Population, Migration and Development	Core	20	2
OPD 305	Family Resources Management	Core	20	2
OPD 306	Urban Systems, Planning and Management	Elective	10	1
OPD 307	Population, Environment and Development	Core	20	2
OPD 308	Nutrition for Health	Elective	10	1
OPD 309	African Environment and Development	Elective	10	1
OPD 310	Rural Settlement and Development	Core	20	2
ODS 101A	Concepts and Theories of Social Development	Elective	10	1
	Total		**140**	**14**

OGE 229: Geography Field Practical's
There are two Geography Field Practical's (GFP I and GFP II) to be done by all second- and third-year students taking Geography. The 2 GFPs will carry 2 units. The aim of conducting Field Practical's is to enable student to match and concretize theory and application of geographical knowledge in the Field. Geography Field Practical's are deliberately decentralized into geographical zones. It is intended to bring

the Practical's closer to students in their own physical environments to know more about it as a potential for community development; and to minimize GFP running costs.

All second year Geography students have to undertake a 14-day supervised Geography Field Practical (GFP) in their respective Geographical Zones/ regions. GFPI & GFPII will be conducted successively within the 14 days provided. Thereafter, students have to write a Group Work Report for GFP I and write a comprehensive report for GFPII to be submitted three months later after completion of GFP I. Students have to incur subsistence, travel; and stationery costs during Geography Fieldwork apart from paying Tsh 200,000 to the OUT. No student will be allowed to carry out GFPII before completion of GFPI first. The Final Grade is the average between scores obtained after marking GFP I and GFP II out of 100%

1.3.3   Bachelor of Arts in Tourism Management (BTM)
The Bachelor of Arts in Tourism Management (BTM) prepares competent graduates for career in the tourism and travel industries. It has been designed to give students a solid foundation in both disciplines in order to prepare them for leadership in tourism sector. This programme is aimed at producing informed and knowledgeable graduates with a critical awareness of tourism as one of the most powerful forces in the globalized world of today. They should able to demonstrate a theoretically based and practically sound level of competence for employment as tourism officers, tourism marketers, analysts, tourism planners, travel agents, managers, researchers, educators, policymakers, and tourism entrepreneurs. Students are required to complete 36 units to qualify for BTM out of which 33 are core courses and 3 are elective.

Programme structure
The following are subjects offered for Bachelor of Arts Tourism Management (BTM): Total units required 36

Level I

Codes	Title	Status	Credit	Units
OTM 101	Introduction to Tourism	Core	20	2
OTM 102	Introduction to Wildlife Ecology	Core	20	2
OTM 103	Integrated Hospitality Operations	Core	20	2
OTM 104	Special Interest Tourism	Elective	10	1
OTM 105	Leisure and Recreation Tourism	Core	20	2
OME 313	Service marketing and customer care	Core	10	1
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
OMC 228	Public Relations I	Elective	10	1
ORM 101	Background to Natural Resources	Elective	20	2
	Total		120	12

Level II

Codes	Title	Status	Credit	Units
OTM 201	Cultural and Heritage Tourism	Core	20	2
OTM 202	Tourism Economics	Core	20	2
OTM 203	Tourism Policy & Planning	Core	20	2
OTM 204	Tourism Marketing and Promotion	Core	20	2
OTM 205	Sustainable Tourism Development	Core	20	2
OEC 134	Social Sciences Research Methods	Core	20	2
	Total		120	12

Level III

Codes	Title	Status	Credit	Units
OTM 301	Event and Festival Planning Development	Core	20	2
OTM 302	Travel and Tour Operations Management	Core	20	2
OTM 303	Tourism Entrepreneurship	Core	20	2
OTM 305A	Tourism field Study (May each year)	Core	10	1

OTM 305 B	Tourism Internship -4weeks (April-August each year)	Core	10	1
OTM 305 C	Special Project (Dissertation)	Core	20	2
	Total		100	10

OTM 305 A- Tourism Field Study: This is a compulsory field study for all BTM students. Tourism field study will be done by all second years' students (after completion of 200 series course). This is a one-week education trip to tourism and hospitality establishments. It is usually conducted in May or June. Students must pay course fees as per university regulations and cover their travel expenses. The cost of living and other costs will be communicated by the department in due time. The University covers organization costs and any other charges as stipulated in the cost sharing policy of the university. Registration for the field trip is usually in January. For those who register for a trip and fail to attend, they will have to pay again when the next trip is on offer.

OTM 305 B- Tourism Internship: Tourism students are advised to attach themselves to one of the tourist service providers such as national parks, hotels, travel and tour companies, Museum etc. Students are not allowed to attend internships within their working offices. The registration for internship is done in January each Year. The internship is for FOUR weeks. Students are required attend internship between April and August of each academic Year.

OTM 305 C-Tourism Research Project (Dissertation): Students are advised to propose a title of their interest and email them to the Tourism Department. Thereafter, the department will review the title and provide feedback as either accepted or accepted with few amendments or rejected and required to re-send. The proposed title should be sent in January each year. The deadline of submitting a complete research project is AUGUST each year.

1.4   Department of Political Science, Public Administration, History & Philosophy
This department has two undergraduate programmes, namely Bachelor of Arts in Public Administration (BAPA) and Bachelor of Arts in International Relations (BAIR).

1.4.1   Bachelor of Arts in Public Administration (BAPA)
Rationale
The programme caters for the required competencies and skills to manage both government and private affairs at government and personal levels. Learners of this programme are expected to occupy various positions of administrative nature as supervisory and middle level managers, either as administrators, personnel officers, human resources officers and several others. The learners are needed to strengthen the capacity of the government at local and central levels to deliver services to its clients for effective and efficient operations of those offices. The fact that the government structure and systems are undergoing remarkable changes requires employees who have been well nurtured and groomed to acquire those attributes of dynamism, innovativeness, creativity and commitment towards the services in their country and in the region as a whole.

The specific objectives of this programme are to; -
- Train students to acquire professional qualifications to serve in different administrative and managerial positions in public and private sector organizations.
- Produce graduates who can fit well in the career of public administrators and are able to make contribution to the dynamics of administration of public and private organizations.
- Equip students with knowledge and skills to enable them to address the complex problems and pressures that surround public organizations and explore viable solutions within those organizations.
- Equip students with the requisite qualifications for enrolling into master's programme in this University and others within the country and outside the country.

- Equip students with competences and skills that will make them compete well in the labour market, within the country and in the region as a whole.

Programme sturucture
Student is required to take all core courses plus electives to make a total of 36 units.
Level I

Codes	Course Title	Status	Credit	Units
OFC 017	Communication and Study Skills	Core	10	1
OCP 100	Introduction to Microcomputer studies and information Technology	Core	10	1
OPS 122	Government and Politics in Africa	Elective	20	2
OEC 134	Social Science Research Methods	Core	20	2
OPA 101	Introduction to Public Administration	Core	20	2
OPA 102	Organization Theory and Public Bureaucracies	Core	20	2
OPA 103	Local Government Administration in Tanzania	Core	20	2
OIR 101	Introduction to the Study of Politics	Core	20	2
OIR 102	Political Thought	Elective	20	2
	Total		120	12

Level II

Codes	Course title	Status	Credit	Units
OPA 201	Administrative Law	Core	30	3
OPA 202	Decision Making and Public Policy Analysis	Core	20	2
OPA 203	Management of Human Resources	Core	30	3
OPA 204	Organization Behavior	Core	20	2
OIA 200	Field Work/Industrial Attachment	Core	20	2
OIR 201	Theories and Issues in International Relations	Elective	30	3
	Total		120	12

Choose 2 electives
Level III

Codes	Course Title	Status	Credit	Units
OPA 301	Budgeting and Financial Control in the Public Sector	Core	30	3
OPA 302	Leadership and Governance	Core	30	3
OPA 303	Industrial Relations	Core	30	3
OPA 304	Strategic Management	Elective	30	3
OPA 305	Comparative Public Administration	Elective	30	3
OPS 320	Democracy and Human Rights	Elective	20	2
OIR 302	Contemporary Issues in Global Politics	Elective	30	3
	Total		90	9

Field Practice
The students have to undertake a compulsory field attachment for six to eight weeks; during this period, students shall be exposed to the real world of work to merge theory with practice.

1.4.2 Bachelor of Arts in International Relations (BAIR)
A complex pattern of interactions and cross-border transactions in the contemporary international system point to a need to develop training curricula that will cater for current and future needs of University students to build their capacities to cope with and address the challenges associated with a broadly extended international issues.

The Bachelor of Arts in International Relations degree programme is designed to equip students with modern skills and competencies, and to prepare them to become responsible international citizens who can act firmly and aggressively in the international arena. The programme is designed to produce qualified and practically competent practitioners in the area of International Relations and Diplomacy who can match

theory and practice and demonstrate an impact in the management of foreign affairs. This programme provides students with a combination of theoretical and practical knowledge and with ability to apply the same in the various capacities and levels. Graduates from the programme are expected to have:

Analytical capacity on international affairs, a high level of communication skills, the ability to identify and analyze problems and opportunities and collect pertinent data sensitivity to controversies of cross-border nature. An ability to act as change agents and manipulator of various foreign affairs. These characteristics will enable graduates of the programme accomplish the goals by working with and through people in political settings of both, national and international levels.

Programme Structure
The programme is designed and implemented in 3 sequential levels: 100 Level (Level One) which is an introductory to key concepts and theories; 200 Level (Level Two) which imparts detailed knowledge, understanding and develops appropriate intellectual skills; and 300 Level (Level Three) which further enhances professional, practical and transferable key skills through research, field visits and internship and synthesis. The three levels can be completed in three years, but average learners can cover the same in not more than six years. A Student is required to take all core courses and add elective courses to make 36 units to qualify for BAIR degree award.

Level I

Codes	Title	Status	Credit	Units
OCP100	Introduction to Computer	Core	10	1
OFC 017	Communication Skills	Core	10	1
OIR 101	Introduction to the Study of Politics	Core	20	2
OIR 102	Political Thought	Core	20	2
OEC 134	Social Science Research Methods	Core	20	2
OIR 103	Africa in the Global Context	Core	20	2
OIR 104	International Organizations	Core	20	2
OPS 122	Government and Politics in Africa	Core	20	2
OPA 101	Introduction to Public Administration	Elective	20	2
	Total		140	14

Level II

Codes	Course tittle	Status	Credit	Units
OIR 201	Theories and Issues in International Relations	Core	30	3
OIR 202	International Political Economy	Core	30	3
OIR 203	Public International Law	Core	20	2
OIA 200	Field Work/Industrial Attachment	Core	20	2
OPA 202	Decision Making and Public Policy Analysis	Elective	20	2
	Total		100	10

Level III

Codes	Course title	Status	Credit	Units
OIR 301	Global Governance	Core	30	3
OIR 302	Contemporary Issues in Global Politics	Core	30	2
OIR 303	Regional Integration	Core	30	3
OIR 304	The Political Economy of Conflict Resolution	Elective	30	3
OPS 320	Democracy and Human Rights	Core	20	2
OPA 302	Leadership and Governance	Elective	30	3
	Total		10	10

Select one elective

1.5   Department of Sociology and Social Work
1.5.1   Bachelor of Arts in Sociology (BASO)

This programme is designed focusing on specializations including Medical and Social Welfare Administration to suit the current social demand. A Student is required to complete 36 units to qualify for BASO degree award.

Level I

Code	Title	Status	Credit	Units
OSS 121	Introduction to Sociology	Core	20	2
OSS 122	Introduction to Social Science Research Methods	Core	20	2
OSS 123	Classical Sociological Theory	Core	20	2
OSS 124	Introduction to Social Psychology	Core	20	2
OSS 125	Critical thinking and argumentation	Core	20	2
OCP 100	Introduction to computer	Core	10	1
OFC 017	Communication skills	Core	10	1
	Total		120	12

NOTE: *After successful completion of all core courses in level I above, a student will be allowed to choose a specialization from options A or B   However, while doing a specialization course of one's choice, in level II and III, students MUST also do compulsory courses in levels 11 and level III respectively. See table below on guide to units for BASO students.*

Level II

Code	Title	Status	Credit	Units
OSS 221	Contemporary Sociological Theory	Core	20	2
OSS 222	Social Science Research Methods	Core	20	2
OSS 223 a	Field Practice I	Core	10	1
	Total		50	5

Level III

Code	Title	Status	Credit	Units
OSS 321	Sociology of Knowledge	Core	20	2
OSS 322	Poverty, Wealth, and Inequality	Core	20	2
OSS 323	Globalization and Social Problems	Core	20	2
OSS 223 b	Field Practice II	Core	10	1
			70	7

NOTE: *The two specialization courses A and B   to choose from are as follows: -*

A) Medical Sociology Specialization Courses
Level II

Code	Title	Status	Credit	Units
OSS 224	Cultural Anthropology	Core	20	2
OSS 225	Medical Sociology	Core	20	2
OSS 226	Population and Development	Core	20	2
	Total		60	6

Level III

Code	Title	Status	Credit	Units
OSS 325	Health systems in Tanzania	Core	20	2
OSS 326	Reproductive health	Core	20	2
OSS 327	Stratification, Class and Health	Core	20	2
660			60	6

(B) Social Welfare and Administration Specialization Courses
Level II

Code	Title	Status	Credit	Units
OSS 227	Introduction to Social Policies	Core	20	2
OSS 228	Community Development	Core	20	2
OSS 229	Social Welfare services	Core	20	2
TOTAL			**60**	**6**

Level III

Code	Title	Status	Credit	Units
OSS 327	Social policy analysis	Core	20	2
OSS 328	Gender and development	Core	20	2
OSS 329	Social Planning and Evaluation	Core	20	2
	Total		60	6

1.5.2   Bachelor of Social Work (BSW)

Programme structure: Student is required to take 36 units to qualify for BSW degree award.

Level I

Code	Title	Status	Credit	Units
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
OSS 102	Introduction to Sociology and Anthropology	Core	20	2
OSP 101	Introduction to Social Work	Core	20	2
OSP 102	Social Work Professional Ethics	Core	20	2
OSP 103	Social Work Research Methods I	Core	20	2
OSP 104	Introduction to Psychology for Social Workers	Core	20	2
	Total		120	12

Level II

Code	Title	Status	Credit	Units
OSP 201	Human Behavior and the Social Environment	Core	20	2
OSP 202	Empowering Marginalized Populations	Core	20	2
OSP 203	Introduction to Social Welfare Policies	Core	20	2
OSP 204	Social Work Practice with Individuals, and Families	Core	20	2
OSP 205	Social Work Practice with Groups	Core	20	2
OSP 206	Social Work Practice with Organizations	Core	20	2
OSP 207	Social Work Practice with Communities	Core	20	2
OSP 208	Introduction to Field Practice	Core	20	2
OSP 304	Field Practice I (Block)	Core	10	1
Total			**170**	**17**

Level III

Code	Title	Status	Credit	Units
OSP 301	Social Welfare Policy Analysis and Evaluation	Core	20	2
OSP 302	Social Work Research Methods II	Core	20	2
OSP 303	Social Work Research Project	Core	20	2
OSP 304	Field Practice II (Block)	Core	10	1
	Total		**170**	**7**

2.0   NON-DEGREE PROGRAMME (CERTIFICATE AND DIPLOMA IN SOCIAL WORK)

As Tanzania undergoes social changes and growth both demographically and economically, it experiences increasing challenges of resources, marital conflicts, Gender Based Violence (GBV), Violence Against Children (VAC), HIV and AIDS, Child Marriage, Child labour and many others, hence the need for social work intervention. Based on the same argument, developing Social Work

Competence-Based Training Curriculum was required to equip graduates from Social Work institutions with the necessary knowledge and skills to address the challenges competently.

NTA Level 4: Semester I

Code	Title	Scheme of Study Hrs/Wk					
		L	T	P	AS	Credit	Units
SWT04101	Basics of Social Work	3	2	2	2	14	1
SWT04102	Social Work Values and Ethics	2	1	-	1	06	1
SWT04103	Information Communication Technology in Social Work	2	1	2	2	10	1
SWT04106	Fundamentals of Sociology	2	1	-	1	06	1
SWT04109	Psychology for Social Workers	2	1	2	2	10	1
SWT04110	Social Welfare Services	2	2	2	2	12	1
	Sub -Total hours/Week	**13**	**8**	**8**	**10**	**58**	**6**
	Total hours/Week	**39**					

NTA Level 4: Semester II

Code	Title	Scheme of Study Hrs/Wk					
		L	T	P	AS	Credit	Units
SWT04204	Social Work Practice in Health Care	2	2	3	2	13	1
SWT04205	Social Psychology for Social Workers	2	2	1	2	11	1
SWT04207	Human Rights and Gender in Social work Practice	2	1	-	1	06	1
SWT04208	Fundamentals of Social Empowerment	2	1	1	1	07	1
SWT04211	Basics of Social Work Field Instructions	2	1	-	1	05	1
SWT04212	Block field Work	-	-	-	-	25	1
	Sub -Total hours/Week	10	7	5	7	**67**	**6**
	Total hours/Week	***29**					

NTA Level 5: Semester I

Code	Title	Scheme of Study Hours/Week					
		L	T	P	AS	Credit	Units
SWT 05101	Communication Skills	2	1	2	2	10	1
SWT 05102	Guidance and Counseling	3	1	3	2	14	1
SWT 05103	Social Welfare Policy and Services	3	1	2	1	11	1
SWT 05104	Social Work Practice	2	1	1	1	8	1
SWT 05105	Basic Statistics for Social Workers	2	-	2	1	8	1
SWT 05106	Social Work Case Management	3	1	2	1	10	1
	Sub-Total hours/Week	**15**	**5**	**12**	**8**	**61**	**6**
Total Hours/week		**40**					

NTA Level 5: Semester II

Code	Title	Scheme of Study Hrs/Wk					
		L	T	P	AS	Credit	Units
SWT05207	Entrepreneurship skills	2	1	1	1	08	1
SWT05208	Social Advocacy and Empowerment	3	-	2	2	10	1
SWT05209	Social work and Law	3	1	2	1	11	1
SWT05210	Social Work Field Instruction	2	-	-	1	5	1
SWT05211	Block Field Work Practice	-	-	-	-	25	1
	Sub-Total hours/Week	**10**	**2**	**5**	**5**	**59**	**5**
	Total Hrs/week	**22***					

Key
L - Lecture hours; **T** - Tutorials hours; **P** – Practical/Project hours; **AS** – Assignment hours
* The rest of the hours per week in a semester will be allocated for Block Field practice

NTA Level Six: Semester I

Code	Title	L	T	P	AS	Credit	Units
		Scheme of Study Hrs/Wk.					
SWT06101	Social Policy	2	1	1	1	7	1
SWT06103	Resource Mobilization for Social Welfare Services	2	1	2	2	10	1
SWT06104	Rehabilitation Services in Social Work Practice	2	-	1	1	7	1
SWT06107	Administration of Social Welfare Resources	4	1	1	2	12	1
SWT06108	Social Work Best Practices	2	2	2	2	12	1
SWT06109	Basic Leadership and Administration Skills	2	1	1	1	8	1
	Sub-Total hours/Week	**14**	**6**	**8**	**9**	**56**	**6**
	Total hours per week	37					

Key
L - Lecture hours; **T** - Tutorials hours; **P** - Practical hours; **AS** – Assignment hours

NTA Level Six: Semester II

Code	Module Title	L	T	P	AS	Credit	Units
		Scheme of Study Hrs/Wk.					
SWT06202	Applied Social Welfare Laws	2	1	1	1	7	1
SWT06205	Social Work Research Methods	2	1	1	2	10	1
SWT06206	Crisis Intervention and Conflict Management	2	1	1	1	10	1
SWT06210	Social work interventions in HIV and AIDS	1		1	1	4	1
SWT06211	Quality Assurance and Improvement in Social Welfare Services	1	-	1	1	5	1
SWT06212	Block Field Practice	-	-	-	-	30	1
	Sub-Total hours/Week	**8**	**3**	**5**	**6**	**65**	**6**
	Total hours/week	*22					

* The rest of the hours per week in a semester will be allocated for Block Field practice

2.1 Department of Media and Library Studies

The Department of Media and Library Studies offers three-degree programs which are BA Journalism and BA Mass Communication and Bachelor of Library Information Management whereby students graduate as Journalists or as Public Relations Officers/Corporate Secretaries and library professionals. The degree programmes are designed in such a manner that during the first year of the studies, all students, i.e., those taking B.A Journalism and those pursuing BA Mass Communication will undertake the same subjects. During the second and third year, however, the students taking Journalism will undertake a different programme from that of Mass Communication hence the difference in their output.

2.1.1 Bachelor of Arts in Journalism (BA JOURNALISM)
Programme structure
A Student is required to take 39 units to qualify for BA Journalism degree award.

Level I

Code	Title	Status	Credit	Units
OJO 121	Introduction to Journalism and Mass Communication	Core	20	2
OJO 122	News Reporting – I	Core	20	2
OJO 123	Introduction to Media Law and Ethics	Core	10	1
OJO 124	Practicum	Core	20	2
OJO 125	English for the Media	Core	10	1
OJO 126	Kiswahili kwa Wanahabari	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
OFC 017	Communication Skills	Core	10	1
OPR 121	Critical Thinking and Argumentation	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
	Total		**130**	**13**

Level II

Code	Title	Status	Credit	Units
OJO 220	Practicum	Core	10	1
OJO 221	News Reporting – II	Core	20	2
OJO 222	Features and Opinion Writing	Core	20	2
OJO 223	Photo Journalism	Core	10	1
OJO 224	Media Law and Ethics	Core	20	2
OJO 225	Editing, Layout and Graphics	Core	10	1
OJO 226	Media Research	Core	10	1
OJO 227	Broadcasting: Radio, Television	Core	10	1
OJO 228N	Specialized Reporting: HIV & AIDS, Environment.	Core	20	2
Total Units for This Level			**130**	**13**

Level III

Code	Title	Status	Credit	Units
OJO 320	Practicum	Core	10	1
OJO 321N	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting	Core	20	2
OJO 322	New Media Technologies	Core	20	2
OJO 323	Media Management	Core	10	1
OJO 324N	Investigative Journalism	core	20	2
OJO 325	Dissertation	Core	50	5
Total Units for this Level			**130**	**13**

*N=new course

2.1.2 Bachelor of Arts in Mass Communication (BA MASS COMM)

Programme structure

A Student is required to take 39 units to qualify for   BA Journalism degree award

Level I

Code	Title	Status	Credit	Units
OMC 121	Introduction to Journalism and Mass Communication	Core	20	2
OMC 122	News Reporting – I	Core	20	2
OMC 123	Introduction to Media Law and Ethics	Core	20	2
OMC 124	Practicum	Core	20	2
OMC 125	English for the Media	Core *	10	1
OMC 126	Kiswahili kwa Wanahabari	Core*	10	1
OCP 100	Introduction to Computer	Core*	10	1
OFC 017	Communication Skills	Core*	10	1
OPR 121	Critical Thinking and Argumentation	Core*	10	1
ODS 101 A	Concepts and Theories of Social Development	Core*	10	1
	Total		90	9

Courses with * not used for GPA calculation

Level II

Code	Tiltle	Status	Credit	Units
OMC 220	Practicum	Core	20	2
OMC 221	News Reporting – II	Core	20	2
OMC 222	International Issues in Mass Communication	Core	10	1
OMC 223	Advertising I	Core	10	1
OMC 224	Media Law and Ethics	Core	20	2
OMC 225	Editing, Layout and Graphics	Core	10	1
OMC 226	Media Research	Core	20	2
OMC 227	Broadcasting: Television and Radio	Core	20	2
OMC 228	Specialized Reporting: HIV & AIDS, Environment or Local Government.	Core	20	2
OMC 229	Public Relations I	Core	10	1
	Total		160	16

Level III

Code	Tiltle	Status	Credits	Units
OMC 320	Practicum	Core	10	1
OMC 321	Specialized Reporting: Edutainment, Court Reporting Political Reporting and Business Reporting	Core	20	2
OMC 322	New Media Technologies	Core	20	2
OMC 323	Media Management	Core	20	2
OMC 324	Public Relations II	Core	20	2
OMC 325	Dissertation	Core	50	5
OMC 326	Advertisement II	Core	10	1
	Total			15

2.1.3 Bachelor of Library and Information Management (BLIM) units

Programme Overview

Bachelor of Library and Information Management has been developed in response to the demand for a large number of trained personnel in libraries, documentation and information centres. Another reason is due to repeated requests by practitioners in the Library Science profession who need further training opportunities through a distance-learning mode of delivery that is both flexible and affordable. The Bachelor of Library and Information Management Programme is designed to provide students with a combination of theoretical and practical knowledge and with abilities to apply the same in various functional areas of library and information science. Graduates from the programme are expected to develop attitudes associated with progressive information services and to develop an understanding of the value, role and application of modern technology as it relates to library operations and the transfer of knowledge.

Programme Structure

The programme requires a student to complete a minimum of **38** OUT units, including Practicum to graduate. A student will have to study at least 12 units for each academic year. Core courses are compulsory for all students. Beyond the required core courses, students have the option of crafting a program of study specific to their interests and career goals in order to fill the gap so as to have 12 units as a minimum; there is no restriction in studying electives.

Level I

Code	Title	Status	Credit	Units
OCP 100	Introduction to Microcomputer Studies and Information Technology	Core	10	1
OFC 017	Communication Skills	Core	10	1
OLM 101	Introduction to Library and Information Sciences	Core	20	2
OLM 102	Information sources and references services	Core	20	2
OLM 103	Information Society	Core	20	2
OLM 104	Organization of Knowledge	Core	20	2
	Total		100	10

Level II

Code	Title	Status	Credit	Units
OLM 201	Information Technology and its Applications in LIS	Core	20	2
OLM 202	Records Management and Archives Administration	Core	20	2
OLM 203	Collection Developments and Management	Core	20	2
OLM 204	Research Methods in Library and Information Sciences	Core	20	2
OLM 205	Publishing and Book Trade Industry	Core	20	2
OLM 206	Practicum	Core	20	2
OLM 207	Information systems design, analysis and Evaluation	Elective	20	2
OLM 208	Multimedia Studies	Elective	20	2
	Total		140	14

Level III select one elective course

Code	Title	Status	Credit	Units
OLM 301	Information and Knowledge Management	Core	20	2
OLM 302	Management of Libraries and Information Centres	Core	20	2
OLM 303	Legal Issues and Professional Ethics	Core	20	2
OLM 304	Entrepreneurship and Information Marketing	Core	20	2
OLM 305	Digital Libraries	Core	20	2
OLM 306	Research Project	Core	20	2
OLM 307	Sectoral Information systems and Services for users with special needs	Elective	20	2
OLM 308	Database Management and information Retrieval	Elective	20	2
			140	14

Notes:
i) Total credits for the programme are 380 (TCU credits) which is equivalent to 38 OUT Units
ii) OCP 100 and OFC 017 are compulsory university-wide courses.

OLM 206 Practicum: The practical training attachment exercise will require each student to work in a selected library, archive or Information Centre for a minimum period of 42 days. The field attachment exercise shall be assessed and graded.

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FEE STRUCTURE: FACULTY OF ARTS AND SOCIAL SCIENCES

2.2 Bachelor Degrees - Tuition fee (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee (Practical)	Registration Fee	Student ID	Total Fee
1.	Bachelor of Arts in Tourism Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
2.	Bachelor of Arts in Sociology	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
3.	Bachelor of Social Work	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
4.	Bachelor of Arts in Journalism	34	5	39	2,040,000	500,000	30,000	20,000	2,590,000
5.	Bachelor of Arts in Mass Communication	34	5	39	2,040,000	500,000	30,000	20,000	2,590,000
6.	Bachelor of Community Economic Development	36	0	36	2,040,000	0	30,000	20,000	2,090,000
7.	Bachelor of Arts in Economics	36		36	2,040,000	0	30,000	20,000	2,090,000
8.	Bachelor of Arts in Natural Resource Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
9.	Bachelor of Arts in Population and Development	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
10.	Bachelor of Arts in Kiswahili and Creative Studies	36		36	2,040,000	0	30,000	20,000	2,090,000
11.	Bachelor of Arts in English Language and Linguistics	36		36	2,040,000	0	30,000	20,000	2,090,000
12.	Bachelor of Library Information Management	36	2	38	2,160,000	200,000	30,000	20,000	2,410,000
13.	Bachelor of Arts in Public Administration	34	2	36	2.040,000	200,000	30,000	20,000	2,290,000
14.	Bachelor of Arts in International Relations	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

PLUS

Direct University Costs (Payable to the University)

No	Item	Amount	
1	Examination fee	10,000	Paid per each examination, both sitting and online
2	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examinations	30,000	Paid per each on-demand examination requested

2.3   Diploma and certificate Programmes Tuition fee (Payable to the University)

S/N	Diploma Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration Fee	Students ID	Total Fee
1.	Basic Technician Certificate in Social Work (BTCSW) NTA 4	11	1	12	440,000	100,000	30,000	20,000	590,000
2.	Technician Certificate in Social Work (NTA 5)	10	1	11	400,000	100,000	30,000	20,000	550,000
3.	Ordinary Diploma in Social Work (ODSW) NTA 6	10	2	12	400,000	200,000	30,000	20,000	650,000
4.	Certificate in monitoring and Evaluation	14	4	18	560,000	400,000	30,000	20,000	1,010,000
5.	Diploma in Monitoring and Evaluation	22	4	26	880,000	400,000	30,000	20,000	1,330,000

PLUS

Direct University Costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to the University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,0000
4	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

s/no	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

IMPORTANT CONTACTS

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Department of Geography, Tourism and Hospitality Services (GTH)	Dr. Halima Kilungu	halima.kilungu@out.ac.tz	0755931975

Coordinators of Academic Programmes

Department	Programme	Coordinator	Mobile
Media and Library Studies	Library Studies	Mr. Aziz Kagugu	0762 51 2521
Sociology and Social Work	Bachelor of Social Work (BSW)	Alexander Ndibalema	0752 6053 32
	Bachelor of Arts in Sociology (BASO)	Dr. Straton Ruhinda	0784 697 834
	NTA Level 4, 5 & 6 (Certificate and Diploma in Social Work)	Dr. Fauzia Mohamed	0782 374 953
Linguistic and Literacy Studies	Linguistic courses	Mr. Moshi Masatu	0687 885 849
	Literature courses	Ms. Caroline Mugolozi Mr. Yohana Makeja	0656 223 661 0785 544 044
	Kiswahili	Ms. Theresia Mbogo Dr. Hadija Jilala	0787 928 387 0712 569 555
	MA Kiswahili	Dr. Omary Maguo Mr. Emmanuel Msangi	0712339927 0739 519 226
Geography, Tourism and Hospitality Services	Bachelor of Tourism Management	Dr. Veronica Nyerere	0689 868 027
	Non-degree Programme Tourism	Dr. Thereza Mugobi	0757 160 110

	Bachelor of Natural Resources Management	Dr. Ruth John and Habiba Ally	0756 650 132
	Bachelor Population and Development	Dr. Anna Wawa	0754 430 075
Economics and Community Development (ECED)	M.Sc. Economics	Mr. Abdul Kilima	0788 513 483
	MCED	Ms. Janeth Gwimile	0755 937 506
	M&E	Ms. Janeth Gwimile	0785 395 454
		Mr. Henry Tumaini	0762 411 034
		Mr. Abdul Kilima	0788 513 483
	B.A - Economics	Mr. Godfrey Gradius	0754 067 357
	Diploma in M&E	Ms. Zakia Ituja	0716 959 300
	Certificate in M&E	Ms. Zakia Ituja	0716 959 300
	BCED	Mr. Stephen Akyoo	
		Ms. Nanzia Toroka	0629 245 844
Political Science, Public Administration, History and Philosophy (PSPAHP)	BAPA BAIR	Ahmed Mussa Revocatus Bin'Omukama	0714 060 617 0754 204 500

FACULTY OF BUSINESS MANAGEMENT (FBM)

3.0 Department of Marketing Entrepreneurship and Management

3.1 Degree programmes

3.1.1 Bachelor of Business Administration in Human Resource Management (BBA HRM)

Level I

Code	Title	Status	Credits	Units
OCP 100	Introduction to Microcomputer studies and Information Technology I	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
ODS 101 C	Political and Social Development in Africa	Core	10	1
OFP 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 121	Finance I	Core	20	2
	Total Units		**120**	**12**

Level II

Code	Title	Status	Credit	Units
OME 211	Principles of Marketing	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total Units		**120**	**12**

Level III

Code	Title	Status	Credit	Units
OLG 223	Workforce Planning	Core	20	2
OME 311	Organizational Behaviour	Core	20	2
OLG 311	Training and Development	Core	20	2
OLG 321	Labour Law	Core	20	2
OLG 322	Labour Relations	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		**120**	**12**

Total Number of Units required for BBA HRM = 36

3.1.2 (BBA IB) Bachelor of Business Administration in International Business

Level I

Code	Title	Status	Credits	Units
OCP 100	Introduction to Microcomputer studies and Information Technology I	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
ODS 101 C	Political and Social Development in Africa	Core	10	1
OFP 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 121	Finance I	Core	20	2
	Total Units		**120**	**12**

Level II

Code	Title	Status	Credit	Units
OME 211	Principles of Marketing	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total Units		120	12

Level III

C/Code	Course Name/ Title	Status	Credit	Units
OLG 224	Regional Economic Integrations	Core	20	2
OME 311	Organizational Behaviour	Core	20	2
OLG 312	Legal Aspects of International Trade	Core	20	2
OME 322	International Marketing	Core	20	2
OLG 323	International Business Management and e-commerce	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		120	12

Total Number of Units required for BBA (IB) is 36

3.1.3 Bachelor of Business Administration in Marketing (BBA MARKETING)

Level I

C/Code	Course Name/ Title	Status	Credit	Unnits
OCP 100	Introduction to Microcomputer studies and Information Technology I	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
ODS 101 C	Political and Social Development in Africa	Core	10	1
OFP 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 121	Finance I	Core	20	2
	Total Units		120	12

Level II

C/Code	Course Name/ Title	Status	Credits	units
OME 211	Principles of Marketing	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total Units		**120**	**12**

Level III

Code	Course Name/ Title	Status	Credits	Units
OME 221	Marketing Strategy, Planning and Control	Core	20	2
OME 311	OrganisationalBehaviour	Core	20	2
OME 313	Services Marketing and Customer Care	Core	20	2
OME 321	Sales Management	Core	20	2
OME 322	International Marketing	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units	Core	120	12

Total Number of Units for BBA (Marketing) is 36

3.1.4 Bachelor of Human Resource Management (BHRM)

Level I

Code	Title	Status	Credit	Units
OCP 100	Introduction to Microcomputer studies and Information Technology I	Core	10	1
OFP 017	Communication Skills	Core	10	1
OAF 111	Principles of Accounting	Core	20	2
OLG 117	Performance Management	Core	20	2
OLG 116	Labour Economics	Core	20	2
OLG 111	Principles of Human Resource Management and Administration	Elective	20	2
OLG 115	Operations Management	Elective	20	2
OAF 121	Finance I	Elective	20	2
OLG 122	International Human Resource Management	Elective	20	2
	Total Units		**120**	**12**

Note: Choose any one elective

Level II

Code	Title	Status	credits	Units
OLG 221	Business Research methods and philosophy	Core	20	2
OLG 213	Strategic Human Resource Management	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OLG 223	Workforce Planning	Core	20	2
OME 211	Principles of Marketing	Elective	20	2
OLG 216	Diversity at Work place	Elective	20	2
OLG 217	Work place health and Safety	Elective	20	2
	Total		**120**	**12**

Note: Choose any two electives

Level III

Code	Title	Status	Creidits	Units
OME 311	Organizational Behavior	Core	20	2
OLG 311	Training and Development	Core	20	2
OLG 321	Labour Law	Core	20	2
OLG 322	Labour Relations	Core	20	2
OME 312	Entrepreneurship and Business Planning	Elective	20	2
OLG 314	Strategic Leadership Governance and Conflict Management	Eletive	20	2
OLG 315	Group Dynamics and Team Building	Elective	20	2
OBM 399	Field Practical	Core	20	2
	Total		120	12

