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A MESSAGE FROM THE PROVOST

This prospectus is meant to be a source of information for the continuing and prospective students, the staff of the College and the public in general. It has information on admission requirements, student activities, fees structure, academic programmes and courses, academic rules and regulations for students, examination regulations, academic calendar, staff list, College Charter and the governance structure. It is important that students and stakeholders of TUDARCo read the contents of this Prospectus very carefully. The contents are essential to students for a smooth passage through the College academic life.

TUDARCo has qualified staff, library facilities, computers and other educational resources. We thus hope that students enrolled at TUDARCo will take advantage of the many facilities at the college and study diligently so that they benefit fully from the University education offered at the college.

We welcome you all to Tumaini University Dar es Salaam College or TUDARCo in short. TUDARCo is owned by the Eastern and Coastal Diocese (ECD) of the Evangelical Lutheran Church in Tanzania (ELCT). This College is a constituent College of Tumaini University (Tumaini University Makumira - TUMA) since 1st April, 2003. Prior to joining Tumaini University, it existed as Waldorf College Tanzania (WCT) since 1997. The College was awarded, by the Tanzania Commission for Universities (TCU), a Certificate of Full Registration on 29th March, 2007. On 20th August, 2013 the College was awarded a Charter of it’s own by His Excellency Dr. Jakaya Mrisho Kikwete, the then President of the United Republic of Tanzania. Plans are underway to make it a fully fledged University in the very near future with the blessings of Tumaini University Makumira and the ELCT.

TUDARCo is located at Mwenge along Coca-Cola road, in Dar es Salaam city. The college has grown steadily from a population of
249 students in 2004/2005 academic year to around 2,000 in the academic year 2017/2018. It is expected that, starting from the academic year 2018/2019 students enrollment will grow, especially because TUDARCo now has a modern 10 storey academic building which is able to accommodate 2,500 in one sitting. More academic buildings are planned to be built at the same premises and at the newly acquired 1,546 acres of land at Masuguru village in Chalinze District. The target is to accommodate 5,000 students in total. It will be recalled that before 2011/2012, TUDARCo had four campuses, scattered in Dar es Salaam city.

Although TUDARCo is a conventional residential College, it does not have campus students’ residences, but it assists students to find private accommodation in the city for those students from outside Dar es Salaam. The College has four Faculties, namely Faculty of Business Administration, Faculty of Arts and Social Sciences, Faculty of Education and Faculty of Law which together offer seven degree programmes, one postgraduate programme, as well as three certificates and three Diploma programmes. Other Faculties will soon be established. The following are the academic programmes offered at TUDARCo.

<table>
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<tr>
<th>Programme</th>
<th>Description</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>BMC</td>
<td>Bachelor of Arts in Mass Communication</td>
</tr>
<tr>
<td>BAED</td>
<td>Bachelor of Arts with Education</td>
</tr>
<tr>
<td>BBA</td>
<td>Bachelor of Business Administration</td>
</tr>
<tr>
<td>BHRM</td>
<td>Bachelor of Human Resource Management</td>
</tr>
<tr>
<td>BIM</td>
<td>Bachelor of Information Management</td>
</tr>
<tr>
<td>LLB</td>
<td>Bachelor of Laws</td>
</tr>
<tr>
<td>DBAM</td>
<td>Diploma in Business Administration and Management</td>
</tr>
<tr>
<td>DL</td>
<td>Diploma in Law</td>
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<tr>
<td>DICR</td>
<td>Diploma in Intercultural Relations</td>
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<tr>
<td>CABA</td>
<td>Certificate in Accounting and Business Administration</td>
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<tr>
<td>CL</td>
<td>Certificate in Law</td>
</tr>
<tr>
<td>CRM</td>
<td>Certificate in Records Management</td>
</tr>
</tbody>
</table>
MBA - Master in Business Administration.

TUDARCo will soon start offering other Certificates, Diploma, Undergraduate and Postgraduate programmes including PhD programmes in various fields.

One important measure of TUDARCo’s success and growth is the increasing number of students completing their studies: Table 1.1 presents a summary of the number of students who graduated in each programme since 2003/2004.
Table 1.1 Summary of students who graduated since 2003/2004

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<thead>
<tr>
<th>Year</th>
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<th>No. of Students</th>
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<td><strong>Total</strong></td>
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<td>Bachelor of Laws (LLB)</td>
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<td>Bachelor of Laws (LLB)</td>
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<td><strong>Total</strong></td>
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We welcome you to TUDARCo and we promise to offer the expected quality educational services and provide a conducive learning environment for your studies.

Lastly I wish to thank all those who were involved in the production of this Prospectus and especially the Committee which was led by the Dean of Students.

Prof. Uswege M. Minga
Provost
1.0 INTRODUCTION
1.1 Background
Tumaini University Dar es Salaam College (TUDARCo) is a constituent college of the Tumaini University Makumira (TUMA) and is owned by Eastern and Coastal Diocese of ELCT. The TUMA is located at Usa River (Makumira) near Arusha. Currently the University consists of four constituent Colleges: Kilimanjaro Christian Medical University College (KCMUCo) in Moshi; Tumaini University Dar es Salaam College (TUDARCo) in Dar es Salaam; Stefano Moshi Memorial University College (SMMUCo) in Moshi; and Josiah Kibira University College (JOKUCo) in – Bukoba.

The origins of TUDARCo are embedded in the then Waldorf College Tanzania (WCT), established in 1997 as a branch and later a mission college of Waldorf College, Forest City in Iowa, USA. WCT was a liberal arts college offering, by way of modules, two years of study in Dar es Salaam and another two years in a USA college to complete the Bachelor of Arts degrees in Business Administration and Management Information System.

However, sometime in 2001, the authorities of WCT thought a partnership with Tumaini University would be to its advantage. Consequently, discussions opened between the relevant authorities through their various organs, and eventually in April 2003, TUDARCo was born as a constituent college of Tumaini University, joining the then existing three sister colleges (Makumira University College -MUCo, Iringa University College -IUCo and KCM College).

1.2 Location and Relocation
At its inception, WCT was located at Mhasibu House. When the process of acquiring it as a Tumaini University college started, it moved to Luther House and later moved to Tanganyika Motors premises, and occupied the 2nd and 3rd floors of Peugeot House
building. Currently, TUDARCo is located at its new and permanent premises in Mwenge along Coca Cola Road, Dar es Salaam.

1.3 Accreditation
Tumaini University Dar es Salaam College is recognized by the Tanzania Commission for Universities (TCU) formerly known as Higher Education Accreditation Council (HEAC) and has already acquired the Certificate of Full Registration (CFR). No. 018 since 29th March, 2007 which is the last level before full accreditation and has its own charter, which was awarded on 20th August, 2013.

1.4 Interpretation
In case of ambiguity in the interpretation of the sentences of this Prospectus, the interpretation of the College Academic Committee of TUDARCo, after consultation with the Tumaini University Makumira Senate, shall be final.

2.0 VISION STATEMENT
Tumaini University Dar es Salaam College shall be a “Centre of Excellence” for knowledge transfer from one generation to another, train skilled human resources and job creators, and for the promotion of national unity through teaching, research, training, consultancy and community service to the nation, the region and the international community at large.

3.0 MISSION STATEMENT
Tumaini University is “A Christ Centred University” focusing all its programmes through the guidance of and obedience to the word of God by conducting and promoting higher education, learning and research, through scientific fact finding and enquiries, and impart knowledge to all students without any form of discrimination.
4.0 TUMAINI UNIVERSITY MOTTO
“The fear of the Lord is the beginning of knowledge” [Proverbs 1:7-a]

5.0 OBJECTIVES
The Broad objective of TUDARCo is to be the centre of excellence in providing quality education through training in short and long courses and tailor made programmes, certificates, diplomas, undergraduate and postgraduate programmes and research and consultancy activities.

