



# THE OPEN UNIVERSITY OF TANZANIA

## POSTGRADUATE PROSPECTUS 2023/2024



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## The Open University of Tanzania

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# POSTGRADUATE PROSPECTUS 2023/2024

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

Welcome to The Open University of Tanzania (OUT) - The Bridge to Your Bright Future! On behalf of the University Council, Management, and staff, I would like to take this opportunity to congratulate you all for the hard work that propelled you to be admitted into this prestigious University. I would also like to thank you for having chosen OUT as your institution for earning your higher degree. You have now become members of the OUT family and we are happy that you have chosen to join us; I want to give you the comfort that you are at the right place. The University is ranked among the top ten universities in Tanzania among the top three Open Universities in Africa.



This is due to adherence to its traditions and ethos, and the concentration of talents. You will never regret joining this pool of talents. In two, four, five and some in six years you will be leaving to contribute to a better world with the knowledge, skills and experiences you will have gained here. You will acquire a new status, a member of the convocation of this University. This prestigious status is acquired by only those who remain to the end- who finish the race, who graduate from The Open University of Tanzania.

OUT's rise to prominence of over thirty years of existence has been the result of many factors one of which is the contribution of dedicated both academic and administrative staff, the enthusiasm and inventiveness of postgraduate and undergraduate students, the passion of the alumni to make a difference in the country, and the active engagement of our government, donors, partners and supporters from all walks of life and sectors of society. Above all, the University Management and the Council have both played a pivotal role in ensuring that OUT remains the Cascade of knowledge it is today.

In this journey, I implore on you to be ready to interact and network with people from diverse backgrounds who will provide you with valuable learning experiences that no teacher will ever teach you. You will be learning from the greatest in the field of study and with the best and the brightest around you to challenge your perspectives and curiosity. We have a number of renowned Professors, some of whom we have continued to retain beyond their retirement age as EMERITUS Professors to provide mentorship to the young faculty.

Those Professors are treasurers, I encourage you particularly because you are at the graduate level to take advantage of their presence and make use of them. I invite you to explore and enjoy our outstanding blended mode of teaching while maximizing the benefits it offers particularly the flexibility it offers which allows you to continue working while earning your higher degree. The University offers learning support mechanisms and a wide range of academic programs and extra-curricular offerings that enable you to learn with minimal difficulties. One of the learning supports that OUT has is its e-Library which is a full pack of useful up-to-date learning resources cutting across all fields of study. The beauty of our library emanates from its gigantic nature in terms of hosting both learning materials and learners at any time-t! The University also has a well-established e-learning platform (MOODLE); the platform allows you to meet your instructors and colleagues where you will discuss and exchange views on particular topics in the course of your study regardless of the distance between you and your colleagues or instructors. Above all, the platform gives you access to learning resources including among others course outlines, lecture notes, reference materials, and many other learning materials.

All these elements come together to create a transformational student experience. The University has certainly worked hard to ensure that your academic program is not interrupted. It is our core value and brand promise to take care of the needs of our customers irrespective of the challenges that we encounter. Students are our biggest customers and most of our activities have been aligned to support students' academic and social life.

Our postgraduate students are leaders and emerging leaders who will help shape tomorrow's world. Generations of students, staff and alumni have built our reputation, and I am confident that the OUT community of today and tomorrow will add to this prestigious reputation that the University has built and established over the years.

The Open University of Tanzania's uniqueness also bases on its resilience to disasters. During the outbreak of the Corona Virus Disease in year 2019 (COVID-19) The world resorted to well-known biosecurity measures of containing an infectious disease- isolation, quarantine, and basic hygiene. Because of its well-established resilience mechanisms to disasters as well as its innovativeness nature, OUT refused to scatter, determined to ensure continuity of faction, adopted technology to carry out its business including teaching and learning. The strategy has worked well for us.

Learning at the university is different from High school which uses instructional methods as opposed to the discovery method at the University.

At the University learning will be centered on investigating the truth about all phenomena in an environment full of freedom. This requires intellectual rigor and personal discipline. Freedom has sometimes proved to be costly for people without personal discipline. I urge you to use your new-found freedom and your bubbling energy constructively. Effective time management is one of the critical success factors in life. Do not waste time and energy on issues that are irrelevant to your success as a student.

**Prof. Elifas Tozo Bisanda**  
**Vice Chancellor**



# **INTRODUCTION TO THE OPEN UNIVERSITY OF TANZANIA**

## **Introduction**

The Open University of Tanzania (OUT) is a public institution mandated to conduct academic programmes leading to the award of non-degrees and degree qualifications. The University was established by the Act of Parliament No. 17 of 1992. The Act became operational on 1st March, 1993 by publication of Notice No. 55 in the Official Gazette. The First Chancellor was officially installed in a full ceremony on 19th January 1994. Act No. 17 of 1992 has now been replaced by The Open University of Tanzania Charter, effective from January 1st, 2007, which is in line with the Universities Act No. 7 of 2005. Within its thirty-one years of existence, OUT has managed to attract recognition at national, regional and international levels.

The Open University of Tanzania is an open and distance learning institution offering certificates, diplomas, and degrees both at undergraduate and postgraduate levels. Educational delivery is attained through various means of communication such as broadcasting, telecasting, Information and Communication Technologies (ICT), correspondence, enhanced face-to-face, seminars, as well as eLearning (blended) delivery modes or the combination of any two or more of such means as it will be explained in later sections.

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, The Open University of Tanzania Consultancy Bureau (OCB); Directorate of Undergraduate Studies, Directorate of Quality Assurance and Control, Directorate of Postgraduate Studies, Directorate of Research and Publications, the Directorate of Communications and Marketing and Directorate of Library Services. The University has collaborations with sister institutions where applicants are admitted to these institutions and OUT is the awarding institution. The University have this arrangement with Laweh Open University in Ghana, St. Mary's University in Ethiopia, Triumphant College in Namibia, Egerton University in Kenya, Zambia College of Open Learning, Uganda Management Institute etc.

Among other things, this Prospectus puts together general and specific regulations governing the conduct of all postgraduate programmes at the University. The Prospectus has also documented a list of all key staff; and more so all academic staff as well as the University almanac for this academic year (2023-2024).

## **Vision Statement**

The OUT's Vision Statement is 'To be a leading open online University in knowledge creation and application'.

## **Mission Statement**

The Mission of The Open University of Tanzania is "To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world".

## **Core Norms and Values**

In order to focus on the Vision and Mission statements, the University is constantly guided by the values and norms outlined hereunder:

- (i) **Commitment to professionalism and social accountability:** In order to enhance credibility, it is essential that OUT staff and students observe high standards of professionalism. At the same time, OUT renders itself accountable to the society it serves. This shall be attained by recognizing outstanding performance of academic, technical and administrative staff and students and rewarding them accordingly with a view to motivating them to seek further excellence.
- (ii) **Commitment to academic excellence:** This is achieved by ensuring that academic programmes on offer meet international standards and enable graduates to compete effectively in the labour market, nationally, regionally and internationally.
- (iii) **Excellence in research and publications:** This is attained by ensuring that both basic and applied researches and research findings are promptly disseminated to the public. Efforts shall be made by OUT to provide adequate funds for research and to facilitate publication of research findings.
- (iv) **Openness to ideas from diverse backgrounds:** By allowing various stakeholders to discuss critical issues and developments that are of benefit to OUT and the nation and to mainstream the most important ones, openness will be achieved.
- (v) **Respect for and recognition of staff and students' potential:** Material and social achievements by staff and students shall be acknowledged to ensure that there is no discrimination of any nature amongst staff and students who will be rewarded accordingly for outstanding performance where deserving.
- (vi) **Transparency:** Transparency in all important decisions affecting the OUT community will be maintained and shared with stakeholders. This will be achieved by disseminating relevant information to staff, students

and other relevant stakeholders through meetings and other means of communication.

- (vii) **Trustworthiness:** This will be achieved by ensuring that staff and students adhere to professional codes of conduct at all times as dictated by their respective professions. This shall be achieved by ensuring that instruments are in place, including recruitment procedures that enable OUT to screen applicants for academic, administrative and technical posts so that only staff with good track records of professional conduct are recruited. In-house seminars on professionalism and ethical conduct shall be regularly given to serving and new staff.
- (viii) **Confidentiality:** It is essential to ensuring that the university's confidential documents and information are kept strictly confidential and are not used abusively. Confidentiality shall be guaranteed by creating a management structure that will ensure the safety of all records including those of staff, students and other stakeholders are in line with the National Security Act of 1970.
- (ix) **Collegiality:** This will be possible by ensuring that staff and the students of OUT are instilled with the spirit of sharing information and efforts to promote the culture of sharing of information among various entities of the University (i.e. OUT Management, faculties, and institutes), will be enhanced.
- (x) **Commitment to integrity:** Such commitment will be realised by making sure that academic outputs are produced in line with prescribed national and international standards of ethics and honesty. All forms of malpractice, corruption, favoritism and injustice have no place in the operations of OUT.
- (xi) **Efficiency in providing support services:** There will be efficient provision of support services to ensure quality outputs at all times, by putting in place management systems to facilitate timely service delivery of high quality. This will be measured by benchmarking performance indicators related to cost-effectiveness.
- (xii) **Timely availability and access to study materials:** Timely availability of such materials and other electronic sources of information to students will enable them complete their studies in time. These will be achieved by ensuring that top priority is given to the allocation of sufficient financial resources to improve electronic access to study materials through the use of ICT, writing, reviewing, editing and publishing more study materials in the case of print-based material. Similarly, high priority is accorded to the production of CDs and video cassette materials for visually impaired students and others who are limited to access either computers or OUT internet facilities.

- (xiii) **Provision of support to access other learning resources:** Staff and students will need to be supported to supplement OUT study materials with other learning resources including electronic databases.
- (xiv) **Aggressiveness in the diversification of OUT funding sources:** OUT has to identify other sources of funding other than government subventions, in order to sustain OUT operations at affordable cost, by attracting income from other funding sources including income generation activities.
- (xv) **Pursuit of further excellence:** Pursuit of further excellence will be through seeking higher academic qualifications as well as professional expertise at all times through establishment of links and meaningful national, regional and international collaboration with other open and distance teaching institutions worldwide as well as conventional universities.
- (xvi) **Commitment to gender issues:** Such commitment will ensure that all staff and students are aware of and sensitive to gender issues by establishing and supporting the gender programme with focus on its mainstreaming at all levels of operations of OUT.

### **Core Functions**

As provided in the Universities Act No. 7 of 2005 and the OUT Charter 2007, the core functions of The Open University of Tanzania are threefold: teaching and learning, research and publication and consultancy services. These functions are intended to further clarify the Vision, Mission and Objectives of the University.

## **THE DIRECTORATE OF POSTGRADUATE STUDIES**

### **Introduction**

The Directorate of Postgraduate studies at The Open University of Tanzania (OUT) was established in the year 2017 where the Directorate Of Research, Publications and Postgraduate Studies was split into two, the other directorate being the Directorate of Research, Publications and Innovation. The Directorate of Postgraduate Studies is an important entity in higher education systems across the world. In most universities, the directorate oversees all matters related to postgraduate studies including to ensure smooth running of the postgraduate programmes across the institution; smooth and coordinated operation of the day to day activities of the postgraduate studies such as admission, registration, supervision, examinations, handling of student matters, and any other activities as directed by Senates; establishment of postgraduate programmes; and formulating and reviewing various related policies and regulations.

The broad functions of the Directorate of Postgraduate Studies at OUT include the following:

- Develop and periodically review postgraduate policy framework and instruments for managing and governing delivery of postgraduate programs across faculties at the University.
- Assure the quality of supervision through development of instruments to manage the research process.
- Communicate with faculties and supervisors on issues regarding students' progress.
- Create databases of supervisors and examiners and develop links with them
- Provide feedback to the University via postgraduate committee and senate on students' research experience.
- Ensure that suitably qualified academics are recommended by faculties to act as internal and external examiners.
- Manage examination processes leading to the award of the postgraduate degrees including conduct of proposal defenses, *pre-viva-voces* and *viva-voces*
- Act as a clearing house to ensure all necessary requirements have been met by students, supervisors, departments and faculties before dissertations and theses are dispatched for examination both internally and externally.
- Facilitate world-class cutting-edge research skills for both students and supervisors through mounting higher degrees research trainings, workshops, and seminars.

- Monitor the quantity and quality of postgraduate programmes across faculties.
- Perform all administrative duties pertaining to the efficient running of postgraduate studies at the University.

### **Organization of the Directorate**

The Directorate is headed by a director who is assisted by an associated director and three heads of departments. The three departments are Admissions and Registration, Supervision and Records and Examination and Quality Control. The activities of each department are explained below.

### **Admissions and Registration**

- Receiving, processing and recording all applications for postgraduate applications
- Issue admission letters and keep record for students requesting postponing, resuming and change of supervisors or programs
- Responding to students' queries related to application, registration and admission
- Continually updating nominal roll of postgraduate students and maintain records of fee paid
- Coordinate with other staff to generate reports as may be required by different organs at the University.

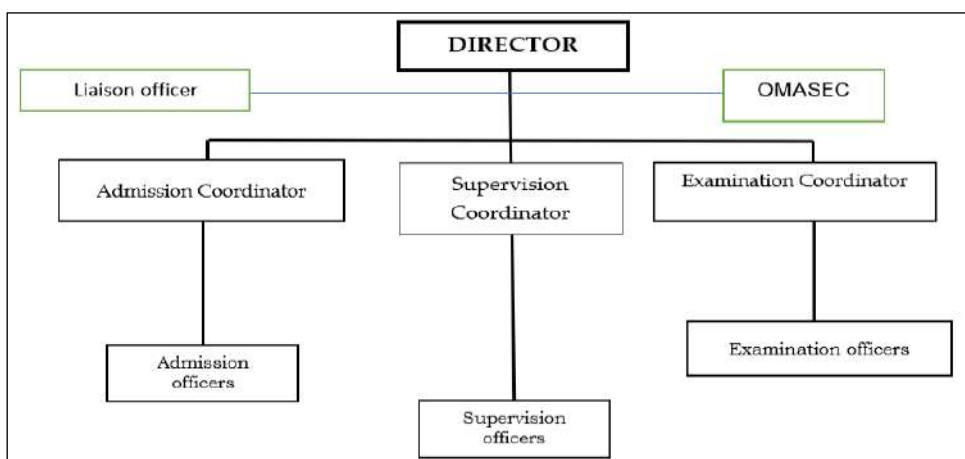
### **Supervision and Records**

- Coordinating the supervision of research works for postgraduate students
- Coordinating the appointment of supervisors and maintaining records
- Handling supervision appointments including identifying supervisors profiles and main area of specialization
- Be key link between students and supervisors in all matters pertaining postgraduate supervision
- Maintaining level of communication both with students and supervisors
- Maintaining and updating database of postgraduate supervisors
- Ensuring timely payment of honorarium to supervisors
- Supervising and documenting the process of research proposal defenses
- Overseeing conducts of seminars for research students
- Overseeing supervision process and procedures including conducting supervision seminars
- Recording progress of each student including verification of quality and standards of dissertations/thesis before graduation
- Giving career guidance to students
- Preparing quarterly and annual reports

## Examination and Quality Control

- Submitting, collecting and maintaining record of dissertation/thesis to and from examiners
- Writing appointment letters to external examiners
- Maintaining student's records and reports of examination results in liaison with examination syndicate
- Liaising with faculties in identifying and recommending internal and external examiners to the Senate via Postgraduate Steering Committee (PGSC)
- Coordinating preparations, record the proceeding of all oral examinations and viva voce
- Arranging and carrying out oral examinations for Master and PhD students
- Monitor quality of dissertations and theses ensuring that all issues raised by examiners are worked out by respective students before submission of hard bound dissertations and theses
- Maintaining soft copies of all approved research proposals
- Monitor dissertations conformity to OUT's format
- Handle appointment of internal and external examiners appointments
- Prepare a list of prospective graduands according to approved format and maintain records

## Directorate Organizational Structure



## Location

The office of the Directorate of Postgraduate Studies is located on the first floor of Block “B” Building at OUT Temporary Headquarters, Kinondoni, Dar es Salaam.

## **Postgraduate Programmes on Offer**

### **Faculty of Arts and Social Sciences**

1. Postgraduate Diploma in Social Work (PGDSW)
2. Master of Social Work (MSW)
3. Master of Science in Economics (MSc. Economics)
4. Master in Community Economic Development (MCED)
5. Master of Arts in Tourism Planning Management (MTPM)
6. Master of Arts in Natural Resource Assessment and Management (MANRAM)
7. Master of Arts in International Development and Cooperation (MA ICD)
8. Master of Arts in Humanitarian Action Cooperation and Development (MA HACD)
9. Master of Arts in Governance and Leadership (MA GL)
10. Master of Arts in Kiswahili
11. Master in Library and Information Management (MLIM)
12. Master of Arts in Monitoring and Evaluation (MA M&E)
13. Master of Arts in Gender Studies (MA GS)
14. Master of Arts in Mass Communication (MA Mass com)
15. Master of Arts in Linguistics by Thesis
16. Master of Arts in Literature by Thesis
17. Master of Arts in Geography by Thesis
18. Master of Arts in History by Thesis
19. Doctor of Philosophy

### **Faculty of Business Management**

1. Postgraduate Diploma in Business Studies
2. Master of Business Administration (MBA)
3. Master of Human Resource Management (MHRM)
4. Masters in Project Management (MPM)
5. Master of Business Administration by Thesis (MBA by Thesis)
6. Doctor of Philosophy

### **Faculty of Education**

1. Postgraduate Diploma in Technical and Vocational Teacher Education (TVTE)
2. Postgraduate Diploma in Education (PGDE)
3. Postgraduate Diploma in Curriculum Design and Development (PGDCDD)
4. Masters of Education in Open Distance Learning (M.Ed. ODL)
5. Masters of Education in Administration, Planning and Policy Studies (MED APPS)



6. Masters in Curriculum Design and Development (MED CDD)
7. Master of Education in Quality Management (MED QM)
8. Master of Education by Thesis
9. Doctor of Philosophy

### **Faculty of Law**

1. Postgraduate Diploma in Law (PGDL)
2. Master of Law in Information and Communications Technology Law (LLM in ICTL)
3. Master of Law in International Criminal and Justice (LLM ICJ)
4. Master of Law in Land Administration and Management (LLM LAM)
5. Master of Law by Thesis (LLM by Thesis)
6. Doctor of Philosophy

### **Faculty of Science Technology and Environmental Studies**

1. Master of Science in Environmental Studies (MES)
2. Master of Science in Computer Science (MSCS)
3. Master of Science in Information Technology Management (MSITM)
4. Master of Science in Information Communication and Technology (MSc. ICT)
5. Master of Applied Biotechnology by Thesis
6. Master of Science in Biology by Thesis
7. Master of Science in Botany by Thesis
8. Master of Science in Chemistry by Thesis
9. Master of Science in Physics by Thesis
10. Master of Science in Human Nutrition by Thesis
11. Master of Science in Mathematics by Thesis
12. Master of Science in Information Communication Technology by Thesis
13. Master of Science in Zoology by Thesis
14. Doctor of Philosophy

## **GENERAL REGULATIONS AND GUIDELINES FOR HIGHER DEGREES**

### **Admission and Registration**

#### **1.0 How to Apply**

1.1 The Open University of Tanzania (OUT) has three admission cycles for Postgraduate studies, these are October, February and June. Applications are received throughout the year; however, names of selected applicants are released basing on the admission cycles.

1.2 Applications can be made through either of the two options:

- (i) Online Application Systems (OAS)
- (ii) Hard copy application forms

1.3 The general admission procedures are as follows:

- (i) Download the application form from the OUT website at <https://www.out.ac.tz/postgraduate/> alternatively, obtain the application form at the OUT Headquarters or any Regional Centres is closest to you.
- (ii) Fill in the application form.
- (iii) Attach certified copies of certificates and transcripts to the application form.
- (iv) Certificates obtained from outside Tanzania must be verified by the Tanzania Commission for Universities (TCU), then attach copies of verification results with your application form.
- (v) Names for academic purposes: Applicants must use names as they appear in their form four certificates only 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 after registration 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.
- (vi) Applications for Master degree by thesis and Ph.D must be submitted with a research concept note.
- (vii) Applicants are required to pay a nonrefundable application fee of TZS 30,000 for Tanzanian citizens or USD 30 for international applicants.

- (a) Local applicants should visit any nearest OUT regional centre to obtain a control number which will enable them to make payments.
- (b) International applicants should pay their fees through:  
The Open University of Tanzania,  
Forex Account,  
NBC Bank,  
Swift Code NLCB TZTX,  
Corporate Branch,  
Account Number 011105000670.
- (i) Submit application form to the Director of Postgraduate Studies through:
  - (ii) Director of Postgraduate Studies,
  - (iii) The Open University of Tanzania,
  - (iv) P. O. Box 23409,
  - (v) Dar es Salaam,
  - (vi) TANZANIA.
- (vii) If your submission is through email, all documents composing the package must be merged in one PDF file. Email to: [postgraduate.admission@out.ac.tz](mailto:postgraduate.admission@out.ac.tz)
- (viii) Alternatively, send the package of your application to OUT Regional Centre which is closest to you.
- (ix) Visit the OUT website on a release date in a specific application cycle to see if you have been selected.
- (x) If you have been selected, your admission letter will be sent to the regional centre you applied at and also be sent via your email address you provided during application.

## **2.0 Entry Qualifications**

### **2.1 Postgraduate Diplomas**

#### **2.1.1 Minimum Entry Qualifications**

A candidate aspiring for admission to a Postgraduate Diploma should hold at least a Bachelor's Degree or its equivalent

#### **2.1.2 Mode of Study**

Candidates registered for a Postgraduate Diploma shall carry out studies by blended mode that comprises of online and face to face teaching and will be assessed through coursework, examinations and independent study.

### **2.1.3 Duration of the Programme**

- (i) Completion of the study will depend on individual study efforts but the maximum period a candidate is allowed two years; the minimum period required varies from programme to programme.
- (ii) Any extension beyond the recommended maximum duration must be approved by Senate. A charge of TZS. 50,000 will be paid by the student as an extension processing fee prior to approval by Senate.
- (iii) Any student exceeds registration period shall be de registered from studies.
- (iv) The number of units to be taken by a candidate will be determined by each Faculty/Institute as shown in appropriate pages of this Prospectus.

### **2.1.4 Course Evaluation**

Candidates will be evaluated by assessment procedures determined by each Faculty/Institute as shown in appropriate pages of this Prospectus.

## **3.0 Admissions into Master's Degree**

### **3.1 Minimum Qualifications for a Master's Degree by course work and dissertation**

3.1.1 For admission to the Master's Degree of The Open University of Tanzania an applicant shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than a GPA of 2.7.

3.1.2 Applicant who holds unclassified degrees shall have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission if:

- (i) Their undergraduate performance in the proposed subject of study was a B grade average or above; and
- (ii) They have satisfied the relevant Faculty/Institute that they have exhibited academic potential through at least 5 years of field work, subsequent research experience and/or additional training.

### **3.2 Minimum Qualifications for a Master's Degree by Thesis**

- (i) Applicant for Master's Degree by thesis should in addition to part i and ii of section 3.1.2 above have extensive or rich experience in research in the area of study.

- (ii) Such applicant must have published at least two papers in local journals or referred conference proceedings or one paper in an international journal or referred conference proceedings.

### **3.3 Registration for Master's Degree by Coursework and Dissertation**

- 3.3.1 Candidates shall be registered for the Master's Degree by coursework followed by research leading to a dissertation. No student shall be registered prior to payment of fees.
- 3.3.2 Register for the courses of the programs into which you are admitted at OUT regional centre which is close to you and begin your studies with immediate effect.
- 3.3.3 Deadline for registration shall be the end of the three months
- 3.3.4 Completion of the study will depend on individual study efforts but the minimum period required is eighteen months and the maximum period is five years for Masters by coursework.
- 3.3.5 Any extension beyond the recommended maximum duration must be approved by Senate. A charge of Tsh. 50,000 will be paid by the student as an extension fee before approval by Senate.

### **3.4 Program delivery modes and Teaching Approaches**

- 3.4.1 At OUT education is delivered based on the principles of distance and open learning. Distance Learning refers to situations where learners are physically separated from the educational provider and Open Learning is any form of learning with strong emphasis on flexibility and learner centeredness.
- 3.4.2 Most of the teaching and learning processes are conducted in a Blended Mode of learning where some traditional face to face 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 as follows:

#### **i. Online Teaching and Learning components**

##### ***(a) Real time online lectures***

OUT offers live lectures using video conference based on Zoom cloud meeting application, students are encouraged to observe a teaching time table provided and join the online classes where learners will have opportunity to interact with their instructors and fellow students.

##### ***(b) Recorded Online lectures***

In this activity, lectures are recorded to video, audio or both then uploaded and made viewable on a MOODLE and OUT You Tube

Channel. The advantage is that, learners may access online lectures posted on their designated website anywhere in the world, at any time they wish, as long as they have an internet connection, but they can also view offline using OUT mobile App.

**(c) *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 computer/tablet/smart phone with an internet connection or offline using OUT mobile App.

**(d) *Online seminars***

Seminar is important part of teaching and provides an opportunity for learners to discuss and analyze a range of new material, ideas and concepts together with their tutor and fellow students. Seminars enable learners to demonstrate their knowledge and skills that they have acquired during the process of teaching and learning.

**(e) *Online independent study***

OUT have created a self-directed learning environment for learners to discover their own strategies for learning, sharing their knowledge and understanding. Each course has a study material or extended course outline and students are expected to study prior to being examined. These learning materials have been prepared by course instructor and are available on MOODLE.

**(f) *Online assignments***

Online assessment as any kind of assessment is used primarily to measure cognitive abilities, demonstrating 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 changes need to be made. 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.

**ii. Traditional/conventional Teaching and Learning components**

**(a) *Field/practical/laboratory/research work***

Practical work which includes activities such as teaching practice, science practical, field work, research, project work etc. is an integral

part of most programs offered by OUT. The practical work will allow students to learn through direct implementation of their future professional role in real workplace settings. It prepares learners for meaningful and productive participation in industry, the workforce and the community.

***(b) 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 convectional universities. However, at OUT, being a distance learning institution, this teaching method has been mostly replaced by real time online lectures and real time online seminars which allows for a live interaction between a learner and an instructor, a student can get a lecture anywhere in the world. Nevertheless, in some programs mostly for non-degree and master levels traditional face to face sessions have been retained in the form of evening or executive programs classes. Therefore, depending on student's choice during application there shall be the following delivery modes:

- (a) Blended Mode (Online and Face to face). A student can be enrolled regardless of his/her geographical location or number of students. Learning takes place anywhere, anytime
- (b) Evening mode (Face to face only). Evening classes may be established in confined places provided a minimum number of students are met. Learning takes place during the evening
- (c) Executive mode (Face to face only). Executive classes may also be established in confined places provided a minimum number of students are met. Learning takes intensively at any time of the day as agreed by the teaching department.

**iii. Learning resources**

For effective ODeL course delivery, The Open University of Tanzania ensures the existence of the following

- (a) Learning resources are provided in a mixed media format to take care of different categories of learners (e.g. print, downloadable text, e-books, CD/DVDs, Learning Management System (LMS) and other emerging technologies)
- (b) Self-Learning Materials (SLMs) are interactive, comprehensive, simple and written in a conversational tone. SLMs are available on OUT Learning Management System (LMS), in this case, MOODLE.
- (c) Interactive multimedia version of learning material on LMS, OUT YouTube channel and emerging technologies.

- (d) Virtual library that is equipped with appropriate learning resources and qualified manpower.
- (e) ICT infrastructure which ensures adequate bandwidth and effective internet access.
- (f) Availability of MOODLE mobile application which allows access to downloaded e-learning materials/resources without internet

### **3.5 Coursework Evaluation for Master's Degree**

- 3.5.1 Candidates registered for a coursework and dissertation programme shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Teaching, Learning and Examination Services (DTLES).
- 3.5.2 The coursework portion shall consist of a minimum of 12 units (120 credits) of postgraduate courses including all the core courses, specified by each Faculty. Candidates whose first degree are considered deficient may be required to take one or more undergraduate courses in addition to the minimum postgraduate requirements.
- 3.5.3 Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course work part. Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses designated for the respective degree programmes.
- 3.5.4 The pass mark for both core and elective courses shall be 'B' grade average. Candidates whose average pass are below the indicated average grade above, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- 3.5.5 Candidates whose overall grade point average is below 'B' (i.e. below GPA of 3.0) on the coursework part shall be discontinued from studies.
- 3.5.6 A candidate failing in not more than two papers and has a GPA of 3.0 or more, shall be required to do supplementary examination.
- 3.5.7 Candidates failing supplementary examinations shall be required to repeat the course
- 3.5.8 Candidates shall comply with examinations regulations as indicated in **Appendix I**



### **3.6 Registration for Master's Degree by Thesis**

3.6.1 Candidates who intend to do their Master's Degree by thesis shall have to observe the following procedures:

- (a) Submission of a substantive and comprehensive research proposal approved for data collection within twelve months of registration to the relevant Faculty/Institute.
- (b) Candidate failing to submit the approved proposal within the stated time frame, shall be required to explain to the DPGS in writings the reasons behind the failure.
- (c) Guidelines on the writing of a research proposal is detailed in **Appendix II**.

3.6.2 Candidates registered for Master's degree programme by thesis may, on the recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to their fields of study including Research Methodology and computer applications.

3.6.3 Upon admission, candidate shall be assigned supervisors appointed by Senate on recommendation of the Postgraduate Studies Committee (PGSC). The supervisors will guide the candidate in her/his research.

3.6.4 Candidates doing masters by thesis shall be required to make at least three seminar presentations before they submit their final document for examination.

3.6.5 Completion of the study will depend on individual study efforts but the minimum period required is twenty-four months and the maximum period allowed is 6 years

3.6.6 Any extension beyond the recommended maximum duration must be approved by Senate. A charge of Tsh. 50,000 will be paid by the student as an extension fee before approval by Senate.

### **4.0 Doctor of Philosophy Degree (Ph.D)**

#### **4.1 Entry Qualifications for Ph.D Studies**

4.1.1 A candidate for admission to the Ph.D degree programme of the Open University of Tanzania shall hold a relevant Master's Degree of The Open University of Tanzania or from other approved University.

4.1.2 Candidates with only the first degree but with First Class or Upper Second Honours or holders of a distinction or a credit in the relevant subject in the case of unclassified degree may also be considered for Ph.D registration after initially registering for the Master's Degree and doing at least one full year's postgraduate training, if they have been authorized by Senate on recommendation of the relevant

Faculty/Institute Board to upgrade their registration to Ph.D candidacy.

#### **4.2 Registration into a Ph.D program**

- 4.2.1 The registration of Ph.D candidates shall follow a similar process as prescribed for Master's Degree by thesis candidates.
- 4.2.2 Candidates shall be registered for Ph.D degree programme on meeting the minimum entry qualifications mentioned above, and it will be with effect from the beginning of the session during which the registration procedure is completed and study commences. Every student must complete a registration form (see **Appendix iii**) and pay the necessary fees.
- 4.2.3 Ph.D candidates shall be required to submit a substantive and comprehensive research proposal approved for data collection within eighteen months of registration to the relevant Faculty/Institute.
- 4.2.3 Failure to submit a comprehensive research proposal approved by the relevant Faculty/Institute Board and Senate within a maximum period of eighteen months shall mean discontinuation from studies.
- 4.2.4 The Registration status will also be reviewed in subsequent years as appropriate.
- 4.2.5 A candidate registered for the Ph.D degree programme may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s).

### **5.0 Research Supervision Guiding Rules and Regulations**

#### **5.1 General Duties and Responsibilities of Supervisors**

- 5.1.1 The Head of Department should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination for a supervisory role.
- 5.1.2 The Supervisor is the University's agent in ensuring that:
  - (i) A particular higher degree candidate is maintaining satisfactory progress
  - (ii) The candidate receives adequate advice and encouragement on the thesis/dissertation research project
  - (iii) The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.
- 5.1.3 From the University's point of view, a positive attitude and relationship between the supervisor(s) and the candidate is essential in order to:
  - (i) Ensure that the candidate completes the research work he/she started

- (ii) Be able to identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate.
- 5.1.4 Since the Supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself with all the University's Higher Degree Regulations. He/she also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have, and in details.
- 5.1.5 The supervisor should know the distinction between his/her expected role when supervising Master's research as compared to Ph.D candidates. Thus he/she understands that the Master's Research Programme is designed primarily as a training course by means of which the candidate will:
- (i) Be exposed to the fundamentals comprehensive research methods and techniques
  - (ii) Acquire certain new skills and techniques
  - (iii) Learn how to present the results of research in a scholarly manner
  - (iv) Make some important contribution to knowledge.
- 5.1.6 Because he/she lacks previous research experience the Master's degree candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also at the time of thesis writing or when undertaking to present the results of research in a scholarly manner for the first time.
- 5.1.7 The Ph.D in contrast, is recognition of successful postgraduate research experience. Here the supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate. What is expected of the Ph.D candidate is thus far much more than what has been outlined above for the Master's candidate. Here the supervisor expects the candidate to:
- Make a distinct contribution to new knowledge of facts and/or theory
  - Produce considerably more original work than required for the Master's programme
  - Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate
  - Be more critical in his/her analysis of the data he/she has collected and
  - Exercise more initiative in his/her research than for the Master's degree research candidate.

- 5.1.8 After the first or second year the Ph.D candidate should be able to work independently and to be guided rather than directed by his/her supervisor. Still, it is the responsibility of his/her supervisor to guide the candidate in the right direction.
- 5.1.9 The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project. The proposed research topic must be approved by the relevant authorities (i.e. Faculties and Postgraduate Steering Committee (PGSC) and Senate before the candidate commences the research.
- 5.1.10 The supervisor has the responsibility to focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work.
- 5.1.11 He/she should be capable of seeing, through his previous research experience, whether or not the candidate will get meaningful data within one to three years of research, whether or not the proposed research problem is a long term one not fit as a higher degree research topic, etc.
- 5.1.12 Supervisors must have this kind of insight in order to significantly reduce the common problem of "students wasted efforts" to a minimum.
- 5.1.13 The supervisor has the responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/she can be kept in close touch with the student's research progress:
- i. Requesting the candidate to submit periodic reports about his/her research findings. The reports should attach the latest drafts of his/her thesis. In reviewing them the Supervisor should take the opportunity to advise the candidate on matters of presentation and if necessary, to give suggestions where modifications are required.
  - ii. The supervisor should use such reports as a basis for writing his/her own report to the Postgraduate Steering Committee (PGSC) on the Candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master's to Ph.D programme, or if need be, recommending him/her for discontinuation from studies.
  - iii. Regular consultation between the candidate and the supervisor to discuss the research work is advised. Frequent consultations help to make the Supervisor aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.

- iv. Organizing seminar presentations by the candidates. A seminar presentation by the candidate to the relevant Department about his/her research work gives him/her an opportunity to think more critically about his/her work, and also a unique opportunity of being criticised by others while standing on his/her own.
  - v. The supervisor should thus ensure that his/her higher degree candidate delivers at least one seminar during the first year of his/her research undertaking.
- 5.1.14 The Supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the Supervisor's responsibility to ensure that the student submits a thesis of a standard which is acceptable for the degree for which it is intended.
- 5.1.15 In order to avoid unnecessary embarrassments to the candidate, to the supervisor and to the University on rejected thesis the following remedial measures are suggested:
- i. The supervisor should be accessible, show interest and enthusiasm in the candidate's research work, and have a positive and friendly relationship with the candidate.
  - ii. The supervisor should discuss the thesis drafts with the candidate all along. In order to save the student's time, the Supervisor should undertake to meet the candidate and to discuss his/her thesis draft within two weeks of receiving the thesis manuscript.
  - iii. The supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved.
  - iv. The supervisor should guide the candidate on what details should be placed in the main body of the thesis; what should better be in appendices; what should better be expressed by illustrations; how to write the references
- 5.1.16 In the end, the supervisor should read the entire final draft and satisfy himself and the Head of Department that the thesis is ready for examination.
- 5.1.17 The supervisor also has the responsibility of recommending to the head of the Department Potential External Examiners for the Candidate's thesis.