Note: Choose any one elective course

Bachelor of Procurement and Supply Chain Management (BPSCM)

Level I

Code	Title	Status	Credit	Units
OCP 100	Introduction to Microcomputer Studies and Information technology	Core	10	1
OFC 017	Communication skills	Core	10	1
OME 111	Introduction to Procurement and Supply Chain Management	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OME 121	Physical Distribution Management	Core	20	2
OME 122	Principles of Warehouse Management	Core	20	2
OLG 112	Legal Aspects of Procurement and Supply Chain Management	Core	20	2
OAF 111	Priciples of Accounting	Elective	20	2
OAF 121	Finance 1	Elective	20	2
	Total		120	12

Level II

Code	Title	Status	Credits	units
OME 222	International Procurement	Core	20	2
OME325	Procurement and Supply chain Risk Management	Core	20	2
OME 223	Procurement Contract Management	Core	20	2
OME 312	Entrepreneurship and Business Development	Core	20	2
OAF 222	Procurement and Supplies Audit	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 211	Priciples of Marketing	Elective	20	2
OME 213	Principles of Economics	elective	20	2
	Total		120	12

Level III

Code	Title	Status	credit	Units
OLG 221	Business Research Methodologies	Core	20	2
OME 314	E-procurement and Supply chain Management	Core	20	2
OME 327	Public procurement	Core	20	2
OME 323	Strategic Procurement and Supply chain management	Core	20	2

OME 324	Inventory and Warehousing Management	Core	20	2
OME 326	Production and Operations Management	Elective	20	2
OBM 399	Field practical	Core	20	2
	Total		120	12

Note: Choose One course from electives

Total number of units required is 36

3.2   Non-Degree Programmes

3.2.1   Basic Technician Certificate in Entrepreneurship (NTA Level 4)

Semester I Modules

Code	Title	Class	Credit	Units
MET 04101	Essentials of Entrepreneurship	C	10	1
MET 04102	Fundamentals of Marketing	C	10	1
AFT 04101	Basic Business Mathematics and Statistics	F	10	1
LGT 04101	Basic ICT Skills	F	10	1
LGT 04102	Basic Business Communication Skills	F	10	1
LGT 04103	Introduction to Cross-Cutting Issues	F	10	1
	Total		**60**	**6**

Semester II

Code	Title	Status	Credits	Units
MET 04201	Business opportunities	C	10	1
MET 04202	Small business management	C	10	1
MET 04203	Promotion	C	10	1
AFT04201	Basic Bookkeeping and accounting	F	10	1
MET 04204	Customer care	F	10	1
BMT 04299	Filed Practicum	C	10	1
	Total		**60**	**6**

3.2.2   Technician Certificate in Entrepreneurship (NTA level 5

Semester I

Code	Course title	Status	Credits	Units
AFT 05101	Fundamentals of Business Mathematics & Statistics	F	10	1
LGT 05101	Business Law	F	10	1
MET 05101	Entrepreneurship and Innovation	C	10	1
MET 05102	Fundamentals of Consumer Behaviour	C	10	1
MET 05103	Fundamentals of Procurement and Supplies	C	10	1
	Total		50	5

Semester II

Module Code	Module Title	Class	Units	Credit
AFT 05201	Fundamentals of Accounting	F	12	1
LGT 05201	Business Ethics	F	08	1
MET 05201	Fundamentals of Marketing and Retailing	C	12	1
MET 05202	Essentials of Small Business and E-commerce	F	12	1
MET 05203	New Business Development	C	12	1
BMT 05299	Special Project	C	20	2
Total Credits			**70**	**7**

3.2.3 Diploma in Entrepreneurship (NTA Level 6)
Semester I Modules

Code	Course title	Status	Credits	Units
LGT 06101	Introduction to Economics and Finance	F	10	1
MET 06101	Essentials of Business Planning	C	10	1
MET 06102	Financing Entrepreneurial Ventures	C	10	1
MET 06103	Basic Methods of Market Research	C	10	1
MET 06104	Basic Process of Product/Service Development and Branding	C	10	1
	Total		**50**	**5**

Semester II

Code	Module Title	Class	Credits	Umits
LGT 06201	Business Law	F	10	1
MET 06201	Social Entrepreneurship	C	10	1
MET 06202	Networking and Entrepreneurship	C	10	1
MET 06203	Sales Management	F	10	1
BMT 06299	Business Plan Development	C	30	3
	Total		70	7

3.2.4 Basic Technician Certificate in Business Administration (NTA Level 4)
Semester I Module

Code	Title	Class	Credits	Units
LGBA 04101	English Communication Skills	F	10	1
LGBA 04102	Basic Computer Skills	F	10	1
LGBA 04103	Basic Business Mathematics	F	20	2
LGBA 04106	Customer Care Skills	C	20	2
LGBA 04108	Life Skills and cross cutting issues	F	10	1
Total Credits			**70**	**7**

Semester II

C/Code	Course Name/ Title	Class	Credits	Units
LGBA 04204	Principles of Bookkeeping	C	20	2
LGBA 04207	Entrepreneurship Skills	C	20	2
LGBA 04208	Commercial Knowledge	C	10	1
LGBA 04209	Field Practical Training	C	20	2
	Total		70	7

Key: F = Fundamental   C = Core

3.2.5 Technician Certificate in Business Administration (NTA LeveL 5) 13 units

Semester I Module

C/Code	Course Name/ Title	Class	Credits	Units
LGBA 05101	Commercial Arithmetic/Bussiness Mathematics	F	10	1
LGBA 05105	Business Communication Skills	F	10	1
LGBA 05106	Principles of Marketing	C	20	2
LGBA 05107	Information and Communication Technology	C	10	1
	Total		50	5

Semester II Module

Code	Course Name/ Title	Class	Credits	Units
LGBA 05202	Fundamentals of Accounts	C	10	1
LGBA 05203	Office Management	F	20	2
LGBA 05204	Basics of e-commerce	C	10	1
LGBA 05207	Fundamentals of Economics	C	10	1
LGBA 05209	Elements of Commercial Law and Ethics	C	10	1
LGBA 05210	Fundamentals of Procurement and Supply	C	10	1
LGBA 05211	Field Practical	C	20	1
Total Credits			90	9

Key: F = Fundamental   C = Core

3.2.6 Diploma in Business Administration (NTA Level 6)

Semester I Module

Code	Title	Class	Credits	Units
LGBA 06101	Business Law	C	10	1
LGBA 06102	Business Contract	C	10	1
LGBA 06104	Elements of Finance	C	10	1
LGBA 06105	Elements of Human Resource Management	F	20	2
LGBA 06106	Small Business Development	C	10	1
Total Credits			60	60

Key: F = Fundamental   C = Core

Semester II Module

Code	Course Name/ Title	Class	Credits	Units
LGBA 06203	Principles of Management	F	20	2
LGBA 06208	Principles of Production Management	C	10	2
LGBA 06209	Elements of Human Logistics and Inventory Control	C	10	2
LGBA 06211	Action Research	C	20	2
Total Credits			60	6

Key: F = Fundamental   C = Core

4.0   Department of Accounting and Finance

4.1   Degree Programmes Offered

4.1.1   Bachelor of Business Administration in Accounting (BBA Accounting)

Level I

Code	Title	Status	Credits	Units
OCP 100	Introduction to Microcomputer Studies and Information Technology I	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
ODS 101 C	Political and Social Development in Africa	Core	10	1
OFP 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 121	Finance I	Core	20	2
	Total		120	12

Level II

Code	Title	Status	credits	Units
OAF 211	Intermediate Accounting	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total Units		**120**	**12**

Level III

Code	Title	Status	Credits	Units
OAF 221	Management and Cost Accounting	Core	20	2
OAF 311	Advanced Accounting	Core	20	2
OAF 312	Auditing	Core	20	2
OAF 321	Taxation and Public Finance	Core	20	2
OAF 322	International Finance	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		**120**	**12**

Total Number of Units required for BBA (Accounting) is 36

4.1.2 Bachelor of Business Administration in Finance (BBA Finance)

Level I

Code	Title	Status	Credits	Units
OCP 100	Introduction to Microcomputer studies and Information Technology I	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
ODS 101 C	Political and Social Development in Africa	Core	10	1
OFP 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 121	Finance I	core	20	2
	Total no. of units		**120**	**12**

Level II

Code	Title	status	Credits	Units
OAF 212	Finance II	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total no. of units		**120**	**12**

Level III

Code	Title	Status	Credit	Units
OAF 221	Management and Cost Accounting	Core	20	2
OAF 313	Micro Finance Management	Core	20	2
OAF 314	Finance III	Core	20	2
OAF 322	International Finance	Core	20	2
OAF 323	Financial Markets and Institutions	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		120	12

Total Number of Units required for BBA (Finance) is 36

4.2   Non-Degree Programmes Offered
4.2.1   Basic Technician Certificate in Accountancy (NTA Level 4)
Semester I

Code	Title	Statuts	Credits	Units
AFAC 04101	Elements of book keeping and accounts	C	10	1
AFAC 04102	Elements of business mathematics	F	10	1
AFAC 04103	Basic Communication skills	F	10	1
AFAC 04104	Basic computer skills	F	10	1
AFAC 04105	Elements of commerce	F	10	1
AFAC 04106	Life Skills	F	10	1
Total credits			60	6

Semester II

Code	Title	Class	Credits	Units
AFAC 04206	Computer applications in Accounting	C	16	2
AFAC 04207	Basic records management	C	16	2
AFAC 04208	Customer care	F	08	1
AFAC 04209	Principles of entrepreneurship	F	10	1
AFAC 04210	Field practical	C	10	1
Total credits			60	6

Key: F = Fundamental   C = Core
Total Number of Units = 12

4.2.2   Technician Certificate in Accountancy (NTA Level 5)
Semester I &II Modules 13 units

Code	Module title	Class	Credits	Units
Semester I				
AFAC 05101	Bookkeeping and accounts	C	20	2
AFAC 05102	Business mathematics	F	20	2
AFAC 05103	Communication skills	F	10	1
Total			**50**	**5**

Semester II

Code	Title	Class	Credits	Units
AFAC 05204	ICT in accounting	C	20	2
AFAC 05205	Principles of accounting	C	20	2
AFAC 05208	Field practical	C	20	2
AFAC 05209	Elements of procurement and supply	C	20	2
Total credits			**80**	**8**

Key: F = Fundamental   C = Core
Total Number of Units = 13

4.2.3 Ordinary Diploma in Accountancy (NTA Level 6)

Semester I

Code	Title	Class	Credits	Units
AFAC 06101	Principles of financial reporting	C	10	1
AFAC 06102	Elements of management and cost accounting	C	10	2
AFAC 06103	Principles of taxation	C	10	1
AFAC 06104	Business communication and information system	F	10	1
AFAC 06105	Commercial law	C	10	1
AFAC 06106	Action research	C	20	2
Total credits			70	7

Semester II

Code	Title	Class	Credits	Units
AFAC 06206	Accounting for specialized entities and items	C	10	1
AFAC 06207	Principles of auditing	C	10	1
AFAC 06208	Principles of financial management	C	10	1
AFAC 06209	Enterpreneurship Skills	F	10	1
AFAC 06210	Principles of Economics	c	10	1
AFAC 06211	Small Business Development	C	10	1
Total credits			60	6

Key: F = Fundamental   C = Core
Total Number of Units = 13

4.2.4 Basic Technician Certificate in Procurement (NTA Level 4)

Semester I

Code	Module title	Class	Credits	Units
AFPS 04101	Basic storekeeping	C	10	1
AFPS 04102	Basic procurement principles	C	20	2
AFPS 04103	Elementary business arithmatic	F	10	1
AFPS 04104	English communication skills	F	10	1
AFPS 04105	Elementary commercial knowledge	F	10	1
AFPS 04106	Life Skills	F	10	1
Total credits			**70**	**7**

Semester II

Code	Title	Class	Credits	Units
AFPS 04207	Introduction to public procurement	C	20	2
AFPS 04208	Entrepreneurship Skills	F	10	1
AFPS 04209	Basic Computer Skills	F	10	1
AFPS 04210	Bookkeeping	F	10	1
AFPS 04211	Field practical	C	20	2
	Total		70	7

Key: F = Fundamental   C = Core
Total Number of Units = 14

4.2.5 Technician Certificate in Procurement (NTA Level 5)

Semester I

Code	Module title	Class	Credits	Units
AFPS 05101	Stores administration	C	10	1
AFPS 05102	Procurement principles	C	20	2
AFPS 05103	Principles of Marketing	F	10	1
AFPS 05104	Business Mathematics	F	10	1
AFPS 05105	Business Communication Skills	F	10	1
Total credits			60	6

Semester II

Code	Title	Class	Credits	Units
AFPS 05206	Inventory control	C	10	1
AFPS 05207	Law of contract	C	20	2
AFPS 05208	Introduction to ICT	F	10	1
AFPS 05209	Introduction to accounting and costing	F	10	1
AFPS 05210	Fundamentals of Logistics	F	10	1
AFPS 05211	Field practical	C	20	2
Total credits			80	8

Key: F = Fundamental   C = Core Modules
Total Number of Units = 14

4.2.6   Ordinary Diploma in Procurement (NTA Level 6)

Semester I

Code	Module title	Class	Credits	Units
AFPS 06101	Warehouse Management	C	20	2
AFPS 06102	International procurement	C	10	1
AFPS 06104	Principles of economics	C	10	1
AFPS 06106	Financial Management	C	10	1
AFPS 06107	Principles of Management	C	10	1
	Total		**60**	**6**

Semester II

Code	Module title	Class	Credits	Units
AFPS 06206	Public procurement	C	20	2
AFPS 06207	Elements of Strategic Management	C	10	1
AFPS 06212	Electronic Procurement	C	10	1
AFPS 06214	Fundamental of Supply Chain Management	C	10	1
AFPS 06215	Small Business Development	C	10	1
AFPS 06113	Action research	C	20	2
	Total		80	8

Key: S = Support C = Core
Total Number of Units = 14

FEE STRUCTURE: FACULTY OF BUSINESS MANAGEMENT (FBM)

4.3   Bachelor Degrees – Tuition fee (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee (Practical)	Registration fee	Student ID	Total Fee
1	Bachelor of Human Resource Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
2	Bachelor of Business Administration (Accounting)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
3	Bachelor of Business Administration (Finance) Bachelor of Business Administration (Marketing)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
4	Bachelor of Business Administration (Human Resource Management)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
5	Bachelor of Business Administration (International Business)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
6	Bachelor of Procurement and Supply Chain Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

Plus

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

4.4   Diploma Programmes Tuition fees

S/N	Diploma Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Ordinary Diploma in Entrepreneurship	9	3	12	400,000	300,000	30,000	20,000	750,000
2	Ordinary Diploma in Business Administration	10	2	12	400,000	200,000	30,000	20,000	650,000
3	Ordinary Diploma in Accountancy	11	2	13	440,000	200,000	30,000	20,000	690,000
4	Ordinary Diploma in Procurement And Supply	12	2	1	480,000	200,000	30,000	20,000	730,000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

4.5   Certificate Programmes tuition fees

S/N	Certificate Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID,	Total Fee
1	Basic Technician Certificate in Entrepreneurship NTA 4	11	1	12	440,000	200,000	30,000	20,000	680,000
2	Technician Certificate in Entrepreneurship NTA 5	10	2	12	400,000	200,000	30,000	20,000	650,000
3	Basic Technician Certificate in Business Administration NTA 4	12	2	14	480,000	200,000	30,000	20,000	730,000
4	Technician Certificate in Business Administration NTA 5	12	2	14	480,000	200,000	30,000	20,000	730,000
5	Basic Technician Certificate in Accountancy NTA 4	11	2	13	440,000	200,000	30,000	20,000	690,000
6	Technician Certificate in Accountancy NTA 5	11	2	13	440,000	200,000	30,000	20,000	690,000
7	Basic Technician Certificate in Procurement And Supply NTA 4	12	2	14	480,000	200,000	30,000	20,000	730,000
8	Technician Certificate in Procurement and Supply NTA 5	12	2	14	480,000	200,000	30,000	20,000	730,000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in TShs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,0000
4	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

4.6   Important Contacts

Position	Name	Mobile No.	Email address
Dean	Prof. Joseph Magali	+255654388137	joseph.magali@out.ac.tz
Head, Accounting and Finance Department	Dr Saganga Kapaya	+255 7162 36 149	saganga.kapaya@out.ac.tz
Head, Marketing, Entrepreneurship and Managemnt	Dr France Shayo	+255 754 473 440	france.shayo@out.ac.tz
Faculty of Business Management Examination Officers	Mr Denis Kawishe, Mr Stephen Lukansola	+255 713 316 845 +255 752 665 385	denis.kawishe@out.ac.tz Stephen.lukansola@out.ac.tz
Field Practical Coordinator	Mr Denis Kawishe	+255 713 316 845	pfieldpractical.fbm@out.ac.tz
Faculty Secretary	Ms Lolitha Charles	+255 621 112 545	lolitha.charles@out.ac.tz
Faculty Administrator	Ms Halima Sumwa	+255 713 538 161	Halima.sumwa@out.ac.tz

4.7   The Undergraduate Course Coordinators' Contacts

Name of the Coordinator	Programme under Coordination	Mobile No.	E-mail
Ms. Agnes Stanslaus	Coordinator BBA (IB), BBA (HRM), BHRM	0716 634 479	Agnes.stanslaus@out.ac.tz
Mr Charles Mwasi	Coordinator Non-degree	0656 747 626	Charles.mwasi@out.ac.tz
Mr Katuma B. Wandwi	Coordinator - BBA(Accounting)	0713 184 869	katuma.wandwi@out.ac.tz
Mr Ally Abdu	Coordinator - BBA(Finance)	0764 234 821	ally.abdu@out.ac.tz
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FACULTY OF EDUCATION (FED)

5.0 Department of Curriculum and Instruction
5.1 Degree Programme Offered
5.1.1 Bachelor of Education Teacher Educator (BED TE)

Level I

Code	Title	Status	Credits	Units
OCP 100	Introduction to Computer	core	10	1
OFC 017	Communication Skills	core	10	1
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEF 102	History and Sociological Aspects in Education	core	20	2
	Courses from 2 Teaching Subjects	core	60	6

Level II

Code	Title	Status	Credit	Units
OEI 101	Curriculum Development and Evaluation	core	20	2
OET 200	Teacher professionalism and classroom practice	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
	Courses from 2 Teaching Subjects	core	60	6

Level III

Code	Title	Status	credit	Units
OEP 309	Introduction to Educational Research	core	20	2
OEM201	Education Management and Leadership	core	20	2
OET 303	Field Study	core	20	2
OEI 208D	Teaching Practice 2	core	10	1
	Electives	core	20	2
	Course from 2 Teaching Subjects	core	60	6
Total				40
Electives for B. Ed-TE				
OET 301	Curriculum Development and Teaching models	elective	2	2
OET 302	HIV and sexuality education: Curriculum based approach	elective	2	2

6.0 Department of Psychology and Special Education
6.1 Programmes Offered
6.1.1 Bachelor of Education in Special Education (BED SE)

Level I

Code	Title	Status	Credit	Unit
OFC 017	Communication Skills	core	10	1
OCP 100	Introduction to Computer	core	10	1
OEP 101	Educational Psychology	core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEI 101	Curriculum Development and Evaluation	core	20	2
	Courses from 2 Teaching Subjects	**core**	**60**	**6**

Level II

Code	Title	Status	Credit	Unit
OEP 301	History and Issues in Special Education	core	20	2
OEI201-210	Teaching Subjects Methodology	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
	Courses from 2 Teaching Subjects	**core**	**60**	**6**

Level III

OEP 302	**Special Education Provisions and Services in Tanzania**	**core**	**20**	**2**
OEP 303	Inclusive Education	core	20	2
OEP 304	Management of Special Education	core	20	2
OEP 306	Transition Strategies in Special Education	core	20	2
OEI 208D	Teaching Practice 2	core	10	1
	Courses from 2 Teaching Subjects	**core**	**60**	**6**

6.1.2 Certificate in Early Childhood Care and Education (CECCE)

Code	Title	Status	Credits	Units
OCE 001	Introduction to Early Childhood Education	core	10	1
OCE 002	Introduction to Child Development	Core	10	1
OCE 003	Teaching Methods and Material Development for Young Children	Core	10	1
OCE 004	Children with Special needs in Early Childhood Education	Core	10	1
OCE 005	Health, Safety and Nutrition	Core	10	1
OCE 006	Play and Learning in Early years	Core	10	1
OCE 007	Organising and Managing an Early childhood Care & Education Centre	Core	10	1
OCE 008	Teaching Mathematics & Science in early childhood education	Core	10	1
CE 009	Teaching Handicraft, Art and Sports in early childhood Education	Core	10	1
OCE 010	Teaching Language & Literacy in Early Childhood Education	Core	10	1
OCE 011	Field Practicum	Core	20	2
Total Units			**120**	**12**

6.1.3 Diploma in Early Childhood Care and Education (DECCE)

First Year

Code	Title	Status	credit	Units
ODE 010	Child Growth and Development	Core	10	1
ODE 011	Teaching Methods and Material Development for Young Children	Core	20	**2**
ODE 012	Curriculum Development in Early Childhood Education	Core	10	1
ODE 013	Family, Child Care and Nutrition	Core	10	1
ODE 014	Historical and Philosophical Foundations of Early Childhood Development	Core	10	1
ODE 015	Language and Literacy in Early Childhood	Core	20	**2**
ODE 016	Science and Mathematics in Early Childhood Development	Core	10	1
ODE 017	Music, Movement and Drama	Core	10	1
	Total		**100**	**10**

Second year

Code	Title	Status	Credit	Units
ODE 018	Music, Movement and Drama	Core	20	**2**
ODE 019	Cross Cutting issues in Early Childhood Development	Core	10	1
ODE 020	Health and Physical Education in Early Childhood Development	Core	20	**2**
ODE 021	Administration and Management of ECD	Core	10	1
ODE 022	Research, Monitoring and Evaluation in Early Childhood Development	Core	20	**2**
ODE 023	Children with Special Needs in Early Childhood	Core	10	1
ODE 024	Field Practicum (cumulative)	Core	20	**2**
ODE025	Environmental Science in Early Childhood education	Core	20	**2**
ODE 026	Micro teaching	Core	10	1
	Total		**140**	**14**
Grand total for diploma course is 24 units				

7.0 Department of Educational Foundations, Adult and Distance Education
7.1 Programmes Offered
7.1.1 Bachelor of Education in Adult Education and Distance Learning (BED ADL)

Level I

Code	Title	Status	Credit	Units
OCP 100	Introduction to Computer	core	10	1
OFC 017	Communication Skills	Core	10	1
OEA 302	Introduction to Open and Distance Learning	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2
OEA 101	Psychology of Adult Learning	core	20	2
	Courses from 2 Teaching Subjects	Core	60	6

Level II

Code	Title	Status	Credit	Units
OEI 101	Curriculum Development and Evaluation	Core	20	2
OEI 208C	Teaching Practice 1	Core	10	1
OEI 210	Teaching Methods for Adult Learners	Core	20	2
	Courses from 2 Teaching Subjects	Core	60	6

Level III

Code	Title	Status	Credit	Units
OEA 301	Foundations of Adult and Community Education	Core	20	2
OEA 303	Lifelong Learning in Global Economy	Core	20	2
OEA 305	Planning and management of adult and community education	Core	20	2
OEI 208D	Teaching Practice 2	Core	10	1
	Elective	Core	20	2
	Courses from 2 Teaching Subjects	Core	60	6
Total Units				**40**
Plus, ONE of these Electives				
OEA 304	Course Design and Development in ODL	Elective	20	2
OEA 306	Community Education and Development	Elective	20	2
OEA 307	Community Capacity Building	Elective	20	2

7.1.2 Bachelor of Arts with Education (BAED)

The BAED Degree Programme is meant for training teachers who can provide specialized teaching of social science subjects in education institutions and in the provision of needed social services in the community at large. The Course programme structure is as follows:

Code	Title	Status	Credit	Units
OEP 101	Educational Psychology	core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEF 102	History and Sociological Aspects in Education	core	20	2
OEI 101	Curriculum Development and Evaluation	core	20	2
OEM 201	Educational Management and Leadership	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
OEI 208D	Teaching Practice 2	core	10	1
	Teaching Methods Course	Core	20	2
SUB-TOTAL				14

Courses from Teaching Subjects
Geography

Code	Title	Status	credit	Units
OGE 121	Background to Physical Resources	MJ*	20	2
OGE 122	Introduction to Human Geography	MJ	20	2

OGE 123	Introduction to Geographic Techniques	MJ*	20	2
OGE 225	Population and Development	MJ	20	2
OGE 229	Geography Field Practical	MJ*	20	2
OGE 326	The African Environment and Development	MJ	20	2

History

Code	Title	Status	credit	Unit
OHI 131	Introduction to African History	MJ*	20	2
OHI 132	History of Tanzania to the Recent Past	MJ*	20	2
OHI 133	Theory and Practice in Africa History	MJ	20	2
OHI 134	The Political History of Zanzibar	MJ	20	2
OHI 135	Themes in African Pre-History	MJ*	20	2
OHI 231	History of East Africa to the Recent Past	MJ	20	2

English Language

Code	Title	Status	Credit	Unit
OLL 131	Introduction to Language and Linguistics	MJ*	20	2
OLL 132	English Structure	MJ*	20	2
OLL 235	Phonetics and Phonology	MJ	20	2
OLL 232	Morphology	MJ*	20	2
OLL 236	Applied Linguistics	MJ	20	2
OLL 233	Syntax	MJ	20	2

Literature in English

Code	Title	Status	Credit	Units
OLT 131	Literary Theory and Criticism	MJ*	20	2
OLT 132	Studies In African Literatures	MJ*	20	2
OLT233	Oral Literature I	MJ	20	2
OLT 231	Literary Stylistics	MJ*	20	2
OLT 332	African American Literature	MJ	20	2
OLT 337	Creative Writing	MJ	20	2

Kiswahili

Code	Title	Status	Credit	Unit
OSW 131	Utangulizi wa Lugha na Isimu	MJ*	20	2
OSW 133	Fasihi ya Kiswahili Nadharia na Uhakiki	MJ*	20	2
OSW 231	Sarufi ya Kiswahili na Sintaksia	MJ*	20	2
OSW 232	Fonetiki na Fonolojia ya Kiswahili	MJ	20	2
OSW 233	Mofolojia ya Kiswahili	MJ	20	2
OSW 234	Fasihi Simulizi	MJ	20	2

Economics

Code	Title	Status	Credit	Unit
OEC 131	Introduction to Microeconomics	MJ	20	2
OEC 132	Introduction to Macroeconomics	MJ	20	2
OEC 230	Intermédiate Microeconomics	MJ	20	2
OEC 231	Intermédiate Macroeconomics	MJ	20	2
OEC 133	Mathematics for Economics	MJ	20	2
OEC 234	Econometrics	MJ	20	2

Civics

Code	Title	Status	Credit	Units
OPA 103	Local Government Administration in Tanzania	MJ	20	2
OIR 101	Introduction to the study of politics	MJ	20	2
OIR 102	Political Thought	MJ	20	2

OPS 320	Democracy and Human Rights	MJ	20	3
ODS 101A	Concepts/Theories of Social Development	MJ	10	1
ODS 101C	Political and Social Development in Africa	MJ	10	1
OIR 302	Contemporary Issues in Global Politics	MJ	20	2

Religious Studies

Code	Title	Status	Credit	Unit
OPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2	2
OPR 221	Philosophy of Religion	MJ*	2	2

Please Note: Social science education students are required to register in all courses indicated for respective subject specializations.

MJ* indicate courses for B. Ed students where the respective subject is a second teaching subject.

8.0 Department of Educationalpolicy, Planning and Adminstration
8.1 Programmes Offered
8.1.1 Bachelor of Education in Policy Management (BED PM)
Level 1

Code	Course Name	Status	credit	Unit
OCP 100	Introduction to Computer	Core	10	1
OFC 017	Communication Skills	Core	10	1
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2
OEF 102	History and Sociological Aspects in Education	Core	20	2
	Courses from Teaching Subjects	Core	60	6

Level 2

Code	Name	Status	credit	Unit
OEI 101	Curriculum Development and Evaluation	Core	20	2
OEM 201	Educational Management and Leadership	Core	20	2
OEI 208A	Teaching Practice 1	Core	10	1
	Teaching Methods Course	Core	20	2
	Courses from 2 Teaching Subjects	Core	60	6

Level 3

OEM 301	Educational Policy and Planning	Core	20	2
OEM 302	Human resource Management and Development in Education	Core	20	2
OEM 303	Introduction to Project management and Entrepreneurship in Education (Elective)	elective	20	2
OEI 208B	Teaching Practice 2	core	10	1
OEM 304	Human Rights and cross-cutting issues in Education (Elective)	elective	20	2
	Courses from 2 Teaching Subjects	core	60	6
TOTAL				

Courses from Teaching Subjects

Geography

Code	Course Name	Unit	
OGE 121	Background to Physical Resources	MJ*	2
OGE 122	Introduction to Human Geography	MJ	2
OGE 123	Introduction to Geographic Techniques	MJ*	2
OGE 225	Population and Development	MJ	2
OGE 229	Geography Field Practical	MJ*	2
OGE 326	The African Environment and Development	MJ	2

History

Code	Course Name	Unit	
OHI 131	Introduction to African History	MJ*	2
OHI 132	History of Tanzania to the Recent Past	MJ*	2
OHI 133	Theory and Practice in Africa History	MJ	2
OHI 134	The Political History of Zanzibar	MJ	2
OHI 135	Themes in African Pre-History	MJ*	2
OHI 231	History of East Africa to the Recent Past	MJ	2

English Language

Code	Course Name	Unit	
OLL 131	Introduction to Language and Linguistics	MJ*	2
OLL 132	English Structure	MJ*	2
OLL 235	Phonetics and Phonology	MJ	2
OLL 232	Morphology	MJ*	2
OLL 236	Applied Linguistics	MJ	2
OLL 233	Syntax	MJ	2

Literature in English

Code	Course Name	Unit	
OLT 131	Literary Theory and Criticism	MJ*	2
OLT 132	Studies In African Literatures	MJ*	2
OLT233	Oral Literature I	MJ	2
OLT 231	Literary Stylistics	MJ*	2
OLT 332	African American Literature	MJ	2
OLT 337	Creative Writing	MJ	2

Kiswahili

Code	Course Name	Unit	
OSW 131	Utangulizi wa Lugha na Isimu	MJ*	2
OSW 133	Fasihi ya Kiswahili Nadharia na Uhakiki	MJ*	2
OSW 231	Sarufi ya Kiswahili na Sintaksia	MJ*	2
OSW 232	Fonetiki na Fonolojia ya Kiswahili	MJ	2
OSW 233	Mofolojia ya Kiswahili	MJ	2
OSW 234	Fasihi Simulizi	MJ	2

Economics

Code	Course Name	Unit	
OEC 131	Introduction to Microeconomics	MJ	2
OEC 132	Introduction to Macroeconomics	MJ	2
OEC 230	Intermédiate Microeconomics	MJ	2
OEC 231	Intermédiate Macroeconomics	MJ	2
OEC 133	Mathematics for Economics	MJ	2
OEC 234	Econometrics	MJ	2

Civics

Code	Course Name	Unit	
OPA 103	Local Government Administration in Tanzania	MJ	2
OIR 101	Introduction to the study of politics	MJ	2
OIR 102	Political Thought	MJ	2
OPS 320	Democracy and Human Rights	MJ	3
ODS 101A	Concepts/Theories of Social Development	MJ	1
ODS 101C	Political and Social Development in Africa	MJ	1
OIR 302	Contemporary Issues in Global Politics	MJ	2

Religious Studies

Code	Course Name	Unit	
OPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2
OPR 221	Philosophy of Religion	MJ*	2

Please Note: Social science education students are required to register in all courses indicated for respective subject specializations.

MJ* indicate courses for B.Ed students where the respective subject is a second teaching subject.

7.1.2 *Bachelor of Business Administration with Education (BBA –Ed)*
Programme structure
Students are required to register all courses indicated for respective subject specialization.

MJ* indicates that particular course is a second teaching subject.
Basic education courses.

Level 1

Code	Course name	Status	Credits	Units
OEP101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2
OEF 102	History and Sociological Aspect in Education	Core	20	2
OEI 101	Curriculum Development and Evaluation	Core	20	2
OEM 201	Educational Management and Leadership	Core	20	2
OEI 208C	Teaching Practice 1	Core	20	2
OEI 208D	Teaching Practice 2	Core	20	2
	Teaching Methods course	Core	20	2
	Total		140	14

Course from Teaching subjects
Book keeping/Accountancy
Level 11

Code	Course name	status	Credits	units
OAF 112	Business Mathematics and statistics	MJ	20	2
OAF 111	Principles of Accounting	MJ*	20	2
OAF 211	Intermediate Accounting	MJ*	20	2
OAF 221	Management and Cost Accounting	MJ*	20	2
OAF 311	Advanced accounting	MJ	20	2
OAF 321	Auditing	MJ	20	2
	Total		120	12

Commerce
Level 111

Code	Course name	status	Credits	units
OLG 111	Principles of Human Resource Management and Administration	MJ	20	2
OAF 121	Finance 1	MJ	20	2
OME 212	Business Environmental and Strategies	MJ*	20	2
OME 213	Principles of Economics	MJ*	20	2
OLG 222	Business Law and Ethics	MJ	20	2
OME 312	Entrepreneurship and Business planning	MJ*	20	2
	Total		120	12

FEES STRUCTURE: FACULTY OF EDUCATION (FED)

8.2 Bachelor Degrees - Tuition Fee (Payable To The University)

No	Programme	Total Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1.	Bachelor of Arts with Education	38	2	40	2,280,000	200,000	30	20	2,530,000
2.	Bachelor of Business Administration with Education	38	2	40	2,280,000	200,000	30	20	2,530,000
3.	Bachelor of Education in Special Education	38	2	40	2,280,000	200,000	30	20	2,530,000
4.	Bachelor of Education Teacher Educator	38	2	40	2,280,000	200,000	30	20	2,530,000
5.	Bachelor of Education in Adult and Distance Learning	38	2	40	2,280,000	200,000	30	20	2,530,000
6.	Bachelor of Education in Educational Policy and Management	38	2	40	2,280,000	200,000	30	20	2,530,000

Note: All students taking Geography as teaching subject shall be required to pay addition Ths.200,000/= for geography practical.