5.1 Specific objectives of TUDARCo Include:
- The provision of courses leading to Degrees, Diplomas, Certificates and other awards of the Tumaini University Makumira, and as directed by relevant University organs.
- The production of College graduates who are sensitive and responsive to community needs and who are able to plan, organize, co-ordinate and evaluate programmes aimed at meeting those needs.
- The global serving at the Church and extension of educational programmes of the College to a diverse community.
- The acceleration of the pace of human resources development in social, economic, academic and research fields.
- The development of resources from which spiritual breezes will spring and spread out far and wide for the renewal of the Church and Society as a whole, as a realization of hopes and expectations of ELCT-ECD and the ELCT in general.

6.0 OWNERSHIP AND GOVERNANCE
Tumaini University Dar es Salaam College is a private institution of higher learning initially established under the Tumaini
University Dar es Salaam College Constitution Trust Deed and Trust Rules, 2005 and later, after coming into force of the Universities Act Cap. 346, by the Tumaini University Dar es Salaam College Charter, 2010 which repealed the aforesaid Trust Deed and Rules.

The day-to-day running of the College is under the College Governing Board which uses other specified organs in relation to policy and administrative matters to manage funds and other resources as provided for under the TUDARCo Charter.

7.0 EDUCATIONAL PHILOSOPHY
TUDARCo is dedicated to liberal and professional education of its students and to the belief that the full achievement of a student’s potential is directly related to the openness as well as the breadth and depth of his/her University experience.

TUDARCo programmes are structured to recognize and promote an understanding of the practical applications of knowledge, including the historical origin, purpose and meaning of life; a balance of intellectual and spiritual values; and the integration of various cultures.

TUDARCo programmes are structured to recognize that each student is an individual, and the college is ready to enable each individual to benefit fully from opportunities it affords.

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

TUDARCo’s educational programmes are governed by five basic principles:
(i) The College is a ‘Christ-centred’ educational institution dedicated to Christian service by providing opportunities and
the environment for acquisition of knowledge, wisdom, and inspiration to future generations in all walks of life.

(ii) The College is committed to providing faculty, facilities, and support appropriate to a university of the high standing, for research leading to a systematic and relentless quest for knowledge, and the organization of knowledge.

(iii) The College is committed to providing faculty, facilities, and support for the teaching of postgraduate, undergraduate and diploma students, inculcating, imparting, and propagating information produced through research, and providing for the acquisition of both liberal and professional education, responsive to the needs of Tanzania, East Africa and other parts of the world.

(iv) The College is committed to providing support for faculty service through professional publications, extension programmes and consultation including the rendering of professional advice to government, industry, public institutions and private organizations and non profit-making organizations.

(v) The College is committed to being an inclusive community that provides for a diversity of student experiences and strives to attract staff and students of varied backgrounds and from the broader university of the academic community for the development of an environment of creativity.

8.0 FUNCTIONS

(i) To provide courses leading to certificates, diplomas and degrees;

(ii) To hold examinations and confer certificates, diplomas, degrees and other awards upon persons who have followed courses of study approved by the College Academic Committee or alternatively have satisfied such other requirements as may be determined by the College Academic Committee of Tumaini University Dar es Salaam College and approved by the Senate of Tumaini
University;
(iii) To provide for research and courses of instruction for the advancement and dissemination of knowledge;
(iv) To provide for courses of instruction on a full-time basis on campus;
(v) To maintain classrooms, lecture halls, offices, libraries and other buildings required for the fulfillment of the Tumaini University Dar es Salaam College mission;
(vi) To acquire through its trustees, any property, movable or immovable and to take, accept and hold any property, which may become vested in it;
(vii) To do all such acts and things incidental or conducive to the proper execution of its functions and the achievement of its objectives.

PRINCIPAL ADDRESSES

Provost
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Website: www.tudarco.ac.tz

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Fax: +255-22-2760432
Dar es Salaam.
Email: yvonne.mmbando@tudarco.ac.tz
Website: www.tudarco.ac.tz

Director, Quality Assurance Unit
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Tel: +255-22-2760335
Fax: +255-22-2760432
9.0 TUDARCo CHAPLAINCY

PRELUDE

TUDARCo has a Chaplaincy which is concerned with the spiritual life of the whole TUDARCo Community (Senior and Junior staff, and students). The Chaplaincy has been built upon a living foundation, that is, Jesus Christ.

CHAPLAINCY ACTIVITIES

The main function of TUDARCo is to care for spiritual/moral needs of the community through preaching and teaching of the WORD of GOD so as to create reliable citizens who respect the rule of Law and Human Rights. Also to create a God loving Community.
The Chaplaincy performs other activities such as prayer meetings, counseling, conduct seminars, caring for the sick, needy and diseased, organizing concerts of praise and worship.

**WORSHIP SERVICE**

At present facilities are available for Christians. We have a daily Morning Devotion from Monday to Friday at 7:30 – 8:00 a.m. at the College. The service is held in the Chapel in Swahili on Monday, Wednesday, Thursday and Friday and we conduct an English service every Tuesday.

**COUNSELLING**

The chaplaincy also offers counseling services in collaboration with and in addition to the counseling services offered by the office of the Dean of Students. These services are free and available to all students and members of staff irrespective of religion or denomination and are offered taking regard of/and respecting religious affiliation of the clients.

**FELLOWSHIP**

The TUDARCo students Christian Fellowship meets every Wednesday from 3:30 – 4:30 p.m. Activities include Bible Study, Meditation and Praise & Worship.

**USCF**

University Students Christian Fellowship (USCF) is a recognized organization at the college and it operates under its own constitution. However its activities are overseen by the chaplaincy. No other religious organization apart from Fellowship and USCF
are allowed to operate on campus unless there is prior approval by College Management through the Chaplaincy.

**CHAPLAINCY LEADERSHIP**

The Chaplaincy is headed by the Chaplain who is appointed by the Founder of the College (Evangelical Lutheran Church in Tanzania – Eastern and Coastal Diocese) after consultation with the College Governing Board.

The Chaplain is assisted by the Church Elders Council which is composed of students and staff members regardless of their denominational affiliation and status. Under the Church Elders Council there are five Committees:

Finance and Planning Committee which deals with all financial matters and planning in the chaplaincy prepares the budget in cooperation with the treasurer and other committees and oversee budgetary expenditures.

Social Welfare Committee which deals with helping the people who are in need.

Worship and Music Committee which takes care of all activities relating to worship and music in the chaplaincy.

Mission and Evangelism Committee which deals with mission and evangelism activities inside of and evangelism activities inside of and outside of our chaplaincy. This is also a committee which oversees the work of various groups within the chaplaincy such as University Student Christian Fellowship (USCF) and other groups that will be formed.
Executive/Standing Committee which is a general overseer of all chaplaincy activities. The committee is under a chairmanship of the chaplain.

The committee is constituted by the chaplain who is the chairperson, secretary, treasurer and all the chairpersons of the five committees.

These Committees facilitate Chaplaincy activities. Each Committee has a Chairperson and a Secretary.

**CHAPLAINCY ACCOUNT**
Chaplaincy operates its account namely: TUDARCo Chaplaincy Work Account. The signatories to the account are the Chaplain, Church Elders Council Secretary, Treasurer and Chairperson for Finance and Planning Committee. Operations of the Chaplaincy account are under the guidance of the Bursar of the College.

**10.0 GENERAL ADMISSION REQUIREMENTS**

**10.1 Master of Business Administration (MBA)**
Candidates who are eligible for admission to the Master of Business Administration (MBA) Degree must have the following:

- The direct entry to the programme will require possession of an undergraduate degree with 2.7 GPA and above from any accredited University or any higher learning institution from within or outside Tanzania.
The following are minimum requirements for admission into degree programmes at the Tumaini University Dar es Salaam College:

**A. Direct Entry Scheme (Form VI)**

To be eligible for direct admission to a degree programme applicants must have obtained:

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

AND

At least two (2) passes in approved subjects in the Advanced Certificate of Secondary Education level ("A" level) with total of 4.8 or more points. Where:

Before 2014: A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point

From 2014: A=5 points, B+=4 points, B=3 points, C=2 points, D=1 point and E=0 point
B. Equivalent Entry Qualifications

To be eligible for equivalent admission to a degree programme applicants must have obtained:

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

AND

A diploma of 3.0 GPA in the field relevant to the programme being applied for from a recognized institution of learning.