5.1.18 Finally, he/she has also the responsibility of guiding the candidate in the revision of the thesis in the event that such revisions were recommended by the External or other Examiners.

## **5.2 Other Recommendations on Supervisor's Duties/ Candidate's Progress**

5.2.1 It is evident also from the preceding account that frequent consultation between the higher degree candidate and his/her supervisor is necessary to ensure that the candidate does not go astray in his/her research. Where one of the two supervisors declare that is not available for supervision for more than three consecutive months, then a new supervisor will be appointed.

5.2.2 It is suggested also that in an attempt to have some kind of uniformity in the information brought in by Supervisors to the Postgraduate Steering Committee (PGSC) on their postgraduate students' research progress, the use of a standard progress report form on higher Degree Research Candidates be used (**Appendix iv**)

5.2.3 In the course of the higher degree candidate's research a situation may crop up where by one or more of the following relationships develop:

- (a) Breakdown in communication between the student and the Supervisor(s).
- (b) Personal clashes and conflicts between the supervisor(s) and the Candidate.
- (c) Hostile relationship between the supervisor(s) and the Candidate.
- (d) Refusal of the candidate to follow the supervisor(s') advice.
- (e) Conflicts between supervisors

5.2.4 When such a situation occurs, it is recommended that both the Supervisor and the candidate report the problem, in writing to the Head of the Department. The head should formulate a small advisory panel to study the nature of the problem and recommend to the faculty's and subsequently to Postgraduate Steering Committee (PGSC) one of the following actions:

- (i) The candidate be warned in writing, about his weakness (if it is established that he/she is the cause of the problem).
- (ii) The candidate be transferred to another department (where possible and where necessary).
- (iii) The Supervisor(s) be told of his/her weakness (if it is established that he/she is the cause of the problem), but continue to supervise the candidate.
- (iv) Any other reasonable action, including discontinuation of the candidate.

(v) Resolve supervisor(s) conflicts

- 5.2.5 Since, from what has been outlined above, it is evident that the Supervisor's responsibility to the candidate is a great one and since the job of supervision is time consuming and laborious on the part of the supervisor, it is recommended that:
- 5.2.5.1 In order to ensure that the candidates are adequately supervised, the Department should control the number of candidates a single staff member can supervise at a time.
- 5.2.5.2 The staff member's supervision responsibilities should be taken into consideration by the head of department when assigning his/her teaching load.
- 5.2.4.3 As a token of appreciation for the supervisor's guidance to the candidate, the fourth copy of the candidate's thesis/dissertation should be returned to the supervisor as his permanent record of the work he/she supervised.
- 5.2.5 In case of the Supervisor(s) finishing his/her employment contract with The Open University of Tanzania and:
- 5.2.5.1 The student is in the final stages of his/her studies, arrangements should be made in such a way that the supervisor leads the student to completion of studies.
- 5.2.5.2 The student is just beginning his/her research; another supervisor should be appointed.
- 5.2.5.3 If the supervisor(s) died while supervising a candidate, other supervisor should be appointed to supervise the candidate.

### **5.3 Appointment of Supervisor Process**

The appointment of supervisors is done by Senate on the recommendation of the relevant Faculty. When postgraduate applications are considered for thesis candidates, Heads of relevant Departments at The Open University of Tanzania are required to recommend a supervisor(s) for each prospective applicant. The relevant Faculty Boards shall recommend the names of supervisors and reports on the appointments will be sent to the Postgraduate Steering Committee (PGSC). The PGSC shall recommend to Senate the names of supervisors for approval and appointment. The same applies for course work and dissertation candidates who have qualified to continue with the dissertation component of the Master Degree Programme. The supervisor appointment shall be as follows;

(i) Each student for Master and Ph.D thesis shall be assigned at least two supervisors. Both supervisors must be PhD holder.

(ii) In case a student assigned supervisor from other approved University rather than OUT, shall also be allocated local

supervisor from The Open University of Tanzania. The supervisor from OUT should be principal supervisor while another one will be a co-supervisor.

- (iii) Supervisors shall be normally members of the academic staff of the University. In special cases, however, suitable persons within and outside the University, may be appointed.

#### **5.4 Change of Supervisor**

The change of a supervisor can be made by the request of a candidate or the department/faculty by providing a rationale for the change and the appointment of new supervisors. These changes however are submitted to Directorate of Postgraduate Studies (DPGS) then to the PGSC which later recommends the request to the Senate for the approval.

#### **5.5 Communication**

5.5.1 A good supervisory communication is the essence of successful postgraduate candidates. The postgraduate candidates will be seen in terms of both, its desired end result (the award of the degree) and the process by which that result is achieved. In this latter connection, the keyword is good communication between postgraduate candidate and respective person/unit.

5.5.2 The postgraduate candidate shall maintain the communication with his/her supervisor(s), head of department, dean of faculty and directorate of postgraduate studies.

5.5.3 The candidate may use the following means of communication:

- (i) Telephone
- (ii) Email
- (iii) Progress report form
- (iv) Formal letter

#### **5.6 Progress Report**

##### **5.6.1 Filling and submission of progress report**

- i) Every registered candidate is required to fill and submit a progress report to his/her supervisor(s) at every six months who shall forward to the DPGS through the Head of Department, Faculty Dean and Director of Finance.
- ii) A candidate who fails to submit a progress report within six months of the due date of submission shall be required to show cause in writing for his/her failure to show progress in studies.



## **5.6.2 Requests of Students' Progress Report**

- i) The postgraduate candidate's progress report shall be requested by his/her employer.
- ii) The request of students' progress report shall be done by writing a formal letter to the Vice Chancellor. The letter shall contain the names of candidate, registration number and the program.
- iii) The student progress report feedback shall be directly sent to the employer who requested the progress and not a postgraduate candidate.

## **6.0 Examinations**

### **6.1 Coursework Evaluation for Master's by Coursework Degree Programme**

- 6.1.1 Candidates registered for a coursework and dissertation programme shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Teaching, Learning and Examination Services.
- 6.1.2 The coursework portion shall consist of a minimum of 12 units (120 credits) of postgraduate courses including all the core courses, specified by each Faculty.
- 6.1.3 Candidates whose first degrees are considered deficient may be required to take one or more undergraduate courses in addition to the minimum postgraduate requirements.
- 6.1.4 Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the coursework part.
- 6.1.5 Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses designated for the respective degree programmes.
- 6.1.6 The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass are below the indicated average grade, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- 6.1.7 Candidates whose overall grade point average is below 'B' (i.e. below GPA of 3.0) on the coursework part shall be discontinued from studies.
- 6.1.8 A candidate failing in not more than two papers and has a GPA of 3.0 or more, shall be required to do supplementary examination.
- 6.1.9 Candidates failing supplementary examinations shall be required to repeat the course.

The grading system for examination in all Faculties and Institutes shall be:

Grade	Marks	Grade Point	Quality
A	70-100%	4.4- 5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0- 3.9	Good/Pass
C	40-49%	2.0- 2.9	Marginal Fail
D	35-39%	1.0- 1.9	Fail
E	0-34%	0-0.9	Absolute Fail

6.1.10 In calculating the final GPA the total grade points of all subjects is divided by the total units. GPA will be rounded to the nearest single decimal.

6.1.11 Before commencing research for the dissertation, a candidate shall submit for final approval by the Faculty Board a concise proposal of the research. The Faculty Board at its discretion may decline to approve the proposal or recommend revision if:

- In its opinion, it is unsuitable in contents; and
- The conditions under which the candidate proposes to work are unsatisfactory.

6.1.12 A candidate in a Master by coursework and dissertation degree programme shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation. Guidelines for proposal presentation are presented in Appendix v.

6.1.13 All cases of alleged examination irregularities shall be referred to the Postgraduate Steering Committee (PGSC) of Senate. The Committee shall have powers of summoning students and members of staff as it deems necessary.

6.1.14 The Committee shall submit a report of its findings and recommendations to Senate for approval, prior to any action.

6.1.15 Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.

6.1.16 A candidate who is discontinued cannot apply for admission for the same course before three years have elapsed.

## **6.2 Examination Processes of Dissertation and theses for Master's and Ph.D**

### **6.2.1 Submission of Master's Dissertation**

6.2.1.1 Candidates who qualify to continue with the research after the coursework part shall be required to submit, in partial fulfillment of

the Master's Degree requirements a dissertation before the expiry of the registration period (i.e., after 5 years from the date of registration).

- 6.2.1.2 Three months before submitting a dissertation a candidate shall, through his/her Supervisor and Faculty, give notice in writing to the Chairperson, Postgraduate Steering Committee (PGSC) and of the Senate, showing his/her intention to submit the dissertation. (See Appendix vi).
- 6.2.1.3 Examination arrangements proposed by the relevant Faculty/Institute should accompany the notice of intension to submit the dissertation.
- 6.2.1.4 The dissertation shall contain a statement of copyright by the author as follows:

"No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or The Open University of Tanzania in that behalf".
- 6.2.1.5 A dissertation submitted for the Master's degree must follow OUT guidelines.

## **6.2.2 Examination of Dissertations for a Master's Degree Award**

- 6.2.2.1 Every dissertation submitted shall be examined by at least two specialists approved by relevant Faculty Board, PGSC and by Senate.
- 6.2.2.2 At least one of the examiners must be an academic staff (Ph.D holder) from other universities apart from The Open University of Tanzania.
- 6.2.2.3 The examiners shall be required to submit their reports about the dissertation within a maximum period of two months from the date of receipt.
- 6.2.2.4 If the reports are not received within two months, a reminder letter shall be written giving the examiner another one month.
- 6.2.2.5 If the month given in the reminder letter elapses without any report being submitted, the dissertation shall be withdrawn and given to another examiner.
- 6.2.2.6 Each examiner shall be required to summarize his/her report about the dissertation (see Appendix vii) With definite recommendation for one of the following actions:
  - (i) The degree be awarded to the candidate unconditionally
  - (ii) The degree be awarded subject to typographical correction/minor revisions.
  - (iii) The degree be awarded subject to substantial corrections and reversion as indicated in the examination report.
  - (iv) The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination.
  - (v) The dissertation be rejected outright.

- 6.2.2.7 A dissertation or thesis passes unconditionally must be submitted for degree award within one month from the date of the examination.
- 6.2.2.8 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within two months from the date of the examination.
- 6.2.2.9 A dissertation passed subject to substantial corrections and revisions as indicated in the examination reports. A candidate is usually given a maximum of six months to submit the revised document for re-examination.
- 6.2.2.10 A small committee of two members (consisting of an internal examiner and the head of the department) will be part of the team to oversee and verify the corrections made by the candidate.
- 6.2.2.11 After the submission of a revised dissertation to committee members, the members shall be required to submit their reports to DPGS about the dissertation within a maximum period of one week from the date of receipt.
- 6.2.2.12 Failure of a candidate to resubmit a corrected dissertation accompanied by an error-free letter within six months after being allowed to incorporate corrections shall mean discontinuation from studies.
- 6.2.2.13 A dissertation or thesis not accepted as it is but the candidate will be allowed to revise and submit a revised work for re-examination within nine months from the date of the examination.
- 6.2.2.14 Where the examiners are not in agreement in the overall recommendations, Senate through Postgraduate Steering Committee (PGSC) shall examine the case and recommend one of the following actions:
- (i) The recommendation of the External Examiner(s) be adopted.
  - (ii) An additional independent examiner be appointed.
  - (iii) The relevant Faculty be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 6.2.2.15 Work rejected by examiners after re-submission (for the second time) shall not be accepted for re-examination at The Open University of Tanzania.
- 6.2.2.16 Candidates are free to appeal to Senate against any decisions regarding awards of higher degrees.

### **6.3 Oral examinations**

- 6.3.1 Candidate perusing a Master's by coursework will be required to write a dissertation. The candidate will appear for the oral examination after having obtained an overall grade of "B" and above

- from the external examiner's report and cleared all of his/her coursework.
- 6.3.2 Candidates allowed to sit for oral examination will be examined in the following aspect:
- (i) The originality of the candidate's work
  - (ii) Full grasp of the candidates' broader subject area and,
  - (iii) Weak areas of the dissertation (if any) which need further improvement.
- 6.3.3 The oral examination shall comprise at least four examiners appointed by the Senate. The composition of the panel shall be as follows:
- (i) At least two specialists (Ph.D holders) with specialized knowledge in the areas of study.
  - (ii) Two examiners from the Directorate of Postgraduate Studies who also will be responsible for examining the candidates, to take notes of examination proceedings, and coordinating, monitoring and enabling environment for quality examination process.
  - (iii) All members participating in the oral exam should be Ph.D. holders.
- 6.3.4 The oral examination panelists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least three days before the date of the oral examination.
- 6.3.5 The candidate will be given a maximum of 10 minutes to present his/her work, and then followed by questions and answers from the panelists.
- 6.3.6 At the end of the oral examination, the panel members shall sign an oral examination results from giving a specific recommendation on the candidate's performance with a definite recommendation for one of the following actions:
- (i) The candidate proved to own the work;
  - (ii) The candidate failed to prove that he/she owns the work recommend accordingly, according to nature of the failure, including discontinuation from studies altogether as stipulated in Appendix viii.
- 6.3.7 The Chairperson of the panel shall also submit to DPGS a report approved by the oral panelists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- 6.3.8 Where there is disagreement between the recommendations of the dissertation examiners and those of the oral examination panelists, the oral examination panel verdict will stand.

6.3.9 If a candidate failed to defend his/her work, that candidate will be required to re-appear for another oral examination session.

#### **6.4 Examination of Master's by Thesis**

6.4.1 The examination process will comprise two parts, namely:

- (i) Examination of thesis by external and internal examiners
- (ii) *Viva voce* examination

6.4.2 Candidates submitting theses, he/she must pass from both internal and external examiners. The candidate will be required to defend his/her work orally, through a *viva voce* examination.

6.4.3 The members of the *viva voce* examination will comprise the following:

- (i) Independent chair (with non-voting power)
- (ii) External examiner or his/her representative
- (iii) Internal examiner (who have not supervised the candidate)
- (iv) Supervisor (Silent observer)
- (v) Appointee of the faculty Dean
- (vi) Head of the department or representative
- (vii) Representative from DPGS office (observer)

6.4.4 All examiners (indicated in i-vii) must be Ph.D holders

6.4.5 For every Masters by Thesis candidate the Senate shall appoint, on the recommendation of the relevant Faculty/Institute Board and the Postgraduate Steering Committee (PGSC), at least two qualified examiners, one of whom shall be external to the Open University of Tanzania and one shall be the internal examiner who has not supervised the candidate.

6.4.6 Each examiner shall summarize his/her report about the thesis with a definite recommendation for one of the following actions:

- (i) The thesis submitted is of an acceptable standard and passed from him/her and only then the candidate be allowed to sit for a *viva voce* examination.
- (ii) The thesis be rejected but may be re-submitted after a further period of research and/or study ranging from 9-12 months.
- (iii) The thesis be re-written for re-submission for a Master's degree award.
- (iv) The thesis be rejected outright.

6.4.7 Where there is disagreement among the examiners, the guidelines stipulated under section 6.3.8 of this prospectus shall be applied.

6.4.8 A resubmitted thesis will be rejected after being marked twice by the examiner (s).

6.4.9 Candidates allowed to sit for *viva voce* will be examined to ascertain that:

- (i) The thesis presented is the original work of the candidate.

- (ii) Give the candidate an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.
  - (iii) Enable the candidate to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the candidate's broader knowledge of the field or discipline within which the thesis falls.
  - (iv) For a candidate to sit for the viva voce examination he/she has to pass from both external and internal examiners.
  - (v) Just before the oral examination on the day of viva voce, there shall be a pre-viva meeting which, shall normally not exceed 10 minutes which will allow the examiners to agree the broad strategy for the oral examination- who will ask which questions and in what order.
- 6.4.10 All Masters by Thesis candidates are expected to make Seminar presentations of their work prior to submission of Thesis for examination.
- 6.4.11 Such candidates must also publish at least two papers in local journals or referred conference proceedings or one paper in an international journal or referred conference proceedings.

## **6.5 Submission of a Ph.D Thesis**

- 6.5.1 The Ph.D degree examination requires submission of a thesis by the candidate, based on the results of his/her research.
- 6.5.2 No candidate may be permitted to submit a thesis for the Ph.D degree in less than three academic years from the date of registration. At least three months before the thesis is submitted, the candidate shall, through his/her supervisor, give notice of his/her intention to submit the thesis by filling the form.
- 6.5.3 Every thesis for the Ph.D degree of The Open University of Tanzania must be accompanied by a declaration by the candidate stating that it is the candidate's original work and that it has neither been submitted nor concurrently being submitted in any other institution.
- 6.5.4 The thesis must be submitted in four hard copies with a CD ROM labeled correctly.
- 6.5.5 The thesis shall contain a statement of copyright by the author.
- 6.5.6 A thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its formal and literary presentation (**See Appendix ix**)
- 6.5.7 The thesis must contain an abstract of not more than 350 words and this shall concisely indicate the problem investigated the procedures

and research methods employed, the general results and new contributions made, and the major conclusions reached.

6.5.8 A candidate shall be required to append published papers at the end of the Thesis.

## **6.6 Examination of a Ph.D Thesis**

6.6.1 The examination process will comprise two parts, namely;

- (i) Examination of thesis by external and internal examiners
- (ii) Viva voce examination

6.6.2 For every Ph.D candidate the Senate shall appoint, on the recommendation of the relevant Faculty/Institute Board and the Postgraduate Steering Committee (PGSC), at least two qualified examiners, one of whom shall be external to the Open University of Tanzania and one shall be the internal examiner who has not supervised the candidate.

6.6.3 Each examiner shall summarize his/her report about the thesis with a definite recommendation for one of the following actions:

- (i) The thesis submitted is of an acceptable standard and passed from him/her and only then the candidate be allowed to sit for a viva voce examination.
- (ii) The thesis be rejected but may be re-submitted after a further period of research and/or study ranging from 9-12 months.
- (iii) The thesis be re-written for re-submission for a Master's degree award.
- (iv) The thesis be rejected outright.

6.6.4 Where there is disagreement among the examiners, the guidelines stipulated under the Master's by thesis programme shall be used.

6.6.5 A resubmitted thesis will be rejected after being marked twice by the examiner (s).

## **6.7 Ph.D Viva Voce Examination**

6.7.1 For a candidate to sit for the viva voce examination, he/she has to pass from both external and internal examiners.

6.7.2 Candidates allowed to sit for viva voce will be examined to ascertain that:

- (i) The thesis presented is the original work of the candidate.
- (ii) The broader subject area in which the study is based is fully grasped by the candidate and
- (iii) Give the candidate an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.



- (iv) Enable the candidate to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the candidate's broader knowledge of the field or discipline within which the thesis falls.
- (v) Just before the oral examination on the day of viva voce, there shall be a pre-viva meeting, which shall normally not exceed 10 minutes, which will allow the examiners to agree the broad strategy for the oral examination- who will ask which questions and in what order.

6.7.3 The viva voce examination panel

- a. Shall comprise of six members appointed by the Senate through the relevant Faculty Board and the Senate's Postgraduate Steering Committee (PGSC).
- b. Shall have members so selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas. Members should be Ph.D holders.
- c. Shall be composed of the following:
  - (i) Chairman (with non-voting power)
  - (ii) External Examiner who examined the thesis
  - (iii) Internal examiner who is an academic staff from the OUT who have examined the thesis
  - (iv) Dean or Appointee of the Dean of Faculty where the candidate is registered.
  - (v) Head or Appointee of the head of Department where the candidate is registered.
  - (vi) A representative from the directorate of postgraduate studies (DPGS) to ensure issues of quality and examination procedures is adhered to during the viva voce examination.
  - (vii) Supervisor (silent observer)

6.7.4 Faculty dean and Head of departments shall appoint members of examination who are specialist in the discipline where the research was carried out. They can also attend provided that they are also specialist in the subject matter.

6.7.5 Panelists who are unable to be present at the viva voce examination shall submit their viva voce examination questions to the Dean of the Faculty who shall appoint their representatives to attend the viva voce examination on their behalf.

6.7.6 The viva voce panelists shall be provided with full texts of the thesis, examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination. Furthermore, viva voce

panelists must submit their detailed reports and questions to DPGS at least two days before the viva voce examination.

- 6.7.7 The viva voce panelists shall, as far as possible sign the viva voce recommendation forms to arrive at a unanimous decision of the candidate's results of the Ph.D. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, the chairperson should vote to arrive at a decision. A majority vote in favor of passing the candidate shall be required for passing the Ph.D examination.
- 6.7.8 After the viva voce examination, panelist members shall discuss the student's presentation and how he/she managed to respond to the questions
- 6.7.9 After deliberation on the candidate's performance during viva voce examination, the examiners shall agree upon a final joint report as indicated in **Appendix x**, giving their recommendation on the outcome of the examination and their comments on the thesis and the candidates performance at the oral examination.
- a. The Ph.D degree be awarded to the candidate unconditionally (no additional corrections in the thesis are required).
  - b. The degree to be awarded to the candidate subject to typographical corrections and/minor corrections.
  - c. The degree to be awarded to the candidate subject to substantial corrections and reversion as indicated in the examination report.
  - d. The degree not awarded as it is; but the candidate be allowed to re-submit the corrected dissertation after one or more of the following:
    - (i) Additional data collection
    - (ii) Additional analysis
    - (iii) Re-writing
    - (iv) Additional literature review
    - (v) Others (to be specified on separate sheet)
    - (vi) Candidate fails outright (reasons detailed in viva voce proceedings).
- 6.7.10 If a dissertation or thesis is passed subject to substantial corrections and revisions, a chairperson of the panel will formulate a small committee of TWO members consists of internal examiner and head of the department to oversee and verify the corrections.
- 6.7.11 A candidate will be required to fill in the correction matrix form as indicated submit the revised work to the head of department for distribution to the committee members. The selected committee members will be required to submit their reports to DPGS within 7 days after the students' submission.

- 6.7.12 A dissertation or thesis passes unconditionally (no additional corrections in the thesis are required) must be submitted for degree award within one month from the date of the examination.
- 6.7.13 A dissertation or thesis passed subject to minor corrections and revisions as detailed in the external and internal examiners as well in the viva voce proceedings must be submitted for degree award within two months from the date of the examination.
- 6.7.14 A dissertation or thesis passed subject to substantial corrections and revisions as indicated in the examination reports must be submitted for degree award within six months from the date of examination. The internal examiner shall verify the corrections.
- 6.7.15 A dissertation or thesis not accepted as it is but the candidate be allowed to revise and resubmit for re-examination must be re-submitted within twelve months from date of examination.
- 6.7.16 Also, while it is expected that all examiners will each contribute to the examination process, but the external examiner shall take the lead role including giving priorities to his/her prior verdict of the Thesis.
- 6.7.17 At the end of the viva voce examination, which shall normally not exceed three hours the panel members shall sign an examination results form, giving specific recommendation for one among the available actions.
- 6.7.18 The Chairman of the viva voce panel shall submit to the Senate's Postgraduate Steering Committee (PGSC) the recommendation of the panel and a comprehensive report approved by the oral panelists.
- 6.7.19 Upon submission, an error-free letter will be issued by the supervisor to assure that the students' work conforms to the OUT in-house style and that the candidate has incorporated the changes as suggested by the examiners.
- 6.7.20 The final decision on the award of the Ph.D shall be made by the Senate on recommendation of the Postgraduate Steering Committee (PGSC).

## **6.8 Plagiarism**

- 6.8.1 Submitting the words, ideas, images or data of another person's work in any academic writing, essay, thesis, research or project without due acknowledgement of sources will amount to plagiarism.
- 6.8.2 The plagiarism level will be determined by software (i.e. turnitin) and evidence from the examiners.
- 6.8.3 Any plagiarism that exceeds 30% of the total volume of work, the matter will be reported to the Postgraduate Committee which will deliberate the matter and report it to the Senate to deregister or take any other action.

## **6.9 Exit Awards**

- 6.9.1 In cases where students complete all course work but for one reason or another, cannot proceed to the dissertation stage will be considered for exit award by Faculty Board.
- 6.9.2 Candidate can apply for an exit award to the Deputy Vice Chancellor (Academic) through the Faculty Board and Directorate of Research, Publications and Postgraduate Studies. Upon approval by University Senate, such student will be awarded a Postgraduate Diploma in the respective degree programme.

## **6.10 Criteria for receiving Exit Awards**

Students will be considered for an exit award if he/she meets of the following:

- (i) Exit awards will be permitted only in a programme where the programme aims and graduate profile of the exit award clearly lead on to a higher programme of study.
- (ii) Students must be having completed all course work and specific credit requirements for the registered programme.
- (iii) Students must have accumulated the number and level of credits prescribed in the programme regulations.
- (iv) If students having completed all course work and accumulated the number and level of credits prescribed in the programme regulations, but failed to completed programme in maximum period prescribed by the course regulations, DRPS and Faculty board may notify student eligibility for an award, inviting you to complete the application to receive exit award certificate.
- (v) Students convicted of cheating shall not be eligible for any exit award.

## **6.11 Re-Enrolment into the Parent Qualification**

- (i) Students having graduated with an exit award may be re-enrolled into the parent qualification in the future, subject to the approval of the Programme Committee.
- (ii) No stand down period applies for students having been awarded an exit award to re-enroll into the parent qualification.
- (iii) A student who has been awarded an exit award and then at a later stage returns to complete the parent qualification shall not be required to return the lower-level exit award certificate.

## **6.12 Honorary Degrees**

- 6.12.1 Definition: The honorary degree of The Open University of Tanzania is the degree of Doctor *honoris causa*.

- 6.12.2 The award is granted under Part V, clause 35(3) b of the University Act No. 7 of 2005 as well as Section (5) c of OUT Charter and Rules (2007) which makes it legal for Senate following consultations with Council and with the approval of the Chancellor, to confer upon any person who in its opinion, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.
- 6.12.3 Nomination of candidates for the Award of Honorary Degree
- 6.12.4 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.
- 6.12.5 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.
- 6.12.6 Procedure for the Evaluation of Candidates for the award of an Honorary Degree
- 6.12.7 Upon receiving a proposal for the award of an honorary degree the Vice Chancellor shall refer such a proposal to the Postgraduate Steering Committee (PGSC) for consideration.
- 6.12.8 The PGSC shall study all facts submitted to it and based on an affirmative two thirds secret ballot majority of all members of the Committee, recommend award of the degree
- 6.12.9 In each specific case the Dean of the Faculty in which the degree is proposed to be conferred shall be co-opted to the PGSC considering the case.
- 6.12.10 Any recommendation made by PGSC for the conferring of any honorary degree shall be dealt with in the following manner:
- 6.12.11 The recommendation shall be made separately to Council and to Senate. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
- 6.12.12 An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for award of an honorary degree.
- 6.12.13 The results of the ballot shall be announced immediately in the same meetings of Council and Senate.
- 6.12.14 The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.
- 6.12.15 The Chancellor's approval shall be required before conferring an honorary degree.

- 6.12.16 The Vice Chancellor shall nominate a distinguished University academician to serve as the University Orator for every honorary degree graduate of the University.
- 6.12.17 Honorary degrees shall, as a rule, be conferred only in the presence of the recipient. Worthy cases of individuals who are no longer alive may also be considered for the award of an honorary degree posthumously.
- 6.12.18 Honorary Degrees Approved by the Council
  - (i) Doctor of Laws (LL.D)
  - (ii) Doctor of Letters (D.Litt)
  - (iii) Doctor of Education (D.Ed)
  - (iv) Doctor of Science (D.Sc.)
  - (v) Doctor of Philosophy Honoris Causa

### **6.13 Regulations Pertaining to Discontinuation of Higher Degree Studies**

- 6.13.1 A candidate who has just embarked on data collection can be allowed to freeze studies for not more than 2 years in case of Masters Studies and not more than 3 years in case of Ph.D studies.
- 6.12.2 No candidate will be allowed to freeze studies after he/she has completed data collection and has started data analysis or is in write up stage, except for medical reasons.
- 6.12.3 The year under freezing will not be counted as part of the registration period of the candidate.
- 6.12.4 A candidate will not be allowed to freeze studies more than once.
- 6.12.5 Candidates who shall abandon their studies or break communication with their supervisor or head of the relevant department shall be discontinued from studies.

## **7.0 Issuance of University Certificates and Transcripts**

### **7.1 Regulations for issuance of certificates**

- 7.1.1 Certificates, Diplomas, and Degrees for awards approved by Senate shall be issued after being approved by Senate, for candidates who complete the clearance process.
- 7.1.2 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.
- 7.1.3 Fees for the printing and collection of transcripts and academic certificates shall be set by Senate and announced from time to time.
- 7.1.4 Replacement of certificate may be done subject to approval by the Chairman of Senate, after the relevant replacement fees have been paid.

- a. The subsequent regulations shall be observed when issuing various certificates offered by The Open University of Tanzania.
- b. 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

7.1.5 The University may issue certificates other than those prescribed in 7.1.4 (b) with the approval of the University Senate.

- a) The regulation for signature, seal and number of issue of copies for the above certificates mentioned in section 7.1.4 shall be as follows:

S/N	Type of Certificate	Signature	No. of Copies	Seal
1.	Degree certificate	VC, DVC (ARC)	1	OUT Seal
2.	Academic transcripts	DVC (ARC), Dean/DICE/DIE MT	Unlimited	DVC (ARC) and Dean/DICE/DI EMT stamps
3.	Postgraduate diploma certificates	VC, DVC(ARC)	1	OUT Seal
4.	Diploma certificates	VC, DVC (ARC)	1	OUT Seal
5.	Foundation programme certificates	VC, DVC (ARC)	1	OUT Seal
6.	OUT Certificate in all programs	VC, DVC (ARC)	1	OUT Seal
7.	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.

7.1.6 Certificates that do not comply with the regulations for signature and seal as described in section 7.1.5 shall be deemed invalid.

- 7.1.7 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.
- 7.1.8 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 recognizes the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)
    - (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.
- 7.1.9 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 7.1.8 (a) above.
- 7.1.10 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 identifies the applicant and provide proof of payment of application fee as described in section 7.1.8 (a)
  - (c) The applicant shall meet the cost of delivery
- 7.1.11 Applicants who need to be issued certificates not mentioned in section 7.1.4 shall apply separately.
- 7.1.12 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.
- 7.1.13 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.
- 7.1.14 All application must be forwarded to:



The Directorate of Teaching, Learning and Examination Services,  
Open University of Tanzania,  
P. O. BOX 23409,  
Dar es Salaam.

## **7.2 Loss of Certificates**

- 7.2.1 The Open University of Tanzania may issue another copy in case of loss of the original certificate on condition described in section 22.1-23: 12. These guidelines shall be applied to all categories of certificates other than transcripts, provisional results or statement of results.
- 7.2.2 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.
- 7.2.3 The applicant shall provide the damaged or defaced certificate if available.
- 7.2.4 Application should be made only by the graduand in the prescribed format. Application received on behalf of the graduand shall not be accepted.
- 7.2.5 Application by a third party can be accepted if a special power of attorney is duly presented on behalf of the graduand together with the other documents specified in paragraph
- 7.2.6 The following documents shall be presented to the Directorate of Teaching, Learning and Examination Services 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.
- 7.2.7 In case of DAMAGE/DESTRUCTION, the requirements of paragraph 12.6 (b), (c) are unnecessary.
- 7.2.8 Duplicate certificate is to be surrendered to the Open University of Tanzania immediately if the original certificate is recovered by chance.
- 7.2.9 The replacement for a lost certificate shall be issued after 12 months from the date of the loss.

- 7.2.10 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.
- 7.2.11 The certificate issued shall be marked “DUPLICATE COPY” across it.
- 7.2.12 The 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.
- 7.2.13 The applicant shall be required to pay a certificate reprinting fee due to loss of certificate as approved by university from time to time.

### **7.3 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:

- 7.3.1 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.
- 7.3.2 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.
- 7.3.3 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 exemption 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.

7.3.4 Status of an aegrotat degree: 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.

#### **7.4 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:

- (i) Request to the relevant examination Body (Faculty/Institute Board) for the award of a posthumous degree.
- (ii) 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.

#### **7.4.1 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.

#### **7.4.2 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 level 8 degree programme, the study completed by the candidate is greater than the amount normally associated with the UQF level 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.
  - c) The Senate may also consider the recommendation of a lower award than that for which the student was registered.
  - d) In cases where the deceased student owes fees to the institution, the institution may decide to disregard and write off the debt.

#### **7.4.3 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.

**7.4.4 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.

**7.4.5 Preservation of Scripts and Release of Examination Results**

- (i) 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.
- (ii) 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.

## **PROGRAMMES OFFERED BY ACADEMIC UNITS**

Postgraduate programmes are offered by five Faculties available at the OUT

- i. Faculty of Arts and Social Sciences
- ii. Faculty of Business Management
- iii. Faculty of Education
- iv. Faculty of Law
- v. Faculty of Science Technology and Environmental Studies

### **Programmes Specification**

#### **Ph.D Programmes**

##### **Introduction**

Ph.D shall be required to register at the beginning of the first year of their studies and undergo the following stage

1. Literature review and proposal completion within nine months.
2. Proposal defence within nine months
3. Data collection and cleaning
4. Data analysis and thesis writing
5. Pre-viva and seminar presentation of research results
6. Thesis defence and submission
7. Graduation

The minimum durations of the programme are three years and maximum duration of the registration is six years, with a possible extension of up to two years

##### **Entry qualifications**

A candidate for admission to the Ph.D degree programme of The Open University of Tanzania shall hold a relevant Master's Degree from The Open University of Tanzania or a relevant Master's Degree of equivalent standing from another approved University.

Candidates with only the first degree but with First Class or Upper Second Honours or holders of a distinction or a credit in the relevant subject in the case of an unclassified degree may also be considered for Ph.D registration after initially registering for the Master's Degree and doing at least one full year's postgraduate training, if they have been authorized by Senate on the recommendation of the relevant Faculty/Institute Board to upgrade their registration to the Ph.D candidate.

##### **Programme structure**

Ph.D by thesis at The Open University of Tanzania is offered by independent research under the supervision of two supervisors appointed by the Senate on

the recommendation of the faculty in question. A prospective candidate for the Ph.D degree by thesis is required to submit an outline of the subject of study and/or research that he/she proposes to pursue.

### **Assessment**

The Ph.D thesis examination process comprises two parts, namely, examination of the thesis by two qualified examiners: external and internal examiners appointed by the Senate, oral examination (viva voce) by a panel of six members appointed by the Senate through the relevant Faculty Board and the Senate's Postgraduate Studies Committee (PGSC). The oral examination does not exceed three hours. The final decision on the award of the Ph.D shall be made by the Senate on the recommendation of the Research, Publication and Postgraduate Committee.