PLUS

Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on-demand examination requested

8.3 Diploma Programmes

No	Programme	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Diploma in Early Childhood Care and Education (DECCE)	22	2	24	800,000	200,000	30,000	20,000	1,050,000
2	Certificate in Early Childhood Care and Education (CECCE)	10	1	12	400,0000	100,000	30,000	20,000	550,000

PLUS

Direct University costs (Payable to the University)

No.	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,0000
4	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

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8.4 Important Contacts

SN	Name	Position	Mob No and Email
1	Dr Jesse Lukindo	HoD; CI	+255768105555 email: jesse.lukindo@out.ac.tz
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5	Peter Kapalanaka	FEO (Examination)	+255753380920 Email:peter.kapalanaka@out.ac.tz
6	Mr Mark Issamark	TP Coordinator	+255756493925 Email:mark.issamaki@out.ac.tz

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FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES (FSTES)

9.0 DEPARTMENT OF BIOLOGICAL AND FOOD SCIENCES
9.1   Degree Programmes
9.1.1   B.Sc. Food, Nutrition and Dietetics

Level I: all core courses plus elective at any level to make 38 units

Code	Name	Status	Credits	Units
OFC 017	Communication skills	Core	10	1
OCP 100	Introduction to Microcomputer Studies and Information Technology	Core	10	1
OFD 100	Human Nutrition & Dietetics	Core	10	1
OFD 101	Principles of Nutritional Biochemistry	Core	10	1
OFD 102	Foundation Chemistry	Core	20	2
OFD 103	Human Anatomy & Physiology	Core	10	1
OFD 104	Food Microbiology & Safety	Core	20	2
OFD 106	Introduction to Molecular Biology	Elective	10	1
OFD 208	Essentials of Food Science	Core	10	1
OFD 206	Food Processing and preservation	Elective	10	1
OFD 307	Food, Nutrition and Dietetics Practical	Core	20	1

Level II

Code	Name	Status	Credits	Units
OFD 200	Community health and health promotion	Core	10	1
OFD 201	Nutritional Diseases and Applied Dietetics	Core	20	2
OFD 202	Nutritional epidemiology, assessment and surveillance	Core	20	2
OFD 203	Food Chemistry & Analysis	Core	20	2
OFD 204	Statistics & Research methods	Core	20	2
OFD 211	Nutrition through life cycle	Core	10	1
OFD 212	Nutritional anthropology	Core	10	1
OFD 207	Consumer Behaviour and Education	Elective	10	1
OFD 210	Sensory evaluation of foods	Elective	10	1
OFD 304	Field placements	Core	2	1
OFD 307	Food, Nutrition and Dietetics Practical	Core	20	2

Level III

Code	Name	Status	Credits	Units
OFD 309	Food and Nutrition Security	Core	20	2
OFD 301	Food safety, hygiene & Legislation	Core	20	2
OFD 302	Planning and Management of Nutritional Interventions	Core	10	1
OFD 304	Field placements	Core	10	1
OFD 305	Individual Research Project	Core	10	1
OFD 307	Food, Nutrition and Dietetics Practical	Core	20	2
OFD 306	Meal planning and Institutional catering	Core	20	2
OFD 308	Fundamentals of guidance and counseling	Elective	20	2
OME 312	Entrepreneurship & Business Development	Elective	20	2
OPD 202	Gender and Development	Elective	20	2
OSS 124	Introduction to social psychology	Elective	20	2

Total units = 38

9.1.2   Bachelor of Science (B.Sc.) GENERAL
Clusters for Major in Mathematics
Level I

Code	Name	Status	Credit	Units
OFC 017	Communication Skills	core	10	1
OCP 100	Introduction to Microcomputer Studies	core	10	1
OMT 151	Mathematical Analysis I & II	core	20	2

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OMT 152	Linear Algebra I & II	core	20	2
OMT 153	Probability and Statistics, I & II	core	20	2
	OMT 154: Informatics & Programming Languages	core	20	2

Level II

OMT 203	Advanced Calculus	core	10	1
OMT 205	Differential Equations	core	10	1
OMT 251	Methods & Partial Differential Equations	core	20	2
OMT 252	Numerical Analysis I & II	elective	20	2
OMT 225	Applied Vector Theory	elective	10	1
OMT 255	Real Analysis I & II	core	20	2

Level III

OMT 324	Complex Analysis	1	Core
OMT 351	Abstract Algebra I & II	3	Elective

Clusters for Minor in Mathematics
Level I

Code	Name	Status	Credit	Units
OMT 151	Mathematical Analysis I & II	Core	20	2
OMT 152	Linear Algebra I & II	Core	20	2
OMT 153	Probability and Statistics, I & II	Core	20	2
OMT 154	Informatics & Programming Languages	Core	20	2

Level II

OMT 205	Differential Equations	Core	10	1
OMT 252	Numerical Analysis I & II	Elective	20	2
OMT 225	Applied Vector Theory	Elective	10	1

Level III

OMT 324	Complex Analysis	Core	10	1

Clusters for Double Major in Mathematics
Level I

Code	Name	Status	Credit	Status
OFC 017	Communication Skills	Core	10	1
OFC 017	Introduction to Microcomputer Studies	Core	10	1
OMT 151	Mathematical Analysis I & II	Core	20	2
OMT 152	Linear Algebra I & II	Core	20	2
OMT 153	Probability and Statistics, I & II	Core	20	2
OMT 154	Informatics & Programming Languages	Core	20	2
Level II				
OMT 203	Advanced Calculus	Core	10	1
OMT 205	Differential Equations	Core	10	1
OMT 251	Methods & Partial Differential Equations	Elective*	20	2
OMT 252	Numerical Analysis I & II	Elective*	20	2
OMT 253	Survey and Quality Control	Elective*	20	2
OMT 209	Fluid Mechanics I	Core	10	1
OMT 216	Operational Research I	Elective*	10	1
OMT 217	Number Theory I	Core	10	1
OMT 225	Applied Vector Theory	Elective*	10	1
OMT 255	Real Analysis I & II	Core	20	2
OMT 254	Advanced Statistics, Design and Analysis of Experiment	Elective*	20	2

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Level III

OMT 303	Measure Theory	Core	10	1
OMT 304	Differential Geometry	Elective*	10	1
OMT 305	Topology I	Core	10	1
OMT 352	Test of Hypothesis & Theory of Estimation	Elective*	20	2
OMT 324	Complex Analysis	Core	10	1
OMT 351	Abstract Algebra I & II	Elective*	30	3

PHYSICS
Clusters of Physics Major Courses
Level 1

Code	Name	Status	Credit	Unit
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Microcomputer Studies	Core	10	1
OPH 151	Introductory University Physics	Core	30	3
OPH 152	Electromagnetism I & II	Core	20	2
Level II Clusters				
OPH 251	Mathematical Physics	Core	20	2
OPH 252	Optics	Core	20	2
OPH 208	Thermal Physics II	Core	10	1
Level III Clusters				
OPH 351	Physics of the Atom	Core	20	2
OPH 352	Quantum Theory of Solids	Core	20	2
OPH 411	Applied Earth Physics	Elective	30	3
OPH 441	Analog Electronics	Core	20	2
OPH 442	Digital Electronics	Elective	20	2
OPH 443	Microelectronics	Elective	20	2
OPH 350	Physics Practical	Core	10	1
OPH 305	Physics Special Project	Core	10	1

Clusters of Physics Minor
Level I

Code	Name	Status	Credit	Units
OPH 151	Introductory University Physics	Core	30	3
OPH 152	Electromagnetism I & II	Core	20	2
OPH 251	Mathematical Physics	elective	20	2
Level II				
OPH 252	Optics	Core	20	2
OPH 208	Thermal Physics II	elective	10	2
OPH 351	Physics of the Atom	Core	20	2
Level III				
OPH 352	Quantum Theory of Solids	Elective	20	2
OPH 411	Applied Earth Physics	Elective	30	2
OPH 441	Analog Electronics	Core	20	2
OPH 442	Digital Electronics	Elective	20	2
OPH 443	Microelectronics	Elective	20	2
OPH 350	Physics Practical	Core	10	2

CHEMISTRY
Clusters for Chemistry Major
Level I

Code	Name	Status	Credit	Units
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Microcomputer Studies	Core	10	1
OCH 151	General and Physical Chemistry	Core	20	2

OCH 152	Organic Chemistry	Core	20	2
OCH 104	Systematic Inorganic Chemistry	Core	10	1
OCH 105	Chemical Thermodynamics	Core	10	1
Level II				
OCH 251	Organic Spectroscopy	Elective	20	2
OCH 252	Organic Reaction Mechanism	Core	20	2
OCH 253	Advanced Inorganic Chemistry	Core	30	3
OCH 206	Chemical Bonding	Core	10	1
OCH 254	Analytical Chemistry	Core	20	2
OCH 255	Natural Products & Carbohydrates Chemistry	Elective	20	2
Level III				
OCH 351	Chemical Kinetics & Electrochemistry	Core	20	2
OCH 303	Industrial Organic Chemistry	Elective	10	2
OCH 309	Theoretical Chemistry	Elective	10	1
OCH 350	Chemistry Practical	Core	10	2
OCH 307	Chemistry Special Project	Core	10	3

Clusters for Chemistry Minor
Level I

Code	Name	status	credit	Units
OCH 151	General and Physical Chemistry	Core	20	2
OCH 152	Organic Chemistry	Core	20	2
OCH 104	Systematic Inorganic Chemistry	Core	10	1
OCH 105:	Chemical Thermodynamics	Core	10	1
Level II				
OCH 251	Organic Spectroscopy	Elective	20	2
OCH 252	Organic Reaction Mechanism	Elective	20	2
OCH 253	Advanced Inorganic Chemistry	Elective	30	3
OCH 206	Chemical Bonding	core	10	1
OCH 254	Analytical Chemistry	core	20	2
OCH 255	Natural Products & Carbohydrates chemistry	Elective	20	2
Level III				
OCH 351	Chemical Kinetics & Electrochemistry	core	20	2
OCH 303	Industrial Organic Chemistry	Elective	10	1
OCH 309	Theoretical Chemistry	Elective	10	1
OCH 350	Chemistry Practical	core	10	1

BIOLOGY
Clusters for Biology Major
Level I

Code	Name	status	credit	Units
OFC 017	Communication Skills	**Core**	10	**1**
OCP 100	Introduction to Microcomputer studies and information Technology I	**Core**	10	**1**
OBL 101	Biological Techniques	Core	10	1
OBT 151	Diversity of Plants and Fungi	Core	30	3
OZL 151	Diversity of Animals	Core	30	3
OBL 151	Cell Biology	Core	20	2
OBL 152	Fundamentals of Physiology		30	3
OBL 251	Microbes & Microbial Genetics	Core	20	2
OBL 350A	Biology Practical		*	*
Level II				
OBT 251	Plant Structure and Development	Elective	30	3
OBL 204	Soil Science	Core	10	1
OZL 205	Developmental Biology	Core	10	1
OZL 208	Immunology	Elective	10	1
OBT 252	Plant Biochemistry & Metabolism	Elective	20	2
OBL 202	Genetics	Elective	10	1

OZL 251	Aquatic & Estuarine Biology	Elective	30	3
OBL 301	Taxonomy	Core	10	1
OBL 350B	– Biology Practical		*	
Level III				
OBL 302	Biostatistics	Core	10	1
OBT 351	Plant and Crop Physiology	Elective	20	2
OZL 351	Principles of Ecology	Core	20	2
OBL 306	Evolutionary Biology	Core	10	1
OBL 350C	Biology Practical	Core	10	1
OBL 314	Biology Special Project	Core	10	1

* OBL 350 A, OBL 350 B and OBL 350B gives a total of 10 credits, equivalent to 1 unit

Clusters for Biology Minor
Level I

Code	Name	status	credit	Unit
OBL 101	Biological Techniques	Core	10	1
OBL 151	Cell Biology	Core	20	2
OZL 151	Diversity of Animals	Core	30	3
OZL 152	Fundamentals of Physiology	Elective	30	3
OBL 251	Microbes & Microbial Genetics	Elective	20	2
OBL 350A	Biology Practical		*	*

Level II

OBL 251	Plant Structure and Development	Elective	30	3
OBT 151	Diversity of Plants and Fungi	Core	30	3
OBL 204	Soil Science	Elective	10	1
OZL 205	Developmental Biology	Elective	10	1
OZL 208	Immunology	Elective	10	1
OBT 252	Plant Biochemistry & Metabolism	Elective	20	2
OBL 202	Genetics	Core	10	1
OZL 251	Aquatic & Estuarine Biology	Elective	30	3
OBL 301	Taxonomy	Elective	10	1
	OBL 350B – Biology Practical		*	
Level III				
OBL 302	Biostatistics	Core	10	1
OBL 302	Plant and Crop Physiology	Elective	20	2
OZL 351	Principles of Ecology	Elective	20	2
OBL 306	Evolutionary Biology	Elective	10	1
OBL 350C	Biology Practical	Core	10	1
OBL 314	Biology Special Project	Core	10	1

BOTANY
Clusters for Botany Major
Level I

Code	Name	Status	Credit	Units
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Microcomputer studies and information Technology I	Core	10	1
OBL 101	Biological Techniques	elective	10	1
OBT 151	Diversity of Plants and Fungi	Core	30	3
OBL 151	Cell Biology	Core	20	2
OBL 251	Microbes & Microbial Genetics	elective	20	2
OBT 350A	Botany Practical		*	
Level II				

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OBT 251	Plant Structure and Development	Core	30	**3**
OBT 252	Plant Biochemistry & Metabolism	Core	20	**2**
OBL 202	Genetics	elective	10	**1**
OBL 204	Soil Science	elective	10	**1**
OBL 301	Taxonomy	Core	10	**1**
OBT 350B	Botany Practical		*	
Level III				
OBT 351	Plant and Crop Physiology	Core	20	2
OZL 351	Principles of Ecology	Core	20	2
OBL 302	Biostatistics	Core	10	1
OBT 309	Plant Breeding	elective	10	1
OBL 306	Evolutionary Biology	elective	10	1
OBT 350C	Botany Practical	Core	10	1
OBT 306	Botany Special Project	Core	10	1

Clusters for Botany Minor

Level I

Code	Name	Status	Credit	Units
OBL 101	Biological Techniques	Elective	10	1
OBT 151	Diversity of Plants and Fungi	Core	30	3
OBL 151	Cell Biology	Elective	20	2
OBL 251	Microbes & Microbial Genetics	Elective	20	2
OBT 350A	Botany Practical		*	*
Level II				
OBT 251	Plant Structure and Development	Core	30	3
OBT 252	Plant Biochemistry & Metabolism	Elective	20	2
OBL 202	Genetics	Elective	10	1
OBL 204	Soil Science	Elective	10	1
OBL 301	Taxonomy	Core	10	1
OBT 350B	Botany Practical		*	*
Level III				
OBT 351	Plant and Crop Physiology	Core	20	2
OZL 351	Principles of Ecology	Elective	20	2
OBL 302	Biostatistics	Core	10	1
OBT 309	Plant Breeding	Elective	10	1
OBL 306	Evolutionary Biology	Elective	10	1
OBT 350C	Botany Practical	Core	10	1
OBT 306	Botany Special Project	Core	10	1

ZOOLOGY
Clusters for Zoology Major

Level I

Code	Name		Credit	Units
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Microcomputer studies and information Technology I	Core	10	1
OZL 151	Diversity of Animals	Core	30	3
OBL 101	Biological Techniques		10	1
OBL 151	Cell Biology	Core	20	2
OZL 152	Fundamentals of Physiology	Core	30	3
OBL 251	Microbes & Microbial Genetics	Core	20	2
OZL 350A	Zoology Practical		*	*
Level II				
OBL 202	Genetics	Elective	10	1
OZL 205	Developmental Biology	Core	10	1

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OZL 208	Immunology	Elective	10	1
OBL 301	Taxonomy	Core	10	1
OZL 251	Aquatic & Estuarine Biology	Elective	30	3
OZL 350B	Zoology Practical		*	*
Level III				
OBL 302	Biostatistics	Core	10	1
OBL 306	Evolutionary Biology	Core	10	1
OZL 351	Principles of Ecology	Core	20	2
OZL 352	Entomology & Parasitology	Elective	20	2
OZL 310	Animal Behaviour	Elective	10	1
OZL 350C	Zoology Practical	Core	10	1
OZL 314	Zoology Special Project	Core	10	1

Clusters for Zoology Minor
Level I

Code	Name	Status	Units	units
OZL 151	Diversity of Animals	Core	30	3
OBL 101	Biological Techniques	Elective	10	1
OBL 151	Cell Biology	Core	20	2
OZL 152	Fundamentals of Physiology	Elective	30	3
OBL 251	Microbes & Microbial Genetics	Elective	20	2
OZL 350A	Zoology Practical			
Level I				
OBL 202	Genetics	Core	10	1
OZL 205	Developmental Biology	Core	10	1
OZL 208	Immunology	Core	10	1
OBL 301	Taxonomy	Elective	10	1
OZL 251	Aquatic & Estuarine Biology	Elective	30	3
OZL 350B	Zoology Practical	Core	10	1
Level III				
OBL 302	Biostatistics	Core	10	1
OBL 306	Evolutionary Biology	Core	10	1
OZL 351	Principles of Ecology	Elective	20	2
OZL 352	Entomology & Parasitology	Elective	20	2
OZL 310	Animal Behaviour	Elective	10	1
OZL 350	Zoology Practical	Core	10	1
OZL 314	Zoology Special Project	Core	10	1

HOME ECONOMICS
Clusters of Double Major Home Economics Courses
Level I

Code	Name	status	Credit	Unit
OFC 017	Communications skills	Core	10	1
OCP 100	Introduction to Microcomputer Studies and Information Technology	Core	10	1
OHE 151	Biological Sciences for Home Economics	Core	20	2
OHE 152	Physical Science for Home Economics	Core	20	2
OHE 153	Clothing Construction	Core	20	2
OHE 154	Textile I & II	Elective	20	2
OHE 155	Foods & Nutrition	Core	20	2
OHE 156	Home Management	Core	20	2
Level II				
OHE 115	Human Anatomy & Physiology	Core	10	1
OHE 251	Meal Planning & Institutional Catering	Core	20	2

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OHE 252	Principles of Economics & Consumer Education	Elective	20	2
OHE 253	Household Equipment & Home Furnishing	Core	30	3
OHE 112	Food Science in the Home	Core	10	1
OHE 204	Community Health	Elective	10	1
OHE 254	Therapeutic Diet & Community Nutrition	Core	20	2
OHE 255	Child Development & Family Education	Elective	20	2
Level III				
OHE 351	Rural Sociology & Gender Issues		20	2
OHE 352	Statistics & Research Methods for Home Economics	Core	20	2
OHE 353	Extension Education Methods.	Core	20	2
OHE 350	Home Economics Pratical	Core	20	2
OHE 307	Home Economics Special Project	Core	10	1

Clusters of Single Major Home Economics Courses
Level I

Code	Name	Status	Credit	Units
OHE 151	Biological Sciences for Home Economics	Core	20	2
OHE 154	Textile I & II	Elective	20	2
OHE 155	Foods & Nutrition	Core	20	2
OHE 156	Home Management	Core	20	2
Level II				
OHE 112	Food Science in the Home	Core	10	1
OHE 251	Meal Planning & Institutional Catering	Core	20	2
OHE 254	Therapeutic Diet & Community Nutrition	Core	20	2
OHE 255	Child Development & Family Education	Core	20	2

Level III

OHE 352:	Statistics & Research Methods for Home Economics	Core	20	2
OHE 352	Home Economics Practical for Bed	Core	10	1

Total units required is 36

10.0   DEPARTMENT OF MATHEMATICS AND ICT
10.1   Degree Programmes
10.1.1 B.Sc. in Information and Communication Technology (B.Sc. ICT)
Level I

Code	Course Name	Status	Credit	Units
OIT 131	Fundamentals of Information Systems	Core	10	1
OIT 132	Discreet Mathematics with Applications	Core	10	1
OIT 133	Probability and Statistics	Core	10	1
OIT 134	Communication Skills for IT	Core	10	1
OIT 135	Computer Architecture	Core	20	2
OIT 136	Programming in C	Core	20	2
OIT 137	Data Communications and Networking	Core	10	1
OIT 138	Database Design and Implementation	Core	20	2
OIT 139	Industrial Training 1	Core	20	2
Total			**130**	**13**

Level II

Code	Course Name	Status	Credit	Units
OIT 231	Operating Systems	Core	20	2
OIT 232	Systems Analysis and Design	Core	20	2

OIT 233	Inventory Models and Queuing Theory	Core	10	1
OIT 234	Object Oriented Programming with JAVA	Core	20	2
OIT 235	Wireless Networks and Mobile Computing	Core	20	2
OIT 236	Computer Security	Core	10	1
ODM 212	Data Mining Techniques and Application	Core	20	1
OIT 237	Web Programming	Core	10	1
ODM 207	Fundamentals of GIS	Core	20	2
OIT 238	Industrial Training II	Core	20	2
Total			**160**	**16**

Level III

Code	Course Name	Status	credit	Units
OIT 331	Information Systems Management	Core	10	1
OIT 332	Network Design and Administration	Core	10	1
OIT 333	Computer Ethics and Social Cultural Implication	Core	10	1
ODM 209	Cross cutting issues	Core	10	1
ODM 211	E-Commerce and Entrepreneurship	Core	10	1
OIT 334	Final Year Project	Core	30	3
Total			**80**	**8**

Elective courses (*Select two elective courses*)

Code	Course Name	Status	Credit	Units
ODM 301	Multimedia Technologies	Elective	10	1
ODM 201	Graphics Processing & Human Computer Interaction	Elective	10	1
OIT 335	Programming in C++	Elective	10	1
ODM 204	Enterprise Resource Planning (ERP) Systems	Elective	20	2
	Total			

Total units 40

10.1.2 B.SC. In Data Management (B.SC. DM)

Level I

Code		Status	Credits	Units
OIT 131	Fundamentals of Information Systems	Core	10	1
OIT 132	Discreet Mathematics with Applications	Core	10	1
OIT 133	Probability and Statistics	Core	10	1
OIT 134	Communication Skills for IT	Core	10	1
ODM 108	Data Structures and Algorithm	Core	20	2
ODM 103	Introduction to Computer Programming Languages	Core	10	1
ODM 105	Data Governance in Organizations	Core	10	1
OIT 138	Database Design and Implementation	Core	20	2
OIT 231	Operating Systems	Core	10	1
OIT 139	Industrial Training 1	Core	20	2
	Total		130	13

Level II

Code	Programe name	Status	Credits	Units
ODM 201	Graphics Processing & Human Computer Interaction	Core	10	1
ODM 204	Enterprise Resource Planning (ERP) Systems	Core	20	2
ODM 206	Research Methods & Data Analysis	Core	20	2
ODM 207	Fundamentals of GIS	Core	10	1
ODM 209	Cross cutting issues	Core	10	1
ODM 211	E-Commerce and Entrepreneurship	Core	10	1
ODM 212	Data Mining Techniques and Application	Core	20	2
OIT 137	Data Communications and Networking	Core	10	1
OIT 233	Inventory Models and Queuing Theory	Core	10	1

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OIT 238	Industrial Training II	Core	20	2
	Total		140	14

Level III

Code	Course Name	Status	Credit	Units
ODM 301	Multimedia Technologies	Core	10	1
ODM 308	Data Security	Core	20	2
OIT 333	Computer Ethics and Social Cultural Implication	Core	10	1
OIT 334	Final Year Project	Core	30	3
			70	7

Elective Courses *Select two elective courses)*

Code	Course name	Status	Credit	Units
ODM 304	Education Data Management and Digital Libraries	Elective	20	2
ODM 305	Health Data Management	Elective	20	2
ODM 306	Data in Agriculture Systems	Elective	20	2
ODM 307	Financial Data Management	Elective	20	2
ODM 309	Environment Data Management	Elective	20	2

Total units = 40

10.2   Non-degree programmes
10.2.1 Basic Certificate in Computing and IT - NTA Level 4

Code	Course name	Status	Credits	Units
IET 04101	Computer Fundamentals	Core	15	2
IET 04108	Computing Mathematics	Core	12	1
IET 04102	Office Automation Fundamentals	Core	9	1
IET 04107	Communication Skills	Core	9	1
IET 04110	Introduction to Entrepreneurship Skills	Core	15	1
Total				

Semester II

Code	Course name	Status	Credit	Units
IET 04203	Principles of Computer Support and Maintenance	Core	12	1
IET 04204	Introduction to Web Technologies	Core	9	1
IET 04205	Helpdesk Operations	Core	6	1
IET 04206	Network Essentials	Core	9	1
IET 04211	Practical Training	Core	18	2
IET 04209	Introduction to cross-cutting issues	Core	6	1
	Total			6

10.2.2 Technician Certificate in Computing and IT - NTA Level 5
Semester I

Code	Module Title	Status	Credit	Units
IET 05101	Computer Architecture and Systems	Core	12	1
IET 05103	Computing Mathematics	Core	9	1
IET 05104	Introduction to Programming	Core	12	1
IET 05105	Database Design and Implementation	Core	9	1
IET 05108	Business and Entrepreneurship Skills	Core	9	1
IET 05110	Cross-cutting issues: Environment, gender, HIV/AIDS, Poverty and Morals	Core	9	1
	Total			6

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Semester II

Code	Title	Status	Credit	Units
IET 05202	Managing Computer Systems	Core	12	1
IET 05206	Website Design	Core	9	1
IET 05207	Network Design and Implementation	Core	9	1
IET 05209	Leadership and Management	Core	9	1
IET 05211	ICT in business process	Core	6	1
IET 05212	Industrial Training	Core	15	2
	Total			7

10.2.3 Ordinary Diploma in Computer Science - NTA level 6

Semester I

Code	Course name	Status	Credit	Units
IET 06101	Advanced Website Design	Core	12	1
IET 06102	System Analysis and Design	Core	12	1
IET 06104	Object Oriented Programming	Core	12	1
IET 06105	Database System Design and Administration	Core	12	1
IET 06106	System Administration	Core	12	2
Total				

Modules – Semester II

Code	Course name	Status	Credit	Units
IET 06207	System Modelling	CORE	12	1
IET 06203	Network Management	CORE	12	1
IET 06209	Research Methodology	CORE	12	1
IET 06212	Multimedia Applications	CORE	15	2
IET 06213	Cross-cutting issues in ICT	CORE	9	1
IET 06308	Project Management	CORE	6	1
	Total			

Science Practical

The practical component of the degree programme is compulsory to all science students. The students are required to attend a full-time residential practical session for not less than two weeks. The courses with practical components include Zoology, Botany, Chemistry, Physics and Environmental Studies, Home Economics & and human Nutrition. In order to attend these practical sessions, students are required to register for the practical course in a particular academic year.

All practical sessions are conducted at the OUT premises, Kinondoni Regional Centre. Except, students pursuing BSc Home Economics and human nutrition and BSc Food, Nutrition and Dietetics will conduct their practical at Sokoine University of Agriculture (SUA). The schedule for practical shall be communicated before July every year. Details regarding the arrangements and the dates of the practical sessions will be obtained at each   regional centre respectively. During the entire period of the practical sessions, students will be responsible for their travel, boarding and upkeep costs. It is therefore important that students sponsored by the Students' Loan Board process their requests ahead of time to avoid inconveniences caused by last minute arrangements.

The marks for practical are accumulated in the following codes: OBT 350 (Botany), OZL 350 (Zoology), OBL 350/314 (Biology), OHE 350 (Home Economics and Human Nutrition), OFD 307 (Food, Nutrition and Dietetics), OCH 320 (Chemistry), OEV 115 (Environmental Sciences) and OPH 320 (Physics). **Be informed that** these marks for a subject which is core to a respective student must have not less than 25 practical while a minor should have not less than 15 practicals. Practical must be distributed in all levels (Level 1-3). This means that if student is taking **OBT 350** has to do **OBT 350A, OBT 350B and OBT350C** for year 1, 2, 3, respectively. NOTE that, The University is incurring a lot of expenses in the

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course of conducting practical. Therefore, students must register online for practical sessions. Any student failed to register will not be able to attend practical for that particular academic year.

11.0 DEPARTMENT PHYSICAL AND ENVIROMENTAL SCIENCES
11.1 Degree Programmes
11.1.1 B.Sc. Environmental Studies (Management)

LEVEL I

Code	Name	status	credit	units
OCP 100	Computer Application in Environmental Studies	Core	**10**	1
OFP 017	Communication Skills	Core	10	1
OEV 101	Principles of Ecology	Core	10	1
OEV 112	Environmental Management, Ethics and Philosophy	Core	30	3
OEV 114	Land Use and Urban System Management	Core	30	3
OEV 116	Environmental Education and Communication	Core	20	2
Total Units			**120**	**12**

LEVEL II

OEV 201	Applied Statistics and Research Methods	Core	20	2
OEV 219	Natural Resources Management	Core	30	3
OEV 218	Environmental Pollution and Waste Management	Core	30	3
OEV 210	Environmental Economics	Core	20	2
OEV 209	Introduction to Remote Sensing and GIS	Core	20	2
	Total		**120**	**12**

LEVEL III

OEV 301	Environmental Impact Assessment	Core	20	2
OEV 316	Environmental Policy and Law	Core	20	2
OEV 318	Environmental Resources & Development	Core	20	2
OEV 321	Environmental Field Project	Core	20	2
	Total Units		**80**	**8**

11.1.2 BSc. Environmental Studies (Science)

Level I

Code	Name	status	credit	units
OCP 100	Computer Application In Environmental Studies	Core	10	1
OFP 017	Communication Skills	Core	10	1
OEV 101	Ecology	Core	20	2
OEV 113	Environmental Science	Core	30	3
OEV 107	General Biology	Core	20	2
OEV 115A	Environmental Science Practical	Core	10	1
Total Units			**110**	**11**

Level II

OEV 217	Environmental Analytical Methods	Core	20	2
OEV 201	Applied Statistics and Research Methods	Core	20	2
OEV 219	Natural Resources Management	Core	30	3
OEV 218	Environmental Pollution and Waste Management	Core	30	3
OEV 209	Introduction to Remote Sensing and GIS	Core	20	2
OEV 115B	Environmental Science Practicals	Core	10	1
	Total Units		**120**	**12**

Level III

OEV 301	Environmental Impact Assessment	Core	20	2
OEV 316	Environmental Policy and Law	Core	20	2
OEV 317	Water Resources Management	Core	20	2
OEV 321	Environmental Field Project	Core	20	2
	Total Units		**80**	**8**

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Elective courses
Level II

Code	Name	Status	Credit	Units
OEV 220	Environmental Geology, Hazards & Risk assessment	Electives	30	3
OEV 221	Aquatic Science and Limnology	Electives	30	3

Level III

Code	Name	Status	Credit	Units
OEV 319	Environmental Sociology and Gender Issues	Electives	30	3
OEV 320*	Environmental Modelling	Electives	30	3

Total units 38
*Not on offer

11.1.3 BACHELOR OF SCIENCE WITH EDUCATION

Education Courses for B.Sc. (Ed.) Students
Level I

Code	Course title	Status	Credit	units
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Educational and Teaching	Core	20	2
OEF 102	History and Sociological Aspects in Education	Elective	20	2
OEI 101	Curriculum Development and Evaluation	Core	20	2

Level II

Code	Course title	Status	Credit	Units
OEI 208 (A and B)	**Teaching Practice**	**Core**	**20**	**2**
OEI 201	Teaching Methods for Physical Sciences	Core	20	2
OEI 207	Teaching Methods for Mathematics	Core	20	2
OEI 206	Teaching method for Applied Sciences	Core	20	2
OEI 202	Teaching Methods for Life Sciences	Core	20	2
OEM 201	Educational Management and Leadership	Core	20	2

Total the number of Education courses units for B.Sc. (Ed) is 12. Two Units will be taken for OCP 100 and OFC 017, Computer and Communication Skills respectively

CHEMISTRY COURSE STRUCTURE
LEVEL 1: Core courses

Code	Name	Status	Credit	Units
OCH 111	Physical Chemistry	Core	10	1
OCH 112	Inorganic Chemistry	Core	10	1
OCH 113	Organic Chemistry	Core	20	2
OCH 114*	Introductory Chemistry for Biology Students	Elective	10	1

Register to begin Chemistry Practical

OCH 320	Chemistry Practical	Core		

Elective courses

Code	Name	Status	Credit	Unit
OCH 115	Aromaticity	Elective	10	1

*Not for Chemistry Major

Level 2: Core Course

Code	Course Title	Status	Credit	Units
OCH 211	Basic Analytical Chemistry	Core	10	1
OCH 213	Advanced Inorganic Chemistry	Core	30	3

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Continue for further Chemistry Practical

OCH 320	Chemistry Practical

Elective courses

Code	Name	Status	Credit	Units
OCH 212	Organic Spectroscopy	Elective	20	2
OCH 214	Organic Reaction Mechanism	Elective	10	1
OCH 215	Chemical Thermodynamics	Elective	10	1
OCH 216	Organic Stereochemistry	Elective	10	1
OCH 217	Chemistry of Natural Products	Elective	10	1
OCH 218	Forensic Chemistry	Elective	10	1
OCH 219	Medicinal Chemistry	Elective	10	1

LEVEL 3: Core courses

Code	Title	Status	Credit	Unit
OCH 311	Chemical Kinetics & Electrochemistry	Core	20	2
OCH 312	Instrumental Methods in Analytical Chemistry	Core	10	1
OCH 320	Chemistry Practical	Core	10	1

Elective courses

Code	Title	Status	Credit	Units
OCH 313	Nuclear Chemistry	Elective	10	1
OCH 314	Industrial Organic Chemistry	Elective	10	1
OCH 315	Theoretical Chemistry	Elective	10	1
OCH 316	Industrial Inorganic Chemistry	Elective	10	1
OBL 215*	Biochemistry	Elective	10	1
OCH 317	Chemistry Research Project	Elective	10	1

**NOTE: **This course will be taken from the Life Sciences Department.

MATHEMATICS COURSE STRUCTURE
LEVEL 1: Core courses

Code	course Title	Status	Credit	units
OMT 111	Mathematical Analysis	Core	20	2
OMT 112	Linear Algebra I –	Core	10	1
OMT 114	Probability and Statistics	Core	20	2
OMT 115	Introduction to Mathematical Logic and Set Theory	Core	10	1
Total			**60**	**6**

Elective courses

Code	Name	Status	credit	units
OMT 113	Linear Algebra II	Elective	10	1
OMT 116	History of Mathematics	Elective	10	1
	Total		**20**	**2**

LEVEL 2: Core courses

Code	Name	Status	credit	units
OMT 221	Numerical Methods	Core	10	1
OMT 224	Ordinary Differential Equation	Core	10	1
OMT 225	Applied Vector theory	Core	10	1
OMT 228	Linear Programming	Core	10	1
OMT 230	Mathematical Programming with MATLAB	Core	10	1
	Total		**50**	**5**

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Elective courses

Code	Course Title	status	credit	Units
OMT 222	Numerical Analysis	Elective	10	1
OMT 223	Computer Programming	Elective	10	1
OMT 227	Real Analysis	Elective	20	2
OMT 229	Number Theory	Elective	10	1
OMT 231	Mathematical Methods	Elective	10	1
OMT 232	Advanced Calculus	Elective	10	1
OMT 233	Sample Survey and Quality Control	Elective	20	2
OMT 234	Advanced Statistics, Design and Analysis of Experiments	Elective	20	2
OMT 235	Discrete Mathematics	Elective	10	1
OMT 236	Fluid Mechanics	Elective	10	1

LEVEL 3: Core courses

Code	Name	Status	credit	units
OMT 324	Complex Analysis	Core	10	1
Total			**10**	**1**

Elective courses

Code	course Title	Status	Credit	units
OMT 331	Topology	Elective	10	1
OMT 332	Partial Differential Equations	Elective	10	1
OMT 334	Abstract Algebra	Elective	20	2
OMT 335	Mathematics Project	Elective	10	10
OMT 336	Measure Theory	Elective	10	10
OMT 337	Differential Geometry	Elective	10	10
OMT 338	Functional Analysis	Elective	10	10
OMT 339	Integer and Non-Linear Programming	Elective	10	10
OMT 340	Theory of Estimation and Tests of Hypothesis	Elective	20	20
OMT 341	Networks and Transportation Problems	Elective	10	10

PHYSICS COURSES STRUCTURE
LEVEL 1: Core courses

Code	Course Title	status	Credit	Units
OFC 017	Communication skills	Core	10	1
OCP 100	Computer Studies	Core	10	1
OPH 111	Fundamental Physics	Core	30	3
OPH 113	Mathematical Methods of Physics	Core	20	2
OPH 320	Physics Practical	Core	10	1
Total			**90**	**9**

Level 2: Core courses

Code	Course Title	Status	Credit	Units
OPH 112	Electromagnetism I & II	Core	20	2
OPH 216	Basic Electronics	Core	10	1
OPH 320	Physics Practical	Core		
	Total		30	**3**

Elective courses

Code	Course Title	Status	credit	units
OPH 211	Statistical Thermodynamics	Elective	20	2
OPH 213	Optics	Elective	20	2
OPH 214	Earth Physics	Elective	20	2
OPH 215	Analog Electronics	Elective	20	2

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Level 3: Core courses

Code	Name	Status	credit	Units
OPH 312	Physics of the atom	Core	**20**	2
OPH 321	Physics Research Project	**Core**	**10**	1
OPH 320	Physics Practical	**Core**	**10**	
Total			**40**	

Elective courses

Code	Title	Status	Credit	units
OPH 311	Fundamentals of Material Science	Elective	10	1
OPH 313	Quantum Theory of Solids	Elective	20	2
OPH 314	Digital Electronics	Elective	20	2
OPH 315	Microelectronics	Elective	20	2
OPH 323	Environmental Physics	Elective	20	2
Total				

NB: All science students must take one of the special projects from one teaching subject to complete the programme.