10.2. Programme Specific Entry Requirements:
In addition to meeting the general admission requirements, applicants may be required to meet specific requirements for each degree programme as shown below:-

10.2.1 Bachelor of Arts in Mass Communication (BMC)

**DIRECT ENTRY SCHEME:**
Possess three credits in the certificate of Secondary Education Examination (CSEE) [“O” Level] one of which must be English
AND

Advanced Certificate of Secondary Education Examination ACSEE [“A” Level] with at least a subsidiary in English and two (2) passes with an overall score of not less than 4.0 points.

Where:

Before 2014: A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point

From 2014: A=5 points, B+=4 points, B=3 points, C=2 points, D=1 point and E=0 point
EQUIVALENT ENTRY SCHEME

At least four (4) passes or three (3) credits in approved subjects in the Certificate of Secondary Education (“O” level);

AND

Holders of a Diploma from an accredited school of Journalism, teaching, Information technology with 3.0 GPA.

10.2.2 Bachelor of Business Administration (BBA)

General Admission requirements

DIRECT ENTRY

To be eligible for direct admission to a degree program applicants must have obtained:

- At least three (3) credit level passes in the approved subject in the Certificate of Secondary Education (O level)
- At least two (2) principal passes in the approved subjects of the Advanced Certificate of Secondary Education Examination (A level) with total of 2.0 or more points.

Where:

Before 2014: A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point

From 2014: A=5 points, B+=4 points, B=3 points, C=2 points, D=1 point and E=0 point

Applicants must have earned either a ‘D’ in mathematics in the Certificate of Secondary Education (“O” level) examinations or at least a subsidiary level pass in mathematics in the Advanced Certificate of Secondary Education (“A” level) examination.

Equivalent Entry
At least four (4) passes in approved subjects in the Certificate of Secondary Education (“O” level);

AND

Holders of a Diploma from an accredited school of business, finance, marketing, procurement, entrepreneurship and any related field with 3.0 GPA.

10.2.3 Bachelor of Laws (LLB)

Direct Entry
Possess three credits in the certificate of Secondary Education Examination (CSEE) [“O” Level] one of which must be English
AND
Advanced Certificate of Secondary Education Examination ACSEE [“A” Level] with at least a subsidiary in English and two (2) passes with an overall score of not less than 4.0 points.

Where:

Before 2014: A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point

From 2014: A=5 points, B+=4 points, B=3 points, C=2 points, D=1 point and E=0 point

Equivalent Entry
At least four (4) passes in approved subjects in the Certificate of Secondary Education (“O” level);
AND

Holders of a Diploma in Law with 3.0 GPA.
10.2.4 Bachelor of Arts in Library and Information Studies (BALIS)

A. Direct Entry

Possess three credits in the Certificate of Secondary Education Examination CSEE (O-Level) and Advanced Certificate of Secondary Education Examination ACSEE (A-Level) with at least two principal level passes and a minimum overall score of not less than 4.0 points., OR

B. Equivalent Qualification

The applicant should be a holder of Ordinary Diploma (GPA 3.0 = B or better) from an accredited library and Information Studies (LIS) or Information technology or records management, or teacher’s education (GPA: 4.0 = B+ or better) and must have at least four (4 O’- Level passes (Ds and above). Candidates from other countries with different education systems must be equated by the TCU and NACTE.

10.2.5 Bachelor of Information Management (BIM)

Candidates who are eligible for admission to the Bachelor of Information Management (BIM Degree) must have the following:

A. Direct Entry

Possess three credits of Certificate of Secondary Education Examination CSEE (O-level) and Advanced Certificate of Secondary Education Examination ACSEE (A-level) with at least two principal level and a minimum overall score of not less than 4.0 points or higher.

OR

A graduate (in any field) from an accredited University
B. Equivalent Qualification
The applicant should be a holder of diploma from an accredited Information technology or information studies institutions and must have passed O-level studies (at least 2 credits or 4 passes at O-level and a Diploma at least 3.0 GPA). Candidates from other countries with different education systems must be equated by the TCU and NACTE.

10.2.6 Bachelor of Arts with Education – (BA-ED)
Requirements for Admission
Candidates who are eligible for admission to the Bachelor of Arts with Education (BA.Ed) Degree must have the following:

A. Direct Entry
Possess three credits of Certificate of Secondary Education Examination CSEE (O-level) and Advanced Certificate of Secondary Education Examination ACSEE (A-level) with at least two passes and a minimum overall score of 4.0 points

Where:

Before 2014: A=5 points, B=4 points, C=3 points, D=2 points, E=1 point and S=0.5 point

From 2014: A=5 points, B+=4 points, B=3 points, C=2 points, D=1 point and E=0 point

OR

A graduate (in any field) from an accredited University

Equivalent Qualification
Possess a diploma from an accredited teachers’ college with 3.0 GPA or above.
10.2.7 Bachelor of Human Resources Management (BHRM)

(i) Direct Entry (Form Six)
General University Minimum requirements i.e. three credits (Cs) at “O” level AND two passes at “A” level with 4.0 points or higher.

(ii) Equivalent Qualifications
(a) 3.0 GPA Diploma level in related subjects.

NOTE
The College offers morning sessions in each of the above degree programmes and evening sessions for LLB, BBA, BA (MASS COM) and BHRM only.

10.3 Diploma Programmes
10.3.1 Diploma in Business Administration and Management (DBAM)

Academic Entry Requirements
Category A. Direct Entry Requirement
(a) Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits. AND
(b) Form six Certificate of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one pass and one subsidiary.

Category “B”: Equivalent Entry Qualifications
a) Form IV Certificate of Secondary Education Examination (CSEE) with at least 4 passes. AND
b) Holder of CABA Certificate or a Certificate of Accountancy /Business Administration from a recognized Institution

10.3.2 Diploma in Law

Academic Entry Requirements
Category A. Direct Entry Requirement
a) Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits. AND
Examination (CSEE) with at least three credits and
b) Form six Certificate of Advanced Certificate of Secondary Education Examination (ACSEE) with at least two subsidiary passes
c) Applicants must have at least a pass in English at O-level or a subsidiary pass at A-level

Category “B”: Equivalent Entry Qualifications
a) Form IV Certificate of Secondary Education Examination (CSEE) with at least 4 passes, one of which must be English.
   AND
b) Holder of Certificate in Law from a recognized Institution

10.3.3 Diploma in Intercultural Relations

Academic Entry Requirements

Category A. Direct Entry Requirement
d) Form IV Certificate of Secondary Education Examination (CSEE) with at least three credits and
e) Form six Certificate of Advanced Certificate of Secondary Education Examination (ACSEE) with at least two subsidiary passes
f) Applicants must have at least a pass in English at O-level or a subsidiary pass at A-level

Category “B”: Equivalent Entry Qualifications
a) Form IV Certificate of Secondary Education Examination (CSEE) with at least 4 passes, one of which must be English.
   AND
b) Holder of Certificate from a recognized Institution

10.4 Certificate Programmes
10.4.1 Certificate in Records Management (CRM)

Entrance Qualifications
Form four (IV) Certificate of Secondary Education Examination with at least 4 passes (4 Ds).

10.4.2 Certificate in Accountancy and Business Administration (CABA)

**Entry Qualifications**
Form four (IV) Certificate of Secondary Education Examination with at least 4 passes (4 Ds).

10.4.3 Certificate in Law

**Entry Qualifications**
Form four (IV) Certificate of Secondary Education Examination with at least 4 passes (4 Ds) one of which must be English.