### **FACULTY OF ARTS AND SOCIAL SCIENCES**

The Faculty of Arts and Social Sciences offers one postgraduate diploma programme and about nineteen Masters programmes both by thesis and by course work and dissertation under six departments. Departments under Faculty of Arts and social sciences are:

1. Department of Economics and Community Economic Development (ECED)
2. Department of Geography, Tourism and Hospitality Services (GTH)
3. Department of Languages and Literary Studies (LLS)
4. Department of Media and Library Studies (MLS)
5. Department of Political Science, Public Administration, History and Philosophy (PSPAHP)
6. Department of Sociology and Social work (SOSW)

### ***PROGRAMMES IN THE DEPARTMENT OF ECONOMICS AND COMMUNITY ECONOMIC DEVELOPMENT (ECED)***

#### **1. Master of Arts in Monitoring and Evaluation (MA M&E)**

##### **Introduction**

The Master of Arts in Monitoring and Evaluation (MA M&E) is an academic programme which seeks to develop sound and in-depth understanding on theoretical and practical aspects of Monitoring and Evaluation. This programme adopts standard methods, techniques and best practices that are increasingly employed by international organizations such as the United Nations Development Programmes (UNDP) and the World Bank in conducting Monitoring and Evaluation of development programmes in developing countries. Such methods, techniques and practices not only expose but also equip students with sufficient knowledge, skills and attitude that are analytically and logically informed by results-based outcomes and impacts in

development programmes. The underlying philosophy in this programme is underpinned by the overarching objective of producing competent experts who are proficient in carrying out monitoring and evaluation assignments in large scale development programmes.

### Entry qualifications

This program seeks to recruit qualified graduates. The prospective applicants must possess a G.P.A of at least 2.7 from any undergraduate programme.

### Programme Structure

S/N	COURSE NAME	STATUS	UNITS
TRIMESTER I			
1	OEC 630: Fundamentals of Project Planning and Management	CORE	2
2	OEC 631: Principles and Practices of M&E	CORE	2
TRIMESTER II			
3	OEC 632: Designing for Results-Based M&E System	CORE	2
4	OEC 633: M&E in Policy and Strategic Plan	CORE	2
TRIMESTER III			
5	OEC 634: Impact Evaluation methods	CORE	2
6	OEC 635: Research Methodology for M&E	CORE	2
7	OEC 636: Risk Management in M&E	ELECTIVE	2
8	OEC 637: Environmental and Social Impact Assessment (ESIA)	ELECTIVE	2
RESEARCH			
9	OEC 699: Dissertation	CORE	

### Programme assessment

- Each course carries 100% marks. The final examination counts for 50% of the total marks whereas the coursework carries 50% of the total marks.
- A student shall not pass the course unless he/she attains a minimum of 50% total marks. A student who fails a course in a semester shall be allowed to do supplementary examination.

## 2. Masters in Community Economic Development (MCED)

### Introduction

The Master of Community Economic Development (MCED) is an academic programme which aims to develop sound and in-depth understanding on theoretical and practical aspects of community economic development. The programme is designed for students who possess a first degree in any discipline seeking to develop a career in community economic development.



Community Economic Development (CED) concept is a participatory process by which communities initiate and generate their own solutions to economic problems leading 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.

### **Entry qualifications**

This program seeks to recruit qualified graduates. The prospective applicants must possess a first degree in Community Economic Development or equivalent qualification with at least a minimum GPA of 2.7 from a recognized University.

### **Programme structure**

<b>S/N</b>	<b>Code</b>	<b>Module Name</b>	<b>Credits</b>
1	CED 631	Principles and Practice of CED	20
2	CED 632	Economics for CED	20
3	CED 633	Organizational Management for CED Organizations	20
4	CED 634	Advanced Research Methodologies for CED	20
5	CED 635	Micro-Enterprise Development	20
6	CED 636	Project Design and Management	20
7	CED 637	Sustainable Responses to Environmental Problems	20
8	CED 638	Gender Issues in CED	20
9	CED 699	CED Project	60

### **Assessment**

- All courses are examined during the academic year in which they are studied. The assessment consists of three major ways: First, a term paper in the mid of the academic year which accounts for 30%. Second, participation in the discussion forums in MOODLE platform which contributes 20%. Finally, the annual examination which is done at end the end of the course for three hours contributes 50%to the final grade.
- A student shall not pass the course unless he/she attains a minimum of 50% total marks. A student who fails a course in a semester shall be allowed to do supplementary examination.

## **3. Master of Science in Economics (M.Sc. Economics)**

### **Introduction**

The postgraduate study in economics is extremely imperative for individuals who make top strategic economic decisions and those involved in economic policy design, analysis, appraisal and implementation. The right dose of postgraduate study in economics is, therefore, essential in order to elevate and

strengthen the analytical competencies and best practices that are increasingly required to solve complex issues in this modern era of globalization.

### **Entry Qualification**

This program seeks to recruit qualified graduates. The prospective applicants must possess a G.P.A of at least 2.7 in a first degree in economics, finance, statistics, econometrics or equivalent qualification.

### **Programme structure**

S/N	Course Name	Status	Credits
1	OEC 611: Advanced Microeconomics	Core	20
2	OEC 612: Advanced Macroeconomics	Core	20
3	OEC 614: Advanced Mathematics	Core	20
4	OEC 615: Econometrics Analysis	Core	20
5	OEC 616: Macroeconomic Policy for Developing Countries	Core	20
6	OEC 613: Advanced Research Methodology for Economists	Core	20
1	OEC 610: Economics for Money, Banking and Financial Markets	Elective	20
2	OEC 618: Environmental and Natural Resources Economics	Elective	20
3	OEC 699: Dissertation		60

### **Programme assessment**

- Each course carries 100% marks. The final examination counts for 50% of the total marks whereas the coursework carries 50% of the total marks.
- A student shall not pass the course unless he/she attains a minimum of 50% total marks. A student who fails a course in a semester shall be allowed to do supplementary examination.

The minimum pass mark for any course shall be the grade “B” or 50%. Candidate, who successfully completes the required modules, shall qualify upon approval by Senate, for the award of Masters of Science in Economics.

## ***PROGRAMMES IN THE DEPARTMENT OF GEOGRAPHY, TOURISM AND HOSPITALITY SERVICES (GTH)***

### **1. Master of Arts in Natural Resource Assessment and Management (MANRAM)**

#### **Introduction**

The Master of Arts in Natural Resources Assessment and Management (MA. NRAM) is an 18 units programme to be completed between 2-4 years. It aims at equipping graduate students with knowledge and skills necessary for meeting challenges of sustainable use of natural resources. This comes at the

time when the global resources are in trouble of overexploitation and unsustainable consumption. In this case, knowledge on natural resource management assessment, monitoring and valuation will not only enhance the awareness and appreciation of value of natural resources to wellbeing of humans but also increase capability of mitigation of adverse effects of its misuse. The programme fosters creativity, promotes teamwork and participatory approach in dealings with communities. Ultimately, the programme will produce competent professionals who can translate this knowledge into plans, projects, interventions, or policies for sustainable use of natural resource.

### **Entry qualifications**

Candidates holding the following qualifications will be eligible for admission into the Master of Natural Resource Assessment and Management (MNRAM) Programme:

- i. A candidate shall either hold an honours degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to an honour's degree of The Open University of Tanzania.
- ii. Candidates who hold unclassified degrees should have a credit or a distinction in the subject of the intended Master's Degree.
- iii. Candidates with a Pass Degree will also be considered for admission if:
- iv. Their undergraduate performance in the proposed subject of study was a B grade average or above, *and*
- v. If they have satisfied the Faculty of Arts and Social Sciences that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training.

### **Programme structure**

The programme is made of 18 units, organized into Three Trimesters for coursework and One for Coursework.

Currently courses on offer are:

ORM 601: Contemporary Issues in Natural Resource Assessment and Management
ORM 602: Advanced Environmental and Natural Resources Economics
ORM 603: Applied Environmental and Social Impact Assessment
ORM 604: Population Dynamics and Natural Resources Management
ORM 605: Applied GIS and Remote Sensing in Natural Resources Management
ORM 606: Advanced Research Methods and Techniques for Natural Resources Management
ORM 609: Biodiversity Conservation and Ecosystem Management
ORM 699: Dissertation

### **Programme assessment**

Two modes of assessments which are Online (Forum Discussions, Assignments and Term Papers), and written annual exams (AE). The coursework assessments comprise the Forum Discussions (20%) and Term Paper (30%). Annual Examination (AE) carries 50%. A pass mark (Coursework and Annual Exam) is 50% = B.

## **2. Master in Tourism Planning and Management (MTPM)**

### **Introduction**

To prepare professionals who are able to strategically manage, make sustainable and effective decisions in placements of high responsibility in tourism institutions. enable graduates to integrate knowledge of the dynamics of tourism development, the principles of sustainable management and planning, environmental issues, e-commerce for Tourism, management of customer services and other related issues. To enable graduate to conduct research in the field of tourism management and write an informing report.

### **Entry Qualifications**

Bachelor degree in Geography, Environmental Studies, Wildlife Management, Energy Resources, Geology, Mining Engineering, Water Resources Engineering, Forestry, Environmental Management, Rural and Urban Planning, Natural Resource Management, or any other related field with an average of “B” or a minimum GPA of 2.7.

### **Programme Structure**

<b>Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Unit</b>
OTM 601	Theories and Practice of Tourism	Core	2
OTM 602	Tourism Policy and Planning	Core	2
OTM 603	Approaches to Hospitality Management	Core	2
OTM 604	Tourism and Hospitality Entrepreneurship	Core	2
OTM 605	Tourism Marketing and Promotion	Core	2
OTM 606	Sustainable Tourism Development	Core	2
OTM 608	Advanced Social Sciences Research Methods	Core	2
	Dissertation		
OTM 609	Dissertation	Core	4

### **Programme Assessment**

All courses shall be examined during the academic year in which they are studied. The assessment shall consist of online assessments in the MOODLE in terms of a Term Paper (or a long assignment) 10%, Test (20%) and a written

Annual Examination 70%. A pass mark for both the coursework's and annual examination combined shall be 50%.

### **3. Master of Arts in Geography-by Thesis**

#### **Introduction**

The MA Geography by thesis is a one-of-a-kind research project that requires a candidate to engage with previous theories and research in order to articulate research questions, collect and analyse data, interpret research findings, and eventually produce new knowledge in an academic setting.

In addition, this master's allows candidates to demonstrate their ability to conduct independent original research. It is designed to allow students to hone their research and writing skills, demonstrate their creativity and apply innovations in solving real-life societal problems under the supervision of the professors.

#### **Entry qualification**

1. A Bachelor's in education degree or in geography-related programmes with a GPA of 2.7 and above from the Open University of Tanzania or any other recognized University or academic Institution offering bachelor's degrees worldwide.
2. In addition, a candidate must have research experience for at least 5 years or published in reputable journals as a first author.

#### **Programme structure**

This is an independent research course where a student proposes the topic of interest and searches for potential supervisors within the department before application. Then, the prospective candidate is required to submit a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue. Upon successful application, the two supervisors will be appointed and approved by the Senate on the recommendation of the respective faculty.

Total fee for MA. M&E, MCED and M.Sc. Economics programmes each is Tsh. 3,650,000 which can be paid in four installments.

### ***PROGRAMMES IN THE DEPARTMENT OF LANGUAGES AND LITERARY STUDIES (LLS)***

#### **1. Master of Arts in Kiswahili (MA Kisw)**

##### **Introduction**

The MA Kiswahili programme has three key objectives: (i) to train skilled professionals in Kiswahili Language, Linguistics and Literature, (ii) to produce scholars who can comprehend the significance of Kiswahili Language

and its contribution towards national and international development (iii) to equip students with a stock of capabilities particularly in research and publication.

### **Programme Structure**

<b>Course Code</b>	<b>Course Title</b>
OSW 608	Kiswahili Phonology
OSW 609	Kiswahili Morphology
OSW 610	Kiswahili Syntax
OSW 611	Kiswahili Semantics
Elective Courses	
OSW 612	History of Kiswahili Dialect
OSW 613	Sociolinguistics
OSW 614	Translation: Theory and Practice
OSW 615	Kiswahili Lexicography
Compulsory Courses	
OSW 616	Research Methodology
OSW 617	Dissertation Writing

### **Programme Assessment**

Evaluation of the programmes will be through course work and examinations. Except for the dissertation, each course will be evaluated as follows:

The online discussions/Assignment/quizzes weigh	20%
Term paper	30%
Examination	70%
Total	100%

The pass mark for each examinable course shall be 50%. A candidate who may not have completed course work shall not be allowed to proceed for research work.

## **2. Master of Arts in Linguistics (MA Ling)**

### **Introduction**

The MA Linguistics thesis is a one-of-a-kind research project that requires a candidate to engage with previous theories and research in order to articulate research questions, collect and analyse data, interpret research findings, and eventually produce new knowledge in an academic setting.

MA thesis in linguistics allows candidates to demonstrate their ability to conduct independent original research. It allows them to hone their research

and writing skills, as well as plan and carry out an independent study under the supervision of the professors.

### **Entry qualification**

1. A Bachelor's in education degree or in linguistics-related programmes with a GPA of 2.7 and above from the Open University of Tanzania or any other recognized University or academic Institution offering bachelor's degrees worldwide.
2. In addition, a candidate must have research experience for at least 5 years or published in reputable journals as a first author.

### **Programme structure**

- (i) This is an independent research course where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- (ii) Then, the prospective candidate is required to submit a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue.
- (iii) Upon successful application, the two supervisors will be appointed and approved by the Senate on the recommendation of the respective faculty.

## **3. Master of Arts in Literature (MA LIT) By thesis**

### **Introduction**

The MA Literature thesis is a one-of-a-kind research project that requires a candidate to engage with previous theories and research in order to articulate research questions, collect and analyse data, interpret research findings, and eventually produce new knowledge in an academic setting.

MA thesis in literature allows candidates to demonstrate their ability to conduct independent original research. It allows them to hone their research and writing skills, as well as plan and carry out an independent study under the supervision of the professors.

### **Entry qualifications**

The entry qualifications to this master's programme of The Open University of Tanzania [OUT] are:

1. A Bachelor Degree in Literature or in language related programmes or Bachelor of Arts with Education with a GPA of 2.7 and above from the Open University of Tanzania or any other recognized University or academic Institutions offering bachelor degrees worldwide. They should have done at least two core subjects in English Literature
2. A relevant bachelor degree or equivalent postgraduate diploma in language with an overall grade of B or above from any other accredited

University and Institution worldwide. They should have done at least two core subjects in English literature i.e.

3.

### **Programme structure**

MA Literature by thesis at The Open University of Tanzania is offered by independent research under the supervision of two supervisors appointed by the Senate on the recommendation of the faculty in question. A prospective candidate for the MA Literature degree by thesis is required to submit an outline of the subject of study and/or research that he/she proposes to pursue.

## ***PROGRAMMES IN THE DEPARTMENT OF MEDIA AND LIBRARY STUDIES (MLS)***

### **1. Master of Arts in Mass Communication (MA MC)**

#### **Introduction**

The Master of Arts in Mass Communication (MA MC) programme generally aims at preparing learners to be mass communication experts who can execute their duties strategically to meet organizational goals and objectives. It will enable them to work in dynamic environments regardless of the political, social or economic situations. It offers courses that will enhance their ability to communicate effectively and most importantly to keep them abreast of evolving communication technologies. They will be exposed to corporate communication, mass communication planning and evaluation as well as media regulations and ethics. These courses will be extensively covered through blended mode that entails face-to-face, e-learning through the Moodle Platform, and webinar lectures through zoom.

#### **Entry qualifications**

Candidates holding the following qualifications will be eligible for admission into the Master of Arts in Mass Communication (MA MC) Programme:

1. First degree holders from recognized universities in the field of journalism and mass communication.
2. Candidates with Advanced Diploma or a Pass Degree in Journalism and Mass Communication will also be considered for admission if they have satisfied the Faculty of Arts and Social Sciences that they have exhibited academic potential through extensive field work and/or additional training.

#### **Programme Structure**

<b>Code</b>	<b>Course Title</b>	<b>Core/ elective</b>	<b>Units</b>	<b>Credits</b>
OMC 600	Mass Communication Theories and Models	Core	2	20



OMC 601	Mass Communication Regulations	Core	2	20
OMC 602	Mass Communication Ethics	Core	2	20
OMC 603	Public Opinion and Mass Media	Core	2	20
OMC 604	Advanced Mass Communication Research Methodology	Core	2	20
OMC605	Master's Dissertation	Core	6	60
OMC 606	Mass Communication Planning and Management	Elective	2	20
OMC 607	Strategic Corporate Communication	Core	2	20

### **Programme assessment**

All courses are examined during the academic year in which they are studied. The assessment consists of six discussion assignments and one term paper for each course which forms the coursework and a three-hour annual examination at the end of the academic year. The coursework contributes 30% while the annual examination contributes 70% to the final grade. All examinations are usually moderated by external examiners. Also, dissertations are submitted for evaluation to external examiners.

### **2. Master in Library Information Management (MLIM)**

This programme is designed and developed to build professional skills across the information industry and creates opportunities for specializations in a variety of disciplines.

### **Entry Qualifications**

**Option One:** The minimum requirements for joining this programme:

1. Student must, at the time of application, hold a first degree, with at least lower second class or its equivalence in Library and information science.
2. A degree in any field with at least lower second class. A possession of a Diploma in Library and information science or its equivalence is an added advantage.

**Option Two:** Alternative entry routes include:

A Postgraduate Diploma in LIS from a recognized university and a possession of any first degree but should have diploma in Library related studies.

### **Programme structure for MLIM**

<b>Course code</b>	<b>Course title</b>
OLM 600	Fundamentals of Library and Information Management
OLM 601	Organization of Knowledge
OLM 602	Information and Communication Technology Applications
OLM 603	Records Management and Archival Administration

OLM 604	Management of Library and Information Centers
OLM 605	Research Methodology
OLM 669	Master's Dissertation

### **Assessment**

All courses are examined during the academic year in which they are studied. The assessment consists of six discussion assignments and one term paper for each course which forms the coursework and a three-hour annual examination at the end of the academic year. The coursework contributes 50% while the annual examination contributes 50% to the final grade. All examinations are usually moderated by external examiners. Also, dissertations are submitted for evaluation to external examiners.

## ***PROGRAMMES IN THE DEPARTMENT OF POLITICAL SCIENCE, PUBLIC ADMINISTRATION, HISTORY AND PHILOSOPHY (PSPAHP)***

### **1. Master of Arts in International Cooperation and Development (MAICD)**

#### **Introduction**

The MAICD Programme is designed for practitioners working or intending to work with diplomatic missions, state organs, non-governmental organizations, international non-governmental organizations, international organizations, research institutions, and transnational and multilateral investment and business corporations, especially in this era of economic diplomacy. It is suitable for those who are strongly committed to carrying out activities that contribute to making change on the national, regional and world scales. Any first-degree holder or bachelor degree in the fields of social sciences, sciences, law, business management, or education is eligible to join the programme.

#### **Entry Qualification**

For admission to the Master's Degree of The Open University of Tanzania a candidate shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA 2.7

Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission if:

- Their undergraduate performance in the proposed subject of study was a B grade average or above; *and*

- They have satisfied the relevant Faculty/Institute that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training.

Candidates for Master’s Degree by thesis should in addition to the above have extensive or rich experience in research in the area of study.

### Programme Structure

Code	Course Title	Units	Status
TRIMESTER ONE			
OIR 601	International Cooperation and Development Policies	2	Core
OIR 602	International Politics and Security	2	Elective
OPS 601	Advanced Political Theory	2	Elective
TRIMESTER TWO			
OPS 603	Advanced Research Methodology in International Cooperation and Development	2	Core
OIR 604	African International Relations and Diplomacy	2	Core
TRIMESTER THREE			
OIR 603	International Political Economy	2	Core
OIR 605	Public International Law	2	Core
RESEARCH PHASE			
OPS 699	Dissertation	6	Core

### Programme Assessment

1. Students are assessed through a term paper carrying 30% of total marks, one group presentation paper carrying 20% and annual examination that carries 50% of the total marks. Assessment explores candidate’s ability to analyze issues and make arguments on the subject matter.
2. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.
3. Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.
4. Dissertation-The dissertation is an independent study done by the student under supervision. Each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate shall undertake applied research in any area related to MAICD under the themes to be proposed by the Department, and submit a

dissertation of approximately 15,000 - 20,000 words as partial fulfillment of the award of MAGL. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation shall apply. The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

## 2. Master of Arts in Governance and Leadership (MAGL)

### Introduction

Master of Arts in Governance and Leadership Programme is designed for practitioners working or intending to work within community-based organizations, faith-based organizations, non-governmental organizations, international non-governmental organizations, international organizations, local governments and central government.

### Entry Qualification

- For admission to the Master's Degree of The Open University of Tanzania a candidate shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA 2.7
- Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission if:
- Their undergraduate performance in the proposed subject of study was a B grade average or above; *and*
- They have satisfied the relevant Faculty/Institute that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training.

Candidates for Master's Degree by thesis should in addition to the above have extensive or rich experience in research in the area of study (Please see OUT Prospectus for more information).

### Program Structure

MODULE ONE			
OPS 601	Advanced Political theory	2	Core
OPS 602	Leadership, Governance and Development	2	Core
OPS 603	Advanced Research methodology in Leadership and Governance	2	Core
MODULE TWO			
OPS 604	Ethics and Public Accountability	2	Core
OPS 605	Political Parties, democracy and Elections	2	Core

OPS 606	Organization Behaviour	2	Core
SEMESTER THREE			
OPS 607	Advanced Public Policy Analysis	1	Elective
OPS 608	Strategic and Human Resource Management	1	Elective
OPS 609	Advanced Public Administrative Law	1	Elective
OPS 610	Advanced Study to Conflict and Crisis Management	1	Elective
OPS 699	Dissertation	3	Core

### Assessment

1. Students are assessed through a term paper carrying 30% of total marks, one group presentation paper carrying 20% and annual examination that carries 50% of the total marks. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.
2. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.
3. Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.
4. Dissertation: The dissertation is an independent study done by the student under supervision. Each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate shall undertake applied research in any area related to Governance and Leadership under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000 - 20,000 words as partial fulfillment of the award of Master of Arts degree in Governance and Leadership. In evaluating the dissertation, the approved regulations of The Open University of Tanzania regarding dissertation shall apply. The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

### 3. Master of Humanitarian Action, Cooperation and Development (MHACD)

#### Introduction

The Master in Humanitarian Action, Cooperation and Development (MHACD) programme offers a wide approach to issues concerning humanitarian actions well as to methodological research procedures.

The programme benefits from the experience of a highly qualified team of lecturers who are specialized in various areas of Humanitarian and Development Aid, such as Management of NGOs, Design and Implementation

of Projects on Humanitarian Action, international and Development Economics, Political Science, International Security, and International Humanitarian Law.

### Entry qualifications

For admission to the Master's Degree of The Open University of Tanzania a candidate shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA 2.7.

Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission if:

- Their undergraduate performance in the proposed subject of study was a B grade average or above; *and*
- They have satisfied the relevant Faculty/Institute that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training.
- Candidates for Master's Degree by thesis should in addition to the above have extensive or rich experience in research in the area of study.

### Programme Structure

S/N	Code	Course title	Units	Credits	Status
1.	OHA 601	Crisis, Reconstruction and Development	2	20	Core
2.	OHA 602	Strategic Management of NGOs and Humanitarian Missions	2	20	Core
3.	OHA 603	Public Health and Humanitarian Issues	2	20	Core
4.	OPS 603	Advanced Research Methodology	2	20	Core
5.	OIR 601	International Cooperation and Development Policies	2	20	Elective
6.	OIR 602	International Politics and Security	2	20	Elective
7	OPS 602	Leadership, Governance and Development	2	20	Elective
8	OIR 605	Public International Law	2	20	Elective
9.		Masters Research Projects (Dissertation)	6	60	Core
<b>Total Credits</b>			<b>18</b>	<b>180</b>	

### Program assessment

1. Students are assessed through a term paper carrying 30% of total marks, one group presentation paper carrying 20% and annual examination that

carries 50% of the total marks. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

2. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.
3. Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.
4. Dissertation-The dissertation is an independent study done by the student under supervision. Each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate shall undertake applied research in any area related to MHACD under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000 - 20,000 words as partial fulfillment of the award of MHACD. In evaluating the dissertation, the approved regulations of The Open University of Tanzania regarding dissertation shall apply. The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

#### **4. Master of Arts in History (MA Hist)**

##### **Introduction**

The MA History by thesis is a one-of-a-kind research project that requires a candidate to engage with previous theories and research in order to articulate research questions, collect and analyse data, interpret research findings, and eventually produce new knowledge in an academic setting.

In addition, this master's allows candidates to demonstrate their ability to conduct independent original research. It is designed to allow students to hone their research and writing skills, demonstrate their creativity and apply innovations in solving real-life societal problems under the supervision of the professors.

##### **Entry qualifications**

For admission to the Master's Degree of The Open University of Tanzania a candidate shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA 2.7.

##### **Programme structure**

MA History by thesis at The Open University of Tanzania is offered by independent research under the supervision of two supervisors appointed by

the Senate on the recommendation of the faculty in question. A prospective candidate for the MA Literature degree by thesis is required to submit an outline of the subject of study and/or research that he/she proposes to pursue.

***PROGRAMMES IN THE DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK (SOSW)***

**1. Master of Arts in Gender Studies (MA GS)**

**Introduction**

The programme will offer students the opportunity to work with scholars and peers who share a focus on gender as a category of analysis. The main purpose of the Master of Arts in Gender programme is to produce scholars with quality graduate qualifications to address issues of gender disparity, gender discrimination, and gender violence. In addition, MA in Gender Studies programme will have the academic ability and the competence to apply the acquired theories, research skills and knowledge to critically evaluate and determine the quality and the validity of any women/gender mainstreaming materials, research, and or project.

**Entry Qualification**

Candidate will be required to have a first degree in any social sciences and other related fields with second class score or above. Admission also can be considered for one who graduates in Sociology, Journalism and Mass Communication, Economics, Political Science, Population and Development studies, public administration, International Relations, Public Health, Community Development, Psychology, Medicine, Gender Studies, History and Cultural Heritage, Education and other relevant fields of study.

**Programme Structure**

Courses offered for MAGS include 5 core courses, dissertation, including two elective courses to choose from 4 available electives option as shown below. Core courses will begin followed by the elective courses identified on the table below.

<b>ode</b>	<b>Course title</b>	<b>Units</b>	<b>Status</b>	<b>Credit</b>
OGS 600	Feminist/gender theories and debates	2	core	20
OGS 601	Principles of gender construction, deconstruction and gender mainstreaming	2	core	20
OGS 602	Gender and Community economics	2	core	20
OGS 603	Gender, population and development	2	core	20
OGS 604	Research methodology and dissertation	6	core	60
Elective courses (Select at least 2 courses)				
OGS 605	Gender, technology and education	1	elective	10
OGS 606	gender, health, and social issues	1	elective	10



OGS 607	Ecofeminism, food, gendered health and environment	1	elective	10
OGS 608	Gender, language and culture	1	elective	10
	Total Credits	18		180

### **Programme Assessment**

All courses shall be examined during the semester session in which they are studied.

- i) Assessment is by examination and coursework.
- ii) Each module carries 100% marks. The final examination counts for 50% of the total marks. Course work carries 50% of the total marks.
- iii) The evaluation of the programmes will be through course work, examination and written assignments.  
Except for the research project, courses will be evaluated as follows:  
Term paper 20%.  
Forum Discussion and Forum Discussion and Assignment 30%  
Annual Examination 50%
- iv) A candidate shall not pass the course unless /she attains a minimum of 50% (B) in each module.
- v) Before the candidate is allowed to start writing a dissertation, he /she must successfully complete the course work part with a mean overall grade of “B” or above in all chosen /pursued core modules listed. A candidate who has not completed at least half of the course work shall not be allowed to proceed to research work. However, students will be encouraged to start developing research proposal from the time they start course work.
- vi) The mode of evaluation for the thesis comprises 100% and shall be evaluated internally and by external examiners.

## **2. Master of Social work (MSW)**

### **Introduction**

Master of Social work is designed to enable students to enhance human well-being and help clients to meet their basic human needs. Further, the program aims at enabling students to empower clients who are vulnerably oppressed and living in poverty. A student must accumulate a total of 180 credits to graduate, out of which 80 are for Practicum and dissertation. The remaining 100 are from taught courses i.e., 80 credits from 4 core courses and 20 credits from one elective course. The duration of this programme is about 18 months.

### **Entry qualifications**

Applicants to MSW programme will be required to have a first degree in social work (BSW) with a second-class score or better. A basic statistic course is

highly recommended as a background. Applicants with advanced diploma in Social Work from a recognized institution of higher learning with a B+ grade can qualify for admission. Those whose first degree is not social work will need to take the following generalist BSW courses to be considered for admission into the advanced year MSW programme.

### **Programme Structure**

<b>Course Code</b>	<b>Course Title</b>	<b>Units</b>
OSP 610 (elect)	Leadership with Children and Families Services	2
OSP 611 (elect)	Leadership in Health Services	2
OSP 612 (elect)	Leadership in Development & Emergency Response	2
OSP 613 (elect)	Leadership in Social Work Education	2
OSP 602	Advanced Clinical Social Work	2
OSP 603	Advanced Administrative and Community Social Work	2
OSP 604	Advanced Social Welfare Policy	2
OSP 605	Advanced Social Work Research	2
OSP 606	Post-Graduate Field Practicum (600 hours)	2
OSP 607	Dissertation	2
	Total units	14

### **Course Assessment**

Assessment will be 50% for the course work (20% assignments and online participation, 30% term paper) and 50% semester exam. At the end of the programme, a three-hour examination is administered to students as a final assessment; this carries 50% of the total marks. The dissertation research and fieldwork practicum will be evaluated over 100% each. Dissertation research activities will involve preparing a research proposal, presenting it, collecting both primary field data and secondary data, processing and analyzing data and writing report for submission with intent on dissemination for advancing evidence-based social work practice.

## **3. Masters of Arts in Sociology (MA Sociology)**

### **Introduction**

The MA. Sociology by thesis is a one-of-a-kind research project that requires a candidate to engage with previous theories and research in order to articulate research questions, collect and analyse data, interpret research findings, and eventually produce new knowledge in an academic setting.

In addition, this master's allows candidates to demonstrate their ability to conduct independent original research. It is designed to allow students to hone their research and writing skills, demonstrate their creativity and apply innovations in solving real-life societal problems under the supervision of the professors.

### **Entry qualifications**

For admission to the Master's Degree of The Open University of Tanzania a candidate shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA 2.7.

### **Programme structure**

This is an independent research course where a student proposes the topic of interest and searches for potential supervisors within the department before application. Then, the prospective candidate is required to submit a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue. Upon successful application, the two supervisors will be appointed and approved by the Senate on the recommendation of the respective faculty.

## **4. Postgraduate Diploma in Social Work (PGDSW)**

### **Introduction**

The Postgraduate Diploma in Social Work (PGDSW) programme is a one-year programme designed specifically for students who basically do not have social work background at the bachelor's degree/advanced diploma levels that aspire for Master of Social Work (Hybrid mode) an online programme conducted for one year.

### **Entry Qualification**

An applicant should have a B grade/ Lower Second GPA obtained from any of the Undergraduate degree Programs to qualify for the PGDSW.

### **Programme structure**

<b>Code</b>	<b>Course Title</b>	<b>Units</b>
OSP 501	Social Work Professional Ethics	2
OSP 503	Human Behaviour and the Social Environment	2
OSP 504	Social Work Practice with Individuals	2
OSP 506	Social Work Practice with Organizations	2
OSP 508	Introduction to Filed Practice	2
OSP 509	Social Welfare Policy Analysis and Evaluation	2
OSP 510	Filed Practice (Block)	2

**Programme assessment**

All courses shall be examined during the academic year in which they are studied. The assessment for the programme will include timed tests which carries 30% of the total marks that shall consist of a two-hour written test in the middle of the academic year. At the end of the programme, a three-hour examination is administered to students as a final assessment; this carries 70% of the total marks; this makes 100% total marks.

## **FACULTY OF BUSINESS MANAGEMENT**

The Faculty of Business Management offers one postgraduate diploma programme and three Masters programmes by course work and dissertation. It also offers Masters by thesis and PhD in all area of research under two available departments;

1. Department of Marketing, Entrepreneurship and Management
2. Department of Accounting and Finance

### ***PROGRAMMES IN THE DEPARTMENT OF MARKETING, ENTREPRENEURSHIP AND MANAGEMENT***

#### **1. Postgraduate Diploma in Business Studies (PGDBS)**

##### **Introduction**

The Postgraduate Diploma in Business Studies is a general business management higher diploma, which prepares graduates for a range of executive and business management careers. It is equally valuable for the person who aspires to such a role, by helping them to gain the knowledge and understanding necessary to carry it out. Above all the course is a bridge to those aspiring for a masters' degree but who do not have enough qualifications.

##### **Entry Qualifications**

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

- (i) Must have a degree of any classification of the Open University of Tanzania or have an equivalent degree from other universities or recognized/accredited higher learning institutions.
- (ii) Applicants holding unclassified degrees with grades that do not qualify them for a direct entry into Master's Degree.
- (iii) Applicants with an advanced diploma from any recognized institution may also be considered provided that they have passed all courses.
- (iv) Applicants enrolled for professional examination e.g. CPA(T) of the NBAA and CPSP of the PSPTB will be considered provided that at the time they lodge their application they have already attained Module D of the CPA or Professional stage III of the CPSP, through sitting formal examinations, and they have in addition a pass in sixth form education

##### **PGDBS programme structure**

The programme is structured under the assumption that learners will spend one academic year to complete the programme. The programme has a total of 16 units comprising six modules, each of which weighs two units and a project which carries four units. Each student shall be required to undertake all units

offered in the programme. However, learners shall study and pass the prescribed courses in the first place before being allowed to do their projects.

<b>MODULE I</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Units</b>	<b>Credits</b>
OME 551	Entrepreneurship Development	2	20
OME 552	Marketing Management	2	20
OAF 551	Business Mathematics and Statistics	2	20
<b>MODULE II</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Units</b>	<b>Credits</b>
OLG 651	Strategic Human Resource Management	2	20
OLG 652	ICT in Business Management	2	20
OAF 652	Managerial and Financial Accounting	2	20
<b>PROJECT</b>			
OBM 599	Comprehensive Business Plan	4	40
	<b>Total</b>	<b>16</b>	<b>160</b>

### **Assessment**

The assessment plan is as follows:

- Term papers submitted through moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

## **2. Master of Human Resource Management (MHRM)**

### **Introduction**

The MHRM by coursework and dissertation is offered in three different delivery modes, namely; blended (distance, online and face to face). The programme is open to candidates with a variety of backgrounds and interests in either general or specific management functional area. The programme is open to candidates with a variety of background and interests in either general or specific management functional area.

### **Entry qualifications**

- Prospective candidates must satisfy the following minimum requirements: Must have a GPA of 2.7 or above in first degree from the Open University of Tanzania. Must have an equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Applicants holding unclassified degrees (e.g. M.D.) must have at least a B grade average. Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.5; have worked for at least 2 years

in an organisation, after graduation and have satisfied the Faculty of their academic potentials through extensive fieldwork, subsequent research experience and/or additional training at a Diploma level and approved by the Faculty Board.

- Applicants with recognized professional qualifications, e.g. CPA, CPSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition: Two Principle passes in form sixth education; Have worked for at least 2 years in an organization, after graduation; and Have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a postgraduate diploma level approved by the Faculty Board

### **Programme structure**

The programme consists of four (4) core courses, two (2) electives that carry a weight of two units each and a Research methodology course with an academic dissertation that carries six (6) units to make a total of eighteen (18) units to complete the programme.