COURSES FOR INFORMATION AND COMPUTER STUDIES
Level I

Code	Title	Status	credit	Units
OIT 131	Fundamentals of Information Systems	Core	10	1
OIT 137	Data Communications and Networking I	Core	10	1
OIT 136	Algorithm and Programming in C	Core	20	2
OIT 138	Database Design and Implementation	Core	10	1
OIT 121	Application of Multimedia Technology in Learning	Core	10	1
OIT 122	Introduction to Computer Ethics and Community Impacts	Core	10	1
OIT 232	System Analysis and Design	Core	20	2
OIT 236	Computer Security	Core	10	1
OIT 220	Introduction to e-Business	Core	10	1
OIT 333	Computer Ethics and Social Culture	Core	10	1

COURSES FOR HOME ECONOMICS AND HUMAN NUTRITION
Level I

Course	Course title	Status	credit	Units
OHE 154	Textiles I & II	Core	20	2
OHE 155	Food & Nutrition	Core	20	2

Level II

OHE 156	Home Management	Core	20	2
OHE 112	Food Science in the Home	Core	10	1

Level III

OHE 254	Therapeutic Diet & Community Nutrition	Core	20	2
OHE 350	H/Economics & H/Nutrition Practical	Core	20	2
OHE 307	Special Project	Core	10	1

Please Note: Science education students are required to register in all courses indicated for respective subject specializations.

BIOLOGY COURSES STRUCTURE
Level I - Core Courses

Code	Title	Status	Credit	Units
OBL 111	Biological Laboratory Techniques	Core	10	1

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OBL 112	Cell and Molecular Biology	Core	10	1
OZL 111	Animal Diversity	Core	20	2
OZL 112	Animal Anatomy and Physiology	Core	10	1
OBT 111	Diversity of Plants and Fungi	Core	20	2
OBL 314A	Biology Practical	Core	10	1
	Total			

Level I – Elective Courses

Code	Title	Status	credit	unit
OZL 113	Developmental Biology	Elective	10	1
OBT 113	Plant Taxonomy	Elective	10	1
OBL 113	Biochemistry and metabolism	Elective	20	2
OCH 114	Introductory Chemistry for Biology students	Elective	10	1

Level II - Core Courses

Code	Title	Status	Credit	Units
OBT 112	Plant structure and Development	Core	10	1
OBL 211	Fundamentals of Ecology	Core	10	1
OBL 212	Fundamental Genetics and Population Genetics	Core	10	1
OBL 213	Cell Microbiology and Immunology	Core	10	1
OBL 314B	Biology Practical	Core	10	1

Level II – Elective Courses

Code	Course Title	Status	credit	Units
OBL 214	Biometry	Elective	10	1
OBL 216	Research Methodology	Elective	10	1
OBL 217	Introduction to soil science	Elective	10	1
OBT 211	Plant Physiology	Elective	10	1
OZL 211	Animal Parasites and Vector Biology	Elective	10	1

Level III - Core Courses

Code	Course Title	Status	credit	Units
OBL 314C	Biology Practical	Core	10	1
OZL/OBT 314	Biology Special Project	Core	10	1

Level III – Elective Courses

Code	Course Title	Status	credit	Unit
OBL 211	Fundamentals of Ecology	Elective	10	1
OBL 311	Evolutionary Biology and Plant Evolution	Elective	10	1
OBL 312	Aquatic and Fish Biology	Elective	10	1

Total units for programme 38

11.1.4 Bachelor of Science in Energy Resources (BSc ER)
Level 1

Code	Name	status	Credit	Units
OFC 017	Communication skills	Core	10	1
OCP 100	Computer Studies	Core	10	1
OPH 111	Fundamental Physics	Core	30	3
OPH 112	Electromagnetism I and II	Core	20	2
OPH 320A	Physics Practical	Core	*	*
OMT 111	Mathematical Analysis	elective	20	2
OMT 114	Probability and Statistics	elective	20	2

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Level 2

Code	Name	status	Credit	units
OMT 223	Computer Programming	Core	10	1
OPH 213	Optics	Core	20	2
OPH 214	Earth Physics	Core	20	2
OPH 311	Fundamentals of Material Science	Core	10	1
OPH 312	Physics of the Atom	Core	20	2
OPH 313	Digital Electronics	Core	20	2
OPH 320B	Physics Practical	Core	*	*
OMT 221	Numerical Methods	elective	10	1
OPH 215	Analog Electronics	elective	10	2

Level 3

Code	Name	Status	Credit	Units
OPH 322	Solar Energy	core	20	2
OPH 323	Environmental Physics	core	20	2
OPH 324	Wind Energy	core	20	2
OPH 325	Nuclear Energy	core	20	2
OPH 326	Non-conversional Energies	core	20	2
OPH 330	Energy Resources Practical	core	20	1
OPH 331	Energy Resources Final Project	core	10	1
OPH 320C	Physics Practical	core	*	*
OME 312	Entrepreneurship course	elective	20	2

OPH 320A, B, C will accumulate to 10 credits (1 unit) after completion

Total units required for programme is 38.

FEES STRUCTURE: FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

11.1.5 Bachelor Degrees - Tuition fee (Payable to the University)

S/N	Programme	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1.	Bachelor of Science in Data Management	36	4	40	2,280,000	400,000	30,000	20,000	2,730,000
2.	Bachelor of Science in Energy Resources	36	2	38	2,280,000	200,000	30,000	20,000	2,530,000
3.	Bachelor of Science in Environmental Studies	36	2	38	2,280,000	200,000	30,000	20,000	2,530,000
4.	Bachelor of Science in Food, Nutrition and Dietetics	34	4	38	2,040,000	400,000	30,000	20,000	2,490,000
5.	Bachelor of Science General	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
6.	Bachelor of Science with Education	36	2	38	2,280,000	200,000	30,000	20,000	2,530,000
7.	Bachelor of Science in Information, Communication and Technology	36	4	40	3,240,000	400,000	30,000	20,000	3,690,000

PLUS

Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on-demand examination requested

11.1.6 Diploma and Certificate fee

No	Programmes	Total Number of Units	practical	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Information Communication and Technology NTA 6	10	2	12	800,000	200,000	30,000	20,000	1,050,000
2	Information Communication and Technology NTA 5	10	2	12	800,000	200,000	30,000	20,000	1,240,000
3	Information Communication and Technology NTA 4	12	2	14	960,000	200,000	30,000	20,000	1,210,000

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PLUS

Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on demand examination requested

Other charges payable to University

No	Item	Amount	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for BSc ICT per unit	90,000
4	Practical courses for BSc ICT per unit	100,000
5.	Theoretical courses for ICT NTA L 6, 5. 4 per unit	80,0000
6	Practical courses for ICT NTA L 6, 5. 4 per unit	100,000
7	Theoretical courses for all non-degree programmes	40,0000
8	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

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FACULTY OF LAW (FLW)
12.1   Programme structure
12.1.1 LLB programme structure
Student is required to complete 42 units to qualify for   LL. B bachelor degree award excluding compulsory non-credit course.

Level 1

Code	Title	Status	Credits	Units
OLW 121	Constitution and Legal system of East Africa	core	20	2
OLW 122	Criminal Law and Procedure	core	20	2
OLW 123	Law of Contract	core	20	2
OLW 124	Legal Method	core	20	2
OLW 125	Arbitration and alternative Dispute Resolution	core	20	2
OLW 126 *	Communication Skills for Lawyers	core	10	1
OLW127 *	Computer Skills for Lawyers	core	10	1
OLW 128 *	Development Studies	core	10	1
	Total		100	10

Level 2

Code	Title	Status	Credits	Units
OLW 221	Administrative Law	core	20	2
OLW 222	Law of Evidence	core	20	2
OLW 223	Land Law	core	20	2
OLW 224	Law of Torts	core	20	2
OLW 225	Family Law	core	20	2
OLW 226	Succession and Trust	core	20	2
OLW 227	Public International law	Core	20	2
	total		140	14

Plus, not less than two (2) elective courses

Level 3

Code	Title	Status	Credits	Units
OLW 321	Jurisprudence	core	20	2
OLW 322	Civil Procedure	core	20	2
OLW 323	Legal Research and LL.B dissertation	core	30	3
OLW 326	Labour Law	core	20	2
OLW 327	Law of Business Associations, Cooperatives and Public Enterprises	core	20	2
OLW 330	Private International Law	core	20	2
OLW 331	Legal Ethics	core	20	2
	Total			15

* Compulsory non-credit Course

Elective courses (Not less than two courses should be taken in 2nd and 3rd year)

Code	Course Title	Elective	Credits	Units
OLW 324	Commercial Law	elective	10	1
OLW 325	Islamic Law	elective	10	1
OLW 328	Tax Law	elective	10	1
OLW 329	Intellectual property law	elective	10	1
OLW 333	International Criminal Law	elective	10	1
OLW 334	Information Technology Law	elective	10	1
OLW 332	Human Rights Law	elective	10	1
OLW 335	Banking Law	elective	10	1
OLW 336	Insolvency and Bankruptcy Law	elective	10	1
OLW 337	Criminology and Penology	elective	10	1

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| OLW 338 | Environmental Law | elective | 10 | 1 |
| OLW 339 | Legal Aspects of International Trade and Investment | Elective | 10 | 1 |

General Regulations for a Compulsory Research Paper OLW 303 /323

1. **Eligibility and Procedure for Compulsory Research Paper Supervision**
   (i) A student shall only be legible for allocation of supervisor upon successful completion of all 100, 200 series subjects and has no any outstanding incomplete or supplementary subjects in those series.
   (ii) An eligible student shall make an application for allocation of research supervisor by a formal letter or prescribed form issued by the Research Coordinator. All applications for allocation of supervisors must be addressed to the Research Coordinator by using one of the following contacts: - Research Coordinator Faculty of Law P.O. Box 31741, Dar es Salaam, E-mail research.flaw@out.ac.tz and copy to dflaw@out.ac.tz
   (iii) Every application for allocation of supervisor must contain the following information: - Full names of the student, date, registration number; contact details, i.e. Postal office and e-mail addresses, mobile phone numbers, Student's Regional centre; title of the proposed research topic, copy of statement of results obtained from SARIS account and Student's signature.
   (iv) Call for application of research supervision shall be made by the Research Coordinator addressed to all eligible students immediately after the May/June preliminary results are announced by the Directorate of the Examination Syndicate (DTLES). The Research Coordinator shall commence the official business of receiving and processing formal applications from 1st August of each academic year and the exercise shall proceed up to 15th September of the same academic year and this date shall be the deadline.
   (v) For avoidance of doubt, the Research Coordinator shall not receive and/or process any application submitted before the announcement for call of application for supervision or after the deadline of such call has passed.
   (vi) The Research Coordinator shall allocate students for supervision after considering the nature of the student's research title.
   (vii) Strictly no change of the research supervisor shall be permitted except where the supervisor has resigned, terminated employment, or has gone for study leave making it impossible to continue with the supervision or long illness of a supervisor, and such other reasons which may be considered by the Research Coordinator as strong and compelling.

2. **Candidate's Duties and Obligations**
   (i) Every student and shall be required to acquaint himself/herself with the Regulations and Guidelines for writing an LL. B Compulsory Research Paper
   (ii) A student shall be required to formulate an appropriate research proposal which must be approved by his/her research supervisor before he/she proceeds to undertake LL. B Dissertation. A supervisor shall ensure that this stage is utilized in order to impart basic skills/techniques of doing legal research.
   (iii) Every student shall maintain regular contact/communication with the supervisor in accordance with the agreed work plan and shall be expected to exercise the acceptable level of maturity, honesty and integrity during the whole period of research supervision.
   (iv) Every student shall be required to complete his/her LL. B Compulsory Research Paper in a period of two (2) years from the date of allocation to supervisor. In case of failure to complete his/her research paper within the required period, a student may be required to make a fresh application for a different topic and be allocated to another supervisor.
   (v) Every student shall ensure that the standard of research including content, style and format of research at the Faculty of Law is followed.
   (vi) A student shall always act and ensure that has incorporated comments given by the supervisor and maintains satisfactory progress.

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3. **Submission of Final LL. B Research Paper**
    (i) The length of every **LL. B** Research Paper shall be between 40 and 50 pages. Longer papers may be submitted subject to authorization by a supervisor.
    (ii) After satisfactorily completing all corrections recommended by the research supervisor, a student shall submit 4 copies of fully hard bound LL. B Research Paper in the cover of black colour.
    (iii) The deadline for submission of final LL. B Research Paper shall be the 31st July each academic year.

4. **Examination of LL. B Research Paper**
    (i) Every LL. B Research Paper shall be examined in three parts namely written work (research report), assignment/ test and *oral examination* by way of student's face to face presentation before a panel of examiners composed of academic staff from the faculty of law.
    (ii) As a general rule, the *oral examination* may be arranged for any student at any time. However, for practical convenience Viva voce shall be conducted during face to face sessions and/or after May/June examinations but not later than 1st September in each academic year.
    (iii) A written work (research report) shall carry 30%, Assignment/ Main Timed Test shall carry 30%, and the oral examination shall carry 40%.
    (iv) In each *face to face oral examination* exercise there shall be constituted of a panel of three (3) examiners from among academic staff of the Faculty of Law of The Open University of Tanzania. The constituted panel of examiners shall elect one person among them to act as a chairperson of the *oral examination* panel.
    (v) That LL. B *oral examination* panel shall be conducted in Regional Centers or Zonal centres as the case may be, and all Directors of the Regional Centers shall facilitate the logistical aspects of for the conduct of the oral examination panel in their respective centers.
    (vi) Prior to any *oral examination* panel, each member of the panel must certify that he/she had read the *LL. B Research Paper* that is subject of the oral examination.
    (vii) During the *oral examination*, every candidate shall be assessed on the following components: research title: whether it has been correctly and clearly stated by the student and it does address acceptable legal issue; ability to explain the statement of the problem, research hypotheses/research questions; ability to explain the research objective(s); ability to explain the methodology used in his/her work; ability to outline in summary form her/his research findings; (f) an understanding of the student's recommendations.
    (viii) Besides grading by the *oral examination* panel, the panel of examiners shall have the mandate to make any recommendation on the quality of the research of a student being examined, including an order that a student should make corrections after marks have been awarded, or re-write his/her work in accordance with the Faculty regulations/requirements.
    (ix) In case the panel of examiners during *face to face oral examination* discovers that a student's .Research paper lacks originality for being either fully or partially copied/plagiarized from clearly known sources in violation of known rules of academic writing , it shall nullify the whole work and direct the student to make fresh application for allocation of supervisor on a research title different from the one that has been nullified, but only if copying is not substantial, OR report the case and recommend for disciplinary measures before University Authority through integrity committee dealing with examination irregularities which include cheating during examinations if evidence of extra-ordinary level of plagiarism is sufficient.
    (x) Students shall not be subjected to power point presentation during *face to face oral examination*. Each student shall be given ten (10) minutes to outline briefly what the LL. B dissertation contains. The panel of examiners shall spend no more than fifteen (15) minutes in questioning the student.

5. **Procedure of submission of LL. B Research Paper to the Co-coordinator**
    (i) There shall be maintained at the Faculty of Law a permanent register for recording all particulars of every student who submits his/her research. The register shall capture the

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student's full name, registration number, title of the research, regional centre, contact details (mobile phone numbers, e-mails, and postal address), date of submission, name of supervisor, total number of pages of the *LL. B Research Paper*, student's signature, and the signature of the Research Coordinator or authorized officer to receive the *Research Paper* on behalf of the Coordinator.

(ii) No any research supervisor shall be responsible for receiving, carrying and submitting the student's *LL. B Research Paper* to the Research Coordinator or the Faculty as this shall remain the sole responsibility of the student.

(iii) Out of the four (4) copies of the submitted *LL. B Research Paper*, one copy shall bear the student's marks (grade) awarded by his/her supervisor, and this shall be kept separate for purposes of official use and this copy shall neither be permitted to be seen by the examined student nor to be returned to him/her as student's own personal copy.

FEES STRUCTURE

13.1 Bachelor Degree - Tuition fee (Payable to the University)

Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
Bachelor of Laws	39	3	42	2,340,000	300,000	30,000	20,000	2,690,000

Plus

Direct University Costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.
10	Statutes for examination	30,000	Paid per each academic year

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000

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Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

IMPORTANT CONTACTS

Name	Position	Address
Dr. Rindstone B. Ezekiel	Faculty Dean	rindstone.ezekiel@out.ac.tz
Dr. Doreen Mwamlangala	Head of Department Private Law	doreen.mwamlangala@out.ac.tz
Ms. Mbiki Msumi	Head of Department Public Law	mbiki.msumi@out.ac.tz
Msafiri Mabera	Examination Officer	msafiri.mabera@out.ac.tz
Magreth Tibenda	Undergraduate Research Coordinator	magreth.tibenda@out.ac.tz
Dr. Saphy Bullu	Coordinator Undergraduate programmes	saphy.bullu@out.ac.tz

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INSTITUTE OF CONTINUING EDUCATION (ICE)

ABOUT THE INSTITUTE OF CONTINUING EDUCATION
The Institute of Continuing Education (ICE) of the Open University of Tanzania was established under the Government Notice No. 159, published on 26th July 1996. It is the arm of the University for the purpose of developing, promoting and undertaking professional development and life-long learning, with a mission of improving knowledge and skills needed for enhancement of competences for social-economic development of the society. The institute and OUT in general, acknowledge their obligation to contribute towards poverty alleviation and sustainable development inTanzania.

The Institute offers academic programme through the blended mode of learning that makes use of both traditional and innovative methods, such as the e-learning platforms, distance learning through printed materials and face-to-face teaching. It provides self-teaching and learning process to achieve specific educational objectives with more geographic coverage than the traditional face-to-face mode of instructiondelivery.

The Institute of Continuing Education is a large provider of access to higher education to adults and youths in the country by opening up different entry pathways. Since its establishment, the Institute has graduated more than 10,000 students from its certificate and diploma programmes, where a good percentage of them continued to higher levels of education at the OUT and in other Universities.

Our Mandate
- Functions of the Institute of Continuing Education as per its establishment order are;
- To offer non-degree programmes leading to the award of certificates, diplomas and otherawards.
- To make opportunities available for adults and youths to continue with their education through Foundation Programme and other admission schemes.
- To organize conferences, seminars, workshops symposia and other types of meetings for various targetgroups.
- To organize courses of short-term nature undertaken at a distance and face-to-face.

Academic Organization
The academic programs of the Institute of Continuing Education are offered through two Departments:
- Department of Foundation Studies
- Department of Professional Studies and Continuing Education

13.0   ACADEMIC PROGRAMMES AT THE ICE
The academic programmes are offered through the blended mode of learning which combines e-learning, distance learning through printed and electronic materials and few sessions of face-to-face teaching. The Institute has well developed teaching and learning materials for all subjects in the programmes, in both printed and electronic forms. Further to that, teaching and learning takes place through the OUT e- learning platform (Moodle), where tutors and learners interact in the teaching and learning process.

The ICE offers the following programmes:
- Diploma in Primary Teacher Education (DPTE)
- Diploma in Commonwealth Youth Programme (CYP)
- Diploma in Library and Information Studies (DLIS)

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- Certificate in Foundation Programme (OFP)
- Certificate in Library and Information Studies (CLIS)
- Certificate in Hairdressing and Beauty Therapy (CHBT)
- Certificate in Youth Work (CYW)

13.1 Diploma in Primary Teacher Education (DPTE)

The Diploma in Primary Teacher Education (NTA Levels 5 and 6) is a two-year programme targeting in-service teachers. It is designed to provide learners with theoretical knowledge and practical skills aiming at developing teachers with enhanced capability to provide quality primary education. The DPTE curriculum combines professional competencies, pedagogical skills, and academic advancement content to promote interactive teaching and learning that is friendly to the child while enhancing teachers' professional competencies. The programme is organized in three streams; Language, Social Studies and Science and is open to local and international students interested in pursuing a career in teaching and educational administration in primary schools.

Programme Modules: Students in the DPTE programme are required to study a total of 20 modules with 240 credits in Levels 5 and 6. The programme consists of intensive face-to-face teaching, where tutors and learners meet to discuss the difficult areas and practice micro-teaching, once in every academic year.

DPTE – ARTS STREAM

Level I					
No	Code	Title	Status	Credits	Units
1	ODC 040	Communication and Study Skills	Core	10	1
2	ODC 041	Introduction to ICT	Core	10	1
3	ODC 042	Introduction to Educational Foundations	Core	10	1
4	ODC 043	Introduction to Educational Psychology	Core	10	1
5	ODC 044	General Teaching Methods & Strategies	Core	10	1
6	ODC 045	Numeracy Teaching Methods & Strategies	Core	20	2
7	ODC 048	Social Studies Teaching Methods and Strategies	Core	20	2
8	ODC 053	Classroom Management	Core	10	1
9	ODC 055	Mathematics	Core	20	2
10	ODC 061	Geography	Core	20	2
11	ODC 065	Micro-teaching, I	Core	10	1
		Total		150	15

Level II					
No	Code	Title	Status	Credits	Units
12	ODC 049	Teaching Practice	Core	20	2
13	ODC 050	Introduction to Special Needs Education	Core	10	1
14	ODC 051	Schools Administration and Management	Core	10	1
15	ODC 052	Introduction to Research in Education	Core	10	1
16	ODC 054	Primary School Curriculum Development, and Innovation	Core	10	1
17	ODC 062	History	Core	20	2
18	ODC 063	General studies	Core	10	1
19	ODC 064	Vocational Skills Teaching Methods and Strategies	Core	10	1
20	ODC 066	Micro Teaching 2	Core	10	1
Total				110	11

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DPTE –LANGUAGE STREAM

No	Code	Title	Status	Credits	Units
Level I					
1	ODC 040	Communication and Study Skills	Core	10	1
2	ODC 041	Introduction to ICT	Core	10	1
3	ODC 042	Introduction to Educational Foundations	Core	10	1
4	ODC 043	Introduction to Educational Psychology	Core	10	1
5	ODC 044	General Teaching Methods & Strategies	Core	10	1
6	ODC 045	Numeracy Teaching Methods & Strategies	Core	20	2
7	ODC 046	Language Teaching Methods and Strategies	Core	20	2
8	ODC 053	Classroom Management	Core	10	1
9	ODC 055	Mathematics	Core	20	2
10	ODC 056	English Language	Core	20	2
11	ODC 065	Micro-teaching, I	Core	10	1
		Total		150	15

No	Code	Title	Status	Credits	Units
Level II					
12	ODC 049	Teaching Practice	Core	20	2
13	ODC 050	Introduction to Special Needs Education	Core	10	1
14	ODC 051	Schools Administration and Management	Core	10	1
15	ODC 052	Introduction to Research in Education	Core	10	1
16	ODC 054	Primary School Curriculum Development, and Innovation	Core	10	1
17	ODC 057	Kiswahili	Core	20	2
18	ODC 063	General studies	Core	10	1
19	ODC 064	Vocational Skills Teaching Methods and Strategies	Core	10	1
20	ODC 066	Micro Teaching 2	Core	10	1
Total				**110**	**11**

DPTE – SCIENCE STREAM

No	Code	Title	Status	Credits	Units
Level I					
1	ODC 040	Communication and Study Skills	Core	10	1
2	ODC 041	Introduction to ICT	Core	10	1
3	ODC 042	Introduction to Educational Foundations	Core	10	1
4	ODC 043	Introduction to Educational Psychology	Core	10	1
5	ODC 044	General Teaching Methods & Strategies	Core	10	1
6	ODC 045	Numeracy Teaching Methods & Strategies	Core	20	2
7	ODC 047	Science Teaching Methods and Strategies	Core	20	2
8	ODC 053	Classroom Management	Core	10	1
9	ODC 055	Mathematics	Core	20	2
10	ODC 059	Biology	Core	20	2
11	ODC 065	Micro-teaching, I	Core	10	1
		Total		150	15

No	Code	Title	Status	Credits	Units
Level II					
12	ODC 049	Teaching Practice	Core	20	2
13	ODC 050	Introduction to Special Needs Education	Core	10	1
14	ODC 051	Schools Administration and Management	Core	10	1
15	ODC 052	Introduction to Research in Education	Core	10	1
16	ODC 054	Primary School Curriculum Development, and Innovation	Core	10	1

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17	ODC 058 or ODC 060	Physics or Chemistry	Core	20	2
18	ODC 063	General studies	Core	10	1
19	ODC 064	Vocational Skills Teaching Methods and Strategies	Core	10	1
20	ODC 066	Micro Teaching 2	Core	10	1
Total				**110**	**11**

** *Serial number 17 in science stream, a candidate is required to choose either Physics or Chemistry as a core subject.*

Therefore, if a candidate opts to take both then the first will be core and the second will be an elective course respectively.

13.2 Diploma in Commonwealth Youth Programme (CYP)

The Commonwealth Diploma in Youth in Development Work (CYP) programme is a two-year professional advancement programme aiming at developing the full productive potential of youth. This is sought to be achieved by equipping youth in development work to be thoroughly grounded in both theory and practice of their profession. The programme targets persons who are already involved in youth work, Government, NGOs, Police, Prisons, Schools, Colleges, Religious Institutions and public at large.

Programme structure
Students in the CYP programme will be required to study a total of 14 units

LEVEL 1

No.	Code	Title	Status	Credits	Units
1.	ODC 001	Commonwealth Values	core	10	1
2.	ODC 002	Young People and Society	core	10	1
3.	ODC 003	Principles and Practice of Youth Development	core	10	1
4.	ODC 004	Working with People in their Society	core	10	1
5.	ODC 005	Gender and Development	core	10	1
6.	ODC 006	The Learning Process	core	10	1
7.	ODC 007	Management Skills	core	10	1
		Total		70	7

LEVEL 2

No.	Code	Title	Status	Credits	Units
8.	ODC 008	Project Planning, Monitoring and Evaluation	core	10	1
9.	ODC 009	Policy Planning and Implementation	core	10	1
10.	ODC 010	Conflict Resolution, Strategies and Skills	core	10	1
11.	ODC 011	Promoting Enterprise and Economic Development	core	10	1
12.	ODC 012	Youth and Health	core	10	1
13.	ODC 013	Sustainable Development and Environmental Issues	core	10	1
14.	ODC 014	Field Report	core	10	1
Total				**70**	**7**

13.3 Certificate in Library and Information Studies

Programme description: Information management has become an important venture. Access to information enhances societal development and alleviates poverty. It is therefore important to equip personnel working in libraries and other information management centers with knowledge and skills to collect, organize, store, retrieve and disseminate information. The need for middle level information managers in Tanzania today is pertinent due to the rapid expansions of information resources in public and private institutions. The Institute of Continuing Education in collaboration with the Directorate of Library Services of The Open University of Tanzania has introduced the Basic Certificate in Library and Information Studies, aiming to train individuals that will apply basic skills to perform routine activities in

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Libraries and Information Centres, including shelving, recording, registration and maintaining safety and security of information resources.

Programme Structure
This programme comprises of eight modules with a total weight of 12 units.

Code	Module Name	Status	Credits	Units
ICL 04101	Basic Communication Skills	Core	10	1
ICL 04102	Organization of Library Resources	Core	20	2
ICL 04111	Basic Computer Applications	Core	10	1
ICL 04103	Introduction to Record Keeping and Archives Management	Core	10	1
ICL 04205	Library Routines and Services	Core	10	1
ICL 04206	Conservation and Preservation of Records and Library Materials	Core	10	1
ICL 04207	Safety and Security of Library, Records and Archival Materials	Core	10	1
ICL 04110	Introduction to Cross-cutting Issues	Core	10	1
ICL 04109	Workplace Ethics	Core	10	1
ICL 04208	Project Work	Core	20	2
	Total		**120**	**12**

13.4 Diploma in Library and Information Studies (DLIS)

Programme description: The Institute of Continuing Education in collaboration with the Directorate of Library Services will offers a Diploma in Library and Information Studies. The two-year programme is aimed at training individuals who will apply the knowledge and skills in a broad range of activities, both routine and non-routine, in management of libraries and information resources.

Programme Modules: To qualify for an award of the Diploma, students will be requiring to complete a total of 240 credits (24 units) in the two levels (120 in level 5 and 120 in level 6). The Modules are designed to provide learners with both theoretical knowledge and practical skills.

NTA Level 5

Code	Title	Status	Credits	Units
ICL 05109	Classification of Library Materials	Core	10	1
ICL 05110	Bibliography and Bibliographic Control	Core	10	1
ICL 05111	Cataloguing of Library and Information Resources	Core	10	1
ICL 05112	Library Statistics and Reports	Core	10	1
ICL 05113	Introduction to Library Practices	Core	10	1
ICL 05114	Introduction to Info-Entrepreneurship	Core	10	1
ICL 05215	Information Sources	Core	10	1
ICL 05216	User Information Needs	Core	10	1
ICL 05217	Information Searching and Retrieval	Core	10	1
ICL 05218	Communication Skills	Core	10	1
ICL 05219	Management Skills	Core	10	1
ICL 05220	Security and Disaster Management in Libraries	Core	10	1
	Total		120	12

NTA Level 6

13.5 Certificate in Foundation Programme (OFP)

The Foundation Programme is a one-year bridging programme intended to open up access to higher education to students who miss few points for qualification to university entrance into bachelor degrees. The programme was approved by the Tanzania Commission for Universities (TCU) in March 2018. Candidates who will successfully pass the programme as per the approved criteria will be eligible for admission into bachelor's or degree programmes in various Universities.

Programme Objectives: The specific objectives of the programme are:
(i)   Provide basic information to the procedures, methods and language of the subjects for degree level.

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(ii) Introduce students to intelligent reading, assimilation, critical judgment, analysis and synthesis of information, useful for higher level of learning.

(iii) Promote individual self-development and remedy deficiencies carried over from lower levels of education in the ability to speak, read, write and receive instruction in order to successfully undertake university studies.

Programme Structure: The Foundation Programme is organized into three clusters of Arts, Business and Science. Students will be required to six courses with 120 credit points of study in total, i.e. three courses equivalent to A- level combinations and three additional courses of Communication Skills, Development Studies and Introduction to ICT.

Arts cluster

Code	Title	Status	credits	Units
OFP 011	History	Core	20	2
OFP 012	Geography	Core	20	2
OFP 007	English Language	Core	20	2
OFP 008	Kiswahili	Core	20	2
OFP 015	Economics	Core	20	2
OFP 018	Development studies	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 020	Introduction to information communication technology	Core	20	2
	Total		**160**	**16**

Business cluster

OFP 019	Business studies and Accounting	Core	20	2
OFP 014	Mathematics and statistics	Core	20	2
OFP 012	Geography	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 020	Introduction to information communication technology	Core	20	2
OFP 015	Economics	Core	20	2
OFP 018	Development studies	Core	20	2
	Total		**140**	**14**

Science cluster

OFP 016	Chemistry	Core	20	2
OFP 013	Biology	Core	20	2
OFP 010	Physics	Core	20	2
OFP 012	Geography	Core	20	2
OFP 009	Mathematics	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 020	Introduction to information communication Technology	Core	20	2
OFP 018	Development studies	Core	20	2
	Total		**160**	**16**

NB. Astudent is required to register six (6) subjects only.

13.6 Certificate in Hairdressing and Beauty Therapy (CHBT)
The hairdressing and beauty industry are growing fast due to the fact that more people are becoming aware of the need to care for their physical appearance, thus increasing the demand for quality services in the industry. Although more and more youths and adults find self-employment in this career, the industry is still facing challenges of insufficiently trained and qualified professionals. This inspired the

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desire to introduce this new programme as a professional development and life-long learning opportunity at the Institute of Continuing Education.

The general objective of the programme is to train and educate youth and adults in basic knowledge and skills of cosmetology in order to increase the quality and competitiveness of the workforce in the hair and beauty industry.

Programme Modules: Students will be required to cover 12 modules, with six theoretical modules, five practical modules and field attachment, making a total of 120 credits. The programme duration is one academic year. ICE offers the programme in collaboration with the Department of Cosmetology of VETA.

Theoretical Modules

Code	Title	Status	Credits	Units
ICC 005	Introduction to General Science for Hair and Beauty	Core	10	1
ICC 006	Professional Image in Hair and Beauty	Core	10	1
ICC 008	Basic Business Communication Skills	Core	10	1
ICC 009	Elementary Business Management	Core	10	1
ICC 010	Introduction to Cross-cutting Issues	Core	10	1
ICC 011	Application of ICT in Salon Management	Core	10	1
	Total		60	6

Practical Modules

Code	Title	Status	Credits	Units
ICC 001	Basics of Hair Dressing	Core	10	1
ICC 002	Basic Skin Care Skills	Core	10	1
ICC 003	Basic Nail Care Skills	Core	10	1
ICC 004	Introduction to Body Massage Techniques	Core	10	1
ICC 007	Basics of Hygiene and Sanitation	Core	10	1
CC 012	Field Attachment	Core	10	1
	Total		60	6

13.7 Certificate in Youth Work (CYW)

Programme Description: A youth worker is someone who works in a program directly with young people to facilitate their personal, social, and educational development. Youth work is a dynamic and fast-growing sector that has existed for several decades in different countries. Youth workers can be engaged in a variety of institutions and settings such as youth centres, schools, religious-based institutions, refugee camps and others.

In the light of its importance, sensitivity and obligations, youth work requires a set of core skills, knowledge and competencies that will enable youth workers to perform their duties effectively. With the new trends in globalization, technology and other social-economic dynamics, working with young people is becoming more important and has taken a whole lot of new perspective. It is expected that graduates of this programme will acquire theoretical knowledge and practical skills related to youth work, and be able to apply them in a variety of settings.

Programme Modules: Students will be required to cover 10 modules and a project work that together make a total of 120 credits. The programme duration is one academic year

No.	Code	Course Title	Status	Credits	Units
1	ICY 001	Introduction to Youth Work	Core	10	1
2	ICY 002	Working with Diverse People	Core	10	1
3	ICY 003	Introduction to Counseling Process	Core	10	1

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4	ICY 004	Introduction to Career Development	Core	10	1
5	ICY 005	Leadership and Personal Management	Core	10	1
6	ICY 006	Workplace Ethics	Core	10	1
7	ICY 007	Self-Awareness Skills	Core	10	1
8	ICY 008	Business Communication Skills	Core	10	1
9	ICY 009	Introduction to ICT	Core	10	1
10	ICY 010	Introduction to Cross-cutting Issues	Core	10	1
11	ICY 011	Project Work	Core	20	2
		Total		120	12

FEES STRUCTURE: INSTITUTE OF CONTINUING EDUCATION (ICE)

13.8 Diploma And Certificates - Tuition Fee (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1.	Certificate in Hair and Beauty Therapy	11	1	12	440,000	100,000	30,000	20,000	590,000
2.	Certificate in Youth Work	11	1	12	440,000	100,000	30,000	20,000	590,000
3.	Certificate in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,000
4.	Certificate in Foundation Programme	16	0	16	640,000	0	30,000	20,000	690,000
5.	Diploma in Commonwealth Youth in Development Work	14	2	14	560,000	200,000	30,000	20,000	810,000
6.	Diploma in Primary Teacher Education	24	2	26	960,000	200,000	30,000	20,000	1,210,000
7.	Diploma in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,0000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount	Remarks
1	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
2	Transcript	50,000	Paid after completion of studies
3	Statement of results	10,000	Paid upon request of statement of results
4	Appeal for examination results	123 80,000	Paid during appeal request
5	Reprinting lost certificate	30,000	Paid during request
6	Credit transfer	80,000	Paid during request
7	Change of programme	30,000	Paid during request
8	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

Sn	Title	Rates in Tshs
1	Theoretical courses for all non-degree programmes	40,0000
2	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

s/no	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

IMPORTANT CONTACTS

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14.0 GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES

14.1 Directorate of Teaching, Learning and Examination Services

The Open University of Tanzania has established a Directorate of Teaching, Learning and Examination Services (DTLES) responsible for overseeingteaching, learning and quality and security management of University examinations including compilation of exam papers, printing, distribution, invigilation, and issuing of transcripts and certificates. Departments in the Faculties/Institutes are responsible for preparation, setting and moderation of exam questions, marking and recording of student marks in the record sheets. The teaching departments are also responsible for compilation of student records which will be submitted to the faculty board, undergraduate and postgraduate studies committee, and Senate for approval process before submitted to DTLES for permanent storage in the Academic Records Management Information System (ARMIS).