10.5 Registration Procedures
Besides the above, a prospective candidate must submit:
(i) A medical examination form on her/his fitness to pursue University programmes
(ii) A receipt for fees and other charges
(iii) Registration form
(iv) Students must register within the prescribed period at the beginning of every semester.

10.6 Enrolment
TUDARCo enrolls students regardless of creed, race, religious affiliation, gender or political orientation. It enrolls mature employed applicants as well as ‘A’ level applicants, provided they qualify for the programmes they have applied for.

Application:
Online: [www.tudarco.ac.tz](http://www.tudarco.ac.tz).
For further information and application contact:
10.7 Possession of Identify Card (ID)
The possession of an ID is a prerequisite for benefiting from various college services and participating in academic as well as administrative tasks. Students shall carry the ID at all times, while on TUDARCo premises.

The ID shall be demanded for the following:
(i) Entering and using the library as well as borrowing books and accessing special reserve.
(ii) Entering the computer room and using the computers.
(iii) Entering an examination room and sitting for any Tumaini University Examination administered and conducted by the College
(iv) Identification, especially by the College guards

The replacement of the lost ID:
The student shall pay Tshs. 20,000/= on process new ID

11.0 STUDENTS ACTIVITIES
11.1 Orientation for New Students
This is held in the week before the first semester begins. Activities include addresses by the College authorities and meetings with Faculty Deans as well as Heads of Departments. Students are also exposed to existing rules and regulations in force at the College. Presentations by guest speakers on certain pertinent topics e.g. HIV/AIDS, gender, ethics, Loan issues and successful life at University are
normally arranged.

11.2 Students Organization
There is a Central government of the student’s body called TUSO-DARCo which promotes and safeguards the interests of all students. This organization is the major link between the college administration and the students. It has a parliament with an elected Speaker and ministers as well as deputy ministers in selected areas under the President, Vice–President; General Secretary and Prime Minister.

12.0 POLICY ON PAYMENT OF FEES.
- A student is not allowed into any lecture or tutorial session and cannot enjoy any College facility without being appropriately registered with the College and paid tuition fees.
- Any student who paid excess fees is eligible for the refund, but the refund shall be made at the end of the studies (third year). Any excess paid within shall be carried to the next academic year.
- Excess fees paid by sponsor or guardian or parent shall be refunded to the sponsor/guardian/parent.

12.1 Student Fees, Deposits, and Other Charges
12.1.1 Typical Study Costs
MBA Programme
The Table (i) below presents estimates of typical costs to pursue a two-year Master of Business Administration-degree programme at the University College (in Tshs.). Actual costs will vary depending upon the specific year and needs of the student. This information is presented ‘for information only’ to potential students and their Sponsors.

Table (i) MBA Degree Programme – Duration: 2 Years
A. Direct Costs To Be Paid To The College
## S/N | ITEM | 1ST YEAR | 2ND YEAR
--- | --- | --- | ---
1 | Total Tuition Fee | 2,700,000.00 | 2,700,000.00
2 | Examination fees | 150,000.00 | 150,000.00
3 | Registration fees | 40,000.00 | -
4 | Caution Deposit | 20,000.00 | -
5 | Students union | 25,000.00 | 25,000.00
6 | Graduation fees | - | 75,000
7 | Identity Card | 20,000.00 | -
8 | TCU fee | 20,000.00 | 20,000.00
**Total** | **2,975,000.00** | **2,970,000.00**

### B. Proposed Cost To Be Paid Direct To MBA Student

<table>
<thead>
<tr>
<th>S/N</th>
<th>Item</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Books &amp; stationery</td>
<td>750,000.00</td>
<td>750,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Research/project (2nd Year)</td>
<td>-</td>
<td>1,500,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Meals and Accommodation (15,000 per day)</td>
<td>1,785,000.00</td>
<td>1,785,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,535,000.00</strong></td>
<td><strong>4,035,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

All fees except students’ activities fee of Tshs 25,000/= should be paid directly to the CRDB Bank A/c No.01J1021002200, Maendeleo Bank A/c No.013828266011 or NBC A/c. No. 011103030931. The bank slip should be presented to the College Bursar immediately for a receipt. Students’ activities fees should be paid directly to the CRDB Bank A/c No: 0150021957100 or Maendeleo Bank A/c No: 023915346021.

**Other Costs**
The college does not offer ACCOMMODATION but recommends Tshs. 1,785,000/= per year and Tshs.15, 000/= per day to be given
directly to students to cover meals, and transport expenses.
- Transportation will be met by the Sponsor.
- Foreigners (non E. A Community) will pay USD 30.00 as registration fee and USD 3,000.00 as tuition fee.

The Table (ii) A: below presents estimates of typical costs to pursue undergraduate three-years first-degree programme at the University College (in Tshs). Actual costs will vary depending upon the specific year and needs of the student. This information is presented ‘for information only’ to potential students and their Sponsors.

Table (ii) Direct Costs To Be Paid To The College
A: Degree Programme – Duration: 3 Years

<table>
<thead>
<tr>
<th>S/N</th>
<th>Type</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total Tuition Fee</td>
<td>1,850,000.00</td>
<td>1,850,000.00</td>
<td>2,035,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>Examinations Fee</td>
<td>110,000.00</td>
<td>110,000.00</td>
<td>110,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>Registration Fee</td>
<td>50,000.00</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4.</td>
<td>Caution Deposit</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>5.</td>
<td>Students Activities</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>-</td>
</tr>
<tr>
<td>6.</td>
<td>Identity Card</td>
<td>-</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td>7.</td>
<td>TCU Fee</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td><strong>2,095,000.00</strong></td>
<td><strong>2,055,000.00</strong></td>
<td><strong>2,180,000.00</strong></td>
</tr>
</tbody>
</table>

B: Diploma Programme – Duration: 2 Years

<table>
<thead>
<tr>
<th>S/No.</th>
<th>TYPE</th>
<th>YEAR 1</th>
<th>YEAR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total Tuition Fee</td>
<td>1,300,000.00</td>
<td>1,300,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>Caution Deposit</td>
<td>20,000.00</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Students Activities</td>
<td>25,000.00</td>
<td>25,000.00</td>
</tr>
<tr>
<td>4.</td>
<td>Graduation fees</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Identity Card</td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>TCU Fee (Govt)</td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>1,380,000.00</strong></td>
<td><strong>1,345,000.00</strong></td>
</tr>
</tbody>
</table>

**C: Certificate Programme – Duration: 1 Year**

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Type</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Total Tuition Fee</td>
<td>800,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>Caution Deposit</td>
<td>20,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>Students Union</td>
<td>25,000.00</td>
</tr>
<tr>
<td>4.</td>
<td>Graduation fees</td>
<td>-</td>
</tr>
<tr>
<td>5.</td>
<td>Identity Card</td>
<td>15,000.00</td>
</tr>
<tr>
<td>6.</td>
<td>TCU Fee (Govt)</td>
<td>20,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>880,000.00</strong></td>
</tr>
</tbody>
</table>

**Proposed Cost To Be Paid Direct To Student**

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Stationery</td>
<td>500,000.00</td>
<td>500,000.00</td>
<td>500,000.00</td>
</tr>
<tr>
<td>Research/Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Third Year Students</td>
<td>-</td>
<td>-</td>
<td>750,000.00</td>
</tr>
<tr>
<td>BBA Field/Practicum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Weeks</td>
<td>620,000.00</td>
<td>520,000.00</td>
<td>-</td>
</tr>
<tr>
<td>BMC Field/Practicum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Weeks</td>
<td>620,000.00</td>
<td>620,000.00</td>
<td></td>
</tr>
<tr>
<td>Field/Practicum</td>
<td>Duration</td>
<td>Fee</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>BMC</td>
<td>8 Weeks</td>
<td>620,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>620,000.00</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
<td>720,000.00</td>
<td>720,000.00</td>
</tr>
<tr>
<td>Meals and Transport</td>
<td>15,000/= Per day</td>
<td>2,100,00</td>
<td>2,100,000</td>
</tr>
</tbody>
</table>

It is crucial to have Health Insurance. The College does not provide Medical Services. Therefore every student who does not have health coverage will be required to join NHIF at the cost of Tshs 51,000 per year.