<b>The Core Units</b>			
Code	Title	Units	Credits
OLG 651	Strategic Human Resource Management	2	20
OLG 652	ICT in Business Management	2	20
OLG 653	Performance and Reward Management	2	20
OLG 656	Employment Law and Employee Relations	2	20
<b>Any Two of the Electives below:</b>			
OLG 657	Counseling and Coaching at Workplace	2	20
OLG 658	Human Resource Management Consultancy	2	20
OLG 659	International Human Resource Management	2	20
OLG 660	Management of Safety and Health	2	20
OLG 661	Human Resource Planning and Development	2	20
<b>Dissertation</b>			
OBM 699	Business Research Methodology/Dissertation	6	60
	<b>Total</b>	<b>18</b>	<b>180</b>

### **Assessment**

The assessment plan for is as follows:

- Term papers submitted through moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

### 3. Master of Project Management (MPM)

#### Introduction

The Master of Project Management is a professional qualification that will provide a student with a sound educational platform for a career in project management. The programme aims to create reflective project management professionals, with enhanced knowledge competence and multiple skills. This cutting edge interdisciplinary and cross-sectoral programme, designed with inputs from the relevant industries, will significantly strengthen and develop existing project management professionals' expertise besides meeting the needs of new entrants or aspiring professionals.

#### Entry qualifications

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

- (i) Must hold a first- or second-class honours degree of The Open University of Tanzania or, have an equivalent honours degree from other universities or recognized/accredited higher learning institutions.
- (ii) Applicants holding an advanced diploma in project management or a related field of at least upper second level.
- (iii) Applicants holding lower classes of an advanced diploma or pass degrees may be considered for admission if they have satisfied the faculty of their academic potentials through GMAT, it's equivalent or additional training at a diploma level and approved by the faculty board.
- (iv) Applicants holding recognized professional qualifications of CPA (T), ACCA, CPSP etc, obtained through sitting formal examinations, may be considered provided they pass additional criteria as specified in OUT prospectus.

#### Programme Structure

The programme is structured to be completed within a maximum of three (3) years under The Open and Distance learning mode, and 18 months for the Evening or Executive modes. Students of Master of Project Management shall be required to undertake six (6) core, and two (2) elective courses carrying a weight of two units each. Upon successful completion of taught courses, a candidate will be required to take a research methodology course with an academic dissertation that carries six (6) units to make a total of twenty-two (22) units to complete the programme.

The Core Units			
Code	Title	Units	Credits
OLG 662	Project Process, Planning and Control	2	20
OLG 663	Project Human Resource Management	2	20



OAF 664	Finance for Project Management	2	20
OME 664	Project Procurement and Contracting	2	20
OAF 665	Quantitative Methods for Project Management	2	20
OLG 664	Project Sustainability, Monitoring and Evaluation	2	20
<b>Any Two of the Electives below</b>			
OME 665	Project Total Quality Management	2	20
OLG 668	Managing Successful Information Technology (IT) Projects	2	20
OAF 666	Project Portfolio and Risk Management	2	20
OLG 669	Management of Strategic Operations	2	20
<b>Dissertation:</b>			
OBM 699	Business Research Methodology/Dissertation	6	60
	<b>Total</b>	<b>22</b>	<b>220</b>

### **Assessment**

The assessment plan is as follows:

- Term papers submitted through moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage if he or she has not completed and passed the entire course work.

## ***PROGRAMMES IN THE DEPARTMENT OF ACCOUNTING AND FINANCE***

### **1. Master of Business Administration (MBA)**

#### **Introduction**

The Master of Business Administration (MBA) degree programme is designed to cater to the contemporary business world and student needs. It is a highly professional two-year management development programme, which is largely delivered on a blended-learning mode. It offers a special learning opportunity and a unique self-development programme to the graduates who want to follow a management career in the business and public sectors, or acquire higher qualifications such as a Ph.D or Diploma in Business Administration.

#### **Entry Qualifications**

The programme is open to candidates with a variety of backgrounds and interests in either general or specific management functional areas. However, prospective candidates must satisfy the following minimum requirements:

- Must have a first- or second-class honours degree of The Open University of Tanzania, or

- Must have an equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Applicants holding unclassified degrees (e.g. M.D.) must have at least a B grade average
- Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.7; have worked for at least 2 years in an organization, after graduation and have satisfied the faculty of their academic potentials through GMAT, it's equivalent or additional training at a Diploma level and approved by the Faculty Board
- Applicants with recognized professional qualifications, e.g. CPA, CPSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition:
  - A pass in form sixth education;
  - Have worked for at least 2 years in an organization, after graduation; and
  - Have satisfied the faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.

### **Programme Structure**

In 2020 FBM has updated its MBA which have seven specializations. The new specializations are;

- (i) General Management
- (ii) Accounting and Auditing
- (iii) International Business
- (iv) Finance
- (v) Marketing
- (vi) Human resource management and
- (vii) Transport and logistics.

Also, note that the option of Leadership and Governance has been dropped. The continuing students (those from the second year) will continue using the **old MBA structure** detailed hereunder.

### **Old MBA Programme Structure**

The programme consists of six (6) core courses, three (3) courses from one's area of specialization which carry a weight of two (2) units each and a Research methodology course with an academic dissertation that carries six (6) units to make a total of twenty-four (24) units to complete the programme. Core units provide a foundation of knowledge and understanding. Electives units allow in-depth study and reflection and provide a student with an

opportunity to enhance and deepen knowledge and skills in areas of particular interest, and that are relevant to a future career. The electives we offer to vary depending on the current faculty research agenda and relevance to business which includes Finance, Marketing, Leadership and Governance, Transport and Logistics and Human Resource options.

<b>The Core Units</b>			
Code	Title	Units	Credits
<b>Module I</b>			
OLG 651	Strategic Human Resource Management	2	20
OLG 652	ICT in Business Management	2	20
OAF 652	Managerial and Financial Accounting	2	20
<b>Module II</b>			
OME 651	Strategic Marketing	2	20
OAF 651	Financial Management	2	20
OLG 655	Management Decision Making Processes	2	20
<b>The Electives (Module III)</b>			
Specializations (students have to take all three) <b>Finance</b>			
OAF 661	Financial Markets and Institutions	2	20
OAF 662	International Business Finance	2	20
OAF 663	Advanced Corporate Finance	2	20
<b>Marketing</b>			
OME 661	Sales Management	2	20
OME 662	International Marketing	2	20
OME 663	Services Marketing	2	20
<b>Human Resource</b>			
OLG 656	Employment Law and Employee Relations	2	20
OLG 659	International Human Resource Management	2	20
OLG 661	Human Resource Planning and Development	2	20
<b>Leadership and Governance</b>			
OLG 665	Public Administration	2	20
OLG 666	Corporate Governance	2	20
OLG 667	Leadership and Human Rights	2	20
<b>Transport and Logistics</b>			
OME 666	Transport Systems Management	2	20
OME 667	Public Transport & Transportation	2	20
OME 648	Global Logistics Management	2	20

<b>Dissertation</b>			
OBM 699	Business Research Methodology/Dissertation	6	60
	Total	24	240

### **Programme Structure for Updated MBA**

The structure of the Updated MBA for students who register from the 2020/2021 academic year is:

### **Programme Structure for Old MBA**

<b>Trimester one-All courses are core (November-January)</b>	
OLG 651:	Strategic Human Resource Management (2 Units*)
OME 651:	Strategic Marketing Management (2 Units)
OAF 651:	Financial Management (2 Units)
<b>Trimester Two- All courses are core (February-June)</b>	
OLG 675:	Organizational Behaviour and Leadership
OAF 652:	Costing and Managerial Accounting
OLG 672:	Research Methodology
<i>*All courses weigh 2 units</i>	
<b>Trimester 3: Specializations (July- September)</b>	
<b><i>General Management Option (choose only 3 courses)</i></b>	
OAF 667:	Managerial Economics
OLG 671:	Strategic Management
OLG 673:	Production Management
OLG 674:	Operations Management
OLG 652:	Management Information Systems
OLG 655:	Quantitative Techniques
OLG 670:	Business Law and Ethics
OLG 669:	Entrepreneurship, Innovation and Development
<b><i>Financial Management Option (choose only 3 courses)</i></b>	
OAF 663:	Advanced Corporate Finance
OAF 662:	International Business Finance
OAF 661:	Financial Markets and Institutions
OAF 669:	Microfinance Management
<b><i>Marketing Option (choose only 3 courses)</i></b>	
OME 661:	Sales Management
OME 662:	International Marketing
OME 663:	Services Marketing
OME 670:	Advanced Marketing Management
<b><i>Human Resource Management Option (choose only 3 courses)</i></b>	
OLG 661:	Human Resource Planning and Development
OLG 669:	International Human Resources Management
OLG 675:	Advanced Human Resource Management
OLG 666:	Employment Law and Employees Relations
<b><i>Transport and Logistics Management Option (choose only 3 courses)</i></b>	

OME 666: Transport Systems Management
OME 667: Transport Economics and Planning
OME 668: Global Logistics Management
OME 671: Logistic of Air and Water Transport
<b><i>Accounting and Auditing Option (choose only 3 courses)</i></b>
OAF 671: Advanced Corporate Reporting
OAF 672: Auditing and Assurance Services
OAF 670: Advanced Management Accounting
OAF 668: Financial Accounting and Reporting
OAF 673: Taxation
<b><i>International Business Option (choose only 3 courses)</i></b>
OME 672: International Economics
OME 673: International Supply Chain Management
OME 662: International Marketing
OAF 662: International Business Finance

### **Assessment**

The assessment plan for the blended mode will be as follows:

- Term papers submitted through moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

### **2. Masters of Business Administration By Thesis**

The MBA by thesis shall be offered through a combination of distance and part-time learning modes to candidates with a business or management education, strong verifiable research background and at least two years of working experience. The programme consists of two parts; capacity strengthening and thesis writing.

#### **Strengthening Capacity**

This particular activity is rationalized on the different learning environments associated with the distance mode of learning. Even though the candidate will be studying under supervision, distance creates limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes. Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimize the potentially negative impact of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on one's needs. Students must register with the Director of Regional Centres so that they are not missed out on any communication.

### **Thesis Writing**

This aspect will follow the normal MBA dissertation writing process, namely writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at MBA Seminars, and filing, through a supervisor, progressive report form every six months. The appropriate form is found in the appropriate Appendix of the OUT prospectus.

### **Evaluation of the Thesis**

The regulations of OUT Postgraduate Studies shall apply. Coursework marks shall not be used to evaluate the thesis. Successful candidates shall be awarded a Master of Business Administration (MBA) of the Open University of Tanzania.

### **FACULTY OF EDUCATION**

The Faculty of Education offers postgraduate diploma programmes and Masters programmes under four departments which are:

1. Department of Curriculum and Instruction
2. Department of Educational Foundations, Adult and Distance Education
3. Department of Educational Policy, Planning and Administration
4. Department of Psychology and Special Education (DPSE)

### ***PROGRAMMES IN THE DEPARTMENT OF CURRICULUM AND INSTRUCTION***

#### **1. Postgraduate Diploma in Curriculum Design and Development (PGD-CDD)**

##### **Introduction**

The Postgraduate Diploma in Curriculum Design and Development is a programme offered by The Open University of Tanzania (OUT) through collaboration with The Tanzania Institute of Education and UNESCO (mainly represented by the International Bureau of Education, Regional Bureau for Education in Africa, the Teacher Education Section).

##### **Entry qualifications**

The prospective candidates must satisfy the following minimum requirements: Must have a degree of any classification of The Open University of Tanzania, or have an equivalent degree from other universities or recognized/accredited higher learning institutions. Applicants holding unclassified degree grades which do not qualify them for direct entry into Master degree. Applicants with an advanced diploma from any recognized institution may also be considered provided that they have passed all courses.

## Programme Structure

Code	Title	Units	Credits	Status
OEI 511P	Curriculum Development Process	2	20	Core
OEI 512P	Curriculum Design Approaches and Models: Trends in the National and International contexts	2	20	Core
OEI 513P	Policy Dialogue and Formulation for Curriculum Development	2	20	Core
OEI 515P	Curriculum Implementation Process: Management and Governance	2	20	Core
OEI 516P	Development and Use of Teaching and Learning Materials	2	20	elective
OEI 518P	Curriculum Quality Control and Assurance	2	20	elective
OEI 519P	Assessment of Teaching and learning	2	20	elective
OEI 520P	Research Project	2	20	core

**Note:** Student is supposed to take ALL CORE COURSES and ONE elective

## Programme Assessment

PGDCDD shall be examined during the academic year in which they are studied. The assessment will comprise course work and annual examinations. Course work assessment shall consist of an Online MOODLE coursework assessment which will contribute to 30% of each course. Annual examinations should be done at the end of the academic year. The annual examination will contribute 70% to the total mark of each course.

The combination of both coursework and annual examination shall be 100%. Each candidate shall be required to register for the examinations in specific subjects at least one month at latest, before the commencement of annual examinations period. The annual University examinations shall be conducted under the control of the Deputy Vice-Chancellor (Academic) with the Director of the Examinations Syndicate. The pass marks when course work and Annual examination are combined shall be 50%.

## 2. Masters of Education in Curriculum Design and Development (MED CDD)

### Introduction

The Masters in Curriculum Design and Development is a new programme to be offered by the Open University of Tanzania (OUT) through collaboration with The Tanzania Institute of Education and UNESCO (mainly represented by the International Bureau of Education, Regional Bureau for Education in Africa, the Teacher Education Section).

Specifically, the programme targets curriculum developers, teacher educators, graduate serving teachers, school inspectors, examination officers as well as educational planners and policy makers at local and regional level; for the purpose of enhancing their competencies in understanding, leading, researching, planning, designing, implementing, monitoring and evaluating the curriculum and decision making about curriculum and education in general.

### Entry Qualifications

A candidate should have at least a first degree or its equivalent, or Postgraduate Diploma in Curriculum Design and Development (PGDCDD) and a teaching experience of at least 3 years in the relevant field. The minimum GPA qualification is 3.0 (Using OUT degree classification system).

### Programme Structure

Code	Title	Unit	Credits	Status
		<b>Trimester I</b>		
OEI 621N	Curriculum Development Process	2	20	Core
OEI 622N	Curriculum Design Approaches and Models: Trends in the National and International Contexts	2	20	Core
		<b>Trimester II</b>		
OEI 623N	Curriculum Implementation Process: Management and Governance	2	20	Core
OEI 624N	Research Methodology in Curriculum Studies	2	20	Core
		<b>Trimester III</b>		
OEI 628N	Policy Dialogue and Formulation for Curriculum Development	2	20	Core
OEI 625N	Development and Use of Teaching and Learning Materials	2	20	Elective
OEI 626N	Curriculum Quality Control and Assurance	2	20	Elective
OEI 627N	Assessment of Teaching and Learning	2	20	Elective
OED 699	Dissertation	6	60	Core

### Programme Assessment

MEDCDD (Coursework & Dissertation) courses shall be examined during the academic year in which they are studied. The assessment will comprise course work and annual examinations.



- Coursework assessment shall consist of an online coursework assessment Online MOODLE coursework assessment which will contribute to 30% of each course. Annual examinations; each student shall be required to sit for a three-hour annual examination, at the end of the academic year. The annual examination will contribute 70% to the total mark of each course. The combination of both coursework and annual examination shall be 100%.
- Each candidate shall be required to register for the examinations in specific subjects at least one month at latest, before the commencement of annual examinations period. The annual University examinations shall be conducted under the control of the Deputy Vice-Chancellor (Academic) with the Directorate of Teaching, Learning and Examination Services (DTLES).
- The pass marks when coursework and annual examination are combined shall be 50%. Before the candidate is allowed to start writing a dissertation, he/she must successfully complete the coursework part with a mean overall grade of “B” or above in all chosen/pursued core modules listed, or as the University regulations may provide.
- The mode of evaluation for the dissertation comprises 100% of the dissertation report; where the pass mark shall be 50%.
- A candidate who fails in one or two of the three courses undertaken in a year shall be allowed to do supplementary examination.
- A candidate who fails in a repeated subject shall be requested to pay an appropriate fee and repeat the subject. A candidate whose overall grade point is below “B” in the coursework part shall be requested to pay an appropriate fee and repeat the course.

### ***PROGRAMMES IN THE DEPARTMENT OF EDUCATIONAL FOUNDATIONS, ADULT AND DISTANCE EDUCATION***

#### **1. Postgraduate Diploma in Technical and Vocational Teacher Education (PGD-TVTE)**

##### **Programme Overview**

The Postgraduate Diploma in Technical and Vocational Teacher Education (PGD-TVTE) is a one-year programme taught in 4 blocks of 12 weeks each. The goal of the programme is to enable learners to appreciate the ethical dimension of teacher professionalism in Technical and Vocational Education.

##### **Entry Qualifications**

A candidate aspiring for admission into Postgraduate Diploma in Technical and Vocational Teacher Education (TVTE) Programme should hold a

Bachelor's Degree or an Advanced Diploma in the fields related to technical and vocational fields as follows:

- Technical related fields include, but not limited to: Construction; oil & gas; renewable energy; carpentry; plumbing welding; mechanical engineering; electrical engineering; civil and structural engineering; building and architecture; drafting; engineering design; machinery technology and design; and production and industrial technology.
- Vocational related fields include but not limited to:
  - Creative writing; tourism and hospitality; cosmetology; dressmaking; hotel management; health care; forestry; animal husbandry; ICT; rural planning and community development; social work and welfare; nutrition & food processing; business studies; environmental science; water and sanitation from any recognized institution.

### **Programme Structure**

The PGD-TVTE programme shall extend for a minimum period of one calendar year consisting of four academic blocks. This duration is for all courses and will include supervised independent study. The candidates will take 8 core courses, and one elective course. The independent Study will fall under either Educational Research; Scientific Research; Innovative Project; or Entrepreneurial Project.

Each PGD-TVTE programme course (module) will carry at least ten (20) credits; and one is required to take a minimum of nine (9) courses i.e., the 8 core plus one elective. Teaching Practice (TP) and Independent Study (IS) are key components of the PGD-TVTE programme each with 20 credits. The PGD-TVTE programme components are presented in the matrix below.

<b>Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Units</b>	<b>TCU Credit</b>
<b>Core Courses</b>				
OEA 511	Foundations of TVET and Workforce Development	Core	2	20
OEA 512	Learning Psychology and Didactics in TVTE (Psychology of Teaching and Learning)	Core	2	20
OEA 513	Curriculum Development in TVET	Core	2	20
OEA 514	Planning and Management in TVET	Core	2	20
OEA 515	Entrepreneurship in TVET	Core	2	20
OEA 516	Media & Technologies in TVET	Core	2	20
OEA 517	Gender and Inclusive issues in TVET	Core	2	20
OEA 518	Research and innovation in TVET	Core	2	20
OEA 520	Teaching Practice	Core	2	20

OEA 521	Independent Study	Core	2	20
<b>One Electives from the Methodology Courses</b>				
OEI 511T	Teaching Methods for Technical related Occupations	Elective	2	20
OEI 512T	Teaching Methods for Vocational Related Occupations	Elective	2	20
TOTAL			22	220

### **Programme Assessment**

Each course (module) will be examined in the following manner:

- (a) Continuous Assessment (CA), 30% by weight  
This comprises three Moodle/online individual assignment
- (b) Annual Examination (AE), 70 % by weight
- (c) Total module/course marks: CA + ME = 100%
- (d) Teaching Practice, 100%
- (e) Independent Study, 100%

NB: The pass mark is 50

## **2. Postgraduate Diploma in Education (PGDE)**

### **Introduction**

The Postgraduate Diploma in Education course is designed to provide pedagogical knowledge and teaching skills to individuals with non-education degrees or recognized advanced diplomas aspiring to get professional qualification in teaching.

### **Entry qualifications**

A candidate aspiring for admission to the Postgraduate Diploma in Education Programme should hold at least a Bachelor's Degree or an Advanced Diploma from a recognized institution

### **Programme structure**

A candidate doing Postgraduate Diploma in Education shall take a minimum of 20 units and a maximum of 32 units depending on the streams itemized hereunder:

#### *i. Stream A*

Stream A shall comprise students with two teaching subjects but lacking education courses to qualify as professional teachers; these shall be obliged to take a minimum of 20 units.

#### *ii. Stream B*

Stream B shall comprise students with only one teaching subject. These applicants are supposed to take both education courses and some more 6 units

of the subject that they are missing; these shall be obliged to take a minimum of 26 units.

*iii. Stream C*

Stream C shall comprise students without any teaching subject. They are supposed to take education courses (20 units) plus other 12 more units (6 from each teaching subject) to qualify as professional teachers: these shall be obliged to take a minimum of 32 units.

S/N	Course title	Course codes	Equivalent Code	Units	TCU Credits
1	Introduction to Open and Distance Learning	OEA 501	OEA 302	2	20
2	Introduction to Research in Education	OEP 502	OEP 309	2	20
3	Philosophy of Education and Teaching	OEF 503	OEF 101	2	20
4	History and Sociological Aspects in Education	OEF 504	OEF 102	2	20
5	Curriculum Development and Evaluation	OEI 505	OEI 101	2	20
6	Educational Management and Leadership	OEM 506	OEM 201	2	20
7	Introduction to Educational Psychology	OEP 509	OEP 101	2	20
8	Independent study	OEP 508		2	20
9	Teaching Practice 1	OEI 512 A	OEI 208A	1	10
10	Teaching Practice 2	OEI 512 B	OEI 208B	1	10
<b>PLUS TWO of the following Teaching Methods Courses</b>					
1	Chemistry teaching methods	OEI 530	OEI 230	1	10
2	Physics teaching methods	OEI 531	OEI 231	1	10
3	Biology teaching methods	OEI 533	OEI 232	1	10
4	History teaching methods	OEI 534	OEI 234	1	10
5	Geography teaching methods	OEI 535	OEI 235	1	10
6	Civics/ General Studies teaching methods	OEI 537	OEI 237	1	10
7	English Language teaching methods	OEI 538	OEI 238	1	10
8	Literature in English teaching methods	OEI 539	OEI 239	1	10
9	Kiswahili teaching methods	OEI 540	OEI 240	1	10
10	Business Studies Teaching Methods	OEI 541	OEI 241	1	10

11	Economics Teaching Methods	OEI 542	OEI 242	1	10
12	Home Economics Teaching Methods	OEI 543	OEI 243	1	10
13	Mathematics Teaching Methods	OEI 544	OEI 244	1	10
14	ICT Teaching Methods	OEI 545	OEI 245	1	10
15	TOTAL for stream A (Applicants with two teaching subjects)			20	200
16	TOTAL for stream B (Applicants with only one teaching subject)			26	260
17	TOTAL for stream C (Applicants without any teaching subjects)			32	320

### **The Programme Assessment**

Candidates will be evaluated by using the following criteria.

- Timed Test carrying 30%
- Final Examination carrying 70%
- Teaching Practice carrying 100%
- Independent study and report carrying 100%
- Pass mark is 50%

There are four masters' programmes offered by coursework and dissertation in the faculty of Education.

### **3. Masters of Education in Open Distance Learning (M.ED. ODL)**

#### **Introduction**

The programme is open to candidates with a variety of backgrounds and expertise.

#### **Entry qualifications**

Prospective candidates must satisfy the following minimum requirements:

- Must have a first- or second-class honors education degree of the Open University of Tanzania; or
- A qualification from an approved institution of higher learning deemed to be equivalent to an honors education degree of The Open University of Tanzania; or Applicants holding unclassified degree in education which has a B grade or above; or Applicants holding a pass degree in which the candidate's performance in education was a B grade or above.

## Programmes Structure

Candidates registered in this programme shall study by coursework and dissertation. The following are the courses which shall be taken:

Course Code	Course Title	Units	Credits
<i>Core Courses</i>			
ODL 601	Principles of Open and Distance Learning	2	20
ODL 602	Instructional Designing and Development of ODL Materials	2	20
ODL 603	Media and Technology in Distance Learning	2	20
ODL 604	Research and Evaluation in Open and Distance Education	2	20
<i>Elective Courses (The students should select any two of these courses)</i>			
ODL 605	Open and Distance Learning Policy and management	2	20
ODL 606	Regional and Global Perspectives in ODL	2	20
ODL 607	Teaching and Learning in Open and Distance Learning	2	20
OED 699	Dissertation	6	60
TOTAL		18	180

## Program assessment

Candidates will be evaluated by using the following criteria.

Moodle Assignments (Three Assignments): 30%

Final Examination: 70%

**TOTAL 100%**

The pass mark is 50

## ***PROGRAMMES IN THE DEPARTMENT OF DEPARTMENT OF EDUCATIONAL POLICY, PLANNING AND ADMINISTRATION***

### **1. Masters of Education in Administration, Planning & Policy Studies (M.Ed (APPS))**

#### **Introduction**

The Master of Education in Administration, Planning and Policy Studies course. It is three-to-five-year course with total 18 Units. The programme is delivered through blended mode.

#### **Entry Qualifications**

The Minimum Entry Qualifications for the candidate of a Master's degree programme shall hold either:

1. A degree which is in the level of second class or above, or
2. Unclassified degree which has a B grade or above, or

3. A pass degree in which the candidate's performance in education was a B grade or above; and/or the candidate should satisfy the Faculty of Education that he/she has exhibited academic potential through extensive fieldwork, subsequent research experience and/or additional training.

### **Programme Structure**

This programme Students registered in M.Ed. APPS by coursework and dissertation shall take the following courses:

#### **Core Courses**

<b>Code</b>	<b>Course Units</b>	<b>Units</b>	<b>Credits</b>
OED 624	Development of Organizations	2	20
OED 625	Educational Planning	2	20
OED 626	Research Methodology, Computer Application and Statistics	2	20
OED 627	Policy Analysis, Implementation and Evaluation	2	20
OED 633	Human Resources Management and Development	2	20
OED 699	Dissertation	6	20

#### **Elective Course**

OED 628	Organization and Administration of Primary and Secondary Education	2	20
OED 632	Economics of Education	2	20
OED 634	Educational Leadership	2	20

Students studying under M.Ed. APPS are required to take 7 courses including dissertation.

### **Programme Assessment**

The assessment and examination system under the programme of MED APPS have been used to show the extent to which students have attained the expected learning outcomes. Therefore, the examinations are in line with the programme contents and objectives. The assessment (through MOODLE Platform) and examination system provide timely feedback to students, provides opportunities for supplementary examinations, special sitting examinations and on-demand examinations.

The assessment and examination regulations are clear, published and known by all invigilators and students (see the OUT prospectus, DTLES's notes to Students and Invigilators). The procedures and timetables for university academic activities such as students' registration for examination, and attending face to face are always published through the University Regional Centers, Prospectus, and OUT website.

## 2. Masters of Education in Quality Management (M. Ed QM)

### Introduction

The Master of Education in Quality Management (M.Ed QM) programme was developed by the Faculty of Education. The general objective of this programme is to produce a cadre of educational managers that will have knowledge, skills and aptitude on education standards and quality assurance. The programme is meant to raise the contribution of The Open University of Tanzania in the effective quality management of education systems in and outside Tanzania.

### Entry qualifications

The Minimum Entry Qualifications for the candidate of a Master's degree programme shall hold either;

1. A degree which is in the level of second class or above, or
2. Unclassified degree which has a B grade or above, or
3. A pass degree in which the candidate's performance in education was a B grade or above; and/or

The candidate should satisfy the Faculty of Education that he/she has exhibited academic potential through extensive fieldwork, subsequent research experience and/or additional training.

### Programme structure

#### Core Courses

Code	Course	Credit Units
OEM 601	Theory and Practice of Quality Management	2
OEM 602	Standards, Accreditation and Regulations	2
OEM 603	School Quality Assurance: Theory and Practice	2
OED 626	Research Methodology, Computer Application and Statistics	2
OEI 602	Curriculum Leadership, Development and Implementation	2
OED 699	Dissertation	6

#### Elective Course (Any One)

Code	Course	Credit Units
OED 634	Educational leadership, Training and Development	2
OEM 604	Resources Management in Education	2

### Assessment

The programme is made up of taught courses and a dissertation. Each course is valued at two credit units. Students will be required to study a minimum of 12 units. The assessment components comprise:



- A Main Test for each course
- An Annual Examination for each course to be taken by the end of the ninth month
- Dissertation: students will have to do research project and write a dissertation that will carry six (6) points.

**Assessment**

Assessments will have the following weights:

- |                         |             |
|-------------------------|-------------|
| • Continuous Assessment | 30%         |
| • Annual examination    | 70%         |
| • <b>Total</b>          | <b>100%</b> |
| <b>Plus</b>             |             |
| • Dissertation          | 100%        |

## **FACULTY OF LAW**

Welcome to the Faculty of Law of The Open University of Tanzania in which numerous undergraduate and postgraduate law courses are presented by experienced and highly-regarded law lecturers who use contemporary and innovative e-Learning technologies in teaching and assessment to enhance the students' learning experiences.

Currently, the Faculty of Law hosts a seven postgraduate programmes designed for law and non-law graduates to enhance their academic legal knowledge under two departments. These programmes include: Postgraduate Diploma in Law (PGDL); Masters of Laws in Land Administration and Management (LL.M LAM), Master of Laws in International Trade and Investment Law (LL.M ITIL), Masters of Law in International Criminal Justice (LL.M ICJ), Masters of Law in Information and Communications Technology Law (LL.M ICTL), Master of Laws by (Thesis); and Doctor of Philosophy (Ph.D). The departments are:

1. Department of Public Law
2. Department of Private Law

### ***PROGRAMMES IN THE DEPARTMENT OF PUBLIC LAW***

#### **1. POSTGRADUATE DIPLOMA IN LAW (PGDL)**

##### **Introduction**

Postgraduate Diploma in Law (PGDL) is a law programme designed for both candidates who studied law in their undergraduate degree and those candidates who wish to develop their career in law no matter what subject they gained in their original degrees. The PGDL aims to give students a firm grounding in the principles of law – not just knowledge of the law itself but also (and just as importantly) developing the essential skills of legal analysis, research and presentation. Once completed successfully, the Postgraduate Diploma in Law programme allows graduates to proceed to a master degree (for those who had no qualification for direct entry into master programme) or become legal officers, arbitrators, mediators, corporation secretaries, etc. as the case may be.

##### **Program Structure**

A candidate is supposed to select his/her courses from list offered for the degree of Bachelor of Laws provided that: he/she may not pursue an undergraduate course for purposes of sitting for Main Timed Tests and Annual Examinations in a subject he/she has already taken for the LLB degree though he/she may take an advanced course in that subject by writing advanced papers, and; he/she must choose Jurisprudence and Legal Methods as among of his/her subjects if he/she has not taken it in his/her LL.B. programme. The

course shall consist of coursework (for law degree candidates) or examinations (for non-law degree candidate) in approved subjects.

### **Assessment**

Candidates must satisfy the examiners in three approved courses (the examination may be by coursework and/or examination papers) and a Viva voce (if done by course work), where the examiners so require.

## **2. Masters of Law in International Criminal Justice (LL.M ICJ)**

### **Introduction**

The LL.M in ICJ programme aims to produce highly skilled, independent and adaptable graduates with a solid knowledge of the basic principles of law, who are equipped for employment both in the legal profession and other fields of endeavor. The programme reflects the emphasis on “useful learning” which is at the heart of the mission of the University. The modular programme guarantees that all students achieve the requisite benchmark standards but also offer considerable, flexibility which allows students to select a curriculum which meets their own needs. The programme also ensures that knowledge and skills are developed progressively through the course of the degree.

### **Entry qualifications**

Candidates holding the following qualifications will be eligible for admission into the LL.M ICJ Programme: A holder of honors Degree in Law or a Pass Degree with PGDL OR Holder of honors non-Law Degree from recognized university/institution with at least working experience relevant to the course.

### **Programme structure**

Each Students of Master of Laws in International Criminal Justice will be required to study a minimum of 72 credits (18 Units) which (6Courses plus a Dissertation). Each Unit is equivalent to 40 one-hour lectures or 4 credits. Delivery will be through blended mode; Moodle and Face to Face Executive classes. Students will be given an assignment of 6,000 words to be submitted within three weeks after the end of each course. Students pursuing the masters rather than advanced diploma will have another six months to work on a dissertation project

### **Programme assessment**

Students will complete a written assignment in the form of an essay of at least 6,000 words for each course, marked out of 100%. Written assignments must be completed and submitted within three (3) weeks after attending a seminar. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course/Course. Students will complete a dissertation of

approximately 20,000 words on a topic of the student's choice. Research and drafting can start after a student successfully completes five modules.

### ***PROGRAMMES IN THE DEPARTMENT OF PRIVATE LAW***

#### **1. Masters of Laws in Land Administration and Management (LL.M LAM)**

##### **Introduction**

Master of Laws in Land Administration and management (LL.M LAM). It cannot be overemphasized that land is considered to be the cornerstone of human life and the basis of social and economic development of all societies. A well organized and structured land administration, and in particular its land information system protected by strong and reliable legal regime is the key instrument for both rural and urban development. Land law is also a tool for conflict management. Land administration offers security of tenure to all, land law and administration help to implement land reforms, good land law and administration reduce poverty as it permits, levy and taxes on land for economic growth.

##### **Entry qualification**

Bachelor degree in Law or related field with an average of "B" or a minimum GPA of 3.0. **OR** Postgraduate Diploma in Law with an average of "B" or a minimum GPA of 3.0.

##### **Programme Structure**

OLW 641: Land Administration and Management
OLW 642: Real Estate Law and Conveyancing
OLW 643: Land Conflict Management
OLW 644: Land Use, Planning and Zoning Law
OLW 645: Real Estate Investment Law
OLW 664: Advanced Legal Research Methodology
OLW 677: Dissertation

##### **Mode of Delivery**

Evening Learning/classes; Intensive lectures and seminars through face to face and Online distance learning/zoom lectures; E-learning through Moodle platform.

##### **Assessment**

###### *i. Seminar presentation and participation*

Each student shall prepare and present one main paper with a minimum of 4,000 but not exceeding 6,000 words and one response paper of approximately 2,000 words. Main seminar paper shall carry a total of 30% while response

seminar paper shall carry a total of 15%. Participation shall carry a total of 5%.

ii. *Assignments*

Each student shall write assignment of approximately 6,000 words carrying a total of 50% for every module.

## **2. Master of Laws in International Trade and Investment Law (LL.M ITIL)**

### **Introduction**

Master of Laws in International Trade and Investment Law (LL.M ITIL) programme teaches legal frameworks governing global business and international trade and investment relations between states. The programme focuses on international trade law to comparative private law, from foundational frameworks to new technologies in trade law. It is a comprehensive Master of laws that prepares students for a variety of careers in the field.

### **Entry Qualifications**

Bachelor degree in Law or related field with an average of “B” or a minimum GPA of 3.0. OR Postgraduate Diploma in Law with an average of “B” or a minimum GPA of 3.0.

### **Programme Structure**

OLW 631: International Commercial Transactions
OLW 632: Legal Aspects of International Trade and Investment Law
OLW 633: International Commercial Arbitration
OLW 634: International Investment Arbitration
OLW 635: International Tax Law
OLW659: Advanced Legal Research Methodology
OLW 677: Dissertation

### **Assessment**

Seminar presentation and participation

Each student shall prepare and present one main paper with a minimum of 4,000 but not exceeding 6,000 words and one response paper of approximately 2,000 words.

Main seminar paper shall carry a total of 30% while response seminar paper shall carry a total of 15%. Participation shall carry a total of 5%.

## Assignments

Each student shall write assignment of approximately 6000 words carrying a total of 50% for every module.

### 3. Masters of Law in Information and Communications Technology Law (LL.M ICTL),

#### Introduction

The Master of Law in Information and Communication Technology Law (LL.M ICTL) formerly known as Master of Law in Information Technology and Telecommunications (LL.M IT & T) has been on offer at the Open University of Tanzania since 2009, a period of ten years.

#### Entry Qualifications

Bachelor degree in Law or related field with an average of “B” or a minimum GPA of 3.0. OR Postgraduate Diploma in Law with an average of “B” or a minimum GPA of 3.0.