15.0 Assessment

5.1 Students shall be examined in all courses during the academic year in which they are studied. The assessment shall consist of an online coursework assessment and a written timed test may be administered prior to sitting for a final (annual) examination at the end of the academic year. The coursework assessment will contribute 30% while the annualexamination will contribute 70% to the final grade.

5.2 Science practical, teaching practice and other field related assignments will constitute independent units, not examinable, but assessed through reports submitted by students.

5.3 The pass mark for both coursework and examinations combined shall be 40% for all undergraduate programmes.

5.4 A candidate who fails to attain the pass mark, after sitting for the annual will be allowed to write a supplementary examination after paying the required examination fee. The maximum grade attainable in a supplemented subject is C.

5.5 A candidate who fails in a supplementary examination shall be required to repeat the failed subject. Repeating a subject means doing the continuous assessment (test) and annual examination. The maximum grade attainable in a repeated subject is C.

5.6 A candidate who fails a repeated subject shall be required to re-register the course as many times as possible until he/she attains a pass grade.

5.7 A candidate who fails to appear for examination, for any certified reason, must inform the DVC (ARC) prior to the commencement of the examinations period.

5.8 A candidate who attempts the annual examination without having marks from coursework assessment in that year will be awarded the mark zero for the coursework.

5.9 All law examinations shall generally be partial open book. Students will be required to pay a tune of TSh. 30,000 per year and they shall be supplied with statutes for respective courses during examinations.

16.0 Registration for Examinations

Registration by a candidate for a course of study shall not be taken as guaranteed registration for examinations or for online coursework assessment for that subject. Each candidate shall be required to register for the examinations in specific subjects at least one month before the commencement of examinations period.

17.0 Eligibility for Examinations

17.1 A **candidate** shall be admitted to examinations for subjects in which the candidate is registered for at the beginning of the academic year.

17.2 A candidate shall be permitted to participate in coursework assessment after having paid at least 50% of all the requisite tuition fees and examination fees.

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17.3 A candidate shall be permitted to sit for the Annual Examination (AE) after covering learning objectives in all six Knowledge areas of each course and after having paid 100% of all required tuition and examination fees.

17.4 A candidate whose work progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate Faculty/Institute Board, to repeat any part of the course before admission to an examination.

18.0 Dates of Examinations

Annual, supplementary, and special examinations of the University shall be held at a time determined by the Senate, and will be announced at the beginning of the academic year.

19.0 Admission to Examinations

6.1 Only candidate who have been cleared for having paid all university fees.

6.2 Candidates who have met all requirements for pen and paper examination admission will be issued Examination Hall Tickets (EHT), automatically generated from Examination Registration System (ERIS). To be a valid document, usually EHT is verified and confirmed by the Director of Regional Center as guided by DTLES.

6.3 Candidates who have met all requirements for admission into oral examinations (OREX) will be issued the OREX Visa Card (OVC), automatically generated from the OREX software. The OVC is usually verified on the first five minutes of the OREX session by the Chief Examiner (CE) as guided by DTLES.

20.0 Conduct of Examinations

The university examinations shall be conducted through the Directorate of Teaching, Learning and Examination Services (DTLES) under the control of the Deputy Vice Chancellor (ARC) or such officer of the University appointed by him/her.

21.0 Examination Malpractices and Irregularities Regulations

8.1 Malpractices in Relation to Coursework

It shall be an offence for any student to avail to another student   personal prepared assignment with a view of assisting other student to do assignment or to negligently expose his/her assignment to another candidate to use.

Penalty

Any student found guilty of the offence under Regulation 8.1 above shall be liable to:
   a) Cancellation of assignment, AND
   b) Suspension from studies for a period of one academic year.

22.0 Fraud in Relation to Coursework

It shall be an offence for a student to:
   a) Submit assignment not prepared and written by onself.
   b) Substantially plagiarize the work of any other person.
   c) Falsify/alter marks awarded on an assignment script or test script
   d) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student found guilty of involvement in fraudulent conduct related to coursework as set out in Regulation. 8.2 above shall be liable to:
   a) Cancellation of coursework, AND
   b) Suspension from studies for a period of one academic year, OR
   c) Discontinuation from the University.

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23.0   Malpractices in the Conduct of Examinations

It shall be an offence for a student involved in an examination/test to:

a) Sit or attempt to sit for examination without valid documentation(s).
b) Enter the examination hall/room later than half an hour after the examination/test has commenced.
c) Leave the examination hall/room earlier than half an hour after the examination has commenced except for oral examinations.
d) Carry out a conversation or any other communication with another student once the examination has commenced without permission from the invigilator.
e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and/or threatening language, destruction of University property or the property of another student/candidate.
f) Take out of the examination room/hall answer booklet(s), used or unused.
g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.
i) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate found guilty of contravening Regulation 8.3 above, shall be liable to:

a) Cancellation of the relevant examination, **AND**
b) Suspension from the University for a period not exceeding two years, **OR**
c) Discontinuation from the University.

A student who contravenes Rule 8.3(e) apart from other penalties as specified above shall be liable to a fine to be determined by the Irregularities Committee.

Any student found guilty of contravening Rule 8.3(h) above shall be discontinued from the University.

8.2   *Cheating in an Examination/ Timed Test*

It shall be an offence for any student involved in an examination to:

a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment or any other materials as may be specified from time to time by the DVC (Academic).
b) Copy from any other student examination answers
c) Aid and/or abet another student to copy from a script/booklet of another person.
d) Exchange answers with another student in or outside the examination room.
e) Collaborate with another student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.
f) Communicate with other students verbally or through other means, during examination without permission from the invigilator.
g) Begin the exam before being authorized by the invigilator.
h) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate found guilty of cheating in examinations as defined in Regulation 8.4 above shall be liable to:

a) Cancellation of the relevant examination, **AND**
b) Suspension from the University for a period not exceeding two years, **OR**
c) Discontinuation from the University.

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On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision except where the student has preferred an appeal within the prescribed time.

8.3   Fraud in Examinations/Timed Tests

It shall be an offence for a student or any other person involved in an examination to:
   a)   Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
   b)   Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
   c)   Falsify or alter marks awarded on an examination script/booklet.
   d)   Impersonate another student/candidate.
   e)   Procure or induce another person to sit for him/her.
   f)   Presentfalse document(s) in relation to eligibility to sit for University examinations.
   g)   Sit or attempt to sit an examination without authority.
   h)   Fraudulently receive examination papers/questions which have been illegally procured or made available.
   i)   Fraudulently access or attempt to access examination questions before the examination is due.
   j)   Pay or induce another person to illegally procure or make available examination questions/papers.
   k)   View examinations questions prior to sitting for the exams
   l)   Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
   m)   The following malpractices shall specifically be considered as an offence for a candidate sitting for OREX examinations:
   n)   Deliberate actions leading to candidate disconnecting from the active OREX session without prior permission from examiners.
   o)   Use supportive devices hidden behind the camera for the purpose of assisting in giving on the spot answers.
   p)   Share a recorded OREX session to social networks without prior permission from the University.
   q)   Putting the 'oral' into oral assessment. Students are not allowed to read aloud a written support such as from books when answering oral questions except for open book examinations.
   r)   And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate or any other person found guilty of fraudulent conduct as defined in Regulation 8.5 above shall be liable to the following penalties:
   a)   Any student/candidate found guilty of contravening Rule 8.5(a), (b), (h), (i), (j), and (k) above shall be discontinued from the University.
   b)   Any student/candidate found guilty of contravening Rule 8.5(c), (d), (e), (f), (g), (l) and (m) above shall be suspended from the University for a period not exceeding two academic years, or discontinuation from the University.

If OUT staff is proved to be involved, the staff shall be liable to disciplinary action in accordance with the prevailing University disciplinary procedures.

8.4   Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity or any OUT staff to:

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a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Irregularities Committee or any other body hearing the irregularities or appeal.
b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
c) Destroy evidence relating to an alleged irregularity.
d) Forge or utter false documents in relation to an alleged irregularity.
e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.
g) Refuse to sign irregularity form after been asked to so by the invigilator.
h) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate or any OUT staff found guilty of interference with the conduct of an irregularity hearing as defined in Regulation 8.6 above shall be liable to:
a) Cancellation of the relevant examinations, or
b) Suspension from the University for a period of one academic year, or
c) Payment of fine which will be determined by the Irregularities Committee.

Any student/candidate found guilty of contravening Rule 8.6(b) and (f) (above shall be discontinued from the University.

Any student/candidate found guilty of contravening Rule 8.6 (e) above shall be discontinued from the University and reported to The Prevention and Combating of Corruption Bureau.
If OUT staff is found guilty, he/she will be liable for payment of fine and to any other disciplinary action in accordance with the prevailing University disciplinary procedures.

8.5   Guidelines on Apprehension of a Suspect

When a student/candidate is suspected to be engaging in examination irregularities or malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be considered:
a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
b) Body searches should be done in the presence of another person of the same sex.
c) The materials should be taken away as soon as they are found and kept as exhibits.
d) Identity of the suspect and possible witnesses should be recorded immediately.
e) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty provided that his presence does not disrupt the tranquility in the examination room.

8.6   Procedure for Hearing of Malpractice Cases

8.6.1   Hearing of examination malpractices and irregularities shall be done by the Examination Irregularities Committee (EIC) appointed by Senate.
8.6.2   The Irregularities Committee shall forward its findings and recommendations to the Undergraduate Studies Committee (UGSC)for all cases of undergraduate and non-degree programmes, and to the Research, Publication and Postgraduate Studies Committee (RPPC) for all cases of postgraduate students for final verdict and decisions.
8.6.3   In the handling of examination irregularities and malpractices, the Irregularities Committee or any other body hearing the case shall consider the following principles of natural justice:
a) Fair and equal treatment of all students/candidates,
b) The opportunity to enter a plea of guilty or not guilty,
c) Fair hearing accorded to all students/candidates,
d) Right of students/candidates to appear and to defend themselves,

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     e)   Staff not to sit in judgment of their own cause, and

     f)   Consistency in punishments.

8.7   Appeals against Examination Irregularities

8.7.1   Students wishing to exercise their right of appeal against a decision made by UGSC should address the appeal hearing to the University Senate.

8.7.2   A student who pleaded guilty to an offence before the Irregularities Committee shall have a right of appeal only with respect to the gravity of the penalty.

8.7.3   A student who is dissatisfied with the decision of the Senate may appeal to the Senate Appeal Sub-Committee within 21 days from the date of receiving the letter communicating the decision. The appeal shall be accompanied by a non-refundable fee which shall be set by the senate and reviewed by it from time to time.

8.7.4   The appeal shall be in writing addressed to DVC (Academic) and copied to the Faculty /Institute where the student belongs stating clearly the grounds of appeal. The DVC (ARC) shall acknowledge in writing to the student/candidate receipt of the appeal.

8.7.5   The student appealing shall be notified in writing of the date when the appeal shall be heard and shall be given an opportunity to appear before the Committee and be heard.

8.7.6   The Senate Appeals Sub-Committee shall have power, on cause being shown, to allow the student present additional evidence which was not in his possession at the time of appearance before the Irregularities Committee.

8.7.7   In hearing the appeal, the Senate Appeals Sub-committee shall consider the principles set out under Regulation 8.8.

8.7.8   The Senate Appeals Sub-Committee shall hear the appeals and make findings and recommendations to the SENATE whose decision on appeal shall be final and conclusive.

8.7.9   All appeals lodge in accordance with Regulation 8.9.3 shall be finally determined within a period of one year.

2.0   Progress from Year to Year

9.1   Candidates are required to clear all units they registered for in the year of study.

9.2   Units which are passed shall be recorded.

9.3   Units that are not passed shall be cleared after sitting for supplementary Examination done during ODEX sessions.

3.0   Classification of Degrees

10.1   In the classification of degrees, a FIVE points system will be used in averaging the final grades:

10.2   The letter grades will be assigned the following points:

A	B+	B	C	D	E
5	4	3	2	1	0

10.3   Courses given for each degree have to be appropriately weighted by the units.

10.4   To get the score for each course, multiply the points, as in 10.2 by the appropriate weights, as obtained in 10.3 e.g. getting a B in a 2-unit course the score shall be 3 x 2 = 6.

10.5   The total score for the degree will be the total scores for all courses taken for the final, computed as in 10.4.

10.6   The average score for the degree will be computed by dividing the Total Score in 10.5 by the total weight obtained under 10.3.

10.7   The Final Classification of a degree will be as follows:

Classification	Range	Letter Grade

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1st Class	(5.0 - 4.4)	A
Upper 2nd	(4.3 - 3.5)	B+
Lower 2nd	(3.4 - 2.7)	B
Pass	(2.6 - 2.0)	C

Classification of non degree will be as follows;-

10.8   Rounding Off of GPA:
GPA figures will be presented to the nearest single decimal point to be rounded up for ≥ 0.05 and to be ignored for < 0.05. As an example, 3.36 will be taken as 3.4 while 3.34 will be taken as 3.3.

10.9   The range of marks will be as follows:

11   Grading system for Bachelor Degree progrmmes approved by TCU

Marks(%)	70-100	60-69	50-59	40-49	35-39	0-34
Letter Grade	A	B+	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good				

- **Grading system for Diploma and certificates approved by NACTE**

NACTE Grading System for Certificate & Diploma				
NACTE NTA Level	**Score Range**	**Grade**	**Grade Point**	**Definition**
NTA Level 4 & NTA Level 5	80-100	A	4	Excellent
	65-79	B	3	Good
	50-64	C	2	Pass
	40-49	D	1	Poor
	0-39	F	0	Failure
	-	I	0	Incomplete
	-	Q	0	Disqualification
NTA Level 6	75-100	A	5	Excellent
	65-74	B+	4	Very Good
	55-64	B	3	Good
	45-54	C	2	Average
	35-44	D	1	Poor
	0-34	F	0	Failure
	-	Q	0	Disqualification

- **Grading system for Diploma and Certificates approved by TCU**

TCU Grading System for Certificate & Diploma					
Marks (%)	80-100	65-79	50-64	40-49	0-39
Letter Grade	A	B	C	D	E
Grade Points	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

4.0   Course Exemption

Students who graduated from the OUT-foundation programme and selected to study a degree programme at the OUT are exempted from taking OCP 100 and OFP 017. The grades obtained from OFP shall be automatically transferred to the degree programme.

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Students who prefer instead to register for the undergraduate courses OFC 017 and OCP 100 should do online course registration and pay the required tuition and examination fees as prescribed in the SARIS invoice printout.

5.0   Aegrotat Degree

Candidates who have completed their course of study but who have been absent, through illness from part of the final examination, may apply to the University for the award of *an Aegrotat degree* in accordance with the following procedure as directed by TCU:

11.1   The head of the academic department must formally make the request to the Faculty/Institute Examination Board for the award of an Aegrotat degree to the student in question.

11.2   The following details should be provided to the Examination Board:
   i)   medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible after the last date of the examination to which the application refers;
   ii)   the name of the candidate
   iii)   the year of registration of the student;
   iv)   the name of the degree programme in which the student was registered;
   v)   the stage of the programme of study reached by the student at the time of illness;
   vi)   any examination or assessment marks obtained by the student prior to his/her illness;
   vii)   the number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to his/her illness; and
   viii) details of any outstanding academic requirements according to the university's awards regulations.

11.3   The following guidelines shall apply to an examining body (Senate) in its consideration of the award of aegrotat award:
   i)   The Senate should be satisfied that the candidate's prior performance shows on balance of probabilities that he/she would have passed, but the illness which occurred prevented him/her.
   ii)   The Senate should be satisfied that the candidate is unlikely to be able to return to complete his/her study at a later date within a reasonable period.
   iii)   The Faculty/Institute Board shall require the candidate to confirm in writing that he/she is willing to accept an aegrotat award.
   iv)   Where the candidate is unwilling to do so, the Faculty/Institute Board shall seek for appropriate extension of the student's registration and permit the candidate to complete the examinations/assessment in question accordingly.
   v)   An aegrotat degree, diploma, or certificate shall be unclassified and in all other respects, ungraded. An aegrotat award does not necessarily entitle the holder to registration with the professional body, or exemotion from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study or award concerned.
   vi)   No candidate shall be exempted from submitting and defending research thesis or from presenting Masters Dissertation (or equivalent presentation) where the program requires such a thesis or dissertation to be presented before graduation. It follows therefore that the examining body may not recommend the award of aegrotat degree if the missing component relates to research that is core before graduation.

11.4   *Status of an aegrotat degree*

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An aegrotat award is a terminal award; however, it does not entitle the holder to practice a profession although it may be used for non-professional related employment.

6.0   Loss of Certificates

The Open University of Tanzania may issue another copy in case of loss of the original certificate on condition described in section 12.1-12:

12.1   These guidelines shall be applied to all categories of certificates other than transcripts, provisional results or statement of results.

12.2   Duplicate certificate shall be issued only when it is lost or destroyed irreversibly.
    a)   LOSS means and includes situations where a graduand has failed to find or trace a certificate after exercising a due diligent and reasonable search.
    b)   DAMAGE/DESTRUCTION means and includes all situations in which a certificate has been rendered incapable of any use as a result of damage or destruction

12.3   The applicant shall provide the damaged or defaced certificate if available.

12.4   Application should be made only by the graduand in the prescribed format. Application received on behalf of the graduand shall not be accepted.

12.5   Application by a third party can be accepted if a special power of attorney is dully presented on behalf of the graduand together with the other documents specified in paragraph 12.6

12.6   The following documents shall be presented to the Directorate of Examinations Syndicate for consideration of issuing a duplicate certificate
    (a)   A sworn affidavit detailing the circumstances under which the original certificate was lost or destroyed.
    (b)   A certified copy of loss police report.
    (c)   Copy of notification issued in a newspaper for loss of certificate.
    (d)   A receipt of prescribed application fee.   134

12.7   In case of damage/destruction the requirements of paragraph 12.6 (b), (c) are unnecessary.

12.8   Duplicate certificate is to be surrendered to the Open University of Tanzania immediately if the original certificate is recovered by chance.

12.9   The replacement for a lost certificate shall be issued after 12 months from the date of the loss.

12.10   In case of a damaged certificate and if the same has been surrendered to the University, the duplicate copy shall be issued immediately after the University is satisfied with the level of damage.

12.11   The certificate issued shall be marked "Duplicate Copy" " across it.

12.12The loss or destruction of a certificate is a serious matter and a duplicate will only be issued at the judgment of the University. The University reserves the right not to issue a duplicate or to specify reasons for its decision.

12.13   The applicant shall be required to pay a certificate reprinting fee due to loss of certificate as approved by University from time to time.

7.0   Examination Appeal Procedures

13.1   Students' appeals on academic grounds other than examination irregularities and malpractices shall be directed to the Deputy Vice Chancellor (ARC). All Appeals under this section must be

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lodged within the period of six months from the date of publication of the results by or under the authority of the Senate. .

13.2 Except where unfair marking or other like irregularity in the conduct of any University Examination is alleged, no appeal shall lie in respect of any such examination on any grounds.

13.3 Students appealing for remarking will be required to pay the cost for searching the scripts, re-marking, processing results, transportation of scripts to the examiners, and general administration costs. A fee of Tsh. 80,000 for Tanzanian nationals or USD 50 for non-Tanzanian nationals is applicable until when further reviewed by Senate. Faculties will have to seek approval of the DVC (ARC) for remarking, if they are satisfied with the presented appeal case, after the candidate has paid a fee as set and approved by Senate.

8.0   TCU Guidelines on Posthumous Awards
An institution may award a posthumous qualification to a student who has died when close to completion of a programme. The procedure for posthumous award shall be as follows:

14.1   *Request to the relevant examination Body (Faculty/Institute Board) for the award of a posthumous degree*
The Head of department in which the deceased student was registered should formally make a request to the relevant examination body for the award of a posthumous degree to the student in question.

14.2   *Examination Board*
The following details should be provided to the Faculty/Institute Examination Board:
i)   the name of the deceased student;
ii)   the year of registration of the student;
iii)   the name of the degree programme on which the student was registered;
iv)   the stage of the programme of study reached by the student at the time of death;
v)   the date of death;
vi)   any examination or assessment marks attained by the student prior to death;
vii)   the number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to death;
viii)   details of any outstanding academic requirements according to the university's awards regulations.

14.3   *Examining Body (Senate)*
The following guidelines apply to an examining body (University Senate) in its request for a posthumous award:
i)   The Senate may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate, provided that:
        a)   for a UQF leve8 degreeprogramme, the study completed by the candidate is greater than the amount normally associated with the UQF leve 7 (Higher Diploma); and
        b)   for other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.

ii)   The Senate may also consider the recommendation of a lower award than that for which the student was registered.

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iii)   In cases where the deceased student owes fees to the institution, the institution may decide to disregard and write off the debt.

14.4   *Endorsement of documents*
The University shall ensure that the word "posthumous" is endorsed on all official documents associated with the award of a posthumous qualification. These may include transcripts, testimonial statements and other student records.

14.5   *Holder's name*
Posthumous degrees will be awarded in the name of the deceased student and may be announced at the necessary relevant graduation ceremony, if the next of kin so desires.

9.0   Preservation of Scripts and Release of Examination Results
15.1   The University shall preserve the student's scripts for the purpose of reference for a period of **five** years. After this period the scripts may be destroyed, and no appeal concerning such scripts shall be considered.

15.2   The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate, shall be published by the Dean of the relevant Faculty soon after the Faculty Board meeting but the results shall not be regarded as final until they are confirmed by Senate.

10.0   Conduct of Examinations
16.1   Candidates shall be required to appear physically for the examinations at the approved examination centres for all pen and paper examinations or online through audiovisual web conferencing for oral examinations.

16.2   An invigilator for pen and paper or examiner for oral examinations appointed by the University shall be responsible for the proper conduct of the examination. The Invigilator and Examiner will submit signed declaration that the regulations have been duly observed throughout the examination.

16.3   All candidates will be required to sign the attendance register.

16.4   Candidates shall be required to observe any general instructions that may be given by an Invigilator or Examiner, and to note carefully any instructions that appear at the question paper.

16.5   Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the times specified.

16.6   Candidates shall be required to be physically in their places at least thirty minutes prior to the time prescribed for the commencement of any pen and paper examination. Candidates will have to satisfy themselves that they are in possession of the correct question papers. For OREX examinations, candidates should appear online instantly before commencement of the OREX session.

16.7   For a pen and paper examinations, no candidates shall be allowed to enter the examination room before being permitted by the Invigilator and more than half an hour after a paper has been distributed to candidates. No candidate shall be permitted to leave the room until half an hour has elapsed after a paper has been distributed to the candidates.

16.8   In case of an examination irregularity other than cheating the Invigilator may, at his/her discretion take any action which in his/her view is necessary and reasonable under the circumstances.

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16.9 The Invigilator shall report in writing to the DTLES who shall communicate with the Dean of the relevant Faculty any exceptional circumstances considered likely to prejudice a candidate's performance.

16.10 It shall be the responsibility of every candidate to see to it that orderliness and tranquility are maintained in an examination room.

16.11 Question papers for any given examination shall not be taken out of the examination room.

16.12 No candidate shall leave the examination room during the last ten minutes of the time allocated, except in case of emergency.

16.13 No candidate shall be allowed to enter or leave an examination room with an empty or used answer book.

16.14 Cellular or mobile phones are strictly prohibited during examination and in the examination room.

11.0   Notes to Invigilators
17.1   Procedure in the examination room before the examination:

      17.1.1 Invigilators should be present in the Examination Room at least thirty minutes before the commencement of the examination.

      17.1.2 Invigilators should check if the sitting plan for the examination room has been prepared.

      17.1.3 Invigilators will be provided with the following items by the University Examinations Officer or his/her Representative:
          i) Sealed envelopes containing question papers must be personally collected by each Invigilator from the strong rooms, at most thirty minutes before the examinationsession.
          ii) Attendance register showing a list ofcandidates for each examination to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of a master list for the University examinations.

17.2   Invigilators must ensure that ONLY ONE answer-book is provided for each candidate unless the rubric on the question papers requires otherwise. The answer-book must be filled before any additional paper is provided.

17.3   The Invigilator must show the sealed envelope containing question papers to all candidates and attract their attention to the intactness of the seal before breaking it and opening the envelope. He/She can do this by raising up the envelope.

17.4   Question papers and any other material prescribed in the rubric (e.g. log tables, charts, etc.) should be set out by the Invigilator with the help of the Internal Examiner or the Director of Regional Centre.

17.5   Invigilators should admit candidates to the Examination Room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books, papers and other similar articles must be deposited with the Invigilator before the candidates are permitted to go to their places. Where big numbers of candidates are involved, Invigilators may admit candidates to the examination room fifteen minutes in advance or more.

17.6   During these ten or fifteen minutes, the Invigilator should:

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17.6.1   Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

17.6.2   Call attention to any rubric at the head of the paper which seems to require attention.

17.6.3   Announce to the candidates when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

17.6.4   Not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

12.0   Practices during the Examination

18.1   At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.

18.2   At the end of the first half hour the total number present should be noted down and a sitting plan prepared. Invigilators should then collect all the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for returning to the Internal Examiner.

18.3   During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.) Candidates may be permitted to do rough work on the left-hand margin of the scripts on the understanding that this is crossed out at the end of the examination. No candidate should be permitted to leave his place during the examination except to leave the examination room.

    1.8.3.1   A candidate who contravenes these regulations and instructions governing the examinations, especially by unfair practices, such as copying from or communicating with other candidates, shall be reported immediately to the examinations officer or regional centre director or any other person designated by the university for that purpose.

    1.8.3.2   Invigilators shall enter the number of examination scripts collected from the candidates on the Attendance Sheet provided by the office of the Dean at the time of collecting the Examination paper. Invigilators shall sign the said Attendance Sheet before they hand over all the scripts to the Internal Examiners who must be present in the examination rooms. On receipt of the scripts Internal Examiners will check them and sign on the collection form. The attendance Sheets must be handed to the Examinations Officer at the end of each session.

13.0   General

13.1   Invigilators are required to attend in the examination rooms at the commencement of each session to assist the Chief Invigilators and to collect the scripts. Instructions in the examination roomshall be announced by the Chief Invigilators.

13.2   Cases of illness during the examination sessions should be reported to the Chief Invigilators or Directors of Regional Centres as soon as possible.

13.3   Invigilators shall have the authority to confiscate any unauthorized material, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate that creates a disturbance.

13.4   Academic staff who are suspected of involvement in leakage of examination, or for assisting students to cheat in any way, shall be sent to the Staff Disciplinary Committee.

14.0   Regulations Governing the Position and Conduct of Internal Examiners

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The Directorate of Teaching, Learning and Examination Services (DTLES) shall coordinate all examination matters for the whole Institution and shall be directly answerable to the Deputy Vice-Chancellor (ARC).

18.1   The University examinations shall be conducted under the control of the Deputy Vice-Chancellor (ARC) with the Directorate of Teaching, Learning and Examination Services (DTLES).

18.2   The DTLES will liaise with the Deans of Faculties/Heads of Academic Departments and issue invigilation guidelines for the examination in the courses at the University.

18.3   No Tutorial Assistant will be approved to be an internal examiner, unless conditions are such that such a Tutorial Assistant has proven to have some exceptional capabilities to warrant him or her to be permitted to set and mark examinations as an internal examiner.

18.4   An internal examiner, examination officer or any other officer connected with the preparation of the examinations who conducts himself or herself in such a manner as to cause leakage of examination question(s), shall be disqualified of the responsibilities entrusted to him or her and disciplinary action shall be taken against him or her.

15.0   External Examiners

The Dean or Director shall propose names of recognized academicians and professionals of the course(s) taught at the University to be external examiners. The names of the external examiners shall be approved by the Senate together with those of the internal examiners. For each course there shall be at least one external examiner who shall be an academician or a practitioner.

21.1   On the first appointment of any external examiner such person so appointed shall provide the office of theDeputy Vice Chancellor (ARC) with his/her curriculum vitae and the same shall be communicated to the Senate for approval of the appointment.

21.2   The appointment of the external examiner shall be limited to three consecutive academic years though such person is liable for re appointment after another three consecutive academic years have elapsed.

21.3   The office of the Deputy Vice Chancellor (ARC) shall ensure that as soon as practicable, relevant draft examination questions are sent to the appointed external examiners for moderation and where required, comments of the external examiner are incorporated in the examination questions before delivery to the data base of examinations for permanent storage.

21.4   The internal and external examiners when marking the answer books will have to use red marking pens. Pencils are prohibited.

21.5   After the panel marking of examinations, the external examiners, will be invited to make sampled marking and check the overall marking process. The External examiners shall prepare a report, which shall be presented to the Faculty Board. The report so prepared must take note of the extreme cases, that is, the highest and lowest cases, standards of examinations, consistency in marking and performance pattern.

16.0   Academic offences for which a student can be charged

22.1   All cases of alleged examination irregularities shall be referred to the Undergraduate Studies Committee. The Committee shall have the power of summoning students and members of staff

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or any other person as it deems necessary to testify before it. The Chairman shall submit a report of the Committee's findings and recommendations to the Senate for further action.

22.2   The integrity of University life and the degrees that the University confers is dependent upon the honesty and soundness of the learning process as well as that of the evaluation process. Conduct that adversely affects this relationship or process is considered a serious academic offence.

22.3   Misrepresenting or aiding another person to misrepresent material facts for the purpose of gaining admission, enrollment or academic advantage.

22.4   Committing or aiding another person or persons to commit an act designed to misrepresentation applicant's academic status or eligibility for admission or enrolment or for receiving transfer credit.

22.5   Submitting the words, ideas, images or data of another person as one's own in any Academic writing, essay, thesis, research, project or assignment in a course programme of study. Any plagiarism that exceeds 30% of the total volume of the work will be rejected outright.

22.6   Obtaining or attempting to obtain information from another student or other unauthorized source or giving information to another student or knowingly possessing, using or attempting to use any unauthorized materials in the course of an examination.

22.7   Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of an examination, preparation of a paper or other similar activity.

22.8   Submitting in any course or programme of study without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research, report, project or assignment for which credit has been   previously obtained or which has been or is being submitted in another course of study in the University elsewhere.

22.9   Submitting in any course or programme of study any academic writing, essay or thesis, research project or assignment containing a statement of fact known by the student to be false or a reference to a source which has been fabricated.

22.10   It shall be an offence knowingly to procure, distribute or receive any confidential academic materials such as pending examinations, tests, assignments or laboratory results from any source.

22.11   Any appeal pertaining to the conduct of any University examinations and marking of scripts must be lodged with the appropriate university authorities within three years from the date of publication of the results by or under the authority of the Senate.

17.0   Issuance of Certificates and Transcripts
23.1   Certificates, Diplomas, and Degrees for awards approved by Senate shall be issued after being approved by Senate, for candidates who complete the clearance process.

23.2   Transcripts for all university awards may be issued by the office of DVC Academic upon request, as soon as the results have been approved by Senate.

23.3   Fees for the printing and collection of transcripts and academic certificates shall be set by Senate and announced from time to time.

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23.4 Replacement of certificate may be done subject to approval by the Chairman of Senate, after the relevant replacement fees have been paid.

18.0 Regulations for issuance of certificates

24.1 The subsequent regulations shall be observed when issuing various certificates offered by the Open University of Tanzania.

24.2 The certificates declared in these regulations shall include the following:
(i) Degree certificates
(ii) Academic transcripts
(iii) Postgraduate diploma certificates
(iv) Diploma certificates
(v) Foundation programme certificates
(vi) Provisional results/statements of results

The University may issue certificates other than those prescribed in Article 23.2with the approval of the University Senate.

24.3 (a) The regulation for signature, seal and number of issue of copies for the above certificates mentioned in section 23.2 shall be as follows;

S/N	Name of Certificate	Signature	No. of Copies	Seal
1	Degree certificate	VC, DVC(ARC)	1	OUT Seal
2	Academic transcripts	DVC(ARC), Dean/DICE/DIEMT	Unlimited	DVC(ARC) and Dean/DICE/DIEMT stamps
3	Postgraduate diploma certificates	VC, DVC(ARC)	141^1	OUT Seal
4	Diploma certificates	VC, DVC(ARC)	1	OUT Seal
5	Foundation programme certificates	VC, DVC(ARC)	1	OUT Seal
6	Certificate in distance education	VC, DVC(ARC)	1	OUT Seal
7	Certificate in teachers education	VC, DVC(ARC)	1	OUT Seal
8	Provisional results	DTLES	Unlimited	DTLES Stamp

(b) The DVC (ARC) may certify and/or authenticate copies of the above certificates as true copies of the original document only upon written request from the applicant. The applicant shall pay certification fee as approved by University from time to time.

24.4 Certificates that do not comply with the regulations for signature and seal as described in section 23.3 shall be deemed invalid.

24.5 Application for certificates shall be made either in person or by postal mail. Application by phones, email electronic, or alternatives means shall not be permissible.

24.6 Application made in person shall be by completion of the prescribed application form for issuance of various certificates
(a) A duly filled application form must be accompanied by the following documents:
(i) A document which recognize the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)

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        (ii)   Evidence of receipt of payment of the compulsory fee as revised time to time and indicated in the prescribed application form.

        (iii)   A clearance form.

(b)   Certificates will only be issued in the name the applicant used to gain admission to the University or changed during the duration of the programme and the same had been presented and accepted by the University. No certificate will be issued in a name that is not reflected in the University's records.

24.7   In case an application is made through a third party, a special power of attorney duly prepared by a registered advocated of the High Court of Tanzania must be presented. The authorization must bear the name and signature of the giver of such power of attorney. In additional the applicant shall also comply with section 23.6 above.

24.8   Application by Post:
    (a)   Application by postal mail shall be by completion of the prescribed application form for issuance of various certificates
    (b)   Present document which identify the applicant and provide proof of payment of application fee as described in section 23.6.
    (c)   The applicant shall meet the cost of delivery

24.9   Applicants who need to be issued certificates not mentioned in section 23.3 shall apply separately.

24.10   Certificates shall be issued to the applicant after the University has sternly verified the information offered in the application form by comparing with those existed in University's records.

24.11   The University shall re-issue a new correct certificate to the applicant in case of technical mistakes such as incorrect spelling or identification information in the original one; for this to happen the original certificate must be returned to the University and the applicant should pay for certificate reprinting fee due to errors.

24.12   All application must be forwarded to the Directorate of Teaching, Learning and Examination Services, Open University of Tanzania, P. O. BOX 23409, Dares Salaam.

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THE INSTITUE OF EDUCATION AND MANAGEMENT TECHNOLOGIES IEMT

About IEMT

The Institute of Educational and Management Technologies (IEMT) was established in 1998 as a unit responsible for integrating ICT in teaching, learning and research, as well as in other business operations at the Open University of Tanzania (OUT).

The main objectives of the IEMT:

Coordination of all ICT services at the Open University of Tanzania including planning of all ICT services, ensure quality and standards of ICT services and maintain network and software systems security.

Support the delivery of ICT services to staff, students, and the community at HQ and all Regional Centres (RCs). This includes development and maintenance of information systems and network installation.