All fees should be paid directly to the CRDB Bank A/c No.01J1021002200 or NBC A/c. no. 011103030931 or Maendeleo Bank A/c No.013828266011. The bank slip should be presented to the College Bursar immediately for a receipt.

**Other Costs**

The college does not offer ACCOMMODATION but recommends Tshs. 720,000/= per year and Tshs.15,000/= per day to be given directly to students to cover meals and transport.

- Foreign students (non E. A Community) will pay 30% above the tuition fee and registration fee.

- **NB:** Students are not allowed to use College account for personal transactions. Misuse of the college’s bank account is a criminal offence. TUDARCo reserves the right to charge processing fee and any other fees incurred by the College.

- Students are not allowed to pay tuition fees into the Students’ union account.
Please note that if you decline the offer after paying the Tuition Fees, a penalty will be instituted withholding part of fees paid as follows:-

**Penalty Refund**

**Withdrawing or Postponement**

i. 1-14 days after commencement 20% 80%
ii. Within one month from commencement 50% 50%
iii. One month after commencement 100% 0%

**Research extension**
For those students who failed to meet the deadline of research submission should pay Tsh.100, 000/= for an extension of three months.

**Supplementary examinations**
For students who sit for Supplementary examinations should pay Tshs. 20,000/= per examination.

**Special examinations**
For students who sit for Special examinations should pay Tshs. 30,000/= per examination. The Deputy Provost for Academic Affairs in extenuating circumstances may waive the penalty fee.

**12.2 Student Loans**
Students with admission at Tumaini University Dar es Salaam College or any other Higher learning Institution may apply for a loan at the Higher Education Students’ Loans Board (HESLB) to cover some of their education costs.

The HESLB was established under Act No. 9 of 2004 and commenced operations in July, 2005. According to the Act, eligible and needy Tanzanian students who secure admission in higher learning institutions to pursue programmes that lead to the attainment of Advanced Diplomas or Degrees may seek loans from
HESLB to meet part of, or all, costs of their education.

This stipulation is the legal interpretation of para 6.2 of higher education policy (1999) which ushered in cost-sharing in higher education in the country. This requires each higher education student to contribute to the cost of his/her education.

As per HESLB, a needy student is:
1. An orphan
2. Disabled or has disabled poor parents
3. From a poor single parent family
4. From marginalized and disadvantaged groups
5. From a low income threshold family earning minimum wage or below.
6. Any student who has been under any charity or NGO support for O level and A level.

Items to be financed by the Loan board in 2018/2019 are as follows:
1. Meals and accommodation (TShs 7,500/= per day).
2. Books and Stationery (TShs. 200,000/=)
3. Field/Practical Work Expenses (up to 100%) (1,000,000.00)
4. Research Expenses (100%).
5. Tuition Fee (up to 100%) depending on type of programme and means testing results.
6. Special Faculty Requirements (up to 100%) depending on type of programme and means testing results.

For more information on the loan application process, contact the following:
The Loan Officer
TUDARCo,
P. O. Box 77588
Dar es Salaam, Tanzania
Or:
Executive Director
Scholarship, Grants and Award

*Let TUDARCo Help You Invest in Your Future*

Your college education is the greatest investment that you can make in yourself and in your future. You come to college to expand your mind and to prepare yourself for a world of great career opportunities. As a Christ-centred institution of higher learning, doing God’s will, TUDARCo works to make available to students certain opportunities in their endeavors to further their education.

We appreciate the importance of a college education. In fact, imbedded in TUDARCo’s mission is to make a quality private education available to people from all walks of life. As a result, TUDARCo students are eligible for a number of awards, scholarships and grants, in financial aid each year.

The offices of the Faculty Deans, the Chaplain as well as the Office of the Dean of Students can help students understand the many opportunities that exist for TUDARCo students in the form of scholarships, grants and financial aid as well as other programmes not exclusive to our college.

During the 2013/2015 academic years TUDARCo intends to offer a variety of funding schemes to help qualified, needy students with demonstrated academic potentials advance their education. Currently, there are many existing prizes and awards that...
TUDARCo students can already benefit from. The following lists hereunder are just a few:

**Tumaini University Prizes**

<table>
<thead>
<tr>
<th>S/no.</th>
<th>Prize</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chancellor’s Prize</td>
<td>Best Student Per Programme</td>
</tr>
<tr>
<td>2.</td>
<td>Vice Prize Chancellor’s</td>
<td>Second Best Student Per Programme</td>
</tr>
<tr>
<td>3.</td>
<td>Provost’s Prize</td>
<td>Third Best Student Per Programme</td>
</tr>
</tbody>
</table>

**TUDARCo Dean’s List Award**

Students with GPA of 3.8 and above will be eligible to the Dean’s list award and they will be issued with a certificate and public announcement.

**13.0 THE LIBRARY**

**BACKGROUND**

TUDARCo Library originates from the Waldorf College Tanzania (WCT), which was first established in Tanzania in 1997 as a branch and later served as a mission College. During this time, the Library provided materials for teaching, learning and research works undertaken by WCT.

On 1\textsuperscript{st} April 2003, WCT became part of Tumaini University family, and thus the Library scope was widened to cater for the wider information needs, and serving a wider readership community of Lecturers, researchers, students and supporting staff. These changes necessitated the library to expand its services and acquire more materials in its bid to satisfy the growing user needs.
Currently, the Library is a member of a number of local and international associations, like Tanzania Library Association (TLA), Standing Conference of Eastern, Central and Southern African Library and Information (SCECSAL), and is subscribed to a number electronic resource providers, like The International Network for the Availability of Scientific Publications (INASP), AGORA, Consortium of Tanzania University and Research Libraries (COTUL). Tanzania University Libraries (COTUL) etc. which allows it to freely access their electronic databases and access thousands of electronic and scholarly materials and abstracts.

The Collections in the library reflect the type of courses taught at the college. Currently, the library has a collection of over 10,050,000 volumes and can accommodate as many as 105 users at a time.

13.1 Services Offered by the Library
Being one of the most important facilities in the College, a Library is a center of knowledge creation and development, and a center of learning. The Library therefore provides the following services:

1. Collection development
2. Processing and packaging information needs to Students, Lecturers, Researchers and even neighboring communities
3. Information Dissemination processes
4. Maintaining both card catalogue and the Online Public Access Catalogue (OPAC)
5. Establishment and maintenance of Library web pages
6. Conducting Library user training
7. Networking with other like-minded libraries both within and without
8. Arranging Inter Library Loan Services
9. Reference Service
10. Lending Service

*Library Opening hours:*
Monday to Friday 9:00 am – 10:00 pm
Saturday 9:00 am – 2:00 pm

13.2 Library Rules and Regulations
In order to provide a basis for a conducive use of Library services and facilities, users are required to comply with the following rules and regulations;

13.3 Membership Registration
In order to borrow books and other Library materials like CD’s, CD-ROM’s, photographs, maps, etc one has to be registered as a library member. Membership registration is free to students, Lecturers and Researchers who want to use the Library. The members are required however to fill in membership application form before they can be qualified to become full time members.

13.4 Borrowing Tickets
Upon registration, Library users will be provided with borrowing tickets. While students are provided with 3 tickets, Lecturers and Researchers are provided with 5 tickets. Borrowing tickets must be handled and kept carefully. It is the responsibility of the ticket owner to pay for any book or Library material borrowed using the lost tickets.

Any loss of the borrowing ticket must be reported and a fine of 2,000/= (Two thousand Shillings) will be imposed as a cost of replacement of the lost tickets.

13.5 Library Clearance
After completion of studies or termination of employment, Library users are required to surrender all tickets issued for cancellation. Failure to submit them may cause unnecessary delays in getting the transcripts, examination statements, certificates or results.