#### Programme Structure

OLW651: Information Security Law
OLW652: Electronic Commerce Law
OLW653: Electronic Communications Law
OLW654: Privacy and Data Protection Law
OLW655: Internet Governance
OLW 656: Intellectual Property Law in the Digital Environment
OLW659: Advanced Legal Research Methodology
OLW 677: Dissertation

#### Assessment

Seminar presentation and participation

- Each student shall prepare and present one main paper with a minimum of 4,000 but not exceeding 6,000 words
- Shall carry a total of 5% and one response paper of approximately 2,000 words
- Main seminar paper shall carry a total of 30% while response seminar paper shall carry a total of 15%. Participation

#### Assignments

- Each student shall write assignment of approximately 6,000 words carrying a total of 50% for every module.

#### **4. Master of Laws by Thesis**

##### **Introduction**

An LL.M by Thesis study is conducted through thesis writing. A student shall submit, and present a detailed research proposal through guidelines provided under the Directorate of Postgraduate Studies. The panelists specialized in law shall examine the relevancy of the research proposal and upon satisfaction of the panelists, the approval for research shall be granted. A student shall follow all postgraduate procedures for research clearance; go for data collection and writing the thesis under the guidance of a supervisor approved by the University Senate. The student shall make seminar presentations through out of the duration of the study to show progress of research being undertaken and shall be required to publish two journal articles in peer reviewed journals before graduation

##### **Entry qualifications**

Master of Laws by Thesis Degree Programme of The Open University of Tanzania will be open for Law graduates of The Open University of Tanzania and any other recognized university in the United Republic of Tanzania, as well as from any country in Africa and outside Africa, especially from countries of common law jurisdiction with a first degree Upper Second-Class (GPA of 3.5 and above) plus submission of evidence of rich experience in research and publications in various recognized peer reviewed journals.

##### **Assessment**

The examination process for a thesis shall involve the supervisor, internal examiner, external examiner, host department, faculty, and the postgraduate studies office. The thesis shall be examined by both internal and external examiner, whereby viva-voce examination shall be conducted based on reports of examiners. Where external examiner's report has failed a thesis, there shall not be a viva voce until all critical comments as raised by examiners are fully addressed and, a resubmission shall be made as per the recommendations in accordance to the Postgraduate research regulations/guidelines for thesis examinations.

## **FACULTY OF SCIENCE TECHNOLOGY AND ENVIRONMENTAL STUDIES**

Faculty of Science Technology and Environmental Studies host several Masters programmes delivered by both course work and dissertation as well as by thesis. It also offers Ph.D programmes in all available research areas under three departments as follows:

1. Department of Biological and Food Sciences
2. Department of Mathematics, Information and Communication Technology
3. Department of Physical and Environmental Sciences

### ***PROGRAMMES IN THE DEPARTMENT BIOLOGICAL AND FOOD SCIENCES***

#### **Introduction**

Department of biological and food sciences has six master programmes by thesis which are;

1. M.Sc. Human Nutrition (Thesis)
2. M.Sc. Food Sciences (Thesis)
3. M.Sc. In Biology (Thesis)
4. M.Sc. in Botany (Thesis)
5. M.Sc. in Zoology (Thesis)
6. M.Sc. Applied Biotechnology (Thesis)

#### **Entry qualifications**

Admission to the M.Sc. by thesis degree at The Open University of Tanzania should be as under the University General Regulations for Higher Degrees. The minimum qualifications for the Master by thesis shall be a Bachelor degree in all related fields with GPA 2.7.

#### **Programme structure**

Each M.Sc. degree programme shall start at the beginning of the academic year and conclude 60 months later. Beyond this limit Senate's approval is necessary. Registration for the M.Sc. degree by thesis shall follow the following procedure:

1. Register as a provisional student after satisfying the admission requirements for the programme after submitting an acceptable statement of research topic to the faculty to provisional registration.
2. All candidates shall be allocated supervisors appointed by Senate on the recommendation of the Faculty of Science, Technology and Environmental Studies.



3. Acquire full registration after submitting within a period of six months a research proposal approved by the Faculty, the Postgraduate Studies Committee and Senate.
4. Seek registration within three months after the application for full registration is approved by Senate.

## ***PROGRAMMES IN MATHEMATICS, INFORMATION AND COMMUNICATION TECHNOLOGY***

### **1. Master of Science in Computer Science (MSCS)**

#### **Introduction**

This programme aims at producing highly skilled, knowledgeable, independent and adaptable computer scientists and IT practicing graduates who are well versed with computer science/IT necessary skills and knowledge acquainted with high level of substantial and syntactic technological pedagogical content knowledge thus equipped for employment in IT profession and other related fields of endeavour.

#### **Entry qualifications**

Candidates for the Master of Science in Computer Science shall be admitted on the basis of the University regulations, which govern admission process. The minimum qualifications for the Master of Science in Computer Science shall be a Bachelor degree in all fields related to Computer Science subjects.

- (a) For admission to the Master of Science in Computer Science degree of The Open University of Tanzania, a candidate shall either hold a BSc ICT or B.Sc. in Data Management degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA of 2.7.
- (b) Candidates with PASS division will also be considered for admission if:
  - (i) Their undergraduate performance in Computer Science related subjects was a B grade average or above; and
  - (ii) They have satisfied the ICT department and the faculty in general that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training in the field of Computer Science.
- (c) Candidates who hold unclassified degrees should have a credit or, a distinction in the subjects related to Computer Sciences.
- (d) Candidates from all fields related to B. Sc in Computer Science, B. Sc. in Computer Engineering or B.Sc. in Electronics including but not limited to Informatics, Microelectronic Engineering, ICT, Applied IT, Telecommunication, Aerospace, Space Technologies, Satellite Communications, Networks, Multimedia, Digital Arts, Internet Science and Technology, Software Engineering, IS Management, Computing in

Intelligent Systems, Computer Games Development, Multimedia Technology and Media Informatics, Cyber Security, Geo-informatics, Data Science, Data Management, Information Sciences and Engineering, Big Data, Business Analytics, Digital Forensics, Applied Cloud Technology, Internet of Things and Mobile Application Development.

### Programme structure

There are two streams leading to M.Sc. in Computer Science which are Information Systems and Cyber Security (the different streams will only be reflected on Transcripts, but the Certificate will read M.Sc. in Computer Science). Both streams will share 5 core courses. However, specialized courses will be selected based on the stream. Furthermore, the candidate must produce a project that is in line with the chosen stream.

<b>CORE COURSES (120 CREDITS)</b>		
<b>CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
OCS 601	Scientific Research Methods	10
OIM 601	IT Entrepreneurship and Management	10
OCS 602	Data Warehouse and Data Mining	10
OCS 603	Core networks, Virtualization and Cloud Computing	20
OCS 604	Advanced Programming and Algorithms	10
OCS 609	Project	60
<b>SPECIALIZATION COURSES (60 CREDITS) INFORMATION SYSTEMS</b>		
<b>CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
OCS 605	Mobile and Web based Information Systems	20
OCS 606	Intelligent Expert Systems	20
OCS 607	Management information systems	20
<b>SPECIALIZATION COURSES (60 CREDITS) CYBER SECURITY</b>		
<b>CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
OCS 608	Ethical Hacking, Security Audit and Digital Forensics	20
OCS 609	Network Security and Cryptography	20
OIM 602	IT Security Planning and Management	20

### Assessment

- Coursework (Assignment/Practicals/Term Paper/Timed Test) carrying 30%
- Final Examination carrying 70%

## **2. Master of Science in Information Technology Management (MSITM)**

### **Introduction**

This programme aims at producing highly skilled, knowledgeable, independent and adaptable information technology management graduates who are well versed with necessary skills and knowledge acquainted with high level of substantial and syntactic technological pedagogical content knowledge thus equipped for employment in IS management profession and other related fields of endeavor.

### **Entry qualifications**

The minimum qualifications for the Master of Science in Information Technology Management shall be a Bachelor degree in all fields related to Information Technology Management subjects.

- a) For admission to the Master of Science in Information Technology Management degree of The Open University of Tanzania, a candidate shall either hold a B.Sc. ICT or B.Sc. in Data Management degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA of 2.7.
- b) Candidates with PASS division will also be considered for admission if:
  - (i) Their undergraduate performance in Information Technology Management related subjects was a B grade average or above; and
  - (ii) They have satisfied the ICT department and the faculty in general that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training in the field of Information Technology Management.
- c) Candidates who hold unclassified degrees should have a credit or, a distinction in the subjects related to Information Technology Management.
- d) Candidates from all fields related to B.Sc. in IT Management, B.Sc. in Computer Science, B.Sc. in Computer Engineering or B.Sc. in Electronics including but not limited to Informatics, Microelectronic Engineering, ICT, Applied IT, Telecommunication, Aerospace, Space Technologies, Satellite Communications, Networks, Multimedia, Digital Arts, Internet Science and Technology, Software Engineering, IS Management, Computing in Intelligent Systems, Computer Games Development, Multimedia Technology and Media Informatics, Cyber Security, Geo-informatics, Data Science, Data Management, Information Sciences and Engineering, Big Data, Business Analytics, Digital Forensics, Applied Cloud Technology, Internet of Things and Mobile Application Development.

- e) Candidates with PASS or higher division in the Bachelor programmes in the fields of Science, Business and Arts subjects including Physics, Chemistry, Mathematics, Economics, Finance, Management, Commerce, Accounting, Marketing and Business Administration

### **Programme structure**

The Master of Science in Information Technology Management is a mixed mode programme and consists of taught courses and dissertation. The programme consists of a total of 18 units. Candidates must complete and pass 6 core courses with a total of 12 Units and a Dissertation with 6 units. The dissertation is compulsory to all candidates.

**Dissertation** will take nine months and will include proposal presentation, defense and other procedures as regulated by the DPGS.

<b>Core Courses</b>			
<b>Course Title</b>	<b>Code</b>	<b>Units</b>	<b>TCU Credits</b>
Scientific Research Methods	OCS 601	1	10
IT Entrepreneurship and Management	OIM 601	1	10
IT Security Planning and Management	OIM 602	2	20
IT Strategic Management, Communications and Leadership	OIM 603	2	20
Legal and Ethical Aspects of Computing	OIM 604	2	20
Management Information Systems	OCS 607	2	20
Dissertation	OCS 610	6	60
<b>ELECTIVE COURSES (Choose 1)</b>			
<b>COURSE TITLE</b>	<b>CODE</b>	<b>Units</b>	<b>TCU CREDITS</b>
Networks and Smart Computing	OIM 605	2	20
Data and Knowledge Management	OIM 606	2	20

### **Programme assessment**

- Coursework (Assignment/Practical/Term Paper/Timed Test) carrying 30%
- Final Examination carrying 70%

## ***PROGRAMMES IN THE DEPARTMENT OF PHYSICAL AND ENVIRONMENTAL SCIENCES***

### **1. MASTERS OF ENVIRONMENTAL STUDIES (MES)**

#### **Introduction**

Master of Environmental Studies (by Course Work and Dissertation) is a multidisciplinary programme designed to enhance the skills and technical

expertise of graduates working in all facets of the environmental arena. The programme aims to produce managers able to address many issues in the highly complex and changing area of environmental studies. This degree may be taken with specialization in a range of fields. Students may choose from one of three-degree pathways of environmental studies; Science, Management, or Health.

### **Admission Requirements**

1. Graduates from environmental studies/science/engineering from recognized institution with minimum of B grade.
2. A graduate in any social science, sciences, medical or engineering.
3. Admission may be based on equivalent qualifications.
4. Each study programme shall start at the beginning of the academic year and ended 18 months later.
5. The programme shall consist of coursework (PART I) and Dissertation (PART II).

### **Programme Structure**

The Masters Environmental Studies degree programme will eventually have **three** streams (pathways) as it has been proposed which are the Science Stream, Management Stream and Health Stream. Students may choose from one of three-degree pathways.

The **Science stream** programme aims is to provide professionals with the knowledge and skills necessary to contribute, directly or indirectly, to the conservation and careful use of natural resources for the benefit of society. Successful participants will develop the capacity to carry out independent scientific and technical research and assessments on environmental issues. They will also learn to analyse and assess environmental systems and problems; be able to propose sustainable solutions to environmental problems; and contribute to the development of policies and strategies for environmental planning.

The **Management stream** will develop a sound understanding of the key approaches in environmental management and decision-making, students will expand their critical appreciation of sustainability, ethics, governance and cultural difference in relation to environmental practice and management.

The **health stream** offers participants an opportunity to reflect on their professional practice and gain a theoretical and critical perspective of issues associated with environmental, health and safety management.

The proposed course structure is as follows:

<b>Masters in Environmental Studies (Management Stream)</b>	
<b>CORE COURSES</b>	<b>Units</b>
OEV 611: Environmental Management and Impact assessment	2
OEV 613: Environmental Law and Policy	2
OEV 614: Advanced Environmental Economics	2
OEV 618: Environmental Pollution Waste Management	2
OEV 619: Ecology and Natural Resources Management	2
OEV 621: Research Methods	2
OEV 615: Dissertation	6
<b>TOTAL UNITS</b>	<b>18</b>
<b>Masters in Environmental Studies (Health Stream)</b>	<b>Units</b>
<b>CORE COURSES</b>	
OEV 611: Environmental Management and Impact assessment	2
OEV 613: Environmental Law and Policy	2
OEV 617: Environmental Health and Epidemiology	2
OEV 618: Environmental Pollution Waste Management	2
OEV 620: Food Science and Safety	2
OEV 621: Research Methods	2
OEV 615: Dissertation	6
<b>TOTAL UNITS</b>	<b>18</b>
<b>Masters in Environmental Studies (Science Stream)</b>	<b>Units</b>
<b>CORE COURSES</b>	
OEV 611: Environmental Management and Impact assessment	2
OEV 613: Environmental Law and Policy	2
OEV 601: Environmental Analytical Chemistry	2
OEV 618: Environmental Pollution Waste Management	2
OEV 616: Environmental Science and Contemporary Issues	2
OEV 621: Research Methods	2
OEV 615: Dissertation	6
<b>TOTAL UNITS</b>	<b>18</b>

### Assessment

The Open University of Tanzania defines ONE unit as equivalent to thirty-five (35) one-hour lectures. Therefore, a student requires seventy (70) contact hours to complete a core course.

**Coursework:** Each course will be evaluated as follows:

Timed Test	30%
Annual Examination	70%

The pass mark for all Masters Courses shall be “B” grade. The candidate who fails in any course counting to 10 units shall be required to do supplementary examination and pass the course. Failing the supplementary examination(s) the candidate must be deregistered from the programme. The highest grade awarded in a supplementary examination is a “B” grade.

**2. Masters of Science in Physics (M.Sc. Physics) By Thesis**

**3. Masters of Science in Chemistry (M.Sc. Chemistry) By Thesis**

M.Sc. Physics and M.Sc. Chemistry programmes are by Thesis where studies are conducted through thesis writing. A student shall submit, and present a detailed research proposal through guidelines provided under the Directorate of Postgraduate Studies.

**Programme structure**

M.Sc. Physics and M.Sc. Chemistry programmes by thesis at The Open University of Tanzania are offered by independent research under the supervision of two supervisors appointed by the Senate on the recommendation of the faculty in question. Prospective candidates are required to submit an outline of the subject of study and/or research that he/she proposes to pursue.

## **BURSARIES AND TUITION FEE STRUCTURE**

### **Bank Accounts for Various Student Fees**

- Tanzanian students pay the stipulated payments by Control Number (Obtainable from the nearest OUT Centre).
- International students pay through below bank account details.

<b>Bank Name</b>	<b>Account Number</b>
NBC Corporate Branch SWIFT CODE: NLCBTZTX P. O. BOX 9062 DSM, Tanzania	011105000670



**FEE STRUCTURE FOR PROGRAMMES IN THE FACULTY OF ARTS AND SOCIAL SCIENCES**  
**Fees for Programmes in the Faculty of Arts and Social Sciences to be paid by Local/Tanzanian students**

S/N	Programme	Tuition Fees	Exam fee	Dissertation/ Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
		TZS				
	PhD programmes	2,500,000	2,450,000	3,900,000	210,000	9,060,000
<b>Department of Economics and Community Economic Development (ECED)</b>						
1	Master of Arts in Monitoring and Evaluation (MA M&E)	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Masters in Community Economic Development (MCED)	2,160,000	240,000	1,680,000	170,000	4,250,000
3	Master of Science in Economics (MSc. Economics)	2,160,000	240,000	1,680,000	170,000	4,250,000
<b>Department of Geography, Tourism and Hospitality Services (GTH)</b>						
1	Master of Arts in Natural Resource Assessment and Management (MANRAM)	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Master in Tourism Planning and Management (MTPM)	2,160,000	240,000	1,680,000	170,000	4,250,000
3	Master of Arts in Geography-by Thesis	1,200,000	1,600,000	1,400,000	170,000	4,370,000
<b>Department of Languages and Literary Studies (LLS)</b>						
1	Master of Arts in Kiswahili (MA Kisw)	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Master of Arts in Linguistics (MA Ling)-By thesis	1,200,000	1,600,000	1,400,000	170,000	4,370,000
3	Master of Arts in Literature (MA LIT)-By thesis	1,200,000	1,600,000	1,400,000	170,000	4,370,000
<b>Department of Media and Library Studies (MLS)</b>						
1	Master of Arts in Mass Communication (MA MC)	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Master in Library Information Management (MLIM)	2,160,000	240,000	1,680,000	170,000	4,250,000
<b>Department of Political Science, Public Administration, History and Philosophy (PSPAHP)</b>						
1	Master of Arts in International Cooperation and Development (MAICD)	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Master of Arts in Governance and Leadership (MAGL)	2,160,000	240,000	1,680,000	170,000	4,250,000
3	Master of Humanitarian Action, Cooperation and Development (MHACD)	2,160,000	240,000	1,680,000	170,000	4,250,000
4	Master of Arts in History (MA Hist)-By thesis	1,200,000	1,600,000	1,400,000	170,000	4,370,000
<b>Department of Sociology and Social work (SOSW)</b>						
1	Master of Arts in Gender Studies (MAGS)	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Master of Social work (MSW)	2,160,000	240,000	1,680,000	170,000	4,250,000
3	Masters of Arts in Sociology (MA Sociology)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
4	Postgraduate Diploma in Social Work (PGDSW)	2,520,000	120,000		170,000	2,810,000

### Fees for Programmes in the Faculty of Arts and Social Sciences to be paid by EAC and SADC students

S/N	Programme	Tuition Fees (USD)	Exam fee (USD)	Thesis supervision fee (USD)	Other fees (Registration, ID, OUTSO, TCU & Plagiarism) (USD)	Total Fee (USD)
	PhD programmes	1,100	1,050	1,700	220	4,070
<b>Department of Economics and Community Economic Development (ECED)</b>						
1	Master of Arts in Monitoring and Evaluation (MA M&E)	1800	480	1400	220	3,900
2	Masters in Community Economic Development (MCED)	1800	480	1400	220	3,900
3	Master of Science in Economics (MSc. Economics)	1800	480	1400	220	3,900
<b>Department of Geography, Tourism and Hospitality Services (GTH)</b>						
1	Master of Arts in Natural Resource Assessment and Management (MANRAM)	1800	480	1400	220	3,900
2	Master in Tourism Planning and Management (MTPM)	1800	480	1400	220	3,900
3	Master of Arts in Geography-by Thesis	540	720	630	220	2,110
<b>Department of Languages and Literary Studies (LLS)</b>						
1	Master of Arts in Kiswahili (MA Kisw)	1800	480	1400	220	3,900
2	Master of Arts in Linguistics (MA Ling)-By thesis	540	720	630	220	2,110
3	Master of Arts in Literature (MA LIT)-By thesis	540	720	630	220	2,110
<b>Department of Media and Library Studies (MLS)</b>						
1	Master of Arts in Mass Communication (MA MC)	1800	480	1400	220	3,900
2	Master in Library Information Management (MLIM)	1800	480	1400	220	3,900
<b>Department of Political Science, Public Administration, History and Philosophy (PSPAHP)</b>						
1	Master of Arts in International Cooperation and Development (MAICD)	1800	480	1400	220	3,900
2	Master of Arts in Governance and Leadership (MAGL)	1800	480	1400	220	3,900
3	Master of Humanitarian Action, Cooperation and Development (MHACD)	1800	480	1400	220	3,900
4	Master of Arts in History (MA Hist)-By thesis	540	720	630	220	2,110
<b>Department of Sociology and Social work (SOSW)</b>						
1	Master of Arts in Gender Studies (MAGS)	1800	480	1400	220	3,900
2	Master of Social work (MSW)	1800	480	1400	220	3,900
3	Masters of Arts in Sociology (MA Sociology)	540	720	630	220	2,110
4	Postgraduate Diploma in Social Work (PGDSW)	2,700	240		220	3,160

### Fees for Programmes in the Faculty of Arts and Social Sciences to be paid by Non-EAC and Non-SADC students

S/N	Programme	Tuition Fees (USD)	Exam fee (USD)	Thesis supervision fee (USD)	Other fees (Registration, ID, OUTSO, TCU & Plagiarism) (USD)	Total Fee (USD)
	PhD programmes	2,200	2,100	3,500	220	8,020
<b>Department of Economics and Community Economic Development (ECED)</b>						
1	Master of Arts in Monitoring and Evaluation (MA M&E)	3,000	720	2,000	220	5,940
2	Masters in Community Economic Development (MCED)	3,000	720	2,000	220	5,940
3	Master of Science in Economics (MSc. Economics)	3,000	720	2,000	220	5,940
<b>Department of Geography, Tourism and Hospitality Services (GTH)</b>						
1	Master of Arts in Natural Resource Assessment and Management (MANRAM)	3,000	720	2,000	220	5,940
2	Master in Tourism Planning and Management (MTPM)	3,000	720	2,000	220	5,940
3	Master of Arts in Geography-by Thesis	1,025	1,370	1,200	200	3,795
<b>Department of Languages and Literary Studies (LLS)</b>						
1	Master of Arts in Kiswahili (MA Kisw)	3,000	720	2,000	220	5,940
2	Master of Arts in Linguistics (MA Ling)-By thesis	1,025	1,370	1,200	200	3,795
3	Master of Arts in Literature (MA LIT)-By thesis	1,025	1,370	1,200	200	3,795
<b>Department of Media and Library Studies (MLS)</b>						
1	Master of Arts in Mass Communication (MA MC)	3,000	720	2,000	220	5,940
2	Master in Library Information Management (MLIM)	3,000	720	2,000	220	5,940
<b>Department of Political Science, Public Administration, History and Philosophy (PSPAHP)</b>						
1	Master of Arts in International Cooperation and Development (MAICD)	3,000	720	2,000	220	5,940
2	Master of Arts in Governance and Leadership (MAGL)	3,000	720	2,000	220	5,940
3	Master of Humanitarian Action, Cooperation and Development (MHACD)	3,000	720	2,000	220	5,940
4	Master of Arts in History (MA Hist)-By thesis	1,025	1,370	1,200	200	3,795
<b>Department of Sociology and Social work (SOSW)</b>						
1	Master of Arts in Gender Studies (MAGS)	3,000	720	2,000	220	5,940
2	Master of Social work (MSW)	3,000	720	2,000	220	5,940
3	Masters of Arts in Sociology (MA Sociology)	1,025	1,370	1,200	200	3,795
4	Postgraduate Diploma in Social Work (PGDSW)	3,500	360		220	4,080

## FEE STRUCTURE FOR PROGRAMMES IN THE FACULTY OF BUSINESS MANAGEMENT

### Fees to be paid by Local/Tanzanian students

S/N	Programme	Tuition Fees	Exam fee	Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total
<b>TZS</b>						
1	PhD programmes	2,500,000	2,450,000	3,900,000	210,000	9,060,000
<b>Department of Marketing, Entrepreneurship and Management</b>						
1	Postgraduate Diploma in Business Studies (PGDBS)	2,880,000	360,000		130,000	3,370,000
2	Master of Human Resources Management (MHRM)	2,160,000	240,000	1,680,000	170,000	4,250,000
3	Master of Project Management (MPM)	2,880,000	320,000	1,680,000	170,000	5,050,000
<b>Department of Accounting and Finance</b>						
1	Master of Business Administration (MBA)	3,240,000	360,000	1,680,000	170,000	5,450,000
2	Masters of Business Administration-By Thesis	1,200,000	1,600,000	1,400,000	170,000	4,370,000

### Fees to be paid by EAC and SADC students

S/N	Programme	Tuition Fees (USD)	Exam fee (USD)	Thesis supervision fee (USD)	Other fees (Registration, ID, OUTSO, TCU & Plagiarism) (USD)	Total Fee (USD)
1	Ph.D programmes	1,100	1,050	1,700	220	4,070
<b>Department of Marketing, Entrepreneurship and Management</b>						
1	Postgraduate Diploma in Business Studies (PGDBS)	2400	720		220	3,340
2	Master of Human Resources Management (MHRM)	1800	480	1400	220	3,900
3	Master of Project Management (MPM)	2,400	480	1,380	220	4,480
<b>Department of Accounting and Finance</b>						
1	Master of Business Administration (MBA)	2,700	720	1,380	220	5,020
2	Masters of Business Administration-By Thesis	540	720	630	220	2,110

### Fees to be paid by Non-EAC and Non-SADC students

S/N	Programme	Tuition Fees (USD)	Exam fee (USD)	Thesis supervision fee (USD)	Other fees (Registration, ID, OUTSO, TCU & Plagiarism) (USD)	Total Fee (USD)
1	Ph.D programmes	2,200	2,100	3,500	220	8,020
<b><i>Department of Marketing, Entrepreneurship and Management</i></b>						
1	Postgraduate Diploma in Business Studies (PGDBS)	3,000	720	2,000	220	5,940
2	Master of Human Resources Management (MHRM)	3,000	720	2,000	220	5,940
3	Master of Project Management (MPM)	5,600	720	2,100	220	8,640
<b><i>Department of Accounting and Finance</i></b>						
1	Master of Business Administration (MBA)	4,500	1,080	2,100	220	7,900
2	Masters of Business Administration-By Thesis	1,025	1,370	1,200	200	3,795

## FEE STRUCTURE FOR PROGRAMMES IN THE FACULTY OF EDUCATION

### Fees to be paid by Local/Tanzanian students

S/N	Programme	Tuition Fees	Exam fee	Independent Study Facilitation Fee/Teaching Practice/Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
	Ph.D programmes	2,500,000	2,450,000	3,900,000	210,000	9,060,000
<b><i>Department of Curriculum and Instruction</i></b>						
1	Postgraduate Diploma in Curriculum Design and Development (PGD-CDD)	2,160,000	240,000	200,000	130,000	2,730,000
2	Masters of Education in Curriculum Design and Development (MED CDD)	2,160,000	240,000	1,680,000	170,000	4,250,000
<b><i>Department of Educational Foundations, Adult and Distance Education</i></b>						
1	Postgraduate Diploma in Technical and Vocational Teacher Education (PGD-TVTE)	1,080,000	180,000	400,000	110,000	1,770,000
2	Postgraduate Diploma in Education (PGDE)					
	Stream A-20 Units-Without teaching subjects	960,000	180,000	400,000	110,000	1,650,000
	Stream B-26 Units-With single teaching subject	1,320,000	240,000	400,000	110,000	2,070,000
	Stream C-32 Units-With two teaching subjects	1,680,000	300,000	400,000	110,000	2,490,000
3	Masters of Education in Open Distance Learning (M.ED. ODL)	2,160,000	240,000	1,680,000	170,000	4,250,000
<b><i>Department of Educational Policy, Planning and Administration</i></b>						
1	Masters of Education in Administration, Planning & Policy Studies (M. Ed (APPS))	2,160,000	240,000	1,680,000	170,000	4,250,000
2	Masters of Education in Quality Management (M. Ed QM)	2,160,000	240,000	1,680,000	170,000	4,250,000

### Fees to be paid by EAC and SADC students

S/ N	Programme	Tuition Fees	Exam fee	Independent Study /Teaching Practice/Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
	Ph.D programmes	1,100	1,050	1,700	220	4,070
	<b>Department of Curriculum and Instruction</b>					
2	Masters of Education in Curriculum Design and Development (MED CDD)	1800	480	1400	220	3,900
	<b>Department of Educational Foundations, Adult and Distance Education</b>					
2	Masters of Education in Open Distance Learning (M.ED. ODL)	1800	480	1400	220	3,900
	<b>Department of Educational Policy, Planning and Administration</b>					
1	Masters of Education in Administration, Planning & Policy Studies (M. Ed (APPS))	1800	480	1400	220	3,900
2	Masters of Education in Quality Management (M. Ed QM)	1800	480	1400	220	3,900

### Fee structure for Postgraduate Diploma in Education (PGDE) to be paid by EAC and SADC students

	Tuition Fees	Exam fee	Theoretical course by distance mode (Per Unit) **	Theoretical Course by Face to face (Per Unit) **	Teaching practice (Per Unit) **	Project/Independent study (Per Unit) **	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)
Postgraduate Diploma in Education (PGDE)		40*	40	60	70	70	110
Postgraduate Diploma in Curriculum Design and Development (PGD-CDD)	1080	360					130
Postgraduate Diploma in Technical and Vocational Teacher Education (PGD-TVTE)	1,480	360					220

\* Examination fees paid per paper (Test & Exam)

\*\*Fees per unit of the course

### Fees for Masters Programmes in the Faculty of Education to be paid by Non-EAC and Non-SADC students

S/N	Programme	Tuition Fees	Exam Fee	Thesis Supervision	Other Fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
	Ph.D Programmes	2,200	2,100	3,500	220	8,020
	<i>Department of Curriculum and Instruction</i>					
2	Masters Of Education in Curriculum Design and Development (Med CDD)	2,700	480		220	3,400
	<i>Department of Educational Foundations, Adult and Distance Education</i>					
1	Masters Of Education in Open Distance Learning (M.Ed. ODL)	3,000	720	2,000	220	5,940
	<i>Department Of Educational Policy, Planning and Administration</i>					
1	Masters Of Education in Administration, Planning & Policy Studies (M. Ed (APPS))	3,000	720	2,000	220	5,940
2	Masters Of Education in Quality Management (M. Ed QM)	3,000	720	2,000	220	5,940

### Fees for Postgraduate diploma Programmes in the Faculty of Education to be paid by Non-EAC and Non-SADC students

S/N	Programme	Tuition Fees	Exam fee	Independent Study Facilitation Fee	Thesis supervision	Theoretical course by distance mode (Per Unit) **	Theoretical Course by Face to face (Per Unit) **	Teaching practice	Project (Per Unit) **	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)
		USD								
	Postgraduate Diploma in Education (PGDE)	40*	60*		40	80	120	140	140	130
	Postgraduate Diploma in Technical and Vocational Teacher Education (PGD-TVTE)	1260	540					220	220	130
	Postgraduate Diploma in Curriculum Design and Development (PGD-CDD)	2000	200	200					700	220

\* Examination fees paid per paper (Test & Exam)

\*\*Fees per unit of the course



## FEE STRUCTURE FOR PROGRAMMES IN THE FACULTY OF LAW

### Fees to be paid by Local/Tanzanian students

S/N	Programme	Tuition Fees	Exam fee	Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
	Ph.D programmes	2,500,000	2,450,000	3,900,000	210,000	9,060,000
<b>Department of Private Law</b>						
1	Masters of Laws in Land Administration and Management (LL.M LAM)	5,600,000			170,000	5,770,000
2	Master of Laws in International Trade and Investment Law (LL.M ITIL)	5,600,000			170,000	5,770,000
3	Masters of Law in Information and Communications Technology Law (LL.M ICTL)	5,600,000			170,000	5,770,000
4	Master of Laws by (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
<b>Department of Public Law</b>						
1	Postgraduate Diploma in Law (PGDL)	1,620,000	200,000		130,000	4,250,000
2	Masters of Law in International Criminal Justice (LL.M ICJ)	2,160,000	240,000	1,680,000	170,000	4,250,000

### Fees to be paid by EAC and SADC students

S/N	Programme	Tuition Fees (USD)	Exam fee (USD)	Thesis supervision fee (USD)	Other fees (Registration, ID, OUTSO, TCU & Plagiarism) (USD)	Total Fee (USD)
	Ph.D programmes	1,100	1,050	1,700	220	4,070
	<i>Department of Private Law</i>					
1	Masters of Laws in Land Administration and Management (LL.M LAM)	5,000			220	5,220
2	Master of Laws in International Trade and Investment Law (LL.M ITIL)	5,000			220	5,220
3	Masters of Law in Information and Communications Technology Law (LL.M ICTL)	5,000			220	5,220
4	Master of Laws by (Thesis)	540	720	630	220	2,110
	<i>Department of Public Law</i>					
1	Postgraduate Diploma in Law (PGDL)	1350	400		180	1,930
2	Masters of Law in International Criminal Justice (LL.M ICJ)	5,000			220	5,220

## FEE STRUCTURE FOR PROGRAMMES IN THE FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

### Fees to be paid by Local/Tanzanian students

S/N	Programme	Tuition Fees	Exam fee	Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
1.	Ph.D programmes	2,500,000	2,450,000	3,900,000	210,000	9,060,000
<i>Department of Biological and Food Sciences</i>						
1.	M.Sc. Human Nutrition (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
2.	M.Sc. Food Sciences (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
3.	M.Sc. In Biology (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
4.	M.Sc. in Botany (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
5.	M.Sc. in Zoology (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
6.	M.Sc. Applied Biotechnology (Thesis)	1,200,000	1,600,000	1,400,000	170,000	4,370,000
<i>Department of Mathematics, Information and Communication Technology</i>						
1.	Master of Science in Computer Science (MSCS)	3,000,000	240,000	2,100,000	170,000	5,510,000
2.	Master of Science in Information Technology Management (MSITM)	4,500,000	240,000		170,000	4,910,000
3.	Master of Science in Information Communication Technology (M.Sc.ICT)-By Thesis	1,200,000	1,600,000	1,400,000	170,000	4,370,000
<i>Department of Physical and Environmental Sciences</i>						
1.	Master of Environmental Studies	2,160,000	240,000	1,680,000	170,000	4,250,000

### Fees to be paid by EAC and SADC students

S/N	Programme	Tuition Fees	Exam fee	Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
1.	Ph.D programmes	1,100	1,050	1,700	220	4,070
<i>Department of Biological and Food Sciences</i>						
1.	M.Sc. Human Nutrition (Thesis)	540	720	630	220	2,110
2.	M.Sc. Food Sciences (Thesis)	540	720	630	220	2,110
3.	M.Sc. In Biology (Thesis)	540	720	630	220	2,110
4.	M.Sc. in Botany (Thesis)	540	720	630	220	2,110
5.	M.Sc. in Zoology (Thesis)	540	720	630	220	2,110
6.	M.Sc. Applied Biotechnology (Thesis)	540	720	630	220	2,110
<i>Department of Mathematics, Information and Communication Technology</i>						
1.	Master of Science in Computer Science (MSCS)	2,520	480	1,740	220	4,960
2.	Master of Science in Information Technology Management (MSITM)	2,520	480	1,740	220	4,960
3.	Master of Science in Information Communication Technology (MSc.ICT)-By Thesis	540	720	630	220	2,110
<i>Department of Physical and Environmental Sciences</i>						
1.	Master of Environmental Studies	3,000	720	2,000	220	5,940

### Fees to be paid by Non-EAC and Non-SADC students

S/N	Programme	Tuition Fees	Exam fee	Thesis supervision fee	Other fees (Registration, ID, OUTSO, TCU & Plagiarism)	Total Fee
1	Ph.D programmes	2,200	2,100	3,500	220	8,020
<b>Department of Biological and Food Sciences</b>						
1	M.Sc. Human Nutrition (Thesis)	1,025	1,370	1,200	200	3,795
2	M.Sc. Food Sciences (Thesis)	1,025	1,370	1,200	200	3,795
3	M.Sc. In Biology (Thesis)	1,025	1,370	1,200	200	3,795
4	M.Sc. in Botany (Thesis)	1,025	1,370	1,200	200	3,795
5	M.Sc. in Zoology (Thesis)	1,025	1,370	1,200	200	3,795
6	M.Sc. Applied Biotechnology (Thesis)	1,025	1,370	1,200	200	3,795
<b>Department of Mathematics, Information and Communication Technology</b>						
1	Master of Science in Computer Science (MSCS)	4,200	720	2,580	220	7,720
2	Master of Science in Information Technology Management (MSITM)	4,200	720	2,580	220	7,720
3	Master of Science in Information Communication Technology (MSc.ICT)-By Thesis	1,025	1,370	1,200	200	3,795
<b>Department of Physical and Environmental Sciences</b>						
1	Master of Environmental Studies	3,000	720	2,000	220	5,940

## **STUDENT SUPPORT UNITS**

The diverse nature of academic activities of a university requires the establishment of supporting units that facilitate and provide necessary logistical support for the academic activities being undertaken in the various academic departments of the university. The academic support units of OUT are as follows.