To conduct training and carry out consultancies in computer-based learning, interactive media, distance teaching and learning and all aspects of automation and reengineering of business processes to the University and the general public.

The Institute also provide digital training to students with special needs and the general public free of charge. Persons with special needs including those with hearing and visual impairments, physical disorders and others receive training at IEMT so that they are not left behind in digital learning and digital transformation.

IEMT Organization Structure

IEMT comprises of four units; E-leaning unit, ICT infrastructure unit, ICT services and quality control unit plus Assistive Special Technologies Unit (ASTU).

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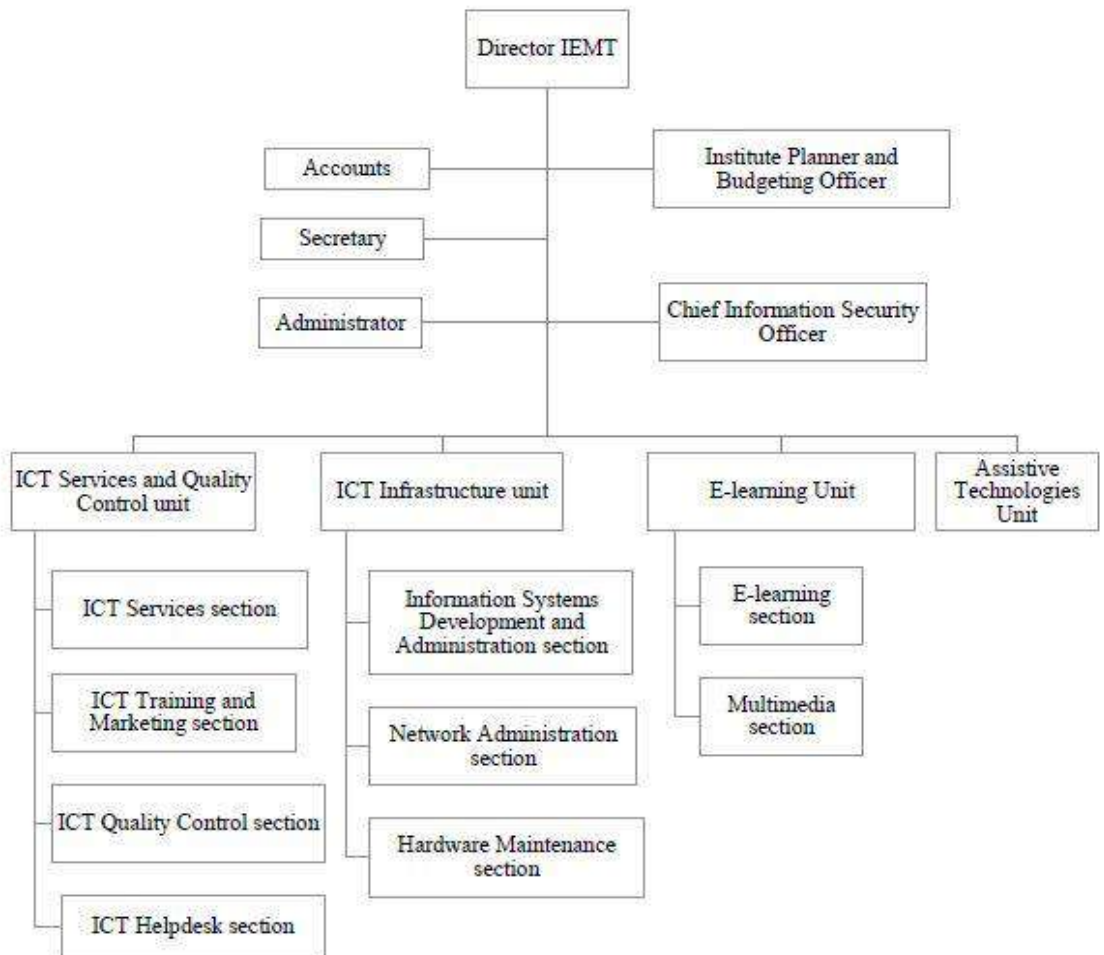
E-learning Unit
The core objective of the E-learning unit is to expose the OUT academic community to the use and potential of technology in enhancing teaching and learning. There are two sections in the unit namely the E-learning section and the Multimedia section. The primary roles of the unit include building capacity across all faculties and departments in the area of e-learning, instructional design, graphics and multimedia. The unit is also responsible to manage and upgrade the software and hardware of the OUT learning management system (OUT eLMS). The OUT eLMS is the core system used by the University in teaching and learning. The system is hosted in-house by the University and the E-learning section is dedicated in ensuring that the system is effectively used and upgraded to latest technologies.

ICT Infrastructure unit
The core objective of the unit is to ensure the seamless operation and effectiveness of the university's ICT infrastructure, encompassing network systems, information systems development, and hardware maintenance. The unit comprises of three sections namely the Information Systems Development and Administration section, Network Administration section and Hardware Maintenance section. In network infrastructure management, the unit deploys and administers complex networking technologies at the Headquarters and Regional Centres; monitors network performance metrics, including throughput, latency, and packet loss; executes regular audits and assessments, implementing necessary upgrades and optimizations to guarantee an efficient and secure network environment. The unit also spearheads the design, development, and maintenance of sophisticated information systems, leveraging advanced programming languages and database management systems; collaborates closely with cross-functional

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teams to identify requirements and design solutions that meet OUT needs, focusing on streamlined data processing and effective data governance. Furthermore, the unit manages the intricate hardware ecosystem, encompassing a range of devices such as printers and computers, by conducting regular diagnostics and performance evaluations.

ICT Services and Quality Control unit

ICT Services and Quality Control Unit (ISQC) focuses on coordinating ICT Services including ICT Support to Staff and Students, Trainings and Consultancy Services. The unit is also responsible in ensuring ICT services offered to the university and community is of high quality and adhered to the set standards. The unit consist of four sections namely ICT Services Section, ICT Training and Marketing Section, ICT Helpdesk section and ICT Quality Control Section. Through the unit a number of ICT short courses starting from basic and professional courses are being offered to the community, among the trainings are Basic and Advanced Computer Application, Social Media and Digital Marketing, Graphic Design and Video Production, Network Security, eLearning and Instruction Design. The unit also bids and coordinate projects and consultancies related to Software and Web Development, Network Installation and Configurations, Hardware Repair and Maintenance as well as provision of eLearning Solutions to organizations.

Assistive Special Technologies Unit

The Assistive Special Technologies Unit (ASTU) focuses on promoting the advancement of digital accessibility and assistive technologies for persons with disabilities. ASTU provides trainings to equip persons with disabilities with ICT skills. The trainings include Basic Computer Applications for persons with visual impairment and IT Essentials for persons with hearing impairment. Also, students who are blind are trained to use digital devices such as smart phones, note takers, and tablets. After course completion, the students are enabled to prepare documents, make reports, review documents, prepare and deliver presentations, do research on the Internet, and many more tasks that require basic computer application skills. After course completion, students who are deaf or with hearing impairment become Computer Lab Technicians, able to install programmes, repair computers, and troubleshoot computer network problems. The main objective of the trainings at ASTU is to close the digital gap that is caused by disabilities and ensure that the OUT supports the Tanzanian communities by creating an enabling digital environment to allow the productive use of ICT by the youth who are living with disabilities.

Institute Management

Chief Information Security Officer (CISO), Coordinators of Units, Institute Administrator and Institute Planner and Budgeting Officer

ICT Short Courses Training

IEMT offers various ICT courses ranging from Basic to professional; we also offer free courses for visually and hearing impaired persons as well as tailor made courses.
Short courses
- ❖ Basic Computer Applications
- ❖ Advance Computer Applications
- ❖ Graphic Design
- ❖ Video Production and Motion Graphic Design
- ❖ Computer Maintenance & Repair
- ❖ Data Analysis
- ❖ Website Development
- ❖ Basic Microsoft project
- ❖ Advanced Microsoft project
- ❖ Social Media and Digital Marketing Strategies
- ❖ IT Essentials (I&II)

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- ❖ Get connect
- ❖ CCNA
- ❖ Network Security
- ❖ E-learning and Instructional Design

ICT courses for students with visual impairment
- ❖ Basic Computer Applications
- ❖ Digital Assistive Technologies

ICT Courses for students with hearing impairment:
- ❖ IT Essentials
- ❖ CCNA (Network Roles in IT)

Tailor made Courses
- ❖ Digital Employability Skills
- ❖ Computer Applications

THE DIRECTORATE OF FINANCE AND ACCOUNTING

The Directorate of Finance and Accounting is the custodian of all monetary transactions of The Open University of Tanzania. It is responsible for maintaining proper accounting for the University funds in the Headquarters and Regional Centres.

1.0   BURSARIES AND FEES
1.1   The Application, Tuition and Other Fees

1.2   The Open University of Tanzania (OUT) has the right to set and change tuition fees in line with the average annual inflation rate announced by the Bank of Tanzania. Any change of annual fees will be approved by the Council of The Open University of Tanzania, before the commencement of the academic year.

1.3   At the beginning of every academic year, all students of OUT will be required to meet their financial obligations before registration.

1.4   In addition to tuition and examination fees, students are required to buy essential reference books and stationeries, pay for face to face sessions and related costs for attending practical sessions, projects and field trips.

1.5   All applicants applying for bachelor degree and non-degree programmes shall pay a non-refundable application fee of Tsh. 10,000 or USD 10 for international students.

1.6   All student fees must be paid by using automated generated control numbers obtained through students SARIS accounts.

1.7   All registered students shall pay Students' organization fees as approved by Council in respective bank account shown in Table 1.

1.8   The university does not accept cash payments.

2.0   Fees Structure for Undergraduate Studies 2023/2024 Academic Year
(a)   All students are required to pay various university programme fee and other fees on time.
(b)   Any student having a 'Repeat' subject must pay in full the subject's fees according to the rates approved by Council.
(c)   The amount of Tsh. 10,000 shall be paid as examination fee for every paper registered for exams and Tshs. 10,000 for every paper registered for TT.

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(d) Students are allowed to pay 50% of the fees due by the end of the registration period as set in their respective invoices. A penalty of Tsh. 20,000 or USD 20 for international students will be levied to those who fail to pay on time.

(e) The final installment of fees for 2023/2024 academic year is 15th May, 2024. Students paying fees after that date will also have to pay the penalty for late payment, of Tsh. 20,000 or USD 20 for international students.

(f) The University Financial Regulations provides that **Fees once paid are not refundable**. The refund for excess fees paid will be made after deduction of 15% administration costs, and this can only be considered after a student has graduated and not before.

2.1 All new students will pay all their fees according to the rates approved by Council. The students must note the following:

(a) Having registered for some courses, students are expected to pay 50% of the total fees required by the deadlines as set in their invoices. Paying after that deadline means they will also pay in addition, the penalty for late payment of fees of Tsh. 20,000/= or USD 20 for international students.

(b) The tuition fees for practical/field courses for this academic year, must be paid before end of January 2024 or else such students will not be supervised nor be allowed to participate in the field. Students paying fees after deadline will also have to pay the penalty for late payment.

2.2 Guidelines for continuing students who wish to pay fees in annual instalments:

2.3.1 Students who are sponsored through the Higher Education Student Loan's Board (HESLB) or any other sponsor, will not be considered for registration until when their fees have been remitted to the University by the sponsor. In order for them not to miss the registration deadline, students will be required to pay half of the requisite fees for that level, which will be refunded upon the university receiving full payment of their fees from the HESLB or any other sponsor. HESLB demands that students signs the fee remittance notices; hence it is upon the sponsored students to ensure that the relevant notices have been signed. Failure to sign the remittance forms may lead to HESLB cancelling the sponsorship/loan.

2.3.2 All students must pay an examination fee as stipulated, to be eligible for main examinations. Students who for one reason or another, have been allowed to attend special examinations, will not need to pay again for the special examinations. Students who wish to appear for special examinations without prior authorization, will be required to pay the fees for that examination sessions.

2.3.3 Students or their sponsors are allowed to pay the whole amount of programme tuition fees at the beginning of studies. In case of any subsequent rise in fees from the time of the initial payment and completion of the programmes, the student will be required to settle the calculated difference in order to be allowed to graduate.

2.3.4 Payments of fees by Cheque or by Telegraphic Money Orders are not acceptable.

2.3.5 Students who deposit their fees through the banks, bank agencies and using their mobile phones for mobile networks services must obtain control numbers from either OUT Head office in Dar es Salaam or from OUT Regional Centres or in their SARIS accounts. The obtained control numbers should be used to pay their respective fees in the banks, bank agencies and in mobile networks. Upon payment proof of such payment must be submitted at OUT Finance section at Head Office or OUT Regional Centres for issuance of GePG receipts.

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2.3.6 Students and sponsors must also meet personal costs for books stationery, practical and field visits, field research work, teaching practice, and attendance of tests and examinations apart from tuition fees.

2.3.7 Students who decide to change their programme of study during registration period are required to pay Tsh. 30,000 or USD 30 for international students as fee for change of programme.

2.3.8 Students lost their identity cards may be given another one after paying a processing cost of Tsh. 20,000 or USD 20 for international students.

2.3.9 The University Council has power to revise the various fees charged for all OUT activities. Prior notification will be given to students, before commencement of the academic year.

2.3.10 Every candidate, who successfully completes studies, shall be allowed to graduate only after having paid all fees due to the university.

2.3.11 The university deserves the right to withdraw its certificate from any candidate fails to honour financial obligations to the university.

2.3 Student Union Fees

All students must pay the stipulated student organization fees into the Open University Student Organization (OUTSO) accounts.

2.4 SADC and EAC Students

According to SADC and EAC Protocols, students from member countries are required to pay the equivalent of local fees.

Table 1: Bank Accounts for Various Student Fees

Type of Payment	Bank	Account No.
Tuition fees (local)	NBC, Corporate	011103002558
Tuition fees (local)	NMB, Bank House	2011100105
Registration, ID and Examination fees	As above	As above
Tuition fees (foreign)	NBC, Corporate Branch	011105000670
Tuition fees(local)	OUT FBM Acc CRDB Kijitonyama	01J1013375900
Tuition, Registration, ID and Examination fees, Foreign Students (foreign)	NBC Corporate Branch SWIFT CODE: NLCBTZTX P. O. BOX 9062 DSM, Tanzania	011105000670
Student Union fees	NMB, Msasani Branch	22610006685

FEE STRUCTURE: FACULTY OF ARTS AND SOCIAL SCIENCES

Bachelor Degrees - Tuition fee (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee (Practical)	Registration Fee	Student ID	Total Fee
1	Bachelor of Arts in Tourism Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

							30,000		
2	Bachelor of Arts in Sociology	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
3	Bachelor of Social Work	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
4	Bachelor of Arts in Journalism	34	5	39	2,040,000	500,000	30,000	20,000	2,590,000
5	Bachelor of Arts in Mass Communication	34	5	39	2,040,000	500,000	30,000	20,000	2,590,000
6	Bachelor of Community Economic Development	36	0	36	2,040,000	0	30,000	20,000	2,090,000
7	Bachelor of Arts in Economics	36		36	2,040,000	0	30,000	20,000	2,090,000
8	Bachelor of Arts in Natural Resource Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
9	Bachelor of Arts in Population and Development	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
10	Bachelor of Arts in Kiswahili and Creative Studies	36		36	2,040,000	0	30,000	20,000	2,090,000
11	Bachelor of Arts in English Language and Linguistics	36		36	2,040,000	0	30,000	20,000	2,090,000
12	Bachelor of Library Information Management	36	2	38	2,160,000	200,000	30,000	20,000	2,410,000
13	Bachelor of Arts in Public Administration	34	2	36	2.040,000	200,000	30,000	20,000	2,290,000
14	Bachelor of Arts in International Relations	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

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Direct University Costs (Payable to the University)

No	Item	Amount	
1	Examination fee	10,000	Paid per each examination, both sitting and online
2	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examinations	30,000	Paid per each on-demand examination requested

Diploma and certificate Programmes Tuition fee (Payable to the University)

S/N	Diploma Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration Fee	Students ID	Total Fee
6.	Basic Technician Certificate in Social Work (BTCSW) NTA 4	11	1	12	440,000	100,000	30,000	20,000	590,000
7.	Technician Certificate in Social Work (NTA 5)	10	1	11	400,000	100,000	30,000	20,000	550,000
8.	Ordinary Diploma in Social Work (ODSW) NTA 6	10	2	12	400,000	200,000	30,000	20,000	650,000
9.	Certificate in monitoring and Evaluation	14	4	18	560,000	400,000	30,000	20,000	1,010,000
10.	Diploma in Monitoring and Evaluation	22	4	26	880,000	400,000	30,000	20,000	1,330,000

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Direct University Costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to the University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,0000
4	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization   150

s/no	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

FEE STRUCTURE: FACULTY OF BUSINESS MANAGEMENT (FBM)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee (Practical)	Registration fee	Student ID	Total Fee
1	Bachelor of Human Resource Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
2	Bachelor of Business Administration (Accounting)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
3	Bachelor of Business Administration (Finance) Bachelor of Business Administration (Marketing)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
4	Bachelor of Business Administration	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

S/N	Degree Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee (Practical)	Registration fee	Student ID	Total Fee
	(Human Resource Management)								
5	Bachelor of Business Administration (International Business)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
6	Bachelor of Procurement and Supply Chain Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

Plus

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Diploma Programmes Tuition fees

S/N	Diploma Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Ordinary Diploma in Entrepreneurship	9	3	12	400,000	300,000	30,000	20,000	750,000
2	Ordinary Diploma in Business Administration	10	2	12	400,000	150,00,000	30,000	20,000	650,000
3	Ordinary Diploma in Accountancy	11	2	13	440,000	200,000	30,000	20,000	690,000
4	Ordinary Diploma in Procurement And Supply	12	2	1	480,000	200,000	30,000	20,000	730,000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Certificate Programmes tuition fees

S/N	Certificate Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID,	Total Fee
1	Basic Technician Certificate in Entrepreneurship NTA 4	11	1	12	440,000	200,000	30,000	20,000	680,000
2	Technician Certificate in Entrepreneurship NTA 5	10	2	12	400,000	200,000	30,000	20,000	650,000
3	Basic Technician Certificate in Business Administration NTA 4	12	2	14	480,000	200,000	30,000	20,000	730,000

S/N	Certificate Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID,	Total Fee
4	Technician Certificate in Business Administration NTA 5	12	2	14	480,000	200,000	30,000	20,000	730,000
5	Basic Technician Certificate in Accountancy NTA 4	11	2	13	440,000	200,000	30,000	20,000	690,000
6	Technician Certificate in Accountancy NTA 5	11	2	13	440,000	200,000	30,000	20,000	690,000
7	Basic Technician Certificate in Procurement And Supply NTA 4	12	2	14	480,000	200,000	30,000	20,000	730,000
8	Technician Certificate in Procurement and Supply NTA 5	12	2	14	480,000	200,000	30,000	20,000	730,000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in TShs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,0000
4	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

FEES STRUCTURE: FACULTY OF EDUCATION (FED)

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Bachelor Degrees - Tuition Fee (Payable To The University)

No	Programme	Total Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Bachelor of Arts with Education	38	2	40	2,280,000	200,000	30,000	20,000	2,530,000
2	Bachelor of Business Administration with Education	38	2	40	2,280,000	200,000	30,000	20,000	2,530,000
3	Bachelor of Education in Special Education	38	2	40	2,280,000	200,000	30,000	20,000	2,530,000
4	Bachelor of Education Teacher Educator	38	2	40	2,280,000	200,000	30,000	20,000	2,530,000
5	Bachelor of Education in Adult and Distance Learning	38	2	40	2,280,000	200,000	30,000	20,000	2,530,000
6	Bachelor of Education in Educational Policy and Management	38	2	40	2,280,000	200,000	30,000	20,000	2,530,000

Note: All students taking Geography as teaching subject shall be required to pay addition Ths.200,000/= for geography practical.

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Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on-demand examination requested

Diploma Programmes

No	Programme	Total Number of	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Diploma in Early Childhood Care and Education (DECCE)	22	2	24	800,000	200,000	30,000	20,000	1,050,000
2	Certificate in Early Childhood Care and Education (CECCE)	10	1	12	400,0000	100,000	30,000	20,000	550,000

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Direct University costs (Payable to the University)

No.	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request

8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

23.1 Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,0000
4	Practical courses for all non-degree programmes	100,000

23.2 Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

FEES STRUCTURE: FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

Bachelor Degrees - Tuition fee (Payable to the University)

S/N	Programme	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Bachelor of Science in Data Management	36	4	40	2,280,000	400,000	30,000	20,000	2,730,000
2	Bachelor of Science in Energy Resources	36	2	38	2,280,000	200,000	30,000	20,000	2,530,000
3	Bachelor of Science in Environmental Studies	36	2	38	2,280,000	200,000	30,000	20,000	2,530,000
4	Bachelor of Science in Food, Nutrition and Dietetics	34	4	38	2,040,000	400,000	30,000	20,000	2,490,000
5	Bachelor of Science General	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
6	Bachelor of Science with Education	36	2	38	2,280,000	200,000	30,000	20,000	2,530,000
7	Bachelor of Science in Information, Communication and Technology	36	4	40	3,240,000	400,000	30,000	20,000	3,690,000

PLUS

Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on-demand examination requested

Diploma and Certificate fee

No	Programmes	Total Number of Units	practical	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Information Communication and Technology NTA 6	10	2	12	800,000	200,000	30,000	20,000	1,050,000
2	Information Communication and Technology NTA 5	10	2	12	800,000	200,000	30,000	20,000	1,240,000
3	Information Communication and Technology NTA 4	12	2	14	960,000	200,000	30,000	20,000	1,210,000

PLUS

Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on demand examination requested

No	Item	Amount	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

23.3 Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for BSc ICT per unit	90,000
4	Practical courses for BSc ICT per unit	100,000
5.	Theoretical courses for ICT NTA L 6, 5. 4 per unit	80,0000
6	Practical courses for ICT NTA L 6, 5. 4 per unit	100,000
7	Theoretical courses for all non-degree programmes	40,0000
8	Practical courses for all non-degree programmes	100,000

23.4 Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

FEES STRUCTURE: FACULTY OF LAW
Bachelor Degree - Tuition fee (Payable to the University)
Bachelor Degree - Tuition fee (Payable to the University)

Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
Bachelor of Laws	39	3	42	2,340,000	300,000	30,000	20,000	2,690,000

Plus

Direct University Costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.
10	Statutes for examination	30,000	Paid per each academic year

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

FEES STRUCTURE: INSTITUTE OF CONTINUING EDUCATION (ICE)

DIPLOMA AND CERTIFICATES - TUITION FEE (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Certificate in Hair and Beauty Therapy	11	1	12	440,000	100,000	30,000	20,000	590,000
2	Certificate in Youth Work	11	1	12	440,000	100,000	30,000	20,000	590,000
3	Certificate in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,000

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S/N	Degree Program	Total Number of Units	Total Units (Practical)	total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
4	Certificate in Foundation Programme	16	0	16	640,000	0	30,000	20,000	690,000
5	Diploma in Commonwealth Youth in Development Work	14	2	14	560,000	200,000	30,000	20,000	810,000
6	Diploma in Primary Teacher Education	24	2	26	960,000	200,000	30,000	20,000	1,210,000
7	Diploma in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,0000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount	Remarks
1	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
2	Transcript	50,000	Paid after completion of studies
3	Statement of results	10,000	Paid upon request of statement of results
4	Appeal for examination results	80,000	Paid during appeal request
5	Reprinting lost certificate	30,000	Paid during request
6	Credit transfer	80,000	Paid during request
7	Change of programme	30,000	Paid during request
8	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

Sn	Title	Rates in Tshs
1	Theoretical courses for all non-degree programmes	40,0000
2	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

s/no	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

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REGIONAL CENTRES

, The Open University of Tanzania has decentralized its organizational structure by setting up Regional Centres where students can get support services close by. Each Regional Centre is equipped with appropriate facilities to enhance efficiency of services to students.

Current Regional/Coordination Centres (2023/2024)
Below is a locaton and contacts of the OUT regional and coordination Centres

1.	Arusha Regional Centre, P.O. Box 19, ARUSHA. Mob: 0688 987 289 *Location:* East African Community Road, Plot 75, Opposite Mount Meru Hospital, (TBA Building) E-mail: drcarusha@out.ac.tz	2.	Coast Regional Centre P.O. Box 30420, KIBAHA Mob: 0753/0655 328346 *Location:* BUNGO KIBAHA E-mail: drccoast@out.ac.tz
3.	Dodoma Regional Centre, Boma Road, P.O. Box 1944, DODOMA. Tel: 026-2322346 Mob: 0684 273756 *Location:* Boma Road E-mail: drcdodoma@out.ac.tz	4.	Geita Regional Centre P.O. Box 417, GEITA Mob: 0764 234 821/ 0717 759 554 *Location*: Magogo, Opposite Geita Referral Hospital E-mail : drcgeita@out.ac.tz
5.	Ilala Regional Centre, P.O. Box 21745, D'SALAAM. Tel. 022 2150116 Mob: 0754 363 975 *Location:* Institute of Adult Education E-mail: drcilala@out.ac.tz	6.	Iringa Regional Centre, P.O. Box 1458, IRINGA Tel. 026 2700163 Mob: 0717 029 716 *Location:* OUT Building at Former TRC Workshop (Gangilonga Area) E-mail: drciringa@out.ac.tz
7.	Kagera Regional Centre, P.O. Box 1954, BUKOBA. Mob: 0765 108 172 *Location:* Kyanyi Nshambya (Along Kashozi Road) E-mail: drckagera@out.ac.tz	8.	Katavi Regional Centre, P.O. Box 662, MPANDA Tel. 025 2820463 OR 0736 502730 Mob: 0692 713 271 & 0742 380 507 *Location:* Near Mpanda Post Office E-mail: drckatavi@out.ac.tz
9	Kigoma Regional Centre, P.O. Box 566, KIGOMA Tel. 028 2802981 Mob: 0715 874 005 *Location:* Ujiji Municipality, Masimbu Ward, Kisingirima Street E-mail: drckigoma@out.ac.tz	10	Kilimanjaro Regional Centre P.O. Box 517, MOSHI Tel. 027 2753472 Mob: 0754 026 956 *Location:* Former PEHCOL Yard, Majengo E-mail: drckilimanjaro@out.ac.tz
11	Kinondoni Regional Centre, P.O. Box 13224, D'SALAAM. Mob: 0754467293 *Location:* Kinondoni B area E-mail: drckinondoni@out.ac.tz	12.	Lindi Regional Centre, P.O. Box 742, LINDI Mob: 0717 213 005 *Location:* Matopeni Ward, Mtuleni B Street) E-mail: drclindi@out.ac.tz
13.	Manyara Regional Centre, P.O. Box 271, BABATI- MANYARA Mob: 0714 060 617 *Location: Bagara Ward, Along Nakwa Road* E-mail: drcmanyara@out.ac.tz	14.	Mara Regional Centre, P.O. Box 217, MUSOMA Tel. 028 2620 401 Mob: 0713 377 883 *Location:* TTCL CCM Road, Musoma Municipality E-mail: drcmara@out.ac.tz

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15.	Mbeya Regional Centre P.O. Box 2803, MBEYA Tel. 025 2502675 Mob: 0752 547547 *Location:* Old Forest, Maghorofani Area E-mail: drcmbeya@out.ac.tz	16.	Morogoro Regional Centre, P.O. Box 2062, MOROGORO Tel. 023 2613303 Mob: 0786 330 032 *Location:* Plot 680 Block J, Barracuda - Mazimbu E-mail : drcmorogoro@out.ac.tz
17.	Mtwara Regional Centre P.O. Box 322, MTWARA Tel: 023-2333977 Mob: 0754 405 408 |658 610 083 *Location:* Mnarani Round About E-mail: drcmtwara@out.ac.tz	18.	Mwanza Regional Centre, P.O. Box 2485, MWANZA Tel: 028-2506025 Mob: 0764 580233 *Location:* Mkolani near TANESCO buildings E-mail: drcmwanza@out.ac.tz
19.	Njombe Regional Centre, P.O. Box 938, NJOMBE Tel: 026 2782191 Mob: 0713 316 845 *Location:* Regional Commissioner Compound E-mail: drcnjombe@out.ac.tz	20.	Pemba Coordination Centre, P.O. Box 227, CHAKECHAKE Mob: 0777 424 767 *Location*: Mkoani Road, Mr. Ally Seif Hemed Building. E-mail: drcpemba@out.ac.tz
21.	Rukwa Regional Centre, P.O. Box 255, SUMBAWANGA, Mob: 0758 769408 *Location:* OUT Buildings at Former RUKWA-RETCO Ltd, Workshop E-mail: drcrukwa@out.ac.tz	22.	Ruvuma Regional Centre, P.O. Box 338, SONGEA. Mob: 0754 635189 *Location:* Bohari Street E-mail: drcruvuma@out.ac.tz
23.	Simiyu Regional Centre P.O. Box 269, BARIADI Tel. 028 2700123 Mob: 0715 154020 *Location:* Bomani (Former HASHI Offices) E-mail: drcsimiyu@out.ac.tz	24.	Singida Regional Centre, P.O. Box 617, SINGIDA Mob: 0621 420581 *Location:* Barabara ya Chuo Kikuu Huria Makumbusho Building E-mail: drcsingida@out.ac.tz
25.	Shinyanga Regional Centre, P.O. Box 1203, SHINYANGA Mob: 0744 403794 *Location:* Karena Road, Kambarage Street E-mail: drcshinyanga@out.ac.tz	26.	Tabora Regional Centre, P.O. Box 1204, TABORA Tel. 026 2605519 Mob: 0656 223 661 *Location:* Sued Street, Opposite Aga Khan Hospital E-mail: drctabora@out.ac.tz
27.	Tanga Regional Centre, P.O. Box 5467, TANGA Tel. 027 2644348 Mob: 0713 656946 *Location:* Chumbageni JUWATA Street TUCTA Building E-mail: drctanga@out.ac.tz	28.	Tunduru Coordination Centre P.O. Box 70, TUNDURU Mob: 0713 184869 Location: Kalanje Street; Majengo Ward Offices Email: drctunduru@out.ac.tz
29.	Zanzibar Coordination Cenre, P.O. Box 2599, ZANZIBAR Mob: 0778 701115 *Location:* State University of Zanzibar, Nkrumah College, Beit el Raas E-mail: drczanzibar@out.ac.tz	30	Songwe Regional Centre P.O. Box 23, MBOZI Mob: 0769 434 309/0779 791513 *Location:* Mlowo Mtaa wa Kiwandani E-mail: drcsongwe@out.ac.tz
31	Kahama Coordination Centre P.O. Box 537, KAHAMA Mob: 0742 951587 *Location*: Tabora Road, Nyihogo, Sazia Street (Community Centre) Email: drckahama@out.ac.tz		
	Centres Outside Tanzania		

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| 1. | Egerton OUT Centre,
Centre for Continuing and Distance Education,
Egerton University,
P.O. Box 536-20115,
Egerton,
KENYA
Tel. +254 51 2217849
Fax: +254 51 2217849 | 2. | College of Human Resource Management (CHRM),
Ufundi Co-Op Plaza
4th Floor
Moi Avenue
P.O. Box 4322-00200,
Nairobi, KENYA
Tel. +254(0) 202217490/
+254 (0) 20 221 7979
+254 (0) 20 224 8095
Fax: +254(0) 202244557
e-mail: college@chrm.or.ke |
| 3. | Uganda Management Institute
P.O. Box 20131,
Kampala, UGANDA
Tel.+256 774 386820
        +256 752 259722 | 4. | Triumphant College
P.O. Box 6506,
Windhoek
NAMIBIA |

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DIRECTORATE OF STUDENTS SERVICES

The organizational structure of OUT provides for a department of Student Administration headed by the Director of Students Services to cater for non-academic aspects of students' life in matters relating to their welfare and conduct. The Directorate of students Services in collaboration with the regional counsellors maintains regular counselling services to students individually or in groups. The aim is to provide them with the opportunity in being realistic about themselves, their potentiality and their career interests.

Guidance and Counselling Services at Regional Centres

Counselling services are available to students studying at OUT through trained counsellors at Regional Centres (RCs). In the event that students face learning difficulties, they are encouraged to visit the regional counselors who are equipped to handle various psychological, social, economic and academic matters. These counselors provide regular reports on the counseling progress to the Director of Student Services on a quarterly basis. The counseling services offered at OUT aim to identify ways to improve students' well-being and help them achieve their personal goals.

Scholarships, Grants and Loan

The OUT, which admits students from diverse backgrounds, economic status, and personalities for various courses, recognizes the need for a comprehensive policy to support these students. To this end, the DSS collaborates with OUTSO to provide support through the Students Assistance Fund (SAF). In addition, scholarships such as the Robert Mugabe African Council for Distance Education Legacy Scholarship and the Tertiary Education Scholarship Trust for Tanzania (T4T) are available, as well as loans from the Higher Education Students' Loans Board (HESLB) and Zanzibar Higher Education Loans Board (ZHELB). These measures aim to ensure that all students at OUT are given the necessary support to excel in their studies and achieve their academic goals.

ROBERT MUGABE AFRICAN COUNCIL FOR DISTANCE EDUCATION LEGACY SCHOLARSHIP

The Open University of Tanzania is the first university in the whole of the East Africa region to offer educational programmes through Open and Distance Learning mode. It admits students of various backgrounds for studying different courses. Starting this year 2015/16 the University is offering an ACDE scholarship to support one student to pursue a Bachelor's degree at The Open University of Tanzania (OUT). The scholarship aims to assist **best achieving** but financially needy students.

The scholarship was initiated in the African Council for Distance Education Executive Board at its 27th meeting held at North West University, Potchefstroom, South Africa on 27th June, 2015. The board discussed and directed that member should be take action to realize the Robert Mugabes' African Council for Distance Education Legacy Scholarship. Further, requested to study the **guidelines as indicated below** and then send names of two students that have nominated for sponsorship. The two names will be sent to the Scholarship Committee members who will select one of the names. After selection, the successful name with the letter of award shall be sent back to our institution.

Guidelines

i)   The applicants should be students in ACDE member institution
ii) ACDE member institutions should commit full scholarship per student per year
iii) All member institutions of ACDE will offer one (1) scholarship per institution per year.
iv) The scholarship should start with first degree programmes
v)   Applicants with special needs will be accorded priority with more consideration for female candidates
vi) How much will be spent depends on the prevailing fees ordinance at the hosting institution
vii) Annual scholarships may be a one-time gift or they may be replenished each year through an endowment, i.e., renewable from year to year to a maximum number of years.

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viii) Successful candidates are selected on the basis of academic achievement, personal strengths, leadership, and commitment to giving back to the community. All completed applications are evaluated by the ACDE Executive Board following recommendations from the Committee.

ix) The selection process consists of Documents Received, and Disbursed.

x) Endowments are large funds that are invested in support of the scholarship.

Announcement and Applicant

The office of the Deputy Vice Chancellor (Academic) announces to all students and staff annually. The basic criteria for selection are

i) Filling an application form

ii) Students must perform well in the previous academic year

iii) Students must be admitted at OUT for a bachelor's degree programme

iv) Students with disabilities are given priority;

v) Female students in science programmes have added advantage.

All these are indicated in the scholarship announcement.

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Sports and Games

Regular participation in sports and physical activities is essential for maintaining good health and wellness, not just for individuals but also for the OUT community as a whole. Sports not only provide opportunities for personal enjoyment and social interaction but also play a crucial role in educating and integrating both students and staff. The importance of physical skills development and recreational needs of staff and students are recognized in the Students Affair Policy, Rolling Strategic Plan, and OUT Charter. As a result, annual Sport Bonanza, participation in Tanzania Universities Sports Association (TUSA), Federation of East Africa University Games (FEUS), and other interfaculty sports competitions have been arranged for students. Additionally, staff members participate in SHIMMUTA to foster good health, wellbeing, and fellowship.