13.6 Lending Procedures
1. Borrowers are required to produce Library tickets when borrowing Library materials from the main collection.
Identity card on the other hand is used to borrow materials from the Special reserve collection

2. Library materials borrowed must be returned on or before the due date/time given. Normal loan period for materials borrowed from the main library is two weeks, while materials borrowed from the Special reserve Collection is three hours

3. Material borrowed may be renewed for a further period only if there are no requests for the same made by other users

4. Library materials from the Special reserve collection which are borrowed for overnight or weekend use must be returned at 9:00 am when the Library opens.

5. No Library materials may be taken out of the Library unless they have been officially issued to the user

6. At the end of each semester, all Library users are required to settle any overdue loans. Failure to that they will be marked as defaulters and may therefore forfeit the privilege of using the Library and borrowing materials thereof.

7. Any user holding overdue library materials will not be registered in the library until the materials owed by the library are returned or pays the overdue penalty

8. In the case of finalist students, examination, statement of results, transcripts and certificates will be withheld by the Deputy Provost for Academic Affairs until the library materials are returned or fines/penalties have been paid.

9. The Librarian retains the right to recall any books issued before the date on which they are due.

13.7 Library Regulations

1. Smoking, eating and drinking are not allowed in the Library

2. No bags, umbrellas, parcels etc except files and books may be brought into the Library
3. Idle conversation, loud laughter and other unnecessary noise disturbs library users and must therefore be avoided. Discussions are also strictly forbidden in the Library.

4. Silence must be observed in the library all the time. Mobile phones, pagers, and watch alarms should be switched off before entering the Library.

5. Library books and other materials must be handled with care. Mutilation, and damage of Library materials will be penalized.

6. Abusive language or gestures, harassing or threatening behaviour to the library staff and other are not acceptable.

7. On leaving the Library, all users are required to produce for inspection all books and other items.

8. Reservation of seats is not permitted.

9. Users must be decently dressed and conduct themselves properly in the Library.

10. Library staff on duty have the right to request a user to leave the premise if found violating an rules.

11. The Library will not accept any responsibility for the loss or misplaced personal belonging.

12. Theft and mutilation of library materials is a criminal offence. Anyone caught attempting to steal, stealing or have stolen library materials will be reported to relevant security institution (including Police) and college disciplinary organs for further action that may include persecution, barred from using the Library or suspension from studies.

13.8 Fine and Penalties
The following fines and penalties shall be imposed on anyone who will be breaking these rules and regulation. Library materials must be returned by the due date or earlier. Failure to do so will be treated as serious offence. The borrower will be required to pay fine for overdue.
13.9 Fine for Overdue
Fine imposed on borrowers for late returns of Library materials. A fine of shillings 500/= (students) and 1000/= (others) shall be paid every additional day after the last day returning a borrowed material to the Library. Failure to return the book after the additional fined 7 days will be considered book theft. Failure to pay the fine will result to denial to use the Library.

13.10. Special Reserve Materials
A fine of shillings 500 shall be paid after every additional hour. Failure to pay the fine will result to denial to use the Library.

13.11. Loss and Damage
A borrower will be held responsible for materials out on loan. Therefore it is the responsibility of the borrower to check and alert the library staff on the condition of the material before taking it out. If the material borrowed is damaged or is lost, an immediate report should be made to the Librarian.

The borrower will be required to pay twice the price of the lost book. The fine is meant to cater for the replacement of the book, processing and other paper-works involved.

13.12. Theft
The penalty for any act of book theft shall be suspension from using the Library for the whole semester. Repetition of the same mistake shall lead into denial to access the Library accompanied with a warning letter copied to the Dean, Director or Head of Department.
14.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

14.1 TUDARCo and Information Technology
At TUDARCo we appreciate the importance of the ICT in teaching, learning and research. Our campus is equipped with modern computers; they are all connected to the local area network and to the internet. TUDARCo Learning Management System allows student to access course materials from any computer connected to the internet at anytime.
14.2 Computer Application Courses
The faculty programme supported by ICT Unit in teaching, learning and research, our computer labs are equipped with modern computers; they are all connected to the local area network (LAN) and to the internet. Soon TUDARCo Learning Management System will allow student to access course materials from any computer connected to the internet at any time.

14.3 ICT Unit Functions
The ICT Unit is dedicated to providing ICT services to the entire University in general among of the services that the unit provides to the university include:
- Email services to staff, faculty members and soon for students – All members of staff at TUDARCo have been provided with email ID. Through this, student can communicate with their lecturers or administrative staff easily.
- LAN and WLAN (wireless LAN) Installation and
Maintenance – The ICT plans and manages all local area networks within TUDARCo’s premises

- Multimedia Devices – The ICT makes sure that all the multimedia devices like the public address systems and projectors are installed and run properly.
- Computer Labs and Standby power set – The ICT units makes sure that all the computer labs are installed with right software, have internet resource and run properly so as to serve students.
- Website administration and hosting – The ICT unit manages, design and updates of contents of TUDARCo’s website (www.tudarco.ac.tz)
- Technical expertise – The ICT provides technical advices to faculty and administrative staff members about procurement, installation, repairing and maintenance of ICT infrastructure.

14.4 Computer Lab Good Practice Policy

1. Absolutely no food or drinks in the computer Lab.

2. Keep the windows closed to prevent dust damaging computers.

3. Student should spend time wisely to allow other students to use computers as well.

4. Avoid using computers to store your work. Always save your work onto the movable storage devices like CD, flash disk and DVD.

5. Lecturer’s class sessions have priority to the computer lab.

6. Ensure the room is clean, tidy and ready for timetabled computer classes.

7. Students using the lab for academic research and assignment have priority over those just checking their emails.

8. Do not download any programs from the internet into the computers, unless you have been given prior permission. Permission must be obtained from the Computer Lab
Technician or ICT coordinator.

9. Students are restricted from accessing inappropriate websites and making any changes to the computer desktop background.

10. Always report faults and computer problems to the ICT Unit office.

11. Always allow the computer to complete automatic antivirus updates and scan the computer.

Our vision is to make TUDARCo the leading institution of higher learning in terms of the efficient and effective use of ICT. The ICT Department provides initiative and support in various computing matters (Software, Hardware, Networking, University ICT Policies, Strategies and Training issues).

TUDARCo is fast emerging as one of the leaders in the provision of up to-date Information and Communication Technology infrastructure for the support of its academic goals and interaction with the world.

14.5 ICT Facilities
With TUDARCo web site: www.tudarco.ac.tz, that is featuring current and historical information about the University’s development. Prospective student can explore the site for course descriptions and entry requirements and also download application forms if they want to apply to any of TUDARCo programmes.

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

14.7 Quality Assurance Unit (QAU)
QAU is in place in order to enhance the effectiveness of core activities of TUDARCo both academic and administrative. The process whereby measures are
established to ensure that outcomes of academic programmes and administrative issues are of prescribed standards. Quality management refers to ALL the processes which are in place to facilitate achievement of quality at TUDARCo and therefore ALL leaders are there for this purpose. The unit is guided by a number of documents: TUDARCo Quality Assurance Policy, TUDARCo Quality Assurance Manual and Tools and Instruments for Evaluation Quality, TUDARCo Evaluation forms and other documents i.e. Quality Assurance Guidelines by TCU and IUCEA.

14.8 Main Duties - QA
- Monitoring of teaching and learning (preparations, attendance, teaching, evaluation and feedback).
- Assess learning environments (cleanness, canteen, accounts, admissions, dean of students, chaplaincy, etc)
- Monitor conditions of services i.e. work load requirements
- Oversee the compliance to internal and external policies, acts, and regulations on Quality Assurance matters.