### **1. Directorate of Teaching, Learning and Examination Services**

The objective of this directorate is to centrally coordinate and oversee all activities regarding the management of University examinations, student registration, academic records and qualifications, and issuing of various certificates, transcripts, and other awards. Specifically, the directorate has the following functions

- i. To coordinate online course registration throughout the entire period of academic year for all University programs including certificate, diploma, undergraduate and postgraduate courses;
- ii. To ensure students pay various University Fees including General University Fees (Tuition Fees, Exam Fee, Transcript Fee, Certification Fee) and Specific University Fees (Exam Appeal Fee, Certificate Collection Fee, Document Certification Fee, ODEX fee, Progress Report Fee);
- iii. To oversee the online registration of students for coursework and final examinations;
- iv. To oversee the approval process of student's examination results including credit transfer scores received from other institutions, and administer the permanent storage of students' academic records in both hard files, softcopies, and uploading into web repository (SARIS);
- v. To prepare preliminary lists of prospective graduands for guidance to faculties;
- vi. To oversee the management of certificates, transcripts, progress reports, and other awards;
- vii. To create mechanism for improved student services including students with special needs, and handling of student complains in liaison with Faculty examination officers, Deans/Directors, and Regional Centers for all student examination matters
- viii. To work as Secretariat for the University Examination irregularity committee
- ix. To provide local and international support in relation to best practices for administration of University Examinations, and provision of examination coordination services with partner institutions.

## **2. The Directorate of Library Services**

The directorate of Library Services is to offer state of art technology, vast collection of research and reading materials and the specialized services to support the core mission of the University. The directorate has the following functions

- i. To support the mission of the parent organization. These are: Teaching, Learning, research and community services;
- ii. To support research needs of internal and external researchers;
- iii. To guide users in accessing relevant information efficiently;
- iv. To develop publicize and offer new services and facilities appropriate to changing learning environment;
- v. To deliver information in the appropriate form, according to user needs.
- vi. To provide facilities for teaching and learning;
- vii. To procure comprehensive range of document both print and electronic formats;
- viii. To collect process, preserve and disseminate locally generated information in the university through institutional repository to the world community;
- ix. To facilitate inter-library loans among libraries within and outside the country;
- x. To provide user education in order to equip users with skills on the usage of library resources;
- xi. To provide reference service both physical and online to users (Current Awareness Services, Selective Dissemination of Information and Document Delivery);
- xii. To prepare research tools such as bibliographies, index, abstract and catalogue (Online Public Access Catalogue); and
- xiii. To carryout automation of library services

## **3. Institute of Educational Management and Technologies**

To coordinate all ICT services at the University including planning of all ICT services to ensure quality and standards of ICT services and maintain network and software systems security. The institute has the following functions

- i. To ensure that technology is used at OUT to enhance teaching and learning. Example IEMT is involved in making contributions to course development and accessibility in the various faculties and institutes of the University;
- ii. To be responsible for conducting research in computer-based learning, efficacy of interactive media, needs of students with

- special needs, impact of science education in development and on all aspects of distance teaching and learning through the use of new technologies and carrying out ICT related training and consultancies to the community and general public;
- iii. To oversee the installation and maintenance of ICT infrastructures at OUT and its regional centers;
  - iv. To oversee the training of staff and students in all matters related to use of ICT in teaching and learning.

#### **4. Regional and coordination Centres**

OUT have regional centres in all regions in Tanzania mainland and coordination centres in Zanzibar, Pemba, Tunduru and Kahama. These regional and coordination centres have the following functions

- i. To supervise delivery of Teaching and Learning and all other administrative services within the regional centres.
- ii. To provide guidance and counseling to students at the regional centre on all matters related to academics;
- iii. To follow up and records keeping of students' academic progress and scripts after marking;
- iv. To arrange and conduct Orientation, Face to Face, Timed Tests and Annual Examination sessions at the Regional Centre;
- 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;
- vii. Responsible for collecting students' fees and any other revenues as per guide lines given and financial regulations regarding the same as approved by OUT Council;
- viii. To promote the image of OUT to the general public in the region.

Knowing that the various programmes offered have students scattered all over Tanzania and outside the country, 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 will be equipped with appropriate facilities to enhance efficiency of services to students.



### Current Regional/Coordination Centres (2023/2024)

Currently 27 Regional Centres and four coordination centres have full-time Directors.

1	Arusha Regional Centre, P.O. Box19, ARUSHA. Mob: 0688 987 289 <i>Location:</i> East African Community Road, Plot75, 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 <i>Location:</i> BU NGOKIBAHAE- mail:drccoast@out.a c.tz
3	Dodoma Regional Centre, Boma Road, P.O. Box 1944, DODOMA. Tel:026-2322346 Mob:0684273756 <i>Location:</i> Boma Road E-mail: drcdodoma@out.ac.tz	4	Geita Regional Centre P.O.Box417,GEITA Mob:0764234821/0717759554 <i>Location:</i> Magogo, Opposite Geita Referral Hospital E-mail: drcgeita@out.ac.tz
5	Ilala Regional Centre, P.O.Box21745,D'SALAAM. Tel.0222150116 Mob:0754363975 <i>Location:</i> Institute of Adult Education E-mail: drcilala@out.ac.tz	6	Iringa Regional Centre, P.O. Box 1458, IRINGA Tel 0262700163 Mob:0717029716 <i>Location:</i> OUT Building at Former TRC Workshop (Gangilonga Area) E-mail: drciringa@out.ac.tz
7	Kagera Regional Centre, P.O. Box1954, BUKOBA. Mob: 0765108172 <i>Location:</i> Kyanyi Nshambya (Along Kashozi Road) E-mail: drckagera@out.ac.tz	8	Katavi Regional Centre, P.O. Box 662, MPANDA Tel.0252820463OR0736502730 Mob: 0692713271&0742380507 <i>Location:</i> Near Mpanda Post Office E-mail: drckatavi@out.ac.tz
9	Kigoma Regional Centre, P.O. Box 566,KIGOMA Tel.0282802981 Mob:0715874005 <i>Location:</i> Ujiji Municipality, Masimbu Ward, Kisingirima Street E-mail: drckigoma@out.ac.tz	10	Kilimanjaro Regional Centre P.O. Box517, MOSHI Tel. 027 2753472 Mob: 0754026956 <i>Location:</i> Former PEHCOL Yard, Majengo E-mail: drckilimanjaro@out.ac.tz

11	Kinondoni Regional Centre, P.O. Box 13224, D'Salaam. Mob:0754467293 <i>Location:</i> Kinondoni Barea E-mail:drckinondoni@out.ac.tz	12	Lindi Regional Centre, P.O.Box742,LINDI Mob:0717213005 <i>Location:</i> Matopeni Ward, Mtuleni B Street) E-mail: drclindi@out.ac.tz
13	Manyara Regional Centre, P.O. Box271, BABATI- MANYARA Mob:0714060617 <i>Location:</i> Bagara Ward, Along Nakwa Road E-mail:drcmanyara@out.ac.tz	14	Mara Regional Centre, P.O. Box217, MUSOMA Tel.0282620401 Mob:0713377883 <i>Location:</i> TTCL CCM Road, Musoma Municipality E-mail: drcmara@out.ac.tz
15	MbeyaRegional Centre P.O.Box2803,MBEYATel.0252502675 Mob:0752547547 <i>Location:</i> Old Forest, Maghorofani Area E-mail: drcmbeya@out.ac.tz	16	Morogoro Regional Centre, P.O. Box 2062, MOROGORO Tel.0232613303 Mob:0786330032 <i>Location:</i> 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:0754405408 658610083 <i>Location:</i> Mnarani Round About E-mail: drcmtwara@out.ac.tz	18	Mwanza Regional Centre, P.O. Box 2485, MWANZA Tel:028-2506025 Mob:0764580233 <i>Location:</i> Mkolani near TANESCO buildings E-mail:drcmwanza@out.ac.tz
19	Njombe Regional Centre, P.O. Box 938, NJOMBE Tel:0262782191 Mob:0713316845 <i>Location:</i> Regional Commissioner Compound E-mail:drcnjombe@out.ac.tz	20	Pemba Coordination Centre, P.O. Box 227, CHAKECHAKE Mob:0777424767 <i>Location:</i> Mkoani Road, Mr. Ally Seif Hemed Building. E-mail:drcpemba@out.ac.tz
21	RukwaRegionalCentre, P.O. Box 255, SUMBAWANGA, Mob:0758769408 <i>Location:</i> OUT Buildings at Former RUKWA-RETICO Ltd, Workshop E-mail:drcrukwa@out.ac.tz	22	Ruvuma Regional Centre, P.O. Box 338, SONGEA. Mob: 0754 635189 <i>Location:</i> Bohari Street E-mail:drcruvuma@out.ac.tz

23	Simiyu Regional Centre P.O. Box 269, BARIADI Tel.0282700123 Mob:0715154020 <i>Location:</i> Bomani (Former HASHI Offices) E-mail:drcsimiyu@out.ac.tz	24	Singida Regional Centre, P.O. Box 617, SINGIDA Mob:0621420581 <i>Location:</i> Barabara ya Chuo Kikuu Huria Makumbusho Building E-mail:drcsingida@out.ac.tz
25	Shinyanga Regional Centre, P.O. Box 1203, SHINYANGA Mob:0744403794 <i>Location:</i> Karena Road, Kambarage Street E-mail: drcshinyanga@out.ac.tz	26	Tabora Regional Centre, P.O. Box 1204, TABORA Tel.0262605519 Mob:0757210969 <i>Location:</i> Sued Street, Opposite Aga Khan Hospital E-mail:drctabora@out.ac.tz
27	Tanga Regional Centre, P.O. Box 5467, TANGA Tel.0272644348 Mob:0713656946 <i>Location:</i> Chumbageni JUWATA Street TUCTA Building E-mail:drctanga@out.ac.tz	28	Tunduru Coordination Centre P.O.Box70,TUNDURU Mob:0713184869 <i>Location:</i> Kalanje Street; Majengo Ward Offices Email:drctunduru@out.ac.tz
29	Zanzibar Coordination Centre, P.O. Box 2599, ZANZIBAR Mob: 0778701115 <i>Location:</i> 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: 0769434309/0779791513 <i>Location:</i> Mlowo Mtaa wa Kiwandani E-mail:drcsongwe@out.ac.tz
31	Kahama Coordination Centre P.O. Box 537, KAHAMA Mob: 0742951587 <i>Location:</i> Tabora Road, Nyihogo, Sazia Street (Community Centre) Email: drckahama@out.ac.tz		

## 5. Internalization and Convocation Unit

The objective of this Unit is to properly manage the increasingly growing numbers of international students and international linkages with OUT across the globe in a meaningful manner. The unit has the following functions

- i. Oversee the participation and compliance of OUT in national, regional and global initiatives such as the SADC and EAC Protocols;
- ii. Spearhead the increase of foreign students' enrolment in both

- undergraduate and postgraduate programs;
- iii. Improve correspondences with international students in order to promote enrolment, international support, partnership and outreach initiatives;
- iv. Maintain a positive relationship and a sense of mutual connection between the international admission office and the larger admission offices at OLIA;
- v. Demonstrate the ability to arrange supervision of examinations and supervision of research students abroad;

## **6. Directorate of Students' Services**

To ensure a conducive University learning environment in support of institutional vision, missions and objectives by taking care of all forms of students' welfare matters (personal, social and spiritual etc). The directorate has the following function

- i. To de develop, appropriate strategies for anticipating, controlling and managing students 'conflicts
- ii. To co-ordinate the management of the students' governance and student's organization(s);
- iii. To ensure an acceptable code of conduct and morality for students;
- iv. To serve as counselor to students on academic, social and health problems
- v. To coordinate career guidance counseling and job placement of students;
- vi. To organize sports, games and other social activities for students; and
- vii. To facilitate processing of students' loans applications where applicable.

## **7. Research, Publications and Innovation**

Research is the foundation of academic activities of all universities. The connection between research and publication is central. Publication is central to track record for grant-getting, promotions, status and standing, rankings, scholarly communication, citation/impact, and is the core of discovery. Research is also the veritable tool for advancing the frontier of knowledge and for updating the curricula for academic programs offered by the university. The directorate has the following functions

- i. To coordinates activities of Research and Development (R&D) and Science, Technology and Innovation (STI) in order to enhance the University's capacity to advance frontiers of knowledge;
- ii. To promote a sustainable research and publications culture within the University;

- iii. To facilitate research collaboration within and outside the university;
- iv. To oversee the implementation of research ethics policy and operational procedures;
- v. To coordinate the documentation of research database including the archiving of data in a retrievable (electronic data bases);
- vi. To safeguarding the intellectual property rights of the academic community of the University;
- vii. To coordinate all innovative development projects at OUT;
- viii. To put in place mechanisms that allow academic staff, graduates and individuals to convert their research outputs and/or business ideas to commercial companies

## **SENIOR OFFICERS OF THE OPEN UNIVERSITY OF TANZANIA**

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*Faculty of Law*

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*Director of Library Services*

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**STAFF LIST**

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*Manager, Vice Chancellor's Office*

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*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**

Ms. Mwajabu Lugunda: Cert. in Secondary Education, Certificate in Typing & Computer (VETA), Dip. Records Management.



## **OFFICE OF LEGAL SERVICES UNIT**

### ***Head of Legal Services Unit:***

Ms. Nelly G. M. Moshi (Advocate): LL.B (UDSM), LL.M (IT and Telecommunication) OUT

### ***Senior Legal Counsel***

Vacant

### ***Assistant to Secretary to Council (Human Resource Officer I)***

Ms. Brigiter James (Advocate): LL.B (Mzumbe)

### ***Human Resource Officer II***

Ms Getrude Kessy: Diploma in Secretarial Studies (TPSC), Bachelor of Human Resource Management (ISW)

### ***OMASEC***

Ms. Grace Mmanda: MDEA I (TPSC), Dip. in Secretarial Studies (TPSC)

### ***Senior Office Assistant***

Ms Leticia Laurent Misuka: CSE

## **DIRECTORATE OF PLANNING AND DEVELOPMENT**

Mr. Benjamini Bussu: B.A. Economics, Dar: PGD (International Business Mgt.), Dar: MEDD (UDSM)

### ***Personal Secretary***

### ***Principal Planning and Development Officer***

Vacant

### ***Environment and Sanitation Officer, OUT Campus Manager & Eletrical Technician***

Mr. Aniceth Mlingi: FTC (DIT)

### ***Estate Manager***

Mr. Said M. Juma: B.Sc. (Eng), UDSM, M.Sc. Construction Economy and Management (Ardhi University).

### ***Senior Civil Technician***

Mrs Fortunata Kisima: FTC (Rwegarulila Water Resources Institute), Bachelor of Building and Civil Engineering (DIT).

### ***Senior Eletrical Technician***

Mr Paul Hugo: FTC, Mbeya Tech.

***Civil Technician***

Mr. Nyiboto Seruka: FTC (DIT), Bachelor of Building and Civil Engineering (DIT)

***The Plumber***

Mr. Juma B. Hussien: Grade Test III (VETA DSM)

**INTERNAL AUDIT UNIT**

***Chief Internal Auditor***

Dr. Antipas D. F. Massawe: ADA (IFM), CPA (T)-PP (NBAA), MBA (F& B) (Mzumbe), Ph.D (OUT)

**Internal Auditor**

Ms Angela B. Mmbaga: BBA (OUT)

**PROCUREMENT MANAGEMENT UNIT**

***Head***

Mr. Daudi S. Sospeter: ADMM; CSP (T) (NBMM), M.Sc. (PSCM) Mzumbe

***Assistance Supplier II***

Mr. Nkanda Magayane

**COMMUNICATIONS AND MARKETING UNIT**

***Head***

Dr. Mohamed Omary Maguo: B.A. (Ed), M.A. (Kisw.), M.A. (DS), Ph.D (Kisw.)

***Secretary***

Ms Grace Ngata, Diploma in Secretarial Studies (TPSC)

***Head Department of Marketing***

Mr. Thomas Kilumbi: International Diploma in Computer Science (IIT/NCC), B.Sc-ICT (OUT), MSc-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

***Marketing Officers***

Ms Getrude Pastory: Shiyanga Regional Center: BBA (St. Augustine University of Tanzania), MPM (OUT)

Mr. Mwanauzi Babygeya: OUT HQ-Bcom (Hons) OUT, MBA (Marketing) Osmania University  
Ms. Martha Ephraim Antony: Tanga Regional Center; BAPRM (St Augustine University of Tanzania).  
Ms. Eliaichi Bethuel Kowero: Arusha Regional Center; BBA (St John's University of Tanzania)  
Mr. Nkwabi Siyabo: Tabora Regional Center, Bachelor of Arts in Marketing and Entrepreneurship (SUA)  
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**OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC, RESEARCH &CONSULTANCY)**

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**DIRECTORATE OF UNDERGRADUATE STUDIES**

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***Head of Department International Students***

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***Head of Department Links and Alumni and Convocation***

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***Head Department of Admission and Registration***

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*(Vacant)*

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**REGISTRY OFFICE**

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Ms. Magreth P. Komba (RMA II): Diploma in Records Management (TPSC)

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## **TRANSPORT AND LOGISTICS UNIT**

### ***Ag. Head-Transport Unit***

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Mr. Johnson Ngowo; Senior Driver II (DFED)

Mr. Hashim Kalenzo; Senior Driver II (DFBM)

Mr. George Kombe; Driver I (VC's office)

Mr. Deogratias Lwena; Driver I (DIEMT)

Mr. Shamsi Mzee; Driver II of the Deputy Vice Chancellor (PFA)

Mr. Bassam Jabir; Driver II (Deputy Vice Chancellor (ARC)

Mr. Twala A. Mwampagatwa; Driver II (DFASS)

Mr. James A. Masenga; Driver II (Dodoma RC)

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## **DIRECTORATE OF FINANCE AND ACCOUNTS**

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#### ***Principal Accountant I***

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#### **Principal Accountant**

Vacant

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***Accountants I***

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Vacant

***Assistant Accounts***

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Vacant

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***Senior Supplies Officer***

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***Director***

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**OFFICE OF THE DEPUTY VICE CHANCELLOR LEARNING  
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***Deputy Vice Chancellor Learning Technologies and Regional Services  
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**CONSULTANCY SERVICES DIRECTORATE**

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**INSTITUTE OF EDUCATIONAL AND MANAGEMENT  
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***Personal Secretary***

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***Administrative Officer***

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***Institute Planner and budgeting officer:***

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## **E-Learning Section**

### ***Coordinator of Section:***

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## **Multimedia section:**

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### ***List of Staff***

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## **ICT Services and Quality Control Unit**

### ***Coordinator of Unit:***

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## **ICT Services section**

### ***List of Staff:***

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### ***Coordinator of Section***

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## **ICT Quality Control Section**

### ***Coordinator of Section***

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### ***List of Staff***

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### ***Coordinator of Section***

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## **ICT Infrastructure Unit**

### ***Coordinator of Unit:***

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## **Information Systems Development and Administration Section**

### ***Coordinator of Section***

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## **Network Administration Section**

### ***Coordinator of Section***

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## **Hardware Maintenance Section**

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## **Assistive Technologies Unit (ASTU)**

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#### ***Senior Librarians***

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### ***Tutorial Librarians***

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Ms. Elinahamisa Mgya: BALIS (Tumaini University)  
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Mr. Underson Busunzu: BALIS (Tumaini University)  
Ms. Happy J. Shunda: BALIS (Tumaini University)  
Mr. Ally Msuya: BALIS (Tumaini University)  
Mr. Richard Mfinanga: BALIS (Tumaini University); Manyara Regional Centre  
Ms. Asia Adam Kassim: BALIS (Tumaini University); Dodoma Regional Centre  
Ms. Winifrida Sanga: BALIS (Tumaini University); Tanzania Iringa Regional Centre  
Ms. Happy Mhina: BALIS (Tumaini University); Kilimanjaro Regional Centre  
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## **LIST OF STAFF IN FACULTIES**

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- Ms. Elinahamisa Mgay: BALIS (Tumaini University)
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### **Department of Sociology and Social Work**

#### ***Head of Department and Lecturer***

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- Dr. Betty D. M. Mntambo: Dip. (Environmental Health Sciences) B.Sc. (Agriculture Education and extension), M.A (Rural Development), Sokoine University of Agriculture. Ph.D (International Development, University of East Anglia, Norwich, UK)

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- Dr. Chitegetse Minanago: B.A (Sociology), (hons); MA (Sociology) UDSM, Ph.D
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- Ms Asia Mwanzi: BSW (Institute of Social Work)
- \*\*On study leave

**FACULTY OF BUSINESS MANAGEMENT**

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## **FACULTY OF EDUCATION**

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### ***Senior Lecturer***

*(Vacant)*

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\*Mr. Christopher Charles: DipEd (Chang'ombe), BED (Science) (Mwenge); M.Ed.(Science) (UDSM)

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## **DEPARTMENT OF POLICY, PLANNING AND ADMINISTRATION**

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**FACULTY OF LAW**

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Mr. Moses Masami: LL.B (Hons) Mzumbe; LL.M (OUT)

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\*\*\*Leave without pay

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**DEPARTMENT OF PHYSICAL AND ENVIRONMENTAL SCIENCES**

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**INSTITUTE OF CONTINUING EDUCATION**

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## ALMANAC FOR THE 2023/2024 ACADEMIC YEAR

DATE	DAY	EVENT	RESPONSIBLE
01-Jul-23	Saturday	Opening of postgraduate applications window 1 academic year 2023/2024	DPGS
02-Jul-23	Sunday		
03-Jul-23	Monday	Start of CYP & CYW Field Practical	DICE/ DVC -ARC
04-Jul-23	Tuesday		
05-Jul-23	Wednesday		
06-Jul-23	Thursday		
07-Jul-23	Friday	Sabasaba Exhibitions	DCM
		Orientation and face to face for postgraduate students begins	DPGS
08-Jul-23	Saturday		
09-Jul-23	Sunday		
10-Jul-23	Monday		
11-Jul-23	Tuesday	Beginning of Panel Marking for June 2022 Exams	DTLES
12-Jul-23	Wednesday		
13-Jul-23	Thursday		
14-Jul-23	Friday		
15-Jul-23	Saturday	The major application window opens for the 2023/24 Admission Cycle	DVC - ARC/DUGS
16-Jul-23	Sunday		
17-Jul-23	Monday		
18-Jul-23	Tuesday		
19-Jul-23	Wednesday		
20-Jul-23	Thursday		
21-Jul-23	Friday		
22-Jul-23	Saturday		
23-Jul-23	Sunday		
24-Jul-23	Monday	<i>Start registration of intellectual assets</i>	DRPI
25-Jul-23	Tuesday	FLW EXAMINERS'S BOARD MEETING	DFLW
26-Jul-23	Wednesday		
27-Jul-23	Thursday		
28-Jul-23	Friday	FLW Postgraduate Face to Face Begins	DFLW
29-Jul-23	Saturday		
30-Jul-23	Sunday		
31-Jul-23	Monday	End of CYP & CYW Field Practical	DICE/ DVC- ARC
01-Aug-23	Tuesday	Academic Journal Article Publication Standards	DRPI
02-Aug-23	Wednesday	FASS BOARD MEETING	DFASS
		<i>Research Groups Meeting</i>	DRPI
03-Aug-23	Thursday	LIBRARY BOARD	DLS

DATE	DAY	EVENT	RESPONSIBLE
04-Aug-23	Friday	FBM BOARD MEETING	DFBM
		Begin of Exam Registration for Sept 2022 Exams	DTLES
		Deadline for the first application window	DUGS
05-Aug-23	Saturday		
06-Aug-23	Sunday	Orientation and face to face of Postgraduate students ends	DPGS
07-Aug-23	Monday	ICE BOARD MEETING	DICE
08-Aug-23	Tuesday		
09-Aug-23	Wednesday	FED BOARD MEETING	DFED
		Examination Technical Committee	DTLES
10-Aug-23	Thursday	FLAW BOARD MEETING	DFLAW
11-Aug-23	Friday	FSTES BOARD MEETING	DFSTES
		Innovation Ideation Workshop	DRPI
12-Aug-23	Saturday		DIEMT
13-Aug-23	Sunday		
14-Aug-23	Monday	IEMT BOARD	DIEMT
		Submission of students admitted in the first application window to TCU	DVC ARC DUGS
15-Aug-23	Tuesday		
		Learning Teaching Material Writing Skills Workshop	DRPI
16-Aug-23	Wednesday	TENDER BOARD	CHAIRPERSON, TB
17-Aug-23	Thursday	GENDER STEERING COMMITTEE	VC, DGU
		DPGS Advisory Board	DPGS
18-Aug-23	Friday	TASC	VC
		Professors Forum	DRPI
		Deadline for submission of students admitted in the first application window to TCU	DUGS
		3 <sup>RD</sup> Trimester Face to Face for All Postgraduate Programmes Begins	DFED, DVC(AC)
19-Aug-23	Saturday		
20-Aug-23	Sunday		
21-Aug-23	Monday	IGSC	DVC (PFA), IGU
		End of 3 <sup>RD</sup> Trimester Face to Face for All Postgraduate Programmes	DFED, DVC (AC)
22-Aug-23	Tuesday	QACC (Coordinators)	DQA
		Announcement of students admitted in the first round of admission	DUGS

DATE	DAY	EVENT	RESPONSIBLE
23-Aug-23	Wednesday	CSTC (Coordinators)	DCS
		RPIC	DRPI
24-Aug-23	Thursday		
25-Aug-23	Friday	RDCC	DVC – LT/RS
		Announcement of students admitted in the first application window	DUGS
26-Aug-23	Saturday	End of Exam Registration for Sept 2022 Exams	DTLES
27-Aug-23	Sunday		
28-Aug-23	Monday	GENDER STEERING COMMITTEE	VC, CGU
		Opening of second application window for undergraduate applications Confirmation window for applicants admitted in the first application window	DUGS
29-Aug-23	Tuesday		
30-Aug-23	Wednesday	POSTGRADUATE STUDENTS COMMITTEE	DVC - ARC
31-Aug-23	Thursday	UNDERGRADUATE STUDENTS COMMITTEE	DUGS, DVCAC
01-Sep-23	Friday	QUALITY ASSURANCE COMMITTEE	DVCARC, DQAC
02-Sep-23	Saturday		
03-Sep-23	Sunday	Deadline for second window application	DUGS
04-Sep-23	Monday	MANAGEMENT MEETING	VC, MVO
		<i>OUT Innovation hub Orientation</i>	DRPI
05-Sep-23	Tuesday	ICT STEERING COMMITTEE	VC/DIEMT
		Special MTT begins for all students	DTLES
		FLAW BOARD MEETING	DFLAW
06-Sep-23	Wednesday	AUDIT COMMITTEE	VC/DVC PFA
		Deadline for confirmation window for applicants admitted in the first application window	DUGS
07-Sep-23	Thursday	ESTATE & INVESTMENT COMMITTEE	VC/STC
08-Sep-23	Friday	STUDENTS AFFAIRS COMMITTEE-SAC	DVC - ARC, DOS
09-Sep-23	Saturday		
10-Sep-23	Sunday		

DATE	DAY	EVENT	RESPONSIBLE
11-Sep-23	Monday	FINANCE, PLANNING & DEVP COMMITTEE	VC/DVCPFA
		Submission of students admitted in the second application window	DUGS
12-Sep-23	Tuesday	CONSULTANCY SERVICES COMMITTEE	DVC ARC/DCS
13-Sep-23	Wednesday		
		Innovation Pre-Incubation Workshop	DRPI
		End of Special Main Timed Test	DTLES
14-Sep-23	Thursday	Begin of Special/Supp Exams for all students	DTLES
15-Sep-23	Friday		
		Deadline for submission of students admitted in the second application window	DUGS
16-Sep-23	Saturday		
17-Sep-23	Sunday		
18-Sep-23	Monday	117 SENATE MEETING	VC/DVC – ARC, STS
19-Sep-23	Tuesday	HUMAN RESOURCES MANAGEMENT-HRMC	VC, DVC-PFA, STC
		Opening of third round application	DUGS
20-Sep-23	Wednesday	FLAW RESEARCH DAY WORKSHOP	DFLAW
21-Sep-23	Thursday	ALUMNI DAY DODOMA	VC,
22-Sep-23	Friday	Professors Forum Meeting	DRPI
23-Sep-23	Saturday	End of Special/Supp Exams for all students	DTLES
24-Sep-23	Sunday		
25-Sep-23	Monday	Third application window Confirmation window for applicants admitted in the 1 st and 2 nd application windows	DUGS
		LL.B Moot Courts/Mock Trials/Practical Begins	DFLW
26-Sep-23	Tuesday	117 COUNCIL MEETING	VC/STC
27-Sep-23	Wednesday	FED 1 <sup>st</sup> International Conference Begins	DFED
28-Sep-23	Thursday	FLW FACULTY AFFAIRS MEETING DAY	DFLW



DATE	DAY	EVENT	RESPONSIBLE
		4FED 1 <sup>st</sup> International Conference Begins	DFED
29-Sep-23	Friday	Deadline for third application window	DUGS
		FED 1 <sup>st</sup> International Conference Begins	DFED
30-Sep-23	Saturday	End of postgraduate applications window 1 academic year 2023/2024	DPGS
		Deadline for confirmation window for applicants admitted in the 1 <sup>st</sup> and 2 <sup>nd</sup> application windows	DUGS
01-Oct-23	Sunday		
02-Oct-23	Monday	Undergraduate admission Board round 3	DUGS
03-Oct-23	Tuesday		
04-Oct-23	Wednesday	FASS BOARD MEETING	DFASS
		Examination Technical Committee	DTLES
		Submission of students admitted in the 3rd application windows	DUGS
05-Oct-23	Thursday	LIBRARY BOARD	DVCLT/RS, DLS
		FASS BOARD MEETING	DFASS
06-Oct-23	Friday	FBM BOARD MEETING	DFBM
		Research groups	DRPI
07-Oct-23	Saturday		
08-Oct-23	Sunday		
09-Oct-23	Monday	ICE BOARD MEETING	DICE
10-Oct-23	Tuesday	FED BOARD MEETING	DFED
		CSTC (Coordinators)	DCS
		Announcement of applicants admitted in the third application window Confirmation window for applicants admitted in the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> application windows	DUGS
11-Oct-23	Wednesday	FLAW BOARD MEETING	DFLAW
		Learning and Teaching Material Training Workshop	UTLS
		DPGS Advisory Board	DPGS
		FLAW BOARD MEETING	DFLAW
12-Oct-23	Thursday	SPECIAL MANAGEMENT MEETING	VC
		FSTES BOARD MEETING	DFSTES
13-Oct-23	Friday	IEMT BOARD	DIEMT
14-Oct-23	Saturday	Mwl Nyerere Day	ALL
15-Oct-23	Sunday		
16-Oct-23	Monday	<i>OUT Innovation hub Orientation</i>	DRPI
17-Oct-23	Tuesday	OBC BOARD MEETING	DVC LT & RS/DCS

DATE	DAY	EVENT	RESPONSIBLE
		FSTES BOARD	DFFSTES
18-Oct-23	Wednesday	CSC	DVC-ARC/DCS
		TENDER BOARD	CHAIR, TB
		FED Research Day	DFED
19-Oct-23	Thursday	TASC MEETING	VC
		Stress Management Training	VC/ MANAGEMENT
20-Oct-23	Friday	IGSC	DVCRM, CORD. IGU
		Announcement of all applicants admitted in the 2023/24 Academic Year	DUGS
		QACC (Coordinators)	DQA
21-Oct-23	Saturday	Commencement of 2023/24 Academic year	DVC ARC/DUGS
22-Oct-23	Sunday		
23-Oct-23	Monday	SAC	DVC - ARC, DOS
		GRADUATION COMMITTEE	DVC - ARC
		FLAW Training on Research and Publication	DFLAW
24-Oct-23	Tuesday	ICT STEERING COMMITTEE	DVC LT/RS VC
		Deadline for confirmation window for applicants admitted in the 1st, 2nd and 3rd application windows	DUGS
25-Oct-23	Wednesday	RDCC	DVC – LT/RS
		Research Paper/Seminar Presentation Workshop	DRPI
		TASK	VC
		FLAW LLB Oral Examination Commences Begins	DFLAW
26-Oct-23	Thursday	CVCPT	VC
		IGSC	DVC (PFA)
27-Oct-23	Friday	UGSC	DVC - ARC /DUGS
28-Oct-23	Saturday		
29-Oct-23	Sunday		
30-Oct-23	Monday	PGSC	DVC – ARC/DPGS
31-Oct-23	Tuesday	RPIC	DVC – ARC/DRPI
		Release of selected postgraduate students 2023/2024 academic year-Batch 1	DPGS
		LL.B Moot Courts/Mock Trials/Practical Begins	DFLW
01-Nov-23	Wednesday	QACC	VC, DQAC

DATE	DAY	EVENT	RESPONSIBLE
		Opening of postgraduate applications window 2022/2023 academic year-Batch 2	DPGS
02-Nov-23	Thursday	AUDIT COMMITTEE	DVC (PFA), STC
03-Nov-23	Friday	HRMC	VC, DVC- (PFA), STC
04-Nov-23	Saturday		
		Official inauguration and Orientation for October 2023/2024 intake	DVC ARC/DUGS
05-Nov-23	Sunday		
06-Nov-23	Monday	ESTATE & INVESTMENT COMMITTEE	DVC RM/STC
07-Nov-23	Tuesday	FPDC	STC
08-Nov-23	Wednesday		
09-Nov-23	Thursday	118 SENATE MEETING	DVC - ARC /STC
10-Nov-23	Friday	Professors' Forum meeting	DVC – ARC/DRPI
11-Nov-23	Saturday		
12-Nov-23	Sunday		
13-Nov-23	Monday		
14-Nov-23	Tuesday	FLW EXAMINERS'S BOARD MEETING	DFLW
15-Nov-23	Wednesday	MANAGEMENT MEETING	VC/ DVC (PFA)
16-Nov-23	Thursday		
17-Nov-23	Friday	118 COUNCIL MEETING	Chairman, VC
18-Nov-23	Saturday		
19-Nov-23	Sunday		
20-Nov-23	Monday		
21-Nov-23	Tuesday		
22-Nov-23	Wednesday		
23-Nov-23	Thursday		
24-Nov-23	Friday		
25-Nov-23	Saturday	Deadline for Submission of first year transfers	DUGS
26-Nov-23	Sunday		
27-Nov-23	Monday	Submission of Students admission and credit transfers	DUGS
28-Nov-23	Tuesday		
29-Nov-23	Wednesday	CONVOCATION	President of Convocation
30-Nov-23	Thursday	42 <sup>ND</sup> GRADUATION CEREMONY	DVC - ARC
01-Dec-23	Friday	FED Postgraduate Orientation Starts	DVC(AC), DFED
02-Dec-23	Saturday		
03-Dec-23	Sunday		