Provision for Accommodation

The Open University of Tanzania will depend on Private and Public Institutions to provide accommodation to its students when attending residential sessions, examinations or any other activity organised by the University. Students are expected to make their own payment arrangements to the Financial Officers of the Institutions providing the accommodation

Students Organization

The 2007 Charter of the Open University of Tanzania, Part IV Section 24 provides for the establishment of the student organisation whose objects and purposes shall be to stimulate and promote meaningful discussion amongst the students on matters of academic and social interest, sponsor social and other functions for the purpose of enhancing intellectual and cultural development of the University and cooperate with the other organs of the University in matters of general interest to the University Community

Every student admitted and registered at OUT shall become a member of OUTSO as provided in the Charter of OUT. Every member of OUTSO shall pay an annual subscription fee as may be prescribed from time to time by University Students' Representative council and approved by the university council. The affairs of the University Student Organization shall be conducted in accordance with its constitution. For the benefit of students, their organization is already functioning. Students are encouraged to form academic and professional organs consonant with the objects and functions of the University. For details, contact the Director of Students Services at the e-mail address: dos@out.ac.tz, or the student government: outso@out.ac.tz.

Important contacts of the staff in the office of the Dean are as follows:-
i)   Dean of Students: Dr. Zacharia Regnard Rwejuna reginard.zacharia@out.ac.tz (0716033213)
ii)   Assitant to Dean of Students: Ms Sophia Nchimbi
       sophia.nchimbi@out.ac.tz
iii)   Senior Students' Welfare Officer: Mwanawetu Mbonde
       mwanawetu.mbonde@out.ac.tz
iv)   Sports and Games Coach: Consolata Mwendabantu
       consolata.mwendabantu@out.ac.tz

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19.0 STUDENT SUPPORT SERVICES

19.1 OUT Regional Resource Centers

- Regional centres form a component of the administrative structure of The Open University of Tanzania. They are located in all regions of Tanzania, Mainland and Zanzibar.
- Roles of the regional centres include, but are not limited to, administrative activities such as application processes, issuing admission letters, registration, organizing orientation, examination venues, examination invigilation, tutoring and counselling, providing teaching and learning facilities, organizing public lectures, discussion groups, workshops and seminars and disseminating information about The Open University of Tanzania programmes.

19.2 Institute of Education Information Management and Technology (IEMT)

- The IEMT is the primary information technology provider for the OUT. Services provided by the IEMT include the maintenance of the University's Information technology network and website, email services, installation of hardware and software, supporting faculties and departments to maintain and use ICT equipment, maintaining an e-learning management system in enhancing academic activities, supervision of admission and registration system.
- The HQ and all regional centres are connected with free internet to facilitate teaching and learning activities.
- The IEMT conducts tailor-made training for students to improve ICT skills.
- All students are required to have IT gadgets such as smartphones and laptops.

19.3 Supplementary Reading Materials

In addition to the study units and essential reading texts, important books are recommended to students in each area of study. This enables students to see alternative views on the subject or to reinforce the information presented in the study units. Your attention should be drawn to the updates in materials and information. 164

19.3.1 Library Facilities

- OUT Library Services comprises the main library at the head office at Kinondoni Dar es Salaam and mini-libraries in the regional centres
- The library is a place for study and provides reading materials in both hard and soft copies to supplement your study materials.
- Membership and access to library services is open to all undergraduate students
- Library open from Monday to Friday; from 08.45 a.m. to 9.00 p.m. Saturday 10.00 a.m. to 9.00 p.m. and Sundays and Public Holidays 10.00 a.m. to 2.00 for main library. For regional centres mini library, the time is 8.00 am to 4.00 pm.
- Services offered at the library include; - e-library services, information literacy training, reading and studying facilities, leading books and other documents, reference services, newspapers and internet services.
- More details on how to accesses materials are provided in the Directorate speech.

19.3.2 Information Service

- The university almanack lists all academic events and their schedules.
- Examination time table
- Real-time zoom lectures timetable
- Client service charter

19.4 Students with special needs

- The OUT has a special unit for helping students with special needs. The unit is located at the head office, Kinondoni. Dar es salaam.

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- The services offered include ICT literacy training, whereby students with special needs are facilitated to access study materials and communicate with each other
- At the regional centres, OUT staff provide special services to special needs students

DIRECTORATE OF LIBRARY SERVICES

The library is an academic unit of The Open University of Tanzania. The major mission is to provide high quality information services, which support teaching, learning, research, and community services. It also plays a vital role in the local learning community by working in partnership with other information providers. The University Library services comprise of the Main Library at the Head Office, OUT Resource Centres in the Regional/Cordination Centres and Tanzania Library Services Board (TLSB) Network that is accessible under special arrangements. The Open University of Tanzania Library System has three Units: Readers and Technical Services, Documentation, Regional and Outreach Services.

Learning Resource Centres/ Mini-Libraries
Apart from those libraries, the University has also developed learning resource centres that are available in the regional centres. These centres provide access to the full range of learning, teaching and consultancy materials in a variety of formats.

Membership
Membership and access to library services is open to all Non-degree, Undergraduate and Graduate students, Academic, Research and Administrative staff of the university and alumnae. Other users such as visiting Researchers and Members of other Universities are allowed to use the library at the discretion of the Deputy Vice Chancellor (Learning Technology and Regional Services), Director of the Library Services or Director of Regional Centres.

INFORMATION RESOURCE SERVICES

Online Public Access Catalogue (OPAC)
The Open University of Tanzania Catalogue is called KOHA which implies gift in Maori. It provides bibliographical information of library information resources available in the main library and in the regional centres**.** The entire catalogue is available online.

Information Resources via the Web
The library website provides essential information about the library hours and services and acts as a gateway to a wealth of research and learning materials, including Electronic Journals, Open Courseware, Electronic Books and Online Thesis/ Dissertation through institutional digital repository. Access to Online Public Access Catalogue is via the web address: www.out.ac.tz. In order to access the Online Public Access Catalogue (OPAC) follow the following instructions:
   a) Open OUT website: http://www.out.ac.tz/
   b) Click LIBRARY icon in OUT website then click Library Catalogue icon

You are now in OPAC page.

In the OPAC page you can search whatever information you need either by TITLE, AUTHOR, SUBJECT, ISBN, SERIES or by CALL NUMBER.
- For example, to search for **a book on Management**, you will get a string of search results on Management.
- Click on one search result of your choice.
- You will be provided with the following details: ITEM TYPE, LOCATION, CALL NUMBER, and STATUS.
   o ITEM TYPE: You will be informed if it is a book, a series (Journal), newspaper or a CD etc.

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- o LOCATION: You will be directed/ shown where to obtain the required material e.g OUT Main Library, Book Bank, Special Reserve, East Africana, Manyara, Mbeya and Iringa, Dodoma etc.
- o CALL NUMBER: You will be given the number for you to locate the specific document you need in the shelves of the relevant collection/ location e.g. 658.15 SHI
- o STATUS: You will be informed if the document you are seeking is available or not.

Services Offered at the E-Library Section

Through the Consortium of Tanzania University Libraries (COTUL) staff and students can access a full range of journal databases in various academic disciplines. Users may access these e-journals from any computer terminal at the OUT-Head Offices with Internet connectivity, in the regional centres where Internet is accessible or at any computer with internet connectivity, through OUT website.

Objectives of this service

i) To provide the library user with access to International Scholarly Literature.
ii) To provide unlimited access to journal databases and articles across wide range of disciplines.

Institutional Repository;

Institutional repository is an on-line locus for collecting and preserving in digital form the intellectual output of an institution. It is a service that the Open University of Tanzania offers to the members of its community.

The materials posted to repositories includes research reports (published and unpublished), conference papers, seminar papers, journal articles e.g. (Huria back issues), and even current copies; - speeches by government and OUT Officials etc. The system also supports video and audio format of the document.

How to Access the Out Library Institutional Repository

i) Open the OUT website: http://www.out.ac.tz/
ii) Go to the LIBRARY icon down in the website
iii) You are now in the Library Webpage
iv) In the library web page click the icon Institutional Repository
v) Various searching options will be provided:

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By Year

By clicking the search option "by year", a list of years arranged in an ascending order will appear. Click on the year of your choice to get documents produced by OUT in that year.
Click on the specific document and enjoy reading.

By Subject

Type in the search box the subject of your choice, For example: LAW
You will get a number of items on LAW produced by OUT.
Click on the item of your preference and continue reading.

By Division

Here you can either click on/ select the provided options e.g "Faculty of Arts and Social Sciences" or "Faculty of Business Management" OR, you can type in the SEARCH BOX, the name of the faculty or title of the journal you are searching for.

For example, if you choose Faculty of Arts and Social Sciences, you will be provided with a list of documents from that faculty, arranged in an ascending order by year.
Click on the year of your preference. You will get a list of documents on that year. Click on the item of your choice and continue reading.

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By Author
Type in the SEARCH BOX the name of the Author of the document you want to read. For example: KIHWELO.

A list of documents that have been authored, co-authored or edited by KIHWELO will be displayed. Click on the item of your choice and enjoy reading.

Library Collections
The Library at the Head Office maintains six major Sections: Social Sciences Collection, Law Collection, Science Collection, East Africana collection, Special reserve collection, and E-Library Section. These collections consist of Books, Journals, Study Manuals, Reference Books, Audio and Video Cassettes, and CD-ROMS.

Services and Facilities
The following are services which are offered by the OUT Library at the Head Office and some of its Regional Centres:

Library services offered
Lending books within the University Compound
Inter-library loan
Reference services
Newspapers
Internet and CD-ROM services
Information Literacy Training
Audio-visual cassettes/tapes services

User training
The library conducts Information Literacy sessions to enable users effectively exploit the resources available. Users are trained in searching skills, accessing and evaluating information sources.

Behaviour in the library
Silence is required in the reading rooms. Persons causing unnecessary disturbances may be requested to leave.
  i)   Smoking is strictly forbidden
  ii)   Food or drinks are not allowed in the reading rooms
  iii) Use of cellular phones in the reading rooms is not allowed
  iv)   Defacing, marking or furnishing of books and other information materials is strictly forbidden.

For further information please contact the Director of Library Services: dls@out.ac.tz

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GENERAL INFORMATION

ACADEMIC PRIZES

Student Academic Prizes are awarded during the Annual Convocation meeting. The Academic Prizes to be offered by The Open University of Tanzania are as follows:

1. **THE CHANCELLOR'S PRIZE:** One prize given to the student with the highest GPA from amongst all the graduands. This year it will be a certificate plus a cash award of Tsh. 300,0000

2. **THE VICE CHANCELLOR'S PRIZE**: This prize will be awarded to the best performing student from each faculty, where the graduate scored a minimum GPA of 3.5. This year it will be a certificate plus a cash award of Tsh. 240,000

3. **THE DEAN'S PRIZE**: The prize is awarded to the candidate with the second-best GPA per faculty provided the GPA is not below 3.5. This year the award is certificate plus a cash award of Tsh. 225,000

4. **THE MINISTER'S PRIZE**: This prize is given to the best female performing graduate in each undergraduate degree programme. This year, the award is a certificate and a cash prize of Tsh. 100,000 each.

5. **THE CYP DIPLOMA PRIZE**: The prize is awarded to the candidate with the highest overall score with A Grade in the Commonwealth Youth Diploma Prpgramme. The award is a certificate plus a cash award of Tsh. 150,000

6. **HON. Dr. JUGDE PAUL KIHWELO'S PRIZE**: The prize is awarded to the candidate with the highest score in the course of Intellectual Property Law. The award is a certificate plus a cash prize of Tsh. 150,000

7. **PROF. ELIFAS BISANDA PRIZE**: The prize is awarded to the best overall performance in the Open Foundation Programme (OFP). It is a cash prize worth Tsh 150,000 and a certificate

SENIOR STAFF LIST

OFFICE OF THE VICE CHANCELLOR
Vice-Chancellor
Prof. Elifas T. Bisanda: B.Sc. (Eng) Dar; M.Sc. (Cranfield); Ph.D (Bath), DBA (*honoris Causa*) (Chosun, South Korea)

Manager, Vice Chancellor's Office
Dr. Albert Z. Memba*:* Diploma in Journalism (TSJ), B.A. (PSPA), M.A. (PS & PA) UDSM, Ph.D (China)

Personal Assistant to the Vice Chancellor
Ms. Bilhuda Chamshama: Dip. Ed (Korogwe), BED (Psychology) (UDSM), MED (UDSM)

OMASEC
Ms. Sarah B. Mwanjoka: Dip (Hotel, Catering & Tourism Mgt), Dip. In Secretarial (TPSC), DSM, Office Management Course MDEA II (TPSC)

Record Management Assistant III
Mwajabu Lugunda: Cert. in Secondary Education, Certificate in Typing & Computer (VETA), Dip. Records Management.

LEGAL SERVICES UNIT/SECRETARY TO COUNCIL'S OFFICE

.

Head -Legal Services Unit:
Nelly G. M. Mwasongwe (Advocate): LL.B (UDSM), LL.M (Information Technology & Telecom Laws) OUT

Legal Counsel
Jerome P. Luanda LLB (UDOM), Post Graduate Diploma In Legal Practice (LST)

Legal Counsel
Husna O. Dello LLB (UDSM), Post Graduate Diploma in Legal Practice (LST)

Legal Counsel
Ms. Brigiter James (Advocate): LL.B (Mzumbe)

Human Resource Officer II
Madina P.Yango, Secretarial Course I, LLB (OUT) *Post Graduate Diploma in Legal Practice (LST) inview*

Human Resource Officer II
Getrude Kessy: Diploma in Secretarial Studies (TPSC), Bachelor of Human Resource Management (ISW)

OMASEC
Ms. Grace Mmanda: MDEA I (TPSC), Diploma. in Secretarial Studies (TPSC)

Senior Office Assistant
Ms Leticia Laurent Misuka: Certificate CSE, Office Assistance Training Course

DIRECTORATE OF PLANNING AND DEVELOPMENT

DIRECTORATE OF PLANNING AND DEVELOPMENT

Director of Planning and Development
Mr.Benjamin F. Bussu: B.A. Economics, (UDSM): PGD (International Business Mgt.), MEED (UDSM)

Personal Secretary II
Ms Jenny B. Chande: Diploma in Secretarial Studies (TPSC) Dar

Principal Planning and Development Officer
Vacant

Senior Planning Officer II
Ms. Sikudhan H. Almasi: Cert. Teachers Education IIIA (Kabanga TTC), Diploma in Gender Issues Development, Bachelor Economic Development (MNMA)

Planning Officer II
Mr. Reuben E. Mayowa: Bachelor Economics & Finance (IAA)
Mr. Revocatus K. Edward: Diploma in Development Planning (IRDP), Regional Development Planning (IRDP), MA Economics (SAUT)
Mr. Abdul A. Magati: Bachelor Regional Development Planning (IRDP),
Ms. Prisca T. Massawe: Diploma in Development Planning (IRDP), Bachelor Development
 Economics (IRDP)

Principal Estate Officer I

.

Eng. Said M. Juma: B.Sc. (Eng), UDSM, M.Sc. Construction Economy and Management (Ardhi University)

Estate Officer I
Eng. Fortunata F. Kisima: FTC (Rwegarulila Water Resources Institute) Dar, Bachelor of Building and Civil Engineering (DIT)
Eng. Nyiboto M. Seruka: FTC (DIT), Bachelor of Building and Civil Engineering (DIT)

Civil Technician I
Mr. Abdalla M. Sagara: Diploma in Architecture (MUST)

Environment and Sanitation Officer & Electrical Technician
Mr. Aniceth Mlingi: FTC (DIT)

Senior Electrical Technician
Mr. Paul R. Hugo: FTC, (MUST).

Technician II (Plumbing)
Mr. Laitus I. Mhongole: Water Supply and Sanitation Engineering (Rwegarulila Water Resources Institute) Dar

INTERNAL AUDIT UNIT
Chief Internal Auditor
Dr. Antipas D. F. Massawe: ADA (IFM), CPA (T)-PP (NBAA), MBA (F& B) (Mzumbe)PhD (OUT)

Internal Auditor
Ms Angela B. Mmbaga: BBA (OUT)
Internal Auditor II
Revest Christopher Sulle Bachelor's Degree in accountancy (TIA) CPAT

PROCUREMENT MANAGEMENT UNIT
Head
Mr. Daudi S. Sospeter: ADMM; CSP (T) (NBMM), M. Sc (PSCM) Mzumbe

Assistance Supplier II
Mr. Nkanda Magayane; B.com Account, (OUT) Masters of Procurement and Supplies Chain Management (Mzumbe)

Principal Supplies Officer
Ms Justina Ayila: Foundation Certificate in Material Management (NBMM); BBA (OUT), MSc (PSCM) Mzumbe

Senior Assistant Supplies Officer
Geofrey Jafari Mrope: Certificate in Procurement and Logistics Management, (TIA)Tanzania Diploma in Procurement and Logistics Management (TIA)

Supplies Officer
Atufigwegwe Mwaihunga: Bachelor in Procurement and Supply Chain Management (MUCOS) Moshi.

Procurement Officer II

.

Elionara Jonathan Mageni: Certificate in Procurement and Logistics Management (Mzumbe), Diploma in Procurement and Logistics Management (Mzumbe), Bachelor of Business Administration in Procurement and Logistics Management (Mzumbe).

Welfare officer
Judith Jonathan Rwelamila: BA. Sociology – Hons (OUT),MA Human Resource Management (OUT).

COMMUNICATIONS AND MARKETING UNIT
Head
Dr. Mohamed Omary Maguo: B.A (Education) (UDSM); M.A (Kiswahili) (UDSM); M.A (Development Studies) (UDSM). PhD (Kiswahili Literature) (OUT)

Secretary
Nelly Njau, Diploma in Secretarial Studies (TPSC)

Head Department of Marketing
Mr. Thomas Kilumbi: International Diploma in Computer Science (IIT/NCC), B.Sc-ICT (OUT), M.Sc-IT (Madras University)

Principal Marketing Officer
Ms. Ellapendo Albin Lyimo -Kinondoni Regional Center: Bsc Library Information System (Tumain University- DSM College) M.A. (Marketing) OUT

Public Relations and Marketing Officers
i) Ms. Getrude Pastory: Shiyanga Regional Center: BBA (St. Augustine University of Tanzania), MPM (OUT)
ii) Mr. Mwanuzi Babyegeya: OUT Ilala Regional Center Bcom (Hons) OUT, MBA (Marketing) Osmania University
iii) Ms. Martha Ephraim Antony: Tanga Regional Center; BAPRM (St Augustine University of Tanzania)
iv) Ms. Eliaichi Bethuel Kowero: Arusha Regional Center; BBA (St John's University of Tanzania)
v) Mr. Nkwabi Siyabo: Tabora Regional Center, Bachelor of Arts in Marketing and Entrepreneurship (SUA)
vi) Mr. Isack Eleutery Makendi: Ruvuma Regional Center, BAPRM (St Augustine University of Tanzania)
vii) Mr. Paul Mwang'amba: Rukwa Regional Center, BBA (Marketing) OUT
viii) Mr. Martine Nkiligi Boniface: Morogoro Regional Center, BBA (Marketing) OUT
ix) Ms. Mwajuma Mmasi: Coastal Regional Center
x) Ms. Subilaga Charles: Ilala Regional Center
xi) Mr. Oscar Charles: Katavi Regional Center
xii) Amedeus Tesha: Lindi Regional Centre, BAPRM (St Augustine University of Tanzania)
xiii) Neema Samwel: Singida Regional Center, BAPRM (St Augustine University of Tanzania)
xiv) Jackson Flumence Mtena, Mtwara Reginal Center, BAME (Moshi Cooperative University)

Head Department of Communications and Public Relations
i) Mr. Yusuphu Nandonde: BA (Mass Communication) OUT
Receptionists
Arafat Athman Boma: Certificate of Higher Standard Telephone Operator Course
Zephania Mpemba Joseph: Certificate of Higher Standard Telephone Operator Course

QUALITY ASSURANCE UNIT

.

OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH & CONSULTANCY)
Deputy Vice Chancellor (Academic)
Prof. Deus D. Ngaruko, BSc (Agric. Econ) Makerere University; MSc (Agric. Econ) SUA; DIC (Economics) & PhD (Econ) Imperial College London, UK.

Assistant to Deputy Vice Chancellor (Academic, Research and Consultancy)
Mr. Kinswemi Malingo: Dip. Education (Butimba T.T.C), B.A (Gen), UDSM, MBA – Human Resource, (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC),

University Teaching and Learning Services
Dr. Lawi Yohana: B.Sc. (Ed) (Hons), M.Sc. (Environ. Sc.) UDSM ; Ph.D. UDSM.

Personal Secretary
Ms. Josephine Abraham Temu: Certificate in Secretarial Studies, (TPSC -DSM), Diploma in Secretarial Studies (TPSC – DSM), MDEA I (TPSC - DSM).

Record Management Assistant
Ms. Aziza Mhina: Records Management Assistant (TPSC-Mtwara)

DIRECTORATE OF UNDERGRADUATE STUDIES
Director of Undergraduate Studies:
Dr. Helen Benjamin Kiunsi: Dip. Int. Relationship & Diplomacy (Centre for Foreign Relation), LL.B (Hons) OUT; LL.M. (International trade Law) Stellenbosch SA; PhD (International Tax Law) OUT.

Head of Admissions
Ms. Sia Machenje, LLB (OUT) Master of Human Resource Management (OUT)

Head of Student Records
Said Ramadhan Said: Bsc (Computer) UDSM, MSc (ICT) OUT. 172

Admission Officer II
Anganile Sanga: BA Education (Hons) (OUT)
Ezechiel S. G. Malunda: BA General (Hons) (OUT)
Amission officer
Saulo Kidunda: BA General (OUT)
Abeid Mfaume: Dip ODDEL, BED ADL (OUT)

IT Techniciam
Moza Abdulrahaman: Dip. Computer Engineering (DIT), BSc ICT (OUT)

Accountant I
Mr. Chediel Charles: BCOM (OUT)

Records Management Assistant II
Lucia Fabian Njuu: Cert, in Records Management,, Diploma in Records, Archives and Information Management (TPSC).

Personal Secretary
Ms. Hellen Shayo: Diploma in Secretarial Studies (TPSC), MDEA 1 &II

INTERNATIONALIZATION AND CONVOCATION UNIT
Director of Internationalization and Convocation Unit

.

Dr. Maulid J. Maulid: Dip.Ed (Morogoro); B.Ed (Arts); MEMA (UDSM); Ph.D in Management (York, UK)

Department of International Students
Head of Department International Students
Dr. Flora Kiwonde: B.A(Ed); M.A(Ed) (UDSM); PhD (OUT

Examination Officer
Martha A. Shitindi: BHRM (Mzumbe University)

Department of Links and Alumni and Convocation
Head of Department Links Alumni and Convocation
Dr Maulana Ayoub Ali: LLB (Hons), Zanzibar University; LLM in IT & T (OUT),PhD Sharda University New Delhi-INDIA

Alumni Officer
Sarah M. Abdi : Dip In Records Management(TPSC)

DIRECTORATE OF POSTGRADUATE STUDIES
Directorate of Postgraduate Studies
Director of Postgraduate Studies
Prof. Magreth S. Bushesh\a: BA (Ed)(Hon), MA, UDSM; PhD (Geography &Envir. Studies), Bradford, UK

Department of Admission and Registration 173
Head Department of Admission and Registration
Dr. Isabela Thomas: B.Sc. Environmental Engineering, (ARU), M.Sc. Urban Environmental Management (Wageningen). PhD Integrated Sanitation Management (UDSM)

Assistant to HoD of Admission and Registration
Mr. Ignas Michael Kanuya: BA PSPA (UDSM) *BAED (OUT);*

Ms Angel Dotto Kidela: Diploma RMA (TPSC) BLIM (OUT)

Head Department of Supervision
Dr. Pamela Peter Semiono: BSC- Environmental Engineering (UDSM), MSc -Environmental Technology and Management (UDSM), PhD –Environmental Technology and management (ARU)

Assistant to HoD of Department of Surpervision
Ms. Jacqueline Thomas Hokororo: Dip (International Relations and Diplomacy) (CFR Dar); Dip (Ed) (Songea); B.A (ED) (OUT) MEDAPPS (OUT)

Head Department of Examination and Quality Control
Dr. Noel Matemba BA (Arch) UDSM, MA (DS) – UDSM, PhD (DS) - SUA

Assistant to HoD of Examination and Quality Control
Ms. Evelyne Weston Shipela Certificate in Education, (Mpwapwa TTC) Diploma in Education (Morogoro TTC) BA (Geo and Env) (UDSM) PGDE (UDSM) MHRM OUT

Ms. Tumaini Nikusekela Mshani BA (Public Administration) UDOM

.

Mr. Arnold Rodrick Rwenyagira BA Economics and Statistics (UDSM)

Mr. Benjamini Makoye Kimisha
Certificate in HRM (TPSC) Diploma in HRM (TPSC) BA –HRM (Moshi Co-operative University

Personal Secretary
Ms. Lucy Temu Certificate in Secretarial Studies (TPSC) Diploma in Secretarial Studies (TPSC)

DIRECTORATE OF RESEARCH, PUBLICATION, INNOVATION AND ENTREPRENEURSHIP
Director
Dr. Harrieth G. Mtae: Dip (Ed) - Monduli TTC; Bsc (Human Nutrition) SUA; MA (Rural development) SUA, PhD (OUT)

Head, Department of Research
Prof. Emmanuel P. Mhache: B.A (Hons) (Land Use Planning & Environmental Studies) UDSM; M.A (Geography and Environmental Management) UDSM; PGD–Poverty Analysis REPOA/ISS/ESRF, PhD (Geography)-UDSM

Head, Department of Publications
Prof. Gwahula Raphael: BSc (Ed) (Hons), UDSM; MBA Finance (OUT); PhD (Finance) DUFE -China

Head, Department of Innovation and Entrepreneurship
Dr. Khamis Kalegele: Bsc. in Engineering (Hons), Computer Engineering and IT (UDSM); Master of Engineering, Computer Science (Ehime University, Japan); PhD$_{174}$

Liason Officer
Mrs. Georgina Manyatta: Diploma in Secretarial studies (TPSC), MDEA II&I (TPSC), OFC (OUT), BBA (Marketing), MBA (UDSM*)*

Editorial Services Section
Editors
Mr. Ezra Kaimukilwa: B.A (Hons), Dar; Certificate in Essential Editing (NEC, Manchester)
Mr. Edwin E. Shadrack: BALIT (Hons),(UDSM)

Secretary
(Vacant)
DIRECTORATE OF TEACHING, LEARNING AND EXAMINATION SERVICES

Director
Prof. Paulo Wilfred: B.Sc. Wildlife Management; M.Sc. Management of Natural Resources for Sustainable Agriculture (SUA), Ph.D. (Nottingham, UK)

Personal Secretary
Ms. Lilian Martin: Diploma in Secretarial, Magogoni, MDEA-I, MDEA-II

Coordinator of Records, Qualifications and Certification Unit
Mr. Godfrey Gradius: BSc. Statistics (UDOM), MSc. Economics (OUT)

Tutorial Assistant and Records Officer

.

Mr. Joseph Challe: BSW (Inst. Soc Work)

Records Management Assistants
Mr. Ombeni Kayuni: National Storekeeping Certificate (TIA), Diploma in Procurement and Supplies; Bachelor in Procurement and Supplies (CBE)

Scholastica P. Mwingira: Certificate of Records Management; Diploma in Records Management (TPSC), Bachelor of Library and Information Management (OUT)

Ms. Fauzia Mussa: Diploma in Records & Archive Management (TPSC)

Coordinator of Examination Data Bank and Logistics
Mr. Abdillah Abdulrahamani Mkonyi: BSc. (Computer Science) Dar.

Examination Officer
Lydia Johnson Mwankusye: BA. Ed.; MBA (UDSM)

ICT Officer/Examination Officer
Hassan Hussein: BSc. Computer Science (RUCU)

Coordinator of Teaching and Learning Services
Dr. Lawi Yohana: BSc. (Ed) (Hons); MSc. (Environ. Sc.); PhD, Dar.

OFFICE OF THE DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)
Deputy Vice Chancellor (Planning, Finance and Administration)
Prof. George S. Oreku: BSc. Computer Science (Ukraine), MSc. Computer Science (Ukraine), Ph.D. Computer Science (People's Republic of China), Postdoctoral- Economic Sciences and Information Technology (South Africa)

Assistant to Deputy Vice Chancellor (Planning, Finance and Administration)
Esther G. Halla: BA. Education (UDSM), Bachelor of Human Resource Management (OUT), PGD (HRM) (IFM), Masters of Public Administration (Mzumbe), Diploma in International Relations and Diplomacy (CFR), Proficiency Certificate for Human Resources (TPSC).

Personal Secretary
Saida M. Mdime: Diploma in Secretarial Studies (TPSC)

DIRECTORATE OF ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT
Director of Administration and Human Resources Management
Francis E. Badundwa: BA. Political Science & Public Administration (UDSM), MSc. HRM (Mzumbe), Proficiency Examination Certificate for Human Resource Officers (TPSC).

Department of HR Recruitment, Deployment and Discipline (RDD)
Agness Godlove Nkya (Senior HRO I): LL. B (UDSM), PGD in Legal Practice (Law School of Tanzania), MBA in Human Resources Management (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC), Advocate and Notary Public and Commissioner of Oaths

Human Resources Officer under the Department
Bridgeth Rogath Njau (Senior HRO II): BA. Political Science and Public Administration (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC).

.

Mary Noel Mkumbo (Administrative Officer I): Bachelor of Public Administration (Mzumbe), MBA in Human Resources Management (OU), Qualifying Law for Administrative Officer

Department of HR Planning, Development and Appraisal (PDA)
Joyce Venance Kimati (Principal HRO I): Bachelor of Public Administration (Mzumbe), MBA (Human Resources Management) (OUT), Proficiency Examination Certificate for Human Resource Officers (TPSC).

Human Resources Officer under the Department
Nuru Abdallah Ganzel (Principal HRO I): Master of Human Resources Management(OUT), MBA (SUA), BSc. Horticulture, Proficiency Examination Certificate for Human Resource Officers (TPSC).

Theresa June Bagenda (Principal HRO II): LLB (OUT), MBA in Human Resources Management (OUT), Bachelor of Arts with Education (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC).

Juma Waziri Bakari (Human Resource Officer I): Bachelor of Sociology(OUT)

Department of HR Welfare, Emoluments and Motivation (WEM)
Nemganga Grace Mfundo (Principal HRO II): BA. Political Science & Public Administration (UDSM), MSc. Human Resource Management (Mzumbe), Proficiency Examination Certificate for Human Resource Officers (TPSC).

Human Resources Officer under the Department
Edgar Kinabo Mazigo (HRO I): BA. Political Science and Public Administration (UDSM).

Haubert Twaha Makoke (HRO II): Bachelor of Human Resources Management (ISW).

Office Management Secretary
Baby Gaspary Mahe (OMASEC I): Diploma in Secretarial Studies, Management Development Executive Assistant I & II

Office Assistant
Marcelina Ezekiel Millanzi (Principal OA): Certificate in Secretarial Duties(TPSC), Certificate of Secondary Education Examination

REGISTRY OFFICE
Magreth Philo Komba (Records Officer II): Diploma in Records Management(TPSC), Bachelor Degree in Records Archives and information Management(TPSC)

Registry Staff
Rebecca Japhet Nyambega (Records Management Assistant I): Diploma in Records Management (TPSC)

Lilian Arcado Makungu (Records Management Assistant II): Diploma in Records Management (TPSC)

Kelvin Peter Haule (Records Management Assistant II): Certificate in Records Management (TPSC)

Nitike William Kajange: (Records Officer II): Diploma in Records Management(TPSC), Bachelor Degree in Records Archives and information Management(TPSC)

.

Henry Lessam Msuva: (Senior Office Assistant II): Certificate of Secondary Education Examination

TRANSPORT AND LOGISTICS UNIT
Jafari Salehe Mdongwa (Transport Officer I): Bachelor Degree in Logistics and Transport Management (NIT).

Transport Officer under the Unit
Mr. Jafari S. Mdongwa (Transport Officer I): Bachelor Degree in Logistics and Transport Management (NIT), Diploma in logistics and transport

Transport Officer
Rojamila Samson Julius (Transport Officer II): Bachelor Degree in Logistics and Transport Management (NIT), Diploma in logistics and transport

Deogratius Peter Shayo, (Senior Transport Officer): Bachelor Degree in Logistics and Transport Management (NIT), Diploma in logistics and transport.

Drivers
Ndelimbi Shanankira Urassa; Senior Driver II (Vice Chancellor)
Johnson Saimon Ngowo; Senior Driver II (Deputy Vice Chancellor – LT & RS)
Adamu Mrisho Maganga; Driver II (DFBM)
George John Kombe; Driver I (VC's office)
Deograsias Thadei Lwena; Driver I (DIEMT)
Shemsi Mzee Shehe; Driver II of the Deputy Vice Chancellor (PFA)
Bassam Jabir Yusuph; Driver II (Deputy Vice Chancellor (ARC)
Twala Asangalwisye Mwampagatwa; Driver II (HLU)
Mpandashalo Issa Kaswale; Driver II (DFSTES)
Selemani Yusuph Kilambo; Driver II (DFED)
Rajabu Mohamedi Gobwa; Driver II (Lindi RC)
Rashid Kamba Ally; Driver II (Tanga RC)
William Lazaro Malima (Kigoma RC)

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DIRECTORATE OF FINANCE AND ACCOUNTS
Director of Finance and Accounting
Azimio J. Taluka: ADA (IFM); CPA (T) NBAA; MSc (F) Strathclyde UK

Financial Controller
Principal Acountant I
Ms Beatrice Felician: B.Com (Finance), MBA (Finance), UDSM; CPA (T).
Principal Accountant
Vacant

Senior Accountants
Dickson Senni: CPA (T) (NBAA), ADA (IFM), MBA FINANCE (OUT)
Ukundi J. Nkya: CPA (T) NBAA, ADA (IFM)
Neema Shimwera: CPA (T) NBAA, BBA (UDSM)

Accountants I
Mr. Jackson Nangi: ADA (IFM) (DSM); PGDFM (IFM), MBA (OUT)
Mr. Hintay Baran: ADA (TIA), MBA (OUT)

.

Mr. Stewart Kaberege: BCom (OUT)

Mr. Jackson Kamugisha: BBA, MBA (Finance) OUT.

Ms. Jane Madandala: ADA (TIA), MBA (OUT)

Mr. Allen Mwangoka: BBA (OUT)

Ms. Winifrida Nsanzungwako: DBA (CBE), BBA (UDSM), MSc. (Finance) Strathalyde (UK)

Mr. Adrian Zatty: ADA (IFM)

Mr. Hendrick Komba: BBA (Finance & Accounts, SAUT)

Ms. Magreth Mwita: Certificate in Secretarial Studies (TPSC), BBA Finance (OUT)

Ms. Anna Mollel: NSC (NBMM); BBA (OUT)

Mr. Athanas A. Luvanda: National Bookkeeping Certificate (NABOCE), Basic Book keeping Certificate (DSA), BBA (ACC) (OUT)

Assistant Accountants
Vacant

Assistant Accounts
Mr. Fed Salehe: (Diploma in Accounts (CBE), BAF (MZUMBE)

Personal Secretary
Anna Deodatus Ngunga: Diploma in Secretarial studies(DSS), Management Development for Executive Assistance I (TPSC)

Senior Supplies Officer
Vacant

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Accountant I

Accounting Technician I
DIRECTORATE OF STUDENTS' SERVICES
Director
Dr. Zacharia Reginard Rwejuna: Dip Ed. (Korogwe); BA. Ed. Hons (UDSM); M.Ed, PhD. (OUT)

Assistant Director
Ms. Sophia Nchimbi: BA. Sociology Hons (UDSM); MA. Sociology (UDSM)

Games Tutor
Consolata Mwendabantu: BA ED. (UDSM), PGDBA (IFM)

Senior Students Welfare Officer
Ms. Mwanawetu Mbonde: BA. Sociology, Hons. (UDSM); Master in International Trade MIT (UDSM)

OFFICE OF THE DEPUTY VICE CHANCELLOR LEARNING TECHNOLOGIES AND REGIONAL SERVICES (DVC LT&RS)
Deputy Vice Chancellor Learning Technologies and Regional Services (DVC LT&RS)
Prof. Alex B. Makulilo: LLB (UDSM) (Hons), LLM ICT (OSLO), PhD (Bremen), Postdoc (Bremen)

Assistant to Deputy Vice Chancellor (Learning Technologies and Regional Services)

.