15.0 PATTERNS OF COURSES
For details of the course lists students are advised to contact the relevant Dean of Faculty.

15.1 Master of Business Administration (MBA)

<table>
<thead>
<tr>
<th>Credits and Contact Hours for the 24 Months Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module Code</strong></td>
</tr>
<tr>
<td>First Semester:</td>
</tr>
</tbody>
</table>

1 Not on offer during the 2018/2019 Academic year.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMST 611</td>
<td>Business Mathematics and Statistics for Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MKTG 611</td>
<td>Marketing Principles and Management</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 611</td>
<td>Financial and Management Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MGMT 611</td>
<td>Strategic Financial Management</td>
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<tr>
<td>MGMT 612</td>
<td>Operations/Production Management</td>
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**Second Semester:**

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<td>REST 621</td>
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<tr>
<td>BUIS 611</td>
<td>Business Information System and Technology</td>
<td>4</td>
</tr>
<tr>
<td>ECON 611</td>
<td>Applied and Managerial Economics</td>
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<td>MGMT 621</td>
<td>Strategic Management and Corporate Strategy</td>
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<td><strong>FBFN 621</strong></td>
<td>Financial Institutions and Intermediation</td>
<td><strong>3</strong></td>
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<tr>
<td><strong>FBFN 622</strong></td>
<td>Corporate Treasurership</td>
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<td><strong>HRMG 620</strong></td>
<td>Organisational Behaviour and Social Psychology</td>
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<td><strong>HRMG 621</strong></td>
<td>Developing Effective Leaders and Managers</td>
<td><strong>3</strong></td>
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<tr>
<td><strong>EMKT 621</strong></td>
<td>Marketing Research and Product development</td>
<td><strong>3</strong></td>
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<tr>
<td><strong>EMKT 622</strong></td>
<td>Consumer Behaviour and Sales Management</td>
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**Third Semester**

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<tr>
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<th>Course Code</th>
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<tr>
<td>FBFN623</td>
<td>Financial Theory and Financial Decision Making</td>
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<td>FBFN 624</td>
<td>Investment and Risk Analysis</td>
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<td>FBFN 625</td>
<td>International Financial Management</td>
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<td>Performance and Reward System</td>
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<td>HRMG 623</td>
<td>Labour and Industrial Relations</td>
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<td>Public Relations and Corporate Relationship Management</td>
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<td>EMEN 622</td>
<td>Entrepreneurship and Innovation</td>
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<tr>
<td>REST 623</td>
<td>Dissertation 15,000 to 20,000 Words</td>
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**Progress Requirements**

A student must pass all modules with a grade of at least 50%. In the first two semesters a student will study 8 modules. Upon successful completion of the modules, a student may be eligible to proceed to core and specialization stages. To be eligible to proceed a student must meet the minimum academic requirement of obtaining an average of 50% over all modules taken in the first 8 core courses.

A student who does not meet this requirement may have the following options:
a. A student may re-sit for a maximum of three modules in an attempt to achieve the 50% average before the commencement of the next cluster.
b. A student who chooses not to exercise the above option, or who fails to meet the requirements will be required to repeat the module when next offered or be discontinued from his/her studies.

Grading system

For the purpose of grading a Five-Point system will be used in averaging the final grades as follows:

<table>
<thead>
<tr>
<th>Numerical Scores (%)</th>
<th>Grade</th>
<th>Interpretation</th>
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<tbody>
<tr>
<td>85 – 100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>70 – 84</td>
<td>B+</td>
<td>Very Good</td>
</tr>
<tr>
<td>60 – 69</td>
<td>B</td>
<td>Good</td>
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<td>50 – 59</td>
<td>C</td>
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<td></td>
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<td>Fail/Supp</td>
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<tr>
<td>0 – 49</td>
<td>D/E</td>
<td>Fail/Repeat</td>
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Classification of final awards

The MBA is an unclassified degree and calculation of the GPA shall use a Five Point System in averaging the final grade of a graduate: No GPA classification, but a student shall be given a letter of pass as: A, B+, and B.

Dissertation

Before a student can be allowed to proceed with the dissertation, a candidate must successfully complete all the Modules with a mean overall grade of 50% or above. A candidate failing in not more than three Modules shall be required to do supplementary examinations. In case he/she fails supplementary examinations a student will be required to:
Repeat the modules when next offered and pass before proceeding to the next semester otherwise he/she will be discontinued from studies.

A student can repeat modules only once and will be discontinued if he/she fails.
Each candidate will be required to present and defend his/her proposal before a panel of examiners. Before commencing research, a candidate must submit a concise proposal of the research to the Directorate of Post-Graduate Studies for approval after incorporating all comments from the panel. The Directorate of Post-Graduate Studies at its discretion may decline to approve the proposal. After approval of the proposal a student will be required to conduct research for three months.

Dissertation Submission and examination

Each candidate will be given a supervisor who will guide a student through the research work to be presented in partial fulfilment of the MBA degree requirements. After completion of the research work the final document must be submitted to the Supervisor. The supervisor will examine the dissertation and submit recommendations to the panel of examiners.

A candidate will be given a chance to defend the dissertation before a panel of examiners. The panel of examiners will include an internal examiner, an external examiner, and an experienced person from the industry. Oral presentation will comprise of 30%, while the written report will take the remaining 70%.

**Assessment of Dissertation**
The panel of examiners will be approved by the Directorate of Post-graduate Studies. The panel will submit to the Directorate of Post-graduate Studies a report on the grade and acceptability of the Dissertation as an academic work.
Module Outline

Business Mathematics and Statistics for Decision Making - BMST 611 (4 Credits)

Course description

The module shall provide basic theories and statistical techniques for problem solving approaches focusing on concepts, calculations, interpretation and use of mathematical and statistical information. The module shall include the role of mathematics and statistics in modern business environment problem solving and decision making.

Marketing Principles and Management - MKTG 611 (4 Credits)

Course description

The course takes a student from mundane problems in organizational marketing activity to discovering theoretical issues behind marketing as practice and science. It emphasizes the analysis of cultural, demographic and social patterns and their impact on marketing strategy. Furthermore the course introduces and develops concepts and focuses on the application of marketing conceptual frameworks.

Entrepreneurship- ENBE 601 (4 Credits)

Course description

This module has the dual aim of introducing a student to the theory and the practice of entrepreneurship in the context of high performance enterprise in Tanzania. The module will profile the role of entrepreneurship in society and provide the needed business know how, to identify business opportunities, evaluate the commercial viability of a venture, undertake appropriate market
research, clearly identify the legal issues associated with protecting intellectual value and analyze the content of a business plan.

Financial and Management Accounting - ACCT 611 (4 credits)

Course description

This module develops a theoretical and practical understanding of preparation and analysis of financial accounts as well as management accounting reports pertinent to the non-specialist managers. It provides useful insights for individuals who will make business decisions and evaluate the performance of business units using data obtained from the accounting system. It caters for the needs of students who had no prior appreciation of Financial and Management Accounting and offers an opportunity for students with prior knowledge in accounting to further exploit their knowledge and become effective users of accounting information.

Business Information Systems and Technology- BUIS 601 (4 Credits)

Course description

This is a rapidly expanding field of study and is an indispensable part of any business success as it is closely connected with both human and organizational issues. The course raises concern for managers to appreciate the various ways of thinking about business information systems and technology and to understand its potential and limitations. Accordingly the core of the course lies in the way in which data- information systems relate to general business systems and business decision making.

Strategic Financial Management - MGMT 622 (4 credits)

Course description
This module is designed to provide tools in financial decision making. Topics covered in this module will include: introduction to financial statements, financial statement analysis, time value of money, valuation analysis, cost of capital, capital budgeting, capital structure and dividend policy. This module aims at familiarizing students with the financial decision making process and equip them with the fundamental techniques used to deal with the generic financial problems, make investment choices and how to raise the necessary financing. The module integrates theory and practical applications through selected cases and readings.

Production/Operations Management - MGMT 612  (4 Credits)

Course description

This module focuses on business processes, procedures and strategies used to transform various inputs into finished goods and services. The module consists of two main components: a body of knowledge component and a critical thinking component which is acquired through case analysis, discussion, and project work.