DATE	DAY	EVENT	RESPONSIBLE
04-Dec-23	Monday	Announcement of transferred students	DUGS
		FED Postgraduate Orientation Ends	DFED, DVC (AC)
05-Dec-23	Wednesday	HEALTH AWARENESS DAY	VC/TASC Coordinator
06-Dec-23	Thursday	Intensive Face to Face for DPTE begins	DVC-AC, DICE, DPTE Coordinator
07-Dec-23	Friday	Orientation and face to face for postgraduate students begins	DVC - ARC /DPGS
08-Dec-23	Saturday	SPORTS BONANZA	DOS
09-Dec-23	Sunday		
10-Dec-23	Monday		
11-Dec-23	Tuesday		
12-Dec-23	Wednesday	FLW Postgraduate Orientation and Face to Face Begins	DFLW
13-Dec-23	Thursday		
14-Dec-23	Friday		
15-Dec-23	Saturday		
16-Dec-23	Sunday		
17-Dec-23	Monday	Orientation and face to face of Postgraduate students ends	DPGS
18-Dec-23	Tuesday		
19-Dec-23	Wednesday		
20-Dec-23	Thursday	End of orientation for 2021/2022 November intake/ Intensive Face-to-Face for DPTE ends	DICE
21-Dec-23	Friday		
22-Dec-23	Saturday		
23-Dec-23	Sunday		
24-Dec-23	Monday		
25-Dec-23	Tuesday	CHRISTMAS DAY	Public Holiday
26-Dec-23	Wednesday	BOXING DAY	Public Holiday
27-Dec-23	Thursday		
28-Dec-23	Friday		
29-Dec-23	Saturday		
30-Dec-23			
31-Dec-23	Sunday	The deadline for submission of the 2023/24 academic year enrolment data	DUGS
01-Jan-24	Monday	NEW YEAR 2023	Public Holiday
02-Jan-24	Tuesday	Begin of Exam Registration for Jan 2023 Session	DTLES
03-Jan-24	Wednesday	Start of OFP Intensive Face to Face	DVC ACD/DICE

DATE	DAY	EVENT	RESPONSIBLE
04-Jan-24	Thursday	End registration of intellectual assets	DRPI
05-Jan-24	Friday	USRC	VC/DOS
06-Jan-24	Saturday		
07-Jan-24	Sunday		
08-Jan-24	Monday		
09-Jan-24	Tuesday	End of OFP Intensive Face to Face	DVC ACD/DICE
10-Jan-24	Wednesday		
11-Jan-24	Thursday	FLW Postgraduate Orientation and Face to Face Begins	DFLW
12-Jan-24	Friday	MANAGEMENT MEETING	VC
13-Jan-24	Saturday		
14-Jan-24	Sunday		
15-Jan-24	Monday	Opening of application window 2023/24 April intake	DVC ARC/DUGS
		FBM Field Practice Begins	DFBM
16-Jan-24	Tuesday	LL.B Moot Courts/Mock Trials/Practical Begin	DFLW
17-Jan-24	Wednesday	FASS BOARD	DFASS
18-Jan-24	Thursday		
19-Jan-24	Friday	TENDER BOARD	CHAIRPERSON /PMU
20-Jan-24	Saturday	FBM BOARD	DFBM
21-Jan-24	Sunday		
22-Jan-24	Monday		
23-Jan-24	Tuesday	ICE BOARD	DICE
24-Jan-24	Wednesday		
25-Jan-24	Thursday	FED BOARD MEETING	DFED
		End of Exam Registration for Jan 2023 Session	DTLES
26-Jan-24	Friday	LIBRARY BOARD	DVCLT/RS, DLS
27-Jan-24	Saturday		
28-Jan-24	Sunday		
29-Jan-24	Monday	FLAW BOARD	DFLAW
		FASS BOARD MEETING	DFASS
		FLAW BOARD MEETING	DFLAW
30-Jan-24	Tuesday	FSTES BOARD MEETING	DFSTES
		Begin of Main Timed Test for Jan 2023 Session	DTLES

DATE	DAY	EVENT	RESPONSIBLE
31-Jan-24	Wednesday	End of postgraduate applications window 2 academic year 2023/2024	DPGS
01-Feb-24	Thursday	IEMT BOARD	DIEMT
		Research Paper/Seminar Presentation Workshop	DRPI
02-Feb-24	Friday	CONSULTANCY BOARD	DVC LT & RS/DCS
		Trimester one FED face to Face for Postgraduate Begins	DVC (AC), DFED
03-Feb-24	Saturday		
04-Feb-24	Sunday		
05-Feb-24	Monday	SAC	DVC - ARC, DOS
		Trimester one FED Postgraduate face to Face Begins	DVC (AC), DFED
06-Feb-24	Tuesday	GENDER STEERING COMMITTEE	VC, CGU
		Teaching and learning Material Writing Skills Workshop	DRPI
		CSTC(Coordinators)	DCS
07-Feb-24		TASC	VC
	Wednesday	End of Main Timed Test for Jan 2023 Session	DTLES
08-Feb-24		Income Generation SC	DVC PFA
	Thursday	Begin of Special/Supp for Jan 2023 Session	DTLES
09-Feb-24		QAC (Coordinators)	DQA
	Friday	DPGS Advisory Board	DPGS
10-Feb-24	Saturday		
11-Feb-24	Sunday		
12-Feb-24	Monday		
13-Feb-24	Tuesday	ICT Steering Committee	VC
		CSC	DVC-ARC/DCS
		Field Practicals for PSPA Starts	DFASS
14-Feb-24	Wednesday	RDCC Meeting	DVCLT/RS
		RPIC	DVC - ARC, DRPI
		Beginning of Teaching practice	DVC ACAD, DFED, DICE
15-Feb-24	Thursday	<i>OUT Innovation hub Orientation</i>	DRPI
16-Feb-24	Friday	MANAGEMENT COMMITTEE	VC
17-Feb-24	Saturday	End of Special/Supp for Jan 2023 Session	DTLES
18-Feb-24	Sunday		
19-Feb-24	Monday	UGSC	DVC - ARC, DUGS

DATE	DAY	EVENT	RESPONSIBLE
20-Feb-24	Tuesday	PGSC	DVC – ARC/DPGS
21-Feb-24	Wednesday	FLW EXAMINERS'S BOARD MEETING	DFLW
22-Feb-24	Thursday	RPIC	DVC - ARC
23-Feb-24	Friday	QACC	VC, DQAC
24-Feb-24	Saturday		
25-Feb-24	Sunday		
26-Feb-24	Monday		
27-Feb-24	Tuesday	AUDIT COMMITTEE	DVC PFA, CIA
		Begining of Online Coursework Assessment (MCA)	DTLES
		Workers Council Meeting (Zones)	VC/SWC
28-Feb-24	Wednesday	ESTATE & INVESTMENT COMITTEE	DVCs /STC
29-Feb-24	Thursday	Opening of postgraduate applications window 2022/2023 academic year-Batch 3	DPGS
		FLAW Research and Publication Training	DFLAW
01-Mar-24	Friday		
02-Mar-24	Saturday		
03-Mar-24	Sunday		
04-Mar-24	Monday		
05-Mar-24	Tuesday		
06-Mar-24	Wednesday	HRMC	DVC PFA
		Beginning of SOSW Field Practicum	DFASS
07-Mar-24	Thursday	FINANCE PLANNING &DEVP Committee	VC/STC
08-Mar-24	Friday	Examination Technical Committee	DTLES
09-Mar-24	Saturday	End of Online Coursework Assessment (MCA)	DTLES
10-Mar-24	Sunday		
11-Mar-24	Monday		
12-Mar-24	Tuesday	Orientation and face to face of Postgraduate students begins	DPGS
13-Mar-24	Wednesday	EXECUTIVE COMMITTEE OF MASTERS WORKERS COUNCIL	VC/SWC
14-Mar-24	Thursday		
15-Mar-24	Friday	MASTER WORKERS COUNCIL	VC/DVC PFA
16-Mar-24	Saturday	Deadline for application window 2023/24 April intake	DUGS
17-Mar-24	Sunday		

DATE	DAY	EVENT	RESPONSIBLE
18-Mar-24	Monday	Undergraduate admission Board for April intake	DUGS
19-Mar-24	Tuesday	Orientation and face to face of Postgraduate students ends	DPGS
20-Mar-24	Wednesday		
21-Mar-24	Thursday	119 SENATE MEETING	VC/ DVC - ARC
22-Mar-24	Friday	Announcement of all selected applicants April intake	DUGS
		LL.B Moot Courts/Mock Trials/Practical Begins	DFLW
23-Mar-24	Saturday		
24-Mar-24	Sunday		
25-Mar-24	Monday		
26-Mar-24	Tuesday		
27-Mar-24	Wednesday		
28-Mar-24	Thursday	End of teaching practice	DVC AC, DFED, DICE
29-Mar-24	Friday	FBM Field Practice Ends	DFBM
30-Mar-24	Saturday	LL.B Moot Courts/Mock Trials/Practical End	DFLW
31-Mar-24	Sunday	119 COUNCIL MEETING	VC, STC
01-Apr-24	Monday	Commencement of academic year 2023/2024 April intake	DVC ARC /DUGS
02-Apr-24	Tuesday		
03-Apr-24	Wednesday		
04-Apr-24	Thursday		
05-Apr-24	Friday	Field assessments for Journalism and Media Studies Starts	DFASS
06-Apr-24	Saturday		
07-Apr-24	Sunday		
08-Apr-24	Monday		
09-Apr-24	Tuesday	PSPA Field Practical Ends	DFASS
10-Apr-24	Wednesday	FASS BOARD	DFASS
11-Apr-24	Thursday	FLW Training Research and Publications	DFLW
12-Apr-24	Friday	LIBRARY BOARD	DVCLTRS/DLS
13-Apr-24	Saturday	Orientation for April intake 2023/2024	DUGS
14-Apr-24	Sunday	FBM BOARD	DFBM
15-Apr-24	Monday		
16-Apr-24	Tuesday		
17-Apr-24	Wednesday	End of SOSW Field Practicum	DFASS
		PSPA Field Practicals Ends	"



DATE	DAY	EVENT	RESPONSIBLE
18-Apr-24	Thursday	ICE BOARD	DICE
19-Apr-24	Friday	FED BOARD	DFED
20-Apr-24	Saturday		
21-Apr-24	Sunday		
22-Apr-24	Monday	FLAW BOARD MEETING	DFLAW
		Geography Field Practicals Begins	DFASS
23-Apr-24	Tuesday	DPGS Advisory Board	DPGS
24-Apr-24	Wednesday	CONSULTANCY BOARD	DVC LT & RS/DCS
25-Apr-24	Thursday	FSTES BOARD	DFSTES
26-Apr-24	Friday	IEMT BOARD	DIEMT
27-Apr-24	Saturday		
28-Apr-24	Sunday		
29-Apr-24	Monday		
30-Apr-24	Tuesday	Begin of Exam Registration for June 2023 Session	DTLES
01-May-24	Wednesday	MAY ((LABOUR) DAY	ALL
02-May-24	Thursday	EXECUTIVE MANAGEMENT MEETING	VC, DVCs
03-May-24	Friday	CSTC (Coordinators)	DCS
		2 <sup>nd</sup> Trimester Face to Face FED Postgraduate Students begins	DVC (AC), DFED
04-May-24	Saturday		
05-May-24	Sunday		
06-May-24	Monday	TENDER BOARD	CHAIRPERSON OF TB
		2 <sup>nd</sup> Trimester FED Face to Face Postgraduate ends	DVC (AC), DFED
07-May-24	Tuesday	Beginning of library field practical	DICE /DVC ARC
08-May-24	Wednesday	QAC (Coordinators)	DQA
09-May-24	Thursday	QAC (Coordinators)	DQA
10-May-24	Friday	Tourism Field Trip Begins	DFASS
11-May-24	Saturday		
12-May-24	Sunday		
13-May-24	Monday	TASC	VC
14-May-24	Tuesday	IGSC	GUC
15-May-24	Wednesday	RDCC	DVC LT&RS
16-May-24	Thursday	CONSULTANCY SERVICES COMMITTEE	DVC-ARC/DCS
17-May-24	Friday	ICT STEERING COMMITTEE	VC
18-May-24	Saturday	Tourism Field Trip Ends	DFASS
19-May-24	Sunday		
20-May-24	Monday	UGSC	DVC ARC/DUGS
21-May-24	Tuesday		

DATE	DAY	EVENT	RESPONSIBLE
22-May-24	Wednesday	Geography Field Practical Begins	DFASS
23-May-24	Thursday		
24-May-24	Friday	FLW Postgraduate Orientation and Face to Face Begins	DFLW
25-May-24	Saturday		
26-May-24	Sunday		
27-May-24	Monday	SAC	DVC – ARC, DOS
28-May-24	Tuesday	End of Exam Registration for June 2023 Session	DTLES
29-May-24	Wednesday	Research PIC	DVC - ARC
		MANAGEMENT MEETING	VC
30-May-24	Thursday		
31-May-24	Friday	QACC	VC
		End of postgraduate applications window 3 academic year 2023/2024	DPGS
		Field Assessment for Journalism and Media Studies Ends	DFASS
01-Jun-24	Saturday		
02-Jun-24	Sunday	Begin of Special MTT for June 2023 Session	DTLES
03-Jun-24	Monday	PGSC	DVC ARC/DPGS
04-Jun-24	Tuesday	AUDIT COMMITTEE	DVCPFA
05-Jun-24	Wednesday	End of postgraduate applications window 2022/2023 academic year-Batch 3	DPGS
06-Jun-24	Thursday	End of library field practical	DICE /DVC ARC
		HRMC	DVC RM, VC
07-Jun-24	Friday	DRPIC	DRPI/DVC - ARC
08-Jun-24	Saturday		
09-Jun-24	Sunday	ESTATE & INVESTMENT COMITTEE	DVCPFA/STC
10-Jun-24	Monday	End of Special MTT for June 2023 Session	DTLES
11-Jun-24	Tuesday	Begin of Final Examinations for June 2023 Session	DTLES
12-Jun-24	Wednesday		
13-Jun-24	Thursday		
14-Jun-24	Friday		
15-Jun-24	Saturday		
16-Jun-24	Sunday		
17-Jun-24	Monday	FPDC	VC/STC
18-Jun-24	Tuesday	120 SENATE MEETING	VC/ DVC – ARC, STC

<b>DATE</b>	<b>DAY</b>	<b>EVENT</b>	<b>RESPONSIBLE</b>
19-Jun-24	Wednesday	Orientation and face to face for postgraduate students begins	DVC - ARC /DPGS
20-Jun-24	Thursday	End of Final Examinations for June 2023 Session	DTLES
21-Jun-24	Friday		
22-Jun-24	Saturday		
23-Jun-24	Sunday		
24-Jun-24	Monday	120 COUNCIL MEETING	VC, STC
25-Jun-24	Tuesday		
26-Jun-24	Wednesday	FLW FACULTY AFFAIRS MEETING DAY	DFLW
27-Jun-24	Thursday	Begin of Panel Marking for Foundation Program	DTLES
		FLAW Research and Publication Training	DFLAW
28-Jun-24	Friday	Orientation and face to face for postgraduate students ends	DVC - ARC /DPGS
		Release of selected postgraduate students 2023/2024 academic year-Batch 3	DPGS
29-Jun-24	Saturday		
30-Jun-24	Sunday	END OF GOVERNMENT'S 2022/2023 FINANCIAL YEAR	

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City Corporate Branch

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Tel. +255 (0)22 2112123

CRDB Bank,

Kijitonyama Branch

P.O. Box 34654, Dar es Salaam

Tel. +255 (0)22 2771987

National Microfinance Bank

P.O. Box 9031, Dar es Salaam

## APPENDICES

### APPENDIX I: GENERAL COURSEWORK EXAMINATION REGULATIONS

#### 1. Assessment

- 1.1 All courses shall be examined during the academic year in which they are studied. The assessment shall consist of coursework assessment such as written timed test, term paper and online assignment and a final (annual) examination, at the end of the academic year. Both coursework assessment and Annual examination shall contribute to the final grade.
- 1.2 Science practical, teaching practice and other field related assignments will constitute independent units, not examinable, but assessed through reports submitted by students.
- 1.3 The pass mark for both coursework and examinations combined shall be 50% for all postgraduate programmes.
- 1.4 A candidate who fails to attain the pass mark, after sitting for the annual exam will be allowed to write a supplementary examination after paying the required examination fee. The maximum grade attainable in a supplemented subject is B.
- 1.5 A candidate who fails in a supplementary examination will be required to repeat the subject. Repeating a subject means doing the continuous assessment (test) and annual examination. The maximum grade attainable in a repeated subject is B.
- 1.6 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.
- 1.7 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.
- 1.8 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.

#### 2. 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 at latest, before the commencement of examinations period.

### **3. Eligibility for Examinations**

- 3.1 A candidate shall be admitted to examinations for subjects in which the candidate is registered for at the beginning of the academic year.
- 3.2 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.
- 3.3 A candidate shall be permitted to sit for the Annual Examination (AE) after covering learning objectives in all the 6 Knowledge Areas of each course and after having paid 100% of all requisite tuition and examination fees.

### **5 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.

### **6 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.

### **7 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.

### **8. Examination Malpractices and Irregularities Regulations**

#### **8.1 *Malpractices in Relation to Coursework***

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

#### **Penalty**

Any student/candidate found guilty of the offence under Regulation 8.1 above shall be liable to:

- a) Cancellation of his/her assignment, AND



- b) Suspension from his/her studies for a period of one academic year.

### **8.2 *Fraud in Relation to Coursework***

It shall be an offence for a student/candidate to:

- (a) Submit assignment not prepared by him/her.
- (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/candidate 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 his/her coursework, AND
- b) Suspension from his/her studies for a period of one academic year,  
OR
- c) Discontinuation from the University.

### **8.3 *Malpractices in the Conduct of Examinations***

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

- (a) Sit or attempt to sit the 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/candidate 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/candidate 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/candidate found guilty of contravening Rule 8.3(h) above shall be discontinued from the University.

**8.4 *Cheating in an Examination/ Timed Test***

It shall be an offence for any student/candidate 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 candidate/student.
- (c) Aid and/or abet another candidate/student to copy from a script/booklet of another person.
- (d) Exchange answers with another candidate/student in or outside the examination room.
- (e) Collaborate with another candidate/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.

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 candidate/ student has preferred an appeal within the prescribed time.

### **8.5 *Fraud in Examinations/Timed Tests***

It shall be an offence for a student/candidate 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) Present false 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) 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.

### ***8.6 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:

- (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.

### **8.7 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 taken into account:

- (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.

### **8.8 Procedure for Hearing of Malpractice Cases**

8.8.1 Hearing of examination malpractices and irregularities shall be done by the Examination Irregularities Committee (EIC) appointed by Senate.

8.8.2 The Irregularities Committee shall forward its findings and recommendations to the Postgraduate Studies Committee (RPPC) for final verdict and decisions.

8.8.3 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,
- (e) Staff not to sit in judgment of their own cause, and
- (f) Consistency in punishments.

### **8.9 Appeals against Examination Irregularities**

8.9.1 Students wishing to exercise their right of appeal against a decision made by Senate subcommittee i.e. PGSC should address the appeal hearing to the University Senate.

- 8.9.2 A student/candidate 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.
- 8.9.3 A student/candidate 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.
- 8.9.4 The appeal shall be in writing addressed to DVC (ARC) and copied to the Faculty /Institute where the student/candidate belongs stating clearly the grounds of appeal. The DVC (ARC) shall acknowledge in writing to the student/candidate receipt of the appeal.
- 8.9.5 The student/candidate 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.
- 8.9.6 The Senate Appeals Sub-Committee shall have power, on cause being shown, to allow the student/candidate present additional evidence which was not in his possession at the time of appearance before the Irregularities Committee.
- 8.9.7 In hearing the appeal, the Senate Appeals Sub-committee shall take into account the principles set out under Regulation 8.8.
- 8.9.8 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.
- 8.9.9 All appeals lodge in accordance with Regulation 8.9.3 shall be finally determined within a period of one year.

## **9.0 Examination Appeal Procedures**

- 9.1 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 lodged within the PERIOD OF SIX MONTH from the date of publication of the results by or under the authority of the SENATE.
- 9.2 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.
- 9.3 Students appealing for remarking will be required to pay the cost for searching the scripts, remarking, 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

## 16 **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.
- 16.8 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.
- 16.9 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.
- 16.10 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.
- 16.11 It shall be the responsibility of every candidate to see to it that orderliness and tranquility are maintained in an examination room.

- 16.12 Question papers for any given examination shall not be taken out of the examination room.
- 16.13 No candidate shall leave the examination room during the last ten minutes of the time allocated, except in case of emergency.
- 16.14 No candidate shall be allowed to enter or leave an examination room with an empty or used answer book.
- 16.15 Cellular or mobile phones are strictly prohibited during examination and in the examination room.

## **17 Practices during the Examination**

- 17.1 At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.
- 17.2 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.
- 17.3 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.
  - 17.3.1 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.
  - 17.3.2 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.



#### 17.4 **General**

- 17.4.1 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 room shall be announced by the Chief Invigilators.
- 17.4.2 Cases of illness during the examination sessions should be reported to the Chief Invigilators or Directors of Regional Centres as soon as possible.
- 17.4.3 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.
- 17.4.5 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.

#### 18.0 **Academic offences for which a student can be charged**

- 18.1 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 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.
- 18.2 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.
- 18.3 Misrepresenting or aiding another person to misrepresent material facts for the purpose of gaining admission, enrollment or academic advantage.
- 18.4 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.
- 18.5 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.
- 18.6 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.

- 18.7 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.
- 18.8 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.
- 18.9 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.
- 18.10 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.
- 18.11 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.

## **APPENDIX II: GUIDELINES FOR PREPARING A DETAILED RESEARCH PROPOSAL**

### **COVER PAGE**

The cover page shall present the following information

1. Name of the Faculty
2. Name of the Department
3. Name of programme
4. Code of the course
5. Title of the research
6. Name of student and registration number, and contacts (phone Nos and email address)
7. Name of supervisor(s) and contact (Phone Nos and email addresses)
8. Date: month and year

### **9. INTRODUCTION**

#### **9.1 BACKGROUND TO THE STUDY**

Explain, by way of introduction, what you want to write about in this section.

Describe the background to the study here focusing on

- (i) How has the problem developed?
- (ii) Who are involved?
- (iii) Why is it a problem and to whom? etc.

#### **9.2 STATEMENT OF THE RESEARCH PROBLEM**

Explain and justify what you perceive to be the problem that requires this research.

#### **9.3 RESEARCH OBJECTIVES**

##### **9.3.1 General research Objective**

State a general research objective which reflects the research title

##### **9.3.2 Specific research objectives**

State the specific research objectives, all of which should link to, and build up, to the general research objective. All the specific objectives should be SMART compliant

#### **RESEARCH QUESTIONS/HYPOTHESES**

From the specific research objectives state research questions/hypotheses

#### **9.4 SIGNIFICANCE OF THE STUDY**

Significance of the study should address the contribution of the study to pool of global knowledge, policy, practice, processes, etc.

## **10.0 LITERATURE REVIEW**

### **10.1 CONCEPTUAL DEFINITIONS**

Define all the key terms and concepts you will use in this proposal. In your definitions let the reader know the other meanings prevailing in the literature. Note that this is not a glossary of terms. It is a description (with authority given) of the key concepts of the research. E.g. from a proposed title "*The relationship between firm size, market-to-book value ratio and the degree of financial leverage*"; we would expect this part to provide definitions of "Firm size", "Market-to-book-value ratio", and "financial leverage"

### **10.2 CRITICAL REVIEW OF SUPPORTING THEORIES**

In this part, present a critical and analytical review of related theories. What are these theories and what do they mean? How relevant are they in terms of your study? Comment on them, identify the relevant variables which are critical to your studies, identify the gaps and digest the scientific knowledge so as to help you formulate hypotheses, either now or later in your conceptual framework.

### **10.3 EMPIRICAL ANALYSIS OF RELEVANT STUDIES**

Some practical studies of this nature have been done either globally, regionally and locally. How relevant are these studies to what you intend to examine? What are the shortcomings of such studies? Note that the studies you use must strictly have relevance to the study. These will help you link your findings to them later in the discussion chapter. **Do not make this a shopping catalogue**

### **10.4 RESEARCH GAP IDENTIFIED**

State clearly the gap you have identified from the analysis of theoretical and empirical literature

### **10.5 CONCEPTUAL/THEORETICAL FRAMEWORK**

The framework or model explains how you have conceptualised the problem, showing what variables and relationships are involved and the probable strategies for solving it. This is normally a pictorial presentation with minimum description. This should explain either your own perception or philosophy behind the framework. If not, you may use appropriate theories from the literature as the foundation.

### **10.6 THEORETICAL FRAMEWORK**

Identify and describe the characteristics of the variables considered in the Conceptual framework or model. These are also the variables that will be measured. Define them and give the supporting theory or literature. Establish and describe the nature of relationship existing among the variables used in the

framework or model. Note: the variables should be supported by theory as reviewed earlier.

## **11.0 RESEARCH METHODOLOGY**

### **11.1 RESEARCH STRATEGIES**

Discuss the type of (exploratory, descriptive or causal) study you would like to undertake and why you chose it. Remember that within each of the research design there are several research techniques that can be applied. Make a choice and explain it, by supporting your choice with literature information on its merits and limitations. Explain why you chose this technique. Most of the studies done by students employ the case study strategy/. Case study strategy can also be found in exploratory, where it traditionally belongs, in descriptive design and in experimental designs.

### **11.2 SURVEY POPULATION**

People or objects involved in the study. Who will be interviewed and why? Where will you find them? How will they be identified? What are the characteristics of this population?

### **11.3 AREA OF THE RESEARCH or SURVEY**

This signifies the location or the place where the actual research or survey would take place. Will it be in an urban setting or in a rural area? Do you prefer organizations and where are they to be found? Whatever is your choice, there is the need to describe it properly and justify why you chose the area for the field study.

### **11.4 SAMPLING DESIGN AND PROCEDURES**

Of the interviewees, how many will be interviewed? How will you identify them? Describe them by gender, age, social status, marital status, profession, etc. How will you choose the sample? Why will you work with a sample and not the whole population in the survey area?

### **11.5 VARIABLES AND MEASUREMENT PROCEDURES**

What kind of data or information will you need? Where will you obtain them (data sources)? What variables will be used to collect the data and information? Consult your model or conceptual and theoretical frameworks. How will you measure the variables and obtain data? Questionnaires, structured and unstructured, and interviewing, with or without questionnaires, may be used as procedures. Which procedures will you employ and why?

## **11.6 METHODS OF DATA COLLECTION**

Explain how the required data and information will be collected and from where. The sources and type of data may be primary or secondary, explain how this will influence the data to be collected and how you will deal with them.

A research proposal should contain a section giving details on the methodology proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data are to be collected through sampling, then the research design and sampling procedure should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail. In all cases, the data analysis plan should also be included. If any limitations to the proposed methods are known, then these should be pointed out.

## **11.7 RESEARCH WORK PLAN AND BUDGET**

### **11.7.1 WORKPLAN**

Use GHANTT chart to plan the flow of your research activities. It will show the block of time devoted to each activity.

### **11.7.2 ESTIMATED RESEARCH BUDGET**

Prepare a budget indicating how much the research will cost

## **12.0 REFERENCES**

Enter alphabetically, by surname of authors of books and articles read and cited in the running text, all official documents should be cited under another section in the reference. The OUT requires especially the APA system of citation and referencing except for the Faculty of Law which uses Oxford Standards Citation of Legal Authorities (OSCOLA). Here are a few examples of references in the American Psychological Association (APA) style (Latest edition):

## **13.0 APPENDICES**

Place all tables exceeding one page, maps, schedules, questionnaires, interview guides, observation check lists, and declaration of confidentiality (Appendix III), here and number each item, serially.

## **14.0 Students Signature and date**

## **15.0 Supervisors comments, signatures and date**

### **16.0 Length of proposal**

The total number of pages for a research proposal should not exceed 35 pages for PhD and 25 pages for Masters, excluding appendices pages. The preparation of a comprehensive research proposal should take not more than 18 months for PhD students and not more than 12 months for Masters by thesis, including defense seminar. For students pursuing masters by course work and dissertation shall be allowed to proceed with the dissertation research phase provided they have less than 3 courses remaining to complete the course work part. Typesetting should be in Times New Roman, font size 12 and double line spacing.

**APPENDIX III: REGISTRATION FOR POSTGRADUATE STUDENTS**

**REGISTRATION FOR POSTGRADUATE STUDENTS  
(TO BE RETURNED TO POSTGRADUATE ADMISSION OFFICE)**

1. First name: Surname: Middle name: \_\_\_\_\_ Sex: \_\_\_\_\_
2. Programme: \_\_ Mode: e.g. Thesis/blended/evening: \_\_\_\_\_
3. Date of birth (DD/MM/YYYY): \_\_\_\_\_ Marital status: \_\_\_\_\_
4. Department: \_\_\_\_\_ Faculty: \_\_\_\_\_  
Registration No. \_\_\_\_\_ Year of admission: e.g.  
2017/2018: \_\_\_\_\_
5. Year of study e.g. first, second: \_\_\_\_\_ Regional centre: \_\_\_\_\_
6. Nationality: \_\_\_\_\_
7. Current postal address: \_\_\_\_\_
8. Permanent address (if different from the above):
9. Telephone number(s): \_\_\_\_\_
10. E-mail address: \_\_\_\_\_
11. Physical address:
12. Subject (If applicable):
13. Sponsorship (Private/Govt.):
14. Physical disability: Yes/No \_\_\_\_\_ Type of disability:
15. Receipt No. for payment of registration fees: \_
16. Student's signature:
17. Date submitted:



18. Place where submitted:
19. Name & signature of a receiving officer:
20. Date received at DPGS: \_\_\_\_\_
21. Name & signature of a receiving DPGS' officer:
22. Comments:

**NOTE:**

1. Please submit this form with one passport size colored photographs (with name and registration number written on its backside) for your student identity card and personal file.
2. It is the responsibility of the student to be conversant with all higher degree guidelines and regulations and to follow them as stipulated in the OUT Prospectus
3. It is student's responsibility to ensure that progress reports are submitted every six months to the Director of Postgraduate studies (find the format the appendix of prospectus available on [www.out.ac.tz](http://www.out.ac.tz))

**APPENDIX IV: ACADEMIC PROGRESS REPORT FOR MASTERS  
AND PHD STUDENTS**

**THE OPEN UNIVERSITY OF TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES**

P.O. Box 23409  
Dar es Salaam, Tanzania  
<http://www.out.ac.tz>



Tel: 255-22-2666752/2668445 ext.100  
Fax: 255-22-2668759  
E-mail: [dpgs@out.ac.tz](mailto:dpgs@out.ac.tz)

**MASTERS AND Ph.D STUDENTS ACADEMIC PROGRESS REPORT  
FORM**

To be filled and submitted every six months by all registered Masters and PhD students

PERIOD COVERED: From ..... To .....

**A CANDIDATE'S PARTICULARS**

1. Name ..... of ..... Candidate
2. Registration No.....
3. Address: .....
4. Mobile..... No.....
5. Email: .....
6. Degree Programme.....
7. Nature of Programme: By Thesis OR Coursework and Dissertation  
.....
8. Research Top.....
9. Department, Institute/Faculty .....

**B SECTION TO BE COMPLETED BY A CANDIDATE**

I have done the following for my study

Activities	Progress				
	Nothing	About a third	Half way	Nearly completed	Completed
Literature Review					
Designing of Methodology					
Getting Supplies for Study					

Data collection					
Data Analysis					
Writing of Dissertation/Thesis					
Presentation of the Seminar(s)					
Submission for examination					
Publishing required articles					
Final submission					

Candidate's Comments: .....

Candidate's Name:.....

Signature: .....Date .....

**C SECTION TO BE COMPLETED BY SUPERVISORS**

1	(a) When did you last meet/communicate with the candidate? (b) .....
	How often have you met the candidates during past 6 months? ..... If you have not met, comments on the reasons .....
2	When did you begin supervising the candidate? Date.....Month..... Year.....
3	If you have just been appointed the candidates' supervisor, did the previous supervisor hand you any report on the candidates Explain.....
4	(a) What progress has the candidate made? ..... (b) Literature review ..... (c) Field work / data collection ..... (d) Preparation of thesis / dissertation draft ..... Others .....
5	(a) Is the candidate making satisfactory progress? ..... (b) Will he / she be able to complete the study on time? ..... (c) Will he / she need time extension? ..... (d) If the answer above is yes how long? .....
6	Any other remarks..... Name and signature of supervisor ..... Date .....

1	(a) When did you last meet/communicate with the candidate? ..... (b) How often have you met the candidates during past 6 months? ... (c) If you have not met, comments on the reasons ..... ... ..... ...
2	When did you begin supervising the candidate? Date.....Month..... Year.....
3	If you have just been appointed the candidates' supervisor, did the previous supervisor hand you any report on the candidates Explain .....
4	(a) What progress has the candidate made? ..... (b) Literature review (c) ..... (d) Field work / data collection ..... Preparation of thesis / dissertation draft ..... Others .....
5	(a) Is the candidate making satisfactory progress? ..... (b) Will he / she be able to complete the study on time? (c) ..... (d) Will he / she need time extension? ..... If the answer above is yes how long? ..... .....
6	Any other remarks..... Name and signature of supervisor ..... Date .....

**D SECTION TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

Comments on the report by the Supervisors

.....  
Name and signature of HoD.....  
Date .....

**E SECTION TO BE COMPLETED BY FACULTY DEAN**

1. Comment briefly on the supervisor's / Head of Department's report  
.....
2. Any other remarks?.....
3. Name and signature of the Faculty Dean

Name.....  
Signature: .....  
Date.....

**F. SECTION TO BE COMPLETED BY THE DIRECTOR OF FINANCE AND ACCOUNTING**

The candidate has paid all /part /not paid his / her fees (Delete whichever is not applicable)

Other remarks: .....  
.....  
Name: .....  
Signature: .....

Date: .....

**F. SECTION TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

1. Comments by the Director:.....  
.....  
.....  
Name: .....  
Signature: .....  
Date.....

## **APPENDIX V: DISSERTATION RESEARCH PROPOSAL SEMINAR PRESENTATION**

### **GUIDELINES FOR MASTER BY COURSEWORK AND DISSERTATION RESEARCH PROPOSAL SEMINAR PRESENTATION**

#### **1.0 Introduction**

The Open University of Tanzania (OUT) is one of the public universities in Tanzania; it therefore operates in tandem with different government guidelines particularly guidelines by The Tanzania commission for Universities (TCU) which provides minimum requirements for universities in the country. OUT has been offering among others, master degrees by coursework following University guidelines as stipulated in the University prospectus and other related documents where seminar presentation was not mandatory for students undertaking master by coursework (OUT Prospectus, 2021). However, recently, TCU published revised guidelines guiding, among others, provision of master degree by coursework in which seminars for master students by coursework is made mandatory. TCU (2019) Section 4.13.1 for example states that "A candidate in a Master by coursework and dissertation degree programme shall be required to make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation' (TCU 2019 pg.132). Manuscript submission was prior not a mandate at OUT for master degree by Coursework and Dissertation; but Section 4.13.7 of TCU (2019) state that "For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall produce at least one draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, the journal being acceptable or recognizable by the respective University" pg. 133). The following guidelines shall guide implementation of this requirement.

In order to implement these new requirements, the following sections specifies requirements and arrangements for students and faculties at OUT.