Ms. Jacqueline George: Dip. Business Administration (DSM), BBA (HR) OUT

Regional Centre Coordination and Liaison Officer
Dr. Mato J. Magobe: BAF (Hons.) (MU), CPA (T) (NBAA); MBA (International Business) (Ajou South Korea), PhD (Hull, UK)

OMASEC
Ms. Aneth A. Ngata: Dip. Secretarial Services (TPSC-DSM), MDEA I & II

DIRECTORATE OF CONSULTANCY AND OUTREACH SERVICES
Director

Dr. Edephonce Nfuka: BSc (Automation Eng.) Havana; MSC (Software Eng.) Bacelona; PhD(Stockholm)
Capacity building Unit
Dr. Karol Mrema; Coodinator Capacity Building Unit: BP (Pontifical Urbaniana University), LLB (OUT), PGDE(UDSM), MED APPS(OUT), LLM(OUT), PhD(UDSM)
Assistant to Capacity building coordinator
Mr. Revocatus Biro
Consaltancy and Community Outreach Services unit
Dr. Sophia Mbura (Coodinator) BSC-HN (SUA), MBA (UDSM), PhD (OUT)
Mr. Mwanuzi Babyegeya, BCOM(Marketing)OUT, Tanzania; MBA(Marketing) Osmania University, India.
Secretary
Ms. Zarika Ramadhan Ngapingwa: Dipl (TPSC) Dar es salaam.

INSTITUTE OF EDUCATIONAL AND MANAGEMENT TECHNOLOGIES
Director
Dr. Catherine Mkude: BSc. Computer Science (UDSM); MSc. Business Information Systems Management (Middlesex, London); PhD E-Government (Koblenz, Germany)

Personal Secretary
Ms. Frida Hebuka: Diploma in Secretarial Studies (TPSC): BBA in International Business (OUT)

Chief Information Security Officer:
Mr. Emmanuel Thomas: FTC in Computer Engineering (DIT); BSc. ICT (OUT); MSc ICT4D (NIU, Uganda)

Administrative Officer
Ms. Monica Mtema: Dip. in Secretarial Studies (TPSC) BHRM (Bachelor Human Resource and Management (OUT)

Accountant
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FACULTY OF BUSINESS MANAGEMENT

Dean and Associate Professor
Prof. Joseph J. Magali: BSc. Agric econ & Agribuss (SUA) MBA (OUT). Ph.D. (Bus. Admn-FM) DUFE (China)

.

Human Resource Management and Faculty Administrative Officer
Ms. Halima Sumwa: BASW, MCED (OUT)

Secretary
Ms. Lolitha Charles: Diploma in Secretarial Studies (TPSC), MDEA I (TPSC), BHRM (OUT)

Records Management
Vacant

DEPARTMENT OF ACCOUNTING AND FINANCE
Head of Department and Senior Lecturer
Dr. Saganga M. Kapaya: BA (Ed) (Hons); MBA (Dar); CPA (T) NBAA; PhD (OUT)

Associate Professor
Prof.Gwahula Raphael: BSc (Ed) (Hons), UDSM; MBA (OUT); PhD (Finance) DUFE-China

Senior Lecturers
Dr. Saganga M. Kapaya: BA(Ed) (Hons); MBA (Dar); CPA (T) NBAA; PhD(OUT)
Dr. Proches M. K. Ngatuni: B.Com. (Hons)(Dar); M.Sc. (Finance), Ph.D. (Strathclyde).

Lecturers
Dr. Salvio Macha: BSc. POM (Mzumbe), MBA WHUT (China), PhD Finance (China)
Dr. Asha Katamba: BBS (Acc) (IUU); MAcc. (Glasgow), PhD (Nottingham)
Dr. Mato Magobe: BAF (Hons.) (MU), CPA (T) (NBAA); MBA (International Business) (Ajou), PhD (Hull, UK)
Dr. Dionis Ndolage: Dipl. Ed. (Monduli); B.Com (Hons) (OUT); MBA (Finance) (UDSM), PhD (OUT)
Dr. Njoroge Msafiri: B.Com. MIT (Dar), CPA (T), PhD (Dar)
Dr Francis William: BAF (Hons); MBA CM (MU), PhD (OUT)
Dr. George Nyaronga: BBA(MKT)- MFB (Mzumbe), M.phil; PhD (Finance) (MsM)
Dr. Michael J. Mwacha: B. Com, MBA (OUT), CPA (T),PhD(OUT)

Assistant Lecturers
Mr. James C. Kalanje: Dipl. Ed. (Mkwawa); B.Com. (OUT); MBA (MU); CPA (T) (NBAA), CPSP (PSPTB)
*Mr. Renatus A. Mchembe: B. Com (Ed.) (Hons) (OUT), MBA (Dar)
Mr. Dennis Semiono: BAF (Hons); MSc. AF (MU)
Mr. Godwin E. Kessy: BAF (Hons.), MBA(MU)
Mr. Katuma Wandwi Byani: BBA, MBA(OUT)
Mr. AllyA.Abdu: BA (Accounting   & Finance), MUCCoBS; CPA(T), (NBAA), MPM (OUT)

Tutorial Assistant
Ms. Mary Msafiri Mihale BBF (IFM)

DEPARTMENT OF MARKETING, ENTREPRENEURSHIP AND MANAGEMENT
Head of Department and Senior Lecturer
Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (OUT)

Associate Professor
Prof. Joseph J. Magali: BSc. Agric econ & Agribuss (SUA) MBA (OUT). Ph.D. (Bus. Admn-FM) DUFE (China)

Senior Lecturers

.

Dr. Bukaza L. Chachage: BBA (Tumaini), PDMIS (Maastricht), MA (Dar), MSc. (Lund), MBA (Mzumbe), PhD (KwazuluNatal)
Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (OUT)
Dr. Nasra Kara: BA, MBA (Dar); PhD (Nottingham)

Lecturers
Dr. Salum S. Mohamed: BBA (Hons) (ZU), MBA (WHUT China), PhD (WHUT-China)
Dr. Juma Matonya: BSc. Horticulture (SUA); MSc. (Crop Sc) (SUA); MBA (OUT), PhD (OUT)
Dr. Lilian Macha: BA, MBA (Dar), PhD (OUT)
Dr. Sophia Mbura: BSc. HE&HN (SUA), MBA (Dar), PhD (OUT)
Dr. Janet Isanzu: BBA (Acc. & Fin.) (ZU); MBA (WH China), PhD (WH China),
Dr. Bahati Mbilinyi: Cert. in Hotel Management (Bismarck College); B.Sc. (Home Econ.) (SUA), MA (Dar), MEED (Dar), PhD (Dar)
Dr. Chacha Matoka: Dip. (IT), BA Ed Hons. (Dar), MBA LSBU (UK), PhD (HRM-OUT)

Assistant Lecturers
Mr. Marcel S.M. Masalu: Dip Ed. (DTC); B.Sc. (Food Science), PDG. Ed (Dar), MBA (Agribusiness) (SUA).
Mr. Richard.Laizer: BA Economics, MA Economics (Ternopil National Economic University, Ukraine)
Mr. Faraja E. Karubanda: BPA (LGM); MPA & M (MU) Cylus Alex Seni: BA HRM (SUA), MHRM (OUT)
Ms. Agnes M. Stanslaus: BA (M&E); MBM (MoCU)
Mr. Cylus Alex Seni: BA HRM (SUA), MHRM (OUT)
*Ms. Rosemary Mubezi: BSc. URP (UCLAS), MBA (Dar)
*Ms. Pamela Liana: BBA (Hons) (MU), MSc (Entrepreneurship) (MU)
Mr. Andrew Kundi: Dip. Ed, (Mkwawa), BBA (Hons); MBA (Transport & Logistics) (OUT)
Mr. Vincent Stanslaus: BA Econ. (KIU), MIB (Dar), MA (Economics)-OUT
*Ms. Felister Ndumbaro: BBA; MBA (MU)
Mr. Dennis Kawishe: BPSCM (MUCCOBS), MPSCM (MoCU)
Mr. Stephen Lukansola: BBA (PLM)-SAUT, MSc. International Transport and Logistics (UDSM)
*Mr. Baraka Mtebe: BAPSM (MUCCOBS), MAPSM (MoCU)
Mr. Nassoro H. Mohammed BAPLM (TIA), MSCPSCM (MU)
Mr. Yudathadeus Clemence Assenga BBA BBA PLM (Mzumbe), MPSCM (AIA)
Ms. Lilian Ramadhani: BBA(HRM); MBA(HRM) (UI)
Mr. Emanuel Lusibamayila: BBA (TUI); MSc (MKT) (MU)
Mr. Lumbert Fulgence: B.Sc., POM (MU), MPM (OUT)
Mr. Charles Mwasi: BCOM (HRM) (UDOM), MHRM (OUT)

Tutorial Assistants
*Ms. Anna Murro BPSM (MoCU)
Ms. Damaris Manca Gasaya Dip Law (IJA-Lushoto), LLB (UDSM)
Ms. Olivia Severin Kasabago BLTM (NIT)
Mr. Nsangalufu Joel Mwaluseke BBA PLM (MU)

*On study leave
** On secondment

FACULTY OF EDUCATION
Dean and Senior Lecturer

Dean and Senior Lecturer

.

Dr. Theresia J. Shavega: Dip (Ed.) (Marangu); BA (Ed.) Hons; MA (ASP) (UDSM); PhD (Utrecht – Netherland)

DEPARTMENT OF EDUCATIONAL FOUNDATIONS, ADULT AND DISTANCE EDUCATION
Head of Department and lecturer
Dr. Zamzam Nyandara : Cert. Grd IIIA (Patandi); Dip Ad. Ed. (IAE Dar) BEd (Adult) (UDSM), MA Ed.; PhD (NENU)
Senior Lecturer
Prof. Elinami Swai: BA (Ed); MA (Ed) (UDSM); D.Ed. (Pennsylvania
State University
Mohamed Salum Msoroka: Cert. Grd IIIA (Ilonga); Bed (Adult) (UDSM), MA (Ed) UDOM; PhD (Waikato)

****Dr. Michael Ng'umbi: Dip Ed (Korogwe); B. Ed; M.A (Ed) (UDSM); PhD (Reading)

Lecturers
Dr. Zamzam Nyandara : Cert. Grd IIIA (Patandi); Dip Ad. Ed. (IAE Dar) BEd (Adult) (UDSM), MA Ed.; PhD (NENU)
Dr. Janeth JonasB.ED, MA. Ed.(UDSM), MED ODL, PhD (OUT)
Dr. Romwald Kairembo: Dip Phil (Kenya), B.A Ed. (OUT), M.A. Ed. (UDSM); PhD (OUT)
Dr. Prisca Mbogo: Dip Ed (Morogoro), BED (Arts), MA Ed. (UDSM) PhD (OUT)
Dr. Joseph Kabage: BED (Adult) (UDSM); MED (ODL) (OUT)

Assistant Lecturers
Ms. Hafidha Khatibu: BEd., MA Ed. (UDSM)
Mr. Mpeli Mwankusye: BEd (IAE), Dar, M.Ed. (Curriculum) RUCO
Mr. Hannington L. Kabuta: BED (ADE) (UDSM); Masters in Governance and Regional Integration (Pan African University Cameroon).
Mr. Mark M. Issamaki: Dip Phil (Morogoro), BA (Phil) (Italy), PGDE (UDSM) MEd ODL (OUT)
*Mr. Paul Msoka: B. Ed, MA Ed. (UDSM)
Mr. Peter Kapalanaka: Dip Ed, BEd. (OUT), M.A. Ed (UDSM)
*Mr. Raphael Tumaini O'maitarya: BED (OUT)
*Mr. Furaha Said: Dip Ed (Songea TC), B. Ed (OUT), MA. Ed (UDSM)
Mr. MwanongwaLusekeloKajigili: Dip Ed (Korogwe TC), B. Ed (UDSM), MA Ed (UDSM)

DEPARTMENT OF CURRICULUM AND INSTRUCTIONS
Head of Department and lecturer
Dr. Jesse Lukindo: Dip Ed (Morogoro); BA (Ed) (Hons) (UDSM); M.A. (Ed) (UDSM), PGDCDD) (OUT), PhD (NENU)

Senior Lecturer
Dr. Felix Mulengeki: Cert. in Edu. (Songea); Dip. Ad/Educ (IAE); B. Ed; M.A.(Ed) (UDSM); PhD (OUT)
THIS HAS ALREADY RETIRED

Lecturers
Dr. Mary Ogondiek: BA (Business Studies) (Hons), PGDE; MA Ed. (UDSM); PhD (UDSM).
****Dr Evaristo A. Mtitu BED (Arts) (UDSM); MA (Ed) Charles Darwin University (Australia), Ph. D Victoria University of Wellington (New Zealand)
Dr. Adam Namamba: BEd (UDSM), MA (Ed); PhD (NENU)
Dr. Jesse Lukindo: Dip Ed (Morogoro); BA (Ed) (Hons) (UDSM); M.A. (Ed) (UDSM), PGDCDD) (OUT), PhD (NENU)
Dr. Janeth Kigobe : BEd (Dar), MA (Ed) (NENU), PhD (KU Leuven)

.

Dr. Edgar F. Nderego: BED (PESC); M.Ed. (Science) (UDSM) PhD in Education, Gujarat University, India

Mr. Christopher Charles: DipEd (Chang'ombe), BED (Science) (Mwenge); M.Ed. (Science) (UDSM), PhD Mwenge

Assistant Lecturers
Ms. Sura Ngenzi: Dip. Ed. (Mkwawa), BEd. (Science) Hons, MEd (Sc. Ed.) (UDSM)
Mr. Yusufu Mhangwa: B. Sc Ed. (UCE, Zanzibar); M.Ed. (Science) (UDSM)
*Mr. Kassim Salehe: BEd (UDSM); MA (Ed) (UDSM)
Ms. Upendo Nombo: BA (ED) UDOM, M. Ed CDD (OUT)
Mr. Osca Damas: BED (Com) UDOM, M. Ed ODL (OUT)
Mr. Andrew Komba: B.A. (Ed) (OUT); MED CDD (OUT)

Tutotial assistant
Mr. Bahati Kazi Massanja: BA(ED) (Hons) UDSM
Mr, Philip Orgenes Ng'eni BA(ED) (Hons) UDSM

DEPARTMENT OF POLICY, PLANNING AND ADMINISTRATION
Head of Department and lecturer
Dr. Winifrida Malingumu: Dip.Ed (Morogoro); B. Ed (Arts); MEMA (UDSM), PhD (KU Leuven)

Senior Lecturer
Dr. Newton Kyando: Dip. (Ed); BSc (HE&HN), SUA; (MPhil. CIE), Oslo, PhD (OUT).
Dr. Coletha Ngirwa: Dip.Ed (Chang'ombe); B.A(Ed); M.A(Ed) (UDSM) PhD (KU Leuven

Lecturer
Dr. Maulid J. Maulid: Dip.Ed (Morogoro); B. Ed (Arts); MEMA (UDSM); PhD in Management (York, UK)
Dr. Flora Kiwonde: B.A(Ed); M.A(Ed) (UDSM); PhD (OUT)
Dr. Rweyendera G. Ngonge: BSc (HE &HN) (SUA), PGDE; M.A Ed. (UDSM), PhD (OUT)
Dr. Karol John Mrema; Bachellor of Philosopy (Rome); PGDE (UDSM.), MED APPS (OUT); PhD (UDSM.)
Dr. Agatha Mgogo: BSc(Ed), M.A Ed. (UDSM), PhD (OUT)
Dr. Winifrida Malingumu: Dip.Ed (Morogoro); B. Ed (Arts); MEMA (UDSM), PhD (KU Leuven)
Dr. Goodluck J. Moshi: Cert. (Chinese Lang.) (NNU); Dip. (Ed) (Marangu); B. Ed (ICT) (MMU); MAEDEM (China); PhD in Educ.Econ&Mgt(NJAU-China)
Dr. Consolata L. Chuwa, Dip.Ed (Morogoro); BA. ED(Hons), MA. ED (UDSM), PhD (UDMS
Dr, Patrick R. Manyengo; Dip.Ed(Butimba); BED Hons (UDSM); M.A(Ed) (UDOM); PhD (UDOM.

Assistant Lecturers
Ms. Rosemary Makiya: Dip. (Ed); BA (Ed); MA Ed (UDSM)
Ms. Agatha Ndilanha: Cert. Ed; Dip. (Ed); BA. Ed (KIU); MEMA (UDSM)
Ms. NeemaChilumika: B. Ed (Arts) (Dar); M.A. Ed. (NENU)
Mr. Raphael Mokoki: BED (ADE) (Dar); M.A. Ed. (UDOM)
Mr. Medard Lembesha: B. Ed Sc (SAUT), M.A. Ed (UDSM)
Ms. Lydia Vicent Buyungu: BEd.Psychology (UDSM), MEMA (Masters of Education Management and Administration) (UDSM).

DEPARTMENT OF PSYCHOLOGY AND SPECIAL EDUCATION
Head of Department and Lecturer
Mr. Innocent Messo: BA Ed (UDSM), MA ASP (UDSM)

.

Senior Lecturers
Dr. Cosmas B. F. Mnyanyi: Dip (Ed.) (Mkwawa); B.Sc. (Ed.) (UDSM), M. Ed (Special Education), PhD (ÅboAkademi, Finland)
Dr. Theresia J. Shavega: Dip (Ed.) (Marangu); BA (Ed.) Hons; MA (ASP) (UDSM); PhD (Utrecht – the Netherlands)
Dr. Daphina Libent Mabagala: BA (Ed) Hons, MA (ASP) (UDSM,); Postgraduate Cert. in Early Childhood (UVic, Canada); PhD (Kenyatta)

Lecturer
Mr. Innocent Messo: BA Ed (UDSM), MA ASP (UDSM)
Assistant Lecturers
Mr. Imani M. Mwakamele: Dip.in counselling (Mzuzu, Malawi.), BA (Ed.); MA (ASP) (UDSM)
Ms. Elizabeth Bhalalusesa: B. Ed (Psychology), MAEd (UDSM)
Mr. Daniel Hyera: B. Ed (Psychology.); MA (ASP) (UDSM)
Mrs. Divine Mwaluli: B. Ed (Psychology.); MA (ASP) (UDSM)
Ms. Sarah Ismail Muhijeu: Cert. in Early Childhood (Butimba); Cert. in Ed (Monduli); Dip. (Ed) (Korogwe); B. Ed (Psychology) (Dar); M.A. ED (UDSM)
Ms. Martha Kabate: BA (Educ) UDSM; MA (ASP), UDSM
Ms. B. Chamshama**:** B. Ed (UDSM); MA (UDSM)
Mr. Moses Nzumile: B. Ed (Psychology) (UDSM, MA(ASP), UDSM
Mr. Rebron Samwel; Cert. (Ed.) (Marutunguru); B. ed (Psychology) (UDSM, MA(ASP), UDSM
Ms. Flora Nashon Nyaisa, BA (ECE) (TUMA), MA (educational management (TUMA)
Mr. Laurent F Manyono, Dip Edu (Salesian Seminary Teachers; College) (Dodoma), Bed (ECE) (UDSM), Med (ECE) (Aga Khan University)
Mr. Bakari M Chambo (Bed Psy Hons) (UDSM), Med (ECE Aga Khan University)

Tutorial Assistant
Mselem Mnyanyi; Dip. (Ed.) (Marangu), BED.SE (OUT)
Pharida Mgwesa, BA (Ed hons) (UDOM)
Catherine Mgunda (Bed Special Education) (UDOM)
Astronote B Pembe (Bed Special Education) (UDOM)
Sadam G Shaban (Bed Special Needs-hons) (SECOM)
Alfonce Ngwenya, Dip (ECE Mtwara TC), Bed (ECE) (DUCE)

Secretary
Dorine Joshua Mkengele: Diploma in Secretarial Studies, UHAZILI Tabora

*On study leave

FACULTY OF LAW
Dean of Faculty
Dr. Rindstone Bilabamu Ezekiel: B. Th (TUMA), LL. B (Hons) (UDSM), LL.M (UDSM); PhD (OUT).

DEPARTMENT OF PUBLIC LAW
Head of Department
Ms. Mbiki Msumi LLB (Hons) (Tumaini Univ.) LLM IT& T (OUT)

.

Professor
Prof. Alex B. Makulilo: LLB (UDSM) (Hons), LLM-ICT (OSLO), PhD (Bremen), Postdoc (Bremen)
Senior Lecturers
Dr. Hellen B. Kiunsi: Dip. International Relations and Diplomacy (CFR), LL. B (Hons) OUT; LL.M. (International trade Law) Stellenbosch SA; PhD (International Tax) OUT)
Lecturers
Dr. Victoria Lihiru: LL. B (Hons) – Mzumbe; PGDLP (Law School of Tanzania); LL.M (UDSM); PhD (University of Cape Town).
Ms. Mbiki Msumi: LLB (Hons) (Tumaini Univ.) LLM IT& T (OUT).
Dr Maulana Ayoub Ali: LLB (Hons), Zanzibar University; LLM in IT &T (OUT), PhD Sharda University New Delhi-INDIA.
Dr. Hamida O. Hamad: LLB (Hons), LL.M – Zanzibar Univ, PhD The National Law School of India University (NLSIU).

Assistant Lecturers
Mr. Gervas Emmanuel Yeyeye: LLB (Hons) OUT; LLM (University of Pune)
Mr. Ally A.M. Abdallah: Dip. in Journalism (UDSM); LLB (Hons) (OUT); LL.M (Mzumbe)
Mr. Festo A. Chikungua: LLB (Hons) & LLM (ODESSA Law Academy) Ukraine
Mr. Moses Masami: LLB (Hons) Mzumbe; LLM (OUT)
Mr. Erick Gabriel: LL. B (Hons), Mzumbe; LLM, Stellenbosch University (SA)
Mr. Paul Robert Sayi: LL. B (Hons) - UDOM; LL.M (OUT)

Tutorial Assistants
Mr. Richard J. Paresso: LL. B (Hons) (OUT); LL.M (UDSM)
Alex Mashaka Mshushu, LLB, Mzumbe.
Godfrey. N. Semgutu, LLB, Mzumbe.   196

DEPARTMENT OF PRIVATE LAW
Head of Department
Dr. Doreen F. Mwamlangala: LLB (Hons) (OUT), LLM IT&T (OUT); PhD (OUT)

Lecturers
Dr. Abdallah Mrindoko Ally: LL .B (Hons), LL.M (OUT), B. Ed (Sc) (Hons) UDSM, PhD (OUT)
Dr. Rindstone Bilabamu Ezekiel: BTh (Tumaini University Makumira), LLB (Hons), LL.M (UDSM); PhD (OUT).
Dr. Doreen F. Mwamlangala: LLB (Hons) (OUT), LLM IT&T (OUT); PhD (OUT)
Dr. Saphy L. Bullu, LL. B OUT, LL.M OUT, LL. D North West University South Africa
Dr. Noel T. Nkombe: LLB (Hons) Mzumbe Univ); LL.M (UDSM), PhD UDSM

Assistant Lecturers
Ms. Prisca D. JU: LLB (Hons) (RUCO), LL.M (OUT)
Ms. Matilda Lameck: LLB (Hons), LL.M (UDSM)
Mr. Sabinus C Ndunguru: LL. B (Hons) SAUT; LL.M (OUT)
Mr. Eliud Kitime LL. B (Hons) Mzumbe; LL.M (OUT)
Ms. Magreth Tibenda: LL. B (Hons) OUT; LL.M (UDSM)
Mr. Msafiri Mabera: LLB (Hons), Zanzibar Univ., LL.M (Mzumbe).

Tutorial Assistants
Ms. Scholastica C. Makoye, LLB (Mzumbe), PGDL (Law School of Tanzania)
Agustino B, Agustino, LLB (Hons) St Agustine, PGDL (Law School of Tanzania)

.

Jahlan N. Rhemtula, Dip in Law, Mzumbe, LLB (Hons) OUT

ADMINISTRATIVE STAFF

Secretary

Grace Ngata, Diploma in Secretarial Studies (TPSC)

Ms.

* Partial study leave
** On study leave
*** Leave without pay

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

Associate Professor and Dean of the Faculty:
Prof. Matobola J. Mihale: B.Sc. (Ed) Hons; M.Sc. Chemistry (UDSM), Ph.D. Chem (VUB, Belgium)

Faculty Examination Officer
Ms. Elizabeth Isaya: BSc. Computer Science (UDSM), MSc. Agricultural Communication (Ohio, USA)

Faculty Planner:
Mr. Mathias Ombeni: B.Sc. ICT (OUT), MSc (Computer Science-UDSM)

Faculty Quality Assurance Coordinator:
Dr. Vedastus W. Makene: BVM; MVM (SUA), PhD (South Africa)
197

Faculty Consultancy Coordinator:
Mr. Raiton Ambele: B.Sc. Computer Engineering (Hons), M.Sc. Computer Systems and Network. (Kharkov National University of Radio Electronics, Kharkiv City, Ukraine)

ADMINISTRATIVE STAFF
Human Resources Management Officer and Faculty Administrator
*Vacan***t**

OMASEC II
Ms. Fatuma Nyawi: Diploma in Secreatrial Service (TPSC, DSM)

DEPARTMENT OF PHYSICAL AND ENVIRONMENTAL SCIENCES
Associate Professor and Head of Department
Prof. Damasen Ikwaba Paul: B.Sc. (Ed) Hons (UDSM); MSc. Physics (UDSM); Ph.D. Physics (Ulster, UK)

Professor:
Prof. Elifas T. Bisanda: B.Sc. (Eng) (UDSM); M.Sc. Materials (Cranfield, Bedford UK); Ph.D. Comp. Materials (Bath, UK).

Associate Professors:
Prof. Damasen Ikwaba Paul: B.Sc. (Ed) Hons (UDSM); MSc. Physics (UDSM); Ph.D. Physics (Ulster, UK)

.

Prof. Matobola J. Mihale: B.Sc. (Ed) Hons (UDSM); MSc. Chemistry (UDSM), Ph.D. Chemistry (VUB, Belgium)

Senior Lecturers:
Dr. Harieth Hellar-Kihampa: B.Sc. (Ed) Hons (UDSM); MSc. Chemistry (UDSM); PhD Chemistry (Antwerp – Belgium)
Dr. Josephat A. Saria: B.Ed. (UDSM); M.Sc. Chemistry (UDSM); Ph.D. Chemistry (Univ. of New Mexico, USA).
Dr. Lawi Yohana: B.Sc. (Ed.) (Hons); M.Sc. (Environ. Sc.); Ph.D. (UDSM)

Lecturers:
Dr. Irene A. Tarimo**:** Dip. Education (DUCE); B.Sc. (Ed) Hons OUT; M.Sc. Environmental Science (UDSM), PhD. (Environmental and Ecological Modeling (OUT & Denmark).
Dr. Hassan A. Mateka: B.Sc. (Ed); M.Sc. Environmental Science (UDSM), PhD (UDSM)
Dr. Pamela Semiono: B.Sc. Environmental Engineering (UDSM), M.Sc. Environmental Engineering and Technology (UDSM), PhD Environmental Engineering (Ardhi University)
Dr. Nangware K. Msofe: B.Sc. in Geology (Hons.) M.Sc. NARAM (UDSM), PhD (Env. Science (Changchun China).
Dr. Isabela Thomas: B.Sc. Environmental Engineering, (ARDHI), M.Sc. Urban Environmental Management (Wageningen). PhD Environment Engineering (UDSM).
Dr. James Mutasingwa: B. Sc (Ed) Hons (UDSM); MSc Chemistry (UDSM); PhD Chem (UDSM).
Dr. Pasvolo John Mwinuka: M.Sc. Physics (UDSM), B. Sc Physics & Mathematics (OUT), Diploma Ed (DTC); PhD Physics (UDSM).
Dr. Rene Costa: B.Sc. Ed (Hons) (Chemistry/Biology) OUT; M.Sc. in Materials Science and Engineering, PhD (Material Science and Engineering (NM, AIST),

Assistant Lecturers:
Mr. Jalala R. Simkoko: B. Eng. in Electronics and Microelectronics. M.Eng. in Electronics and Microelectronics (Kazan State Power Engineering University, Russia).
Ms. Grace Maseta: Postgraduate Diploma in Finance (IFM), B.Sc. Environmental Science and Management (SUA); M.Sc. in Climate Change (SUA).
Mr Bernard Baraka Komba: Bachelor of Education in Management and Administration (UDOM); M.A. Geography and Environmental Management (UDSM).
*Ms. Peacebenedicta Willy Komba: B.Sc. (Ed) (UDSM); M.Sc. Natural Resource Assessment and Management (UDSM).
Mr Bernard Kapaya: MSc Chemistry (Russia).
Mr Said Maneno Massawa: B.Sc. Environmental Science and Management (Ardhi University), M.Sc. Environmental Science and Technology (Ardhi University)
Mr Juma Mzume Juma: B.Sc. (Ed) Hons (Sumait University); M.Sc. Chemistry (UDOM)
Mr James Joesph Mwesiga: Bachelor of Science Chemistry; Master of Science Environmental Science and Engineering (UDSM)

Tutorial Assistants:
Mr. Seba Sichone: B.Sc. Physics (UDOM)
Mr Hillary Hendry Msuya: B.Sc. Petroleum Chemistry (UDSM)

Laboratory Scientists:
Mr Reuben Daniel Dotto; Bachelor of Technology in Laboratory Science (DIT)
Mr Emanuel Samwel Busumba Bachelor of Science in Physics (UDOM)
Mr Jackson Mushobozi Pereus: Bachelor of Science in Chemistry ((UDOM)
Mr Luqman Idd Juma: Bachelor of Science in Chemistry ((UDOM)
Mr Hussein Jumanne Shomari: Bachelor of Science in Physics (UDOM)
Mr Imamu Hussein Sheshe: Bachelor of Science in Physics (UDOM)

.

Mr Philipo Maduhu Kahindi Bachelor of Science in Chemistry (University of Bagamoyo)
Ms. Gladness Greard Musasa: Bachelor of Science in Chemistry (UDSM)
Mr Fenias Nestory Bulegeya Bachelor of Science in Physics (UDOM)
Mr Godfrey Kiliani Mwalongo Bachelor of Science in Physics (UDOM).
Mr Paul Gumadda Mashauri: Bachelor of Science in Physics (UDOM)
Mr Suleiman Hussein Byarugaba Bachelor of Science in Biology (UDOM)
Mr Ezekia Zephania Lwanji Bachelor of Science in Chemistry (UDOM)
Mr Ahmadi Mbwana Ibrahimu Bachelor of Science in Chemistry (UDSM).
Ms Elizabeth Joseph Mwang'ombe Bachelor of Science in Chemistry (UDSM)
Mr Mathayo Modestus Mayowa Bachelor of Science in Physics (UDOM)
Mr Emanuel Samwel Busumba: Bachelor of Science in Physics (UDOM)
Mr Erick Msiba William: Bachelor of Science in Chemistry (UDSM)
Mr Eliud Mwantingo Bachelor of Science in Chemistry (UDSM)
Ms Irene Peter Masanja: Bachelor of Science in Chemistry (UDOM)
Mr Maxmillian Kibura Nyeura Bachelor of Science in Chemistry (UDOM)

Note: * Currently on study leave.
　　　 * * Currently on Sabbatical leave

DEPARTMENT OF BIOLOGICAL AND FOOD SCIENCES
Lecturer and Head of Department
Dr. Happy S. Magoha: B.Sc. Food Science & Tech. (SUA); M.Sc. Applied Food Science (AUT, New Zealand); PhD (Applied Biological Sciences), Ghent University, Belgium

Associate Professors :
Prof. Modest D. Varisanga : Dip. Agric (Ukiriguru) ; BVM (ISCAH, Cuba) ; MVM (CIMA, Cuba) ; Ph.D. Applied Biotechnologies in Animal Reproduction (Yamaguchi, Japan)
Prof. Paulo Wilfred: B.Sc. Wildlife Management; M.Sc. Management of Natural Resources (SUA), Ph.D. (Nottingham, UK)

Prof. Leonard W.T. Fweja: B.Sc. Food Science & Tech (Hons); M.Sc. Food Science (SUA); Ph.D. Food Biosciences (Reading, UK)

Senior Lecturer
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Lecturers
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Dr. Maryana Maryaange: BSc; MSc. Crop Science (SUA), PhD (SUA)
Dr. Happy S. Magoha: B.Sc. Food Science & Tech. (SUA); M.Sc. Applied Food Science (AUT, New Zealand); Ph. D (Applied Biological Sciences), Ghent University, Belgium
Dr. Elina Maseta: B.Sc. Home Economics & Human Nutrition (SUA); M.Sc. Applied Human Nutrition (University of Nairobi), PhD (SUA)
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Ms. Peta Mhoma: B.Sc. Home Economics & Human Nutrition (SUA); M.Sc. Nutrition and Rural Development (Majoring Human Nutrition), Gent, Belgium.
Ms. Mercy Mmari. B.Sc. Food Science & Tech (SUA); M.Sc. Food Science

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Ms. Neema Magambo: B.Sc. (Ed) (UDSM); M.Sc. (Env. Studies) OUT
Mr. Denis Mteremko: BSc (Biotechnology), MSc (UDSM)

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Ms Lilian Fweja: B.Sc. Human Nutrition (SUA)
Mr, Godlisten Anthony: B.Sc. Botanical Sciences UDSM)

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Mr David Prince Kumburu: B.Sc. Biotechnology and Laboratory Sciences (SUA)
Mr Jerad Mathew Allute: B.Sc. Biotechnology and Laboratory Sciences (SUA)
Ms Sarah Joseph Marambo: Bachelor of Science in Biology (UDOM)
Mr Noel Otino Mwampamba: Bachelor of Science in Biology (UDOM)
Mr Asheli Lausoni Mhanga: Bachelor of Science in Botany (UDSM)
Mr James Michael Manyerere: Bachelor of Science in Biology (UDOM)
Ms Penina Mhina Shadrack: Bachelor of Science in Biology (UDOM)
Mr Selemani Husein Kibago: Bachelor of Science in Biology (UDOM)
Mr Shabani Idrisa Mikidadi: Bachelor of Science in Botany (UDSM)
Mr Samweli Sifuni Sarakikya: Bachelor of Science in Biology (UDOM)
Mr Julius Cheyo Paul: Bachelor of Science in Biology (UDOM)

DEPARTMENT OF MATHEMATICS AND INFORMATION AND COMMUNICATION TECHNOLOGY
Lecturer and Head of Department
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Professor:
Prof. George Oreku: BSc. Computer Science (Ukraine); MSc. Computer Science (Ukraine); PhD Computer Science (People's Republic of China); Post-Doctoral Economic Sciences and Information Technology (South Africa)

Lecturers:
Dr. Edephonce Ngemera Nfuka: B.Sc. Automatic Control & Computer Eng. (Havana, Cuba); M.Sc. Software Eng., (Barcelona), Ph.D. (Stockholm)
Dr. Khamis Kalegele: Bsc. in Engineering (Hons), Computer Engineering and IT (UDSM); Master of Engineering, Computer Science (Ehime University, Japan); PhD, Computer/Information Sciences (Tohoku University, Japan)
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Dr. Mary C. Swai: Dipl. Education (DTC); B.Sc. Mathematics and Economics (OUT); M.Sc. Mathematical Modeling (UDSM).
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Assistant Lecturer:

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Note: *On study leave
**On sabbatical leave

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