#### **2.0 General Requirements and Arrangements**

During the course period, a candidate in a Master by coursework and dissertation degree programme shall be required to make at least two seminar presentations, one during proposal writing stage and other during research stage before examination process.

#### **2.1 Proposal Presentation**

In seminar one, a Master by course work and dissertation candidate will present his/her proposal before going for data collection stage. Candidate shall be

allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course works part.

### **2.1.1 Proposal Presentation arrangement**

There shall be a number of issues that shall be observed before a student make any seminar presentation for his/her research proposal for his/her registered master degree; these are outlined in this section.

- (i) The supervisor shall sign the proposal in question certifying that the student has done substantial work and that the proposal is worth presenting;
- (ii) The candidate shall notify the HoD of his/her intention to make a seminar presentation for his/her research proposal; the notification shall be accompanied by the respective research proposal;
- (iii) The HoD shall appoint at least one member of staff to be a discussant for the submitted document, the discussant shall be one with a good knowledge of the submitted proposal;
- (iv) The HoD shall distribute the proposal to the appointed discussant and other department members through emails one week before the day of proposal;
- (v) The head of department shall arrange the date for the presentation and formally inform members of department on the proposal presentation arrangements three days before presentation day;
- (vi) The proposal defenses shall be conducted quarterly, meaning that every three months departments shall conduct proposal defense sessions for all students who happen to have submitted their proposals and outcome shall be presented to next postgraduate studies committee.
- (vii) The HoD shall appoint one department staff to be a secretary during the presentation.
  
- (viii) The presentation may be conducted through online e.g. Zoom shall apply, however, respective departments shall determine overriding defense mode.

### **2.1.2 Proposal Presentation Panel Composition**

The panel shall be composed of the following:

- (i) The Head of department – Chair person
- (ii) Appointed one department staff– Secretary
- (iii) Supervisor
- (iv) One appointed discussant
- (v) All other members of department with PhD degree and above.

### **2.1.3 Mode of Presentation and Discussion**

The following procedures shall be followed during the conduct of the seminar presentation:

- (i) The head of department (HoD) shall take the panelists through the regulations and procedures of the proposal seminar presentation prior to the presentation to ensure that all the requirements have been met.
- (ii) The chairperson shall invite and introduce the candidate to the panelists and vice versa.
- (iii) The chairperson shall invite the student to make an oral presentation not exceeding 15 minutes (preferably power point).
- (iv) The oral presentation shall be followed by a question-and-answer session where the chair person shall invite discussant to ask the student questions covering all key areas of the proposal. Other members of panelists will be invited to ask questions after discussant sessions. The chairperson shall dictate the mode of conduct of the question and answers session where the candidate may be asked to respond to question after question or after all questions have been asked.

### **2.1.4 Verdict**

After the question and answers session the chairperson shall put on waiting room the student and other none PhD academic staff members. The panelists shall discuss and conclude choosing one of the three options as follows:

- (i) Proposal accepted and student allowed proceeding to data collection.  
*Panelists shall go for option number one only where panelists are satisfied that the contents of the proposal bear a clear statement of the problem, attainable objectives, clear research questions/hypotheses, a critically reviewed literature, and an appropriate research methodology. The panelists have to be satisfied that the proposal bear correct language and is an error free document.*
- (ii) Proposal accepted subject to incorporation of comments from the panelists; and, upon satisfaction of the supervisor(s), student be allowed to proceed to data collection.  
*Where panelists opt for option two, they must state areas that requires revision; these may include typos, grammatical errors, restating the problem more clearly, re-state the objectives for clarity, justify the selected methodology etc.*
- (iii) Proposal to be resubmitted for another presentation.  
*Where panelists go for option three, they should indicate the extent to which the proposal is not focused in terms of the problem, the*



*objectives, questions, literature review and the proposed methodology. Student shall be required to review proposal in one month and resubmit for another presentation.*

### **2.1.5 Submission of the Final Proposal**

Where panelists opt for option one or two, the student shall be required to submit copy of his/her proposal (for option one) and revised proposal with matrix show how he/her responded to the panelist questions (for option two) to the respective department within **three weeks** from the date of presentation. The document shall bear the signature of the respective supervisor. The HoD shall submit one copy of the proposal to DPGS with the seminar minutes for provision of research clearance letter to the respective student.

### **2.1.6 Report**

The department shall report the outcome of the presentation to the faculty board meeting for discussing and recommending to the PGSC and then senate.

## **2.1 Results- Based Seminar**

At an appropriate stage, a master by course work and dissertation candidates shall be required to make results-based seminars. The guidelines govern the activity will include;

- Results based seminar shall be conducted after data collection and analysis and before submission of the dissertation for examination process.
- The supervisor shall sign the report in question certifying that the student has done substantial work and that the report is worth presenting;
- The candidate shall notify the HoD of his/her intention to make a seminar presentation for his/her research dissertation report; the notification shall be accompanied by the respective research report;
- The head of respective department in consultation with the faculty dean shall be responsible for arranging seminars, appointing one discussant, and preparing a report to be submitted to the Directorate of Postgraduate Studies.
- The panel members of the seminar shall be selected in a manner which ensures that there are sufficiently qualified especially staff with PhD degrees and above in the research
- The HoD shall distribute the report to the appointed discussant and other department members through emails one week before the day of presentation;

- The head of department shall arrange the date for the presentation and formally inform members of department on the report presentation arrangements three days before presentation day;
- The proposal defenses shall be conducted after every two months and departments shall conduct report presentation sessions for all students who happen to have submitted their reports and outcome shall be presented to next postgraduate studies committee.
- The presentation may be conducted through blended mode, i.e. both face to face and online e.g. Zoom shall apply, however, respective departments shall determine overriding defense mode.

### **2.2.1 Proposal Presentation Panel Composition**

The panel shall be composed of the following:

- (i) The Head of department – Chair person
- (ii) Appointed one department staff– Secretary
- (iii) Supervisor
- (iv) One appointed discussant
- (v) All other members of department with Ph.D degree and above

### **2.2.2 Mode of Presentation and Discussion**

The following shall be followed during the conduct of the seminar presentation: -

- (i) The head of chairperson (HoD) shall take the panelists through the regulations and procedures of the proposal seminar presentation prior to the presentation to ensure that all the requirements have been met.
- (ii) The chairperson shall invite and introduce the candidate to the panelists and vice versa.
- (iii) The chairperson shall invite the student to make an oral presentation not exceeding 20 minutes (preferably power point).
- (iv) The oral presentation shall be followed by a question-and-answer session where the chair person shall invite discussant to ask the candidate questions covering all key areas of the proposal. The chairperson shall dictate the mode of conduct of the question and answers session where the candidate may be asked to respond to question after question or after all questions have been asked.

### **2.1.3 Verdict**

Report seminar presentation aimed at assessing and improve the candidate work. The comments provided with discussant and other members of panelists will assist student to improve his/her work before final submission. Therefore, the verdict shall include;

- (i) Dissertation report accepted and candidate allowed proceeding to examination process.
- (ii) The document is ready for submission after incorporation of the discussant and panelists comments.

#### **2.2.4 Report**

The department shall send presentation minutes with discussant report to candidate at least three days after the date of presentation. The department shall also report the outcome of the presentation through faculty dean to the directorate of postgraduate studies.

**APPENDIX VI: NOTICE OF INTENTION TO  
SUBMIT DISSERTATION  
THE OPEN UNIVERSITY OF TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES**

**NOTICE OF INTENTION TO SUBMIT DISSERTATION/THESIS  
AND EXAMINATION ARRANGEMENTS  
(To be completed in Triplicate)**

**SECTION A: TO BE COMPLETED BY THE CANDIDATE**

- (1) Name in full:.....
- (2) Registration Number.....
- (3) Department:.....
- (4) Faculty:.....
- (5) Degree Registered for:.....(Hybrid).....
- (7) Approved Title of Dissertation:.....
- (8) Name of Approved Supervisor.....  
Email Address: .....  
Mobile phone number: .....

**CANDIDATE DECLARATION**

- (9) I hereby declare that I have completed my dissertation research, and met all the Requirements for the award of..... Degree and I intend to submit my Dissertation for examination within the coming three months.  
**Date:**..... **Signature of student:** .....

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

- (10) I/We hereby confirm that the candidate is in the process of drafting his/her dissertation and I am/we are of the opinion that he/she should be in a position to submit the dissertation within 3 months from now.

**Supervisor's Name**.....  
**Signature:**.....**Date:** .....

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

After consultation with supervisor(s) of the candidate, I propose that the following be considered for appointment, as examiners for the candidate's dissertation:

**a) Potential External Examiners**

SN	Name	Postal address	Email address	Phone No.
1.				
2.				

**b) Proposed Internal Examiners**

SN	Name	Postal address	Email address	Phone No.
1.				
2.				

Name: (HoD):.....  
 Signature.....Date.....  
 .....

**SECTION D: RECOMMENDATION BY THE FACULTY DEAN**

Faculty Name:.....  
 Comments of the Dean Recommended/Not Recommended.....  
 Name.....  
 Signature.....Date:.....

**SECTION E: TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

- i) I approve recommended submission and examination arrangement
- ii) I donot approve recommended submission and examination arrangement for the following reasons:.....  
 Name.....  
 Signature.....Date:.....

**APPENDIX VII: ASSESSMENT FORM FOR A MASTERS DEGREE  
DISSERTATION**

**THE OPEN UNIVERSITY OF TANZANIA**

**DIRECTORATE OF POSTGRADUATE STUDIES**

**ASSESSMENT FORM FOR A MASTERS DEGREE DISSERTATION**

1. **NAME OF CANDIDATE** .....
2. **REGISTRATION NO.** .....
3. **DEGREE REGISTERED**..... **TITLE**  
**OF DISSERTATION** .....

**4. FACULTY : EDUCATION**

6.0	ITEMS TO BE ASSESSED	SCORE	
		MAXIMUM	ACTUAL
6.1	<b>CLEAR STATEMENT OF ABSTRACT</b> 4		
6.2	<b>THEORETICAL BACKGROUND</b> 22		
	Clear identification and statement of the problem	3	
	Clear statement of propositions/hypothesis/questions of	3	
	Clear statement of objectives	3	
	Well defined relevance, significance and scope	3	
	Backgrounds knowledge/Literature review	5	
	Empirical studies	5	
6.3	<b>RESEARCH METHODOLOGY</b> 25		
	Clear explanation of research Paradigm and the research design	5	
	Research design is appropriate	2	
	Full description of sampling procedures	3	
	Sampling procedures/methods are appropriate	2	
	Clear explanation of unit of inquiry, measurement methods and nature of data	2	
	Clear description of data collection procedures/method are appropriate	3	
	Data collection procedures/methods are appropriate	5	
	Clear formulation of research instruments	3	
6.4	<b>ANALYSIS OF RESULTS/FINDINGS</b> 40		
	Explanation of data cleaning	2	
	Testing of reliability and validity of assessment	5	
	Appropriate analysis and use of presentation methods	7	

	Validation of hypotheses	6	
	Systematic analysis and interpretation of results	14	
	Conclusion: Implications of research findings to knowledge, research and policy	6	
<b>6.5</b>	<b>PRESENTATION</b>		
	<b>9</b>		
	Well presented, Text and exhibits well organized	4	
	Notes, bibliography and appendices well presented	3	
	Overall presentation of the dissertation well done	2	
	<b>TOTAL</b>	<b>100</b>	
	<b>Letter Grade*</b>	<b>A</b>	

**\* Letter grade**

A = 70 – 100, B+ = 60 – 69, B = 50 – 59, C = 40 – 49, D = 35 – 39, E = 0 – 34

**7.0 EXAMINER'S RECOMMENDATION**

<b>7.1</b>	<b>PASSES</b>	<b>Tick Appropriate Verdict</b>
	7.1.1 Dissertation PASSES AS IT IS (no revision or typographical corrections required)	
	7.1.2 Dissertation PASSES SUBJECT TO correction of typographical corrections and other minor changes* as detailed on separate sheet(s) or and/or in the dissertation.	
<b>7.2</b>	<b>NOT ACCEPTED AS IT IS BUT MAY BE RESUBMITTED</b> after one or more of the following items (specify) is (are) done:	
	a) Additional data collection	
	b) Additional analysis	
	c) Additional literature review	
	d) Re-writing	
	e) Others (specify on separate sheet)	
<b>7.3</b>	<b>REJECTED OUTRIGHT</b>	
	7.3.1 Dissertation is rejected outright (specify reasons on separate sheet).	

**External Examiner:** .....

**Signature:** ..... **Date:** .....

**Address: Email** .....

**Tel./ Mobile** .....

**APPENDIX VIII: ORAL EXAMINATION ASSESSMENT FORM FOR  
MASTERS BY COUSEWORK  
THE OPEN UNIVERSITY OF TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES**

P.O. Box 23409  
Dar es Salaam, Tanzania  
<http://www.out.ac.tz>



Tel: 255-22-2666752/2668445  
Ext.2101  
Fax: 255-22-2668759  
E-mail: [dpgs@out.ac.tz](mailto:dpgs@out.ac.tz)

**MASTERS BY COUSEWORK ORAL EXAMINATION ASSESSMENT  
FORM**

Examiners are required to ask questions from the three broad areas listed below and students are required to respond to all questions.

1. **Research Gap, Research objectives/Research Questions, Significance of the study and the literature review.**
2. **Research Methodology:** (i.e. Research philosophy, research design, Description of the study area; sample size, population, sampling design, data collection and Data analysis methods)
3. **Research Findings:** (i.e. Discussion of main findings; limitations of the study, Conclusion and recommendation).

**1.0 Student Particulars**

Name of the candidate	Gender	Reg. No	Faculty	Department	Program	Centre

**2.0 Dissertation Title**

.....  
 .....  
 .....

**3.0 Assessment**

SN	QUESTION	1	2	3	4	5



SN	QUESTION	1	2	3	4	5

*Note: 1 (Failed to Answer completely), 2(Average), 3(Good), 4 (very good), 5(Excellent)*

3.1 Examiner's overall comments.....

4.0 Verdict (Tick one)

- 1) Candidate proved to own the work
- 2) Candidate failed to prove that he / she owns the work

Name of Examiner.....

Faculty.....

Department.....

Date ..... Signature.....

## **APPENDIX IX: REGULATIONS AND GUIDELINES FOR THESES/ DISSERTATIONS**

### **REGULATIONS AND GUIDELINES FOR THESES/DISSERTATIONS PREPARATION**

The writing of dissertations and theses is part of the requirements for the award of higher degrees at The Open University of Tanzania. No higher degree will be conferred until the approved specifications for the writing of dissertations and theses are met. All dissertations/theses consist of three categories of materials, namely: the preliminaries, the text or the main body of the report, and the backmatter (reference and appendices).

#### **1. MANUSCRIPT PREPARATION**

##### **(a) Typescripts and layout**

The Theses/Dissertations shall be made up of two parts i.e. preliminary pages and main body. Sequence of chapters/sections should be in the following order:

##### **i. Preliminary pages**

Title page, Supervisors(s) certification, Statement of copyright, Declaration by the candidate, Dedication (if any), Acknowledgement, Abstract, Table of contents, List of tables, List of figures, List of appendices, List of abbreviations/acronyms/symbols etc (choose the appropriate title)

##### **ii. Main body**

Introduction, Literature review, Materials and Methods, Results and Discussion (Results may be presented separately from discussion), Conclusion and Recommendations, References, and Appendices.

##### **(b) Typing**

The thesis/dissertation must be typewritten and printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only. Typing should be done using Times New Roman font size 12.

Dissertations/theses must be written in English language. Spelling should follow that of the United Kingdom (U. K.) English Dictionary. Use "Spell checker" facility in word processing software's to assist in checking spellings.

##### **(c) Pagination**

(i) Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc. beginning with the title page. Don't show the page number "i" on the title page.

- (ii) Number the pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc.) consecutively throughout.
- (iii) All page numbers should appear just below the centre of the upper margin.

**(d) Margins**

The left-hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

**(e) Description/details of selected sections of dissertations/theses  
Preliminary pages:**

*i. Title page*

The front (title) page must be written in CAPITALS, symmetrically centred and arranged in the following order:

1. Write the *title* of the thesis/dissertation. The title of the dissertation/thesis must not exceed 20 words.
  - a) Write your full name
  - b) Write the following:

"A THESIS/DISSERTATION (whichever is applicable) SUBMITTED IN FULFILLMENT/PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree) OF THE OPEN UNIVERSITY OF TANZANIA"

- i. Indicate the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation is made).

# Front Page

4cm



Title Page

**THE IMPACT OF HUMAN FACTORS IN AIR TRAFFIC  
MANAGEMENT IN TANZANIA: THE CASE OF  
TANZANIA CIVIL AVIATION AUTHORITY**

- *12 Points*
- *Bold*
- *Centered*

4cm

2.5cm

(Name of the Student e.g.)

**HALIMA JOHNSON**

**A DISSERTATION SUBMITTED IN PARTIAL  
FULFILLMENT OF THE REQUIREMENTS FOR THE  
DEGREE OF MASTER OF COMMUNITY ECONOMIC  
DEVELOPEMENT**

- *12 Points*
- *Bold*
- *Centered*

**DEPARTMENT OF .....**

2.5cm



(End of the 1<sup>st</sup> Page)

ii. Certification

The undersigned certifies that he has read and here by recommends for acceptance by the Open University of Tanzania a dissertation entitled, **Building Capacity for Access Financial Resources Establishment of Chanika Community in Ilala Municipality Area.** In partial fulfillment of the requirements for the award of Degree of Masters in Community and Economic Development (MCED).

.....  
Name of Supervisor

.....  
Date

iii. Copyright

No part of this Dissertation may be reproduced, stored in any retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the author or The Open University of Tanzania in that behalf.

(iv) Declaration

I (**Student name**) declare that, the work presented in this dissertation is original. It has never been presented to any other University or Institution. Where other people's works have been used, references have been provided. It is in this regard that I declare this work as originally mine. It is hereby presented in partial fulfillment of the requirement for the Degree of (**name of the degree award**).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(v) Dedication (if any)

(vi) Acknowledgement

In this section, the candidate should acknowledge the people or institutions that rendered support or other help which made the execution of the thesis/dissertation work possible.

(vii) Abstract

This should be concise but comprehensive. It should be not more than 300 words for dissertations and not more than 350 words for theses. The essential points of the dissertation/thesis, the important results found and conclusions reached are summarized here. Key issues such as the main study objectives, data collection methods, sample size, data analysis, the main findings of the study as well as the implication of a study finding needs to be seen in this section. Also students are requested to indicate at least 4 keywords at the end of the abstract.

(viii) Table of Contents

The table of contents is used instead of an index, and should be sufficiently informative with specific page numbers of all chapters, sections and subsections indicated. If there is to be a list of Tables, Figures, Plates, Abbreviations/Acronyms/Symbols etc it should be on a page by itself, and arranged in the general format as the Table of Contents. Any table legends should be listed in the appropriate pages. The list of Abbreviations/Acronyms/Symbols (arranged in alphabetical order) should appear on the page just before the start of the main body i.e. Chapter 1 of the dissertation/thesis. Use the word processing computer function to create the table of contents which can be updated automatically.

**Main Body of Thesis:**

The text should contain the following chapters although the content included in each chapter may vary depending on the nature of research undertaken:

**CHAPTER 1: INTRODUCTION**

A comprehensive Introduction, a Statement of Research Problem, Objectives and Hypotheses/Research questions and significance of the study.

**CHAPTER 2: LITERATURE REVIEW**

Focusing attention on the relevant literature on the problem, including findings by other researchers and identification of gaps in knowledge.

**CHAPTER 3: RESEARCH METHODOLOGY**

Give details of the methods used in the research, and a description of data analysis, etc.

**CHAPTER 4: FINDINGS**

Present findings of the study in this chapter. In some discipline the term findings can be represented by the term results.

## **CHAPTER 5: DISCUSSION OF THE FINDINGS**

Discussion of findings should be presented in this chapter.

## **CHAPTER 6: CONCLUSIONS AND RECOMMENDATIONS**

Conclusions, recommendations and possibly also suggestions for further research should be presented in this chapter.

## **REFERENCES**

## **APPENDICES**

**NOTE:** Presentation of findings/results can be combined with discussion i.e. chapter four's title becomes FINDINGS/RESULTS AND DISCUSSION. Also note that organization of chapters after the chapter on research methodology may change to suit needs of the research. In some cases findings and discussion of every single specific objective may form a standalone chapter especially at PhD level; supervisors should guide students accordingly.

ii. Specific items to note:

*Presentation of tables:*

- (a) Present each table on a separate page in case it covers half a page or more. Use upper case "T" for the word "Table" when citing tables in text.
- (b) Number them consecutively according to chapters using Arabic numbers (e.g. 4.1, 4.2 etc) in the same order as they are referred in the text (Note: 4.1 means first Table in Chapter 4).
- (c) Type adequate and self-explanatory captions above tables in bold letters. For tables that are represented in a landscape format (horizontal), the caption should be typed length-wise at the left-hand margin of a page.
- (d) Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.
- (e) Place acknowledgements of source below tables cited/adapted from other sources, using the format; Source: Magoha and Maseta (2012).
- (f) Give references for tables in full only in the references' list at the end of the dissertation/thesis and not as footnotes to the text.
- (g) The word Table, Figure, Appendix or Map which refers to a specific table, figure, appendix or map in the text should start with an upper-case letter.

iii. Authors should take notes of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary, they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-outs are not accepted in the main text. If many data are to be

presented together, an attempt should be made to divide these over two or more tables or reduce the size using smaller fonts (not smaller than size 9) and/or photocopying machines but should remain readable.

*Presentation of Illustrations (figures, pictures, graphs, charts etc):*

- Present these on separate pages in case they cover half a page or more.
- Number illustrations sequentially in Arabic numbers according to chapters (e.g. Figure 1.2, 3.5, etc) and refer to them in the text in order of appearance.
- Type captions below figures.
- Capitalize only the first letter of captions, except where otherwise necessary.
- As much as possible symbols and lines should be standard, large and thick enough. Free hand drawn lines should be avoided.
- Photographs are only accepted if they have good contrast and intensity. Only sharp and glossy copies should be used.

iv. References (Literature Cited)

- List ALL references cited in full at the end of the text, and NOT as footnotes to the text pages, tables or figures. (*Faculty of Law may have a different way of presentation of the literature cited, but there should be consistency in each case, and students should consult the Dean or Coordinator of postgraduate studies in the Faculty of law on this*).
- The reference should be arranged alphabetically by authors. All authors, surnames and initials should be included (i.e. never use *et al.*) followed by the year of publication in parentheses, a full stop, the title of the paper; report; book; etc. (as used in the original document and should not be abbreviated), the journal volume number; the issue number (only if the pagination starts afresh in each issue concerned). If the reference is to a book, the town of publication, the publisher, the edition number (if not the first) should be added. Journal and book titles should be italicised.

*Citation in the text*

- (a) Cite references by author's SURNAME followed by year of publication. With a separating comma, e.g. (Mbwette, 2000).
- (b) For multiple authorship references cite up to two. For more than two cite the first mentioned, followed by *et al.*, (meaning 'and others'), but cite them in full in lists of references.



- (c) Citations in the text should take the following forms;
- i. have been reported by Bisanda *et al.* (2001).
  - ii. Mbogo and Gimbi (2006) found that.....
  - iii. other results (Bisanda and Witkowski, 2004; Bushesha, 2005) have indicated that [Consistency in chronological order of year of publication should be maintained throughout the document]
  - iv. Msindai and Machumi (2000, 2001) found that [papers published by the same author(s) in two different years].
  - v. Fungameza (2001a, b) [two papers published by the same author in the same year].
    - a. To refer to personal communications relating to unpublished material, personal communication etc, use the form (Varisanga, M. D. personal communication, 2001). Do not place such citations in lists of references.
    - b. Secondary citations should take the form Victor (1996), cited by Fweja *et al.* (2002).
    - c. Secondary citations should be kept to minimum or where possible avoided all together.
    - d. In order for a thesis /dissertation to be recommended for examination at least 10% of all references cited must be Journal articles. The Journal articles cited should not be older than 10 years. Journal articles may include ones accessed through electronic data bases.
- d. Citations in list of references
- i. Cite references in alphabetical order of author(s) and in order of year of publication.
  - ii. For references with same author(s) and year of publication, start with papers by the same author being arranged in the order of (1) single author, (2) two authors alphabetically according to the name of the second author, and (3) several authors chronologically with 2010a, 2010b, etc. for papers published in the same year.
  - iii. References by one author take precedence over references by the same plus additional authors irrespective of the year of publication.
    - (a) Avoid using Anon or Anonymous where possible. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified.
- e. Separate authors by commas.

### *Order and style of citation details*

The following guidelines and examples are designed to show the main elements that should be cited and the order in which they should appear in references for the three main classes of publications most likely to be included in list of references.

#### *Journals*

1. Author's surname and initials for forenames.
2. Year of publication in brackets; followed by a period (full stop)
3. Title of the published paper.
  - a) Name of Journal or publication; spelt in full, omitting any definite articles (i. e. The) at the beginning, and in italics throughout.
  - b) Volume and /or issue number.
  - c) First and last page numbers (in full) for journal papers; total number of pages for publications referred to as a whole in the form: 67pp.

#### *Books*

- i. Author's/editor's surname(s) and initials or name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor.
- ii. Year of publication in bracket, followed by a period (full stop).
- iii. Title of book to be in italics
- iv. Name of publisher and town, in that order.
- v. Total number of pages in the form: 250pp.

#### *Individual chapters in multi-authored books*

1. Author's surname(s) and initials.
2. Year of publication in bracket, followed by a period (full stop).
3. Title of chapter or article, followed by the word 'In'.
4. Title of book in italics.
5. The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
6. Name of publisher and town, in that order.
7. First and last page numbers of chapter, article, part, or section; pp. 18-24.

#### *One-page paper in multi-authored books*

- i) Author's surname(s) and initials.
- ii) Year of publication in bracket, followed by period (full stop).

- iii) Title of chapter or article, followed by the word 'In'.
- iv) Title of book in italics.
- v) The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
- vi) Name of publisher and town, in that order
- vii) Page number of the article; p. 250.

*Proceedings of conferences/workshops/monographs*

- i. Author's surname(s) and initials.
- ii. Year in bracket, followed by a period (full stop).
- iii. Title of article followed by the work 'In'.
- iv. Title of proceeding or workshop underlined.
- v. Name of Editor(s) in brackets.
- vi. Date of the conferences, town, Country, Volume (if any ), page numbers.
- vii. First and last pages of the article; pp. 180-194.

*Dissertation and Theses*

- Author(s) surname(s) and initials,
- Year in bracket, followed by a period (full stop).
- Title of the dissertation.
- Name and country of the host institution.
- Total number of pages in the form: 230pp.

*Citing from electronic sources*

- Author's surname and initials. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified. Beginning with title of the article should be the last resort!
- Publication year (in brackets), followed by a period (full stop).
- Title of the article
- Internet web address [in square brackets]
- Date of visit to the website

*Citation of articles in Newsletters/Periodicals*

- Should be cited as articles in Journals

*Examples of citation layouts*

The following examples show how to set out the details needed for the main types of literature listed above. Note the punctuation, words to be printed in italic script or to be underlined.

### **Journal paper in English**

Kihwelo, P. F. (2007). Criminal justice in disrepute: An overview of treatment of accused persons and convicts in Tanzania. *Open University Law Journal*. 1(1): 47 - 54.

Mushi, H. M. K. (2010); Critical discourse analysis (CDA) of academic texts: A potential strategy in addressing challenges of cross-border provision of higher education in sub-Saharan Africa. *Huria Journal of the Open University of Tanzania*. 8: 73 - 91.

### *Journal paper not in English*

Nunes, E. (1985). Investigacaorecentesobra as principal's factor queimitam a producao do milhoem Mozambique. (A recent investigation of the main factors limiting sorghum production in Mozambique). *Agricultura BoletimTecnica*. 8: 4 - 10.

### **Journal paper accepted for publication but still in press**

Majamba, H. I. (In press). Legal training for diverse roles in Zanzibar: *Open University Law Journal*.

### **Books**

Socket, L. (2000). *Practical Wildlife Care for Veterinary Nurses, Animal Care Students and Rehabilitator s*. Blackwell Science Ltd., Oxford. 288pp.

### **Edited Books**

Hulme, D. and Murphree, M. (Eds.) (2001). *African Wildlife and Livelihoods: The promise and performance of community conservation*. James Currey Ltd, Oxford. 336pp.

### **Individual chapters in multi- authored books**

Barrow, E., Gichohi, H. and Infield, M. (2001). The Evolution of Community Conservation Policy and Practice in East Africa. In: *Africa Wildlife and Livelihoods: The promise and Performance of Community Conservation*. (Edited by Hulme, D. and Murphree, M.), James Currey Ltd, Oxford. pp. 59 - 73.

### **Conference or workshop proceedings referred to as a whole**

Boyle. P. J. (Ed.) (1987). Appropriate Manpower for Agricultural Research. Proceedings of SADCC Workshop, Gaborone, Botswana, 25 November, 1985. 120pp.

### **Individual paper in conference or workshop**

Gimbi, A. A., Kimambo, A. E., Kanuya, N. L., Mtenga, L. A.,

Laswai, G. H. and Madsen, J. (2003). Seasonal variations on reproductive performance, mineral and body condition status of smallholder dairy cattle in Rungwe district, Tanzania. In; Proceedings of Tanzania Society of Animal Production Scientific Conference. 28 - 30 October, 2003, Tanga, Tanzania 30: pp. 333 - 341.

### **Monographs**

United States Agency for International Development (2000). *Rice Production in Africa*. Agriserve Ltd., New York, 150pp.

### **Annual Report**

Botswana Ministry of Agriculture (1999). *Livestock Research in Botswana Annual Report*. Government Printer, Gaborone, Botswana. 10pp.

### **Dissertations**

Ndesendo, C. V. (2011). Role of job application using e-recruitment system in the banking industry: The case of banks in Dar es Salaam region. A dissertation for award of MBA degree at Open University of Tanzania, Dar es Salaam, Tanzania. 103pp.

### **Citing from electronic source**

Kimbrell, A. (2002). Fatal Harvest; The tragedy of industrial agriculture.

[<http://www.fatalharvest.org/press.htm>] site visited on 9/8/2008.

*Citing newspaper articles and other reports*

Kisembo, P. (2006). Survey shows food price further going down in Dar es Salaam. Daily news, Issue No. 36000. p. 13. Preferably articles cited from Newspapers should be more of feature articles than otherwise.

## **(f) Other regulations**

### *i. Units of measurement*

- a) Use SI (System International) units.
- b) Spell out the units unless they are preceded by numbers.
- c) Note that abbreviations for units are the same in singular and plural forms e.g.. Write kg not kgs.
- d) Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg ha<sup>-1</sup>. Do not write 50 kg/ ha N.

## *I. Numbers*

- a) In numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284
- b) In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.
- c) In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows:  
d) 28 032
  - i. 1 422
  - ii. 862
  - iii. For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
  - iv. For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.
  - v. Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
  - vi. In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in Zambia, 4 in Malawi and 8 in Mozambique'.
  - vii. Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.
  - viii. Spell out numbers that occur at the beginning of sentences.
  - ix. Express fractions as decimals, though percentages and simple fractions can still be used.
  - x. For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.
  - xi. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or  $1.6 \times 10^6$ .

### **iii. Percentages**

Use the % symbol only with figures, e.g. 62% but spell out the words percent or percentage when they occur without figures.

### **iv. Time**

Use the 24-h clock, e.g. 07:30 h, 23:45 h, etc

**v. Date**

Use the form 22 January, not 22<sup>nd</sup> January, January 22 or January 22<sup>nd</sup>

**vi. Year**

Write in the 1990s not in the 1990's

For two calendar years write 2001-02, not 2001 02, 2001-2 or 2001- 2002.

- a) For single non calendar years, i.e. parts of two years or seasons that extended over two years, write 2001/02 not 2001 2, 2001-02 or 2001-2002.
- b) For two non- calendar years, write 2000/01- 2001/02.
- c)

**vii. Local terms**

If local or unfamiliar terms are used, e.g. for plant or animal species, food products, etc give the scientific names in italics or a description when terms are first used.

**viii. Abbreviations/Acronyms**

- a. Where it is wished to use abbreviations/Acronyms of organisations, technical terms etc., spell them out in full the first time they occur, followed by the abbreviation/acronym in brackets, e.g. Open University of Tanzania (OUT). Thereafter use the abbreviation only. Never begin a sentence with an abbreviation even if it has been spelled out in full already.
- b. It is usual to omit full stops, e.g. write USA, not U.S.A., PhD not Ph.D., FAO not F.A.O.
- c. It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually, the candidate will have collected more data than what he/she had anticipated. Part of his/her Doctoral or Master's training is to be able to select what should go into thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master's and Ph.D. dissertations/thesis.

d.

At The Open University of Tanzania, the upper limit length for the dissertations/thesis should be as follows:

- a. Master's dissertations: 200 pages with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.

- b. Master's thesis: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.
- c. Ph.D thesis: 500 pages with a tolerance of 10% above this limit i.e. up to 50 extra pages, appendices and footnotes included.
  - Under very special circumstances, limits exceeding those set above may be allowed, if approved by Postgraduate Studies Committee and Senate, with reasons for exceeding the limits clearly stated.

## **2. Initial Submission**

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 for Ph.D's) submitted for examination, should be in loosely bound form.

## **3. Final Submission**

- a. After satisfactorily completing all the corrections recommended by examiners under supervision of the supervisor, the candidates **MUST** submit one loose bound copy to the Coordinator of Postgraduate Studies for checking the quality of the document and compliance to OUT regulations before sending it for hard binding. Candidates shall submit five or six copies (in case of Master's and Ph.D candidates, respectively) of fully hard bound theses/dissertations to the secretariat, Postgraduate Studies Committee. Each copy shall be bound black.
- b. The spine shall be embossed in gold, bearing:
  - i. the surname and initials of the candidate.
  - ii. the degree for which the thesis/dissertation has been submitted, and the year of degree award.
- c. The writing on the spine shall read from the bottom to the top.
- d. The front cover of the bound volume shall be printed in gold letters. The content printed on the front cover shall be the same as the title page.

- 4. In case of a need for further clarification or additional advice on preparation of dissertations/theses, candidates should consult the Director of Postgraduate Studies, The Open University of Tanzania.



**PhD AND MASTERS BY THESIS DEGREE VIVA VOCE  
ASSESSMENT FORM**

Candidate's Number/Name: .....

Department: .....

Faculty: .....

Degree Registered for:.....

Title of Thesis:.....

	<b>EXAMINER'S RECOMMENDATION</b>	Tick(✓)
1.	Thesis <b>PASSES AS IT IS</b> (no revisions or typographical corrections required)	
2.	<b>PASSES SUBJECT TO</b> typographical corrections and other minor changes* (list the errors/changes on separate sheet)	
3.	<b>PASSES SUBJECT TO</b> substantial corrections and reversion as indicated in the examination report*	
4.	<b>NOT ACCEPTED BUT MAYBE RE-SUBMITTED</b> After one or more of the following (specify): (a) Additional data collection..... (b) Additional analysis..... (c) Additional literature review..... (d) Re-writing..... (e) Others specify on separate sheet).....	
5.	Thesis <b>NOT ACCEPTED</b> for a PhD award <b>BUT</b> maybe <b>RESUBMITTED</b> in a revised form for Masters Degree Award	
6.	Thesis/dissertation <b>REJECTED OUTRIGHT</b> (specify reasons on separate sheet)	

Please tick in appropriate column

\*Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.

\* Substantial corrections refer to one or more following: No conceptual or theoretical framework, re-stated problem statement, objective not clear, poor justification or research method, sampling technique not clear, data not related to analysis etc.

Name of Examiner ..... Signature..... Date.....