This module is designed for an intensive study of the strategy, design, and operation of productive systems. Several quantitative techniques are applicable for operational problem solving purpose.

Applied Managerial Economics - ECON 611  (4 Credits)

Course description

This module consists of economic theory and decision science tools for managerial decisions. The module introduces a student to relevant tools for analyzing internal and external environments for optimizing the use of scarce resources in a firm. In addition, the course will use econometric analysis for managerial decision making.
Specializations in Finance and Banking/Human Resources/Entrepreneurship and Marketing

Research Methodology-I - REST 621 (4 credits)

Course description
The course grounds a student in business and management research methods and the various ways of carrying out research in the area of business and management settings. It introduces a student to research paradigms, analysis and theoretical traditions.

Strategic Management and Corporate Strategy- MGMT 621 (4 Credits)

Course description
This Module covers different theories, concepts and frameworks of Strategic Management and their origins, their prescriptions and shortcomings.

Project Planning and Management - MGMT 622 (4 credits)

Course description
The aim of the module is to make students familiar with the role of projects in economic and social development. The quest of Tanzania for economic and social development inevitably involves the basic problem of how to use limited resources, such as labor, management talent, capital foreign exchange and natural resources as well as yields to best economic results.

Development programmes and projects play an important role in the strategies for national, sectoral and individual projects. The module touches on a wide range of project development as an integrated process. The phases carried out in project preparation and evaluation (appraisal) are condensed into three parts; project preparation, its appraisal and implementation. The module
provides the understanding to project ideas identification, preliminary selection and formulation of a project. Issues related to technical, economic, financial and managerial aspects of a project are covered in detail.

Electives

**MBA in Finance and Banking**

**Corporate Treasurership - BUSF 622 (3 credits)**

*Course description*

This Module addresses some of the most important aspects of a financial manager’s role. It focuses on the manager’s responsibilities regarding the acquisition and custody of company funds, as well as the duty to report, control, and account for the usage of those funds. The scope of treasurership is very broad, and deals with all aspects relating to the provision and use of finance.

**Finance Theory and Financial Decision Making - BUSF 623 (3 Credits)**

*Course description*

This module focuses on long-term decision-making problems faced by corporate financial managers. In the area of capital budgeting, the module deals with the rationale, principles and techniques of investment analysis in both developed and developing countries like Tanzania. It introduces the main principles and techniques of financial and economic cost benefit analyses for private and public sector investment projects.

**International Financial Management - BUSF 625 (3 credits)**

*Course description*

The module focuses on the financial operation of multi-national corporations in an environment of open and integrated financial markets. The module aims to provide students with a through grounding in business finance management via integrating the main functional areas through the application of strategic management.
Financial Institutions and Financial Intermediation-BUSF 621 (3 Credits)

Course description
The programme aims to improve management and technical skills by focusing on risk and asset and liability management, strategic management of the financial institution, financial markets and marketing of financial services and banking, finance regulation and supervision.

Investment and Risk Analysis –FBFN 624

Course description
The course introduces a student to the deeper understanding of investment and risk analysis based on portfolio.

MBA in Human Resources Management
Organizational Behaviour and Psychology- HRMG 620 (4 Credits)

Course description
This course is designed to acquaint students with problems of industrial and organizational psychology and their impact on the lives of job applicants, employees, managers and consumers. It provides an overview of theories and concepts essential to understanding human behaviour in organizational contexts. A student is exposed to conceptual framework and level of analysis for systematically examining organization functioning. Furthermore a student is introduced to fundamentals of public relations management and practice with emphasis on the role of effective communication strategies in the corporate environment

Developing Effective Leaders and Managers - HRMG 621 (3 Credits)

Course description
Leadership and management though critical for organizational success are one of the most studied and least understood human behaviours; particularly in a fast changing business environment.
This course offers opportunity for graduate students to better understand, accept and assume leadership roles in increasingly competitive organizations.

**Performance and Reward Systems - HRMG 622 (3 credits)**

**Course description**

This course requires a student to develop the theoretical and practical skills necessary to plan, monitor, measure, motivate and improve performance. It entails learning how to define and develop individual and organizational performance indicators, aligning individual and organizational performance goals and objectives, measuring and tracking performance, diagnosing performance deficiencies and developing and implementing group and individual tailored performance improvement systems. Also the student will study reward systems in business enterprises.

**Labour and Industrial Relations - HRMG 623 (3 Credits)**

**Course description**

This module provides a student with information and theoretical background for discussion of labour relations in public and private sectors. The course provides an overview of some of the divergent approaches to industrial relations that have dominated its practice and study in Tanzania. Finally, a student will apply some of these principles to public and private sectors.

**Public Relations and Corporate Relationship Management – HRMG 624**

**Course description**

This course introduces the fundamental of public relations management and practice with emphasis on the role of effective communication strategies in the corporate environment
MBA in Entrepreneurship and Marketing

Marketing Research and Product Development - EMKT 621(3 credits)

Course description
The module provides a review of the various marketing research thinking, techniques and applications as a part of marketing oriented organization and key player when taking decisions towards final consumer / customers.

Consumer Behaviour and Sales Management - EMKT 622(4 Credits)

Course description
The course provides an understanding of consumer behavior theories as it relates to purchase-related beliefs, structures, attitudes, and behaviors of diverse consumers.

The module provides a deep understanding of how consumers think, react and behave, in order to design new products, modify existing ones and decide on product policy. It investigates theories and models of consumer behavior using behavioural science and its applications to real world marketing situations.

Strategic Entrepreneurship and Marketing – EMEN 621 (3 Credits)

Course description
This module examines the role of strategic thinking and proactive approaches in wealth creation and enterprising. New products/services and new markets require new ideas as well as stimulation of the long-lived ideas. The use of appropriate technology provides a great tool in facilitating behavioral changes. The course introduces a student to the understanding of the theory, concepts and practical aspects of strategic entrepreneurship with
particular examples from Tanzania, East Africa and developing and developed countries.

**Entrepreneurship, Innovation and Creativity - EMEN 622  (3 Credits)**

**Course description**
This module examines the role of knowledge in wealth creation through innovation and entrepreneurship. Innovation demands creativity that leads to new product or service generally with the use of appropriate technology. The course introduces a student to the understanding of the theory, concepts and practical aspects of entrepreneurship development with particular examples from Tanzania, East Africa and developing and developed countries.

**Entrepreneurial Venture Creation and Management- EMEN 623(3 Credits)**

**Course description**
Understanding of the role of entrepreneurship and innovation in new ventures and existing firms. Exposure to the issues related to starting and managing new ventures and establishing entrepreneurial programmes in existing firms.

**15.2 Bachelor of Business Administration Degree (BBA)**

**COURSES OFFERED BY SEMESTER AND YEAR**

**YEAR ONE**

**Semester One**

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<tr>
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<td>DS 101</td>
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<td>Development Studies I</td>
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<td>(Micro) Economics I</td>
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<td>8. BLAW 110</td>
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**YEAR TWO**

Semester Three

**MANAGEMENT CONCENTRATION**

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<td>3. MGMT 212</td>
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<td>Quantitative Methods I</td>
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<td>4. MKTG 221</td>
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<td>5. ORGB 201</td>
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**ELECTIVES**

1. PRAC 201 2 Practicum

Others to be chosen from the Faculty’s approved list of electives.

**YEAR TWO**

Semester Three

**ACCOUNTING CONCENTRATION**
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**ELECTIVES**

1. PRAC 201 2 Practicum

Others to be chosen from the Faculty’s approved list of electives subjects.

**Semester Four**

**MANAGEMENT CONCENTRATION**

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<td>Production and Operations Management</td>
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<td>MGMT 303</td>
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**ELECTIVES**

1. PRAC 201 2 Practicum

Others to be chosen from the Faculty’s approved list of elective subjects.
### ACCOUNTING CONCENTRATION

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<td>Quantitative Methods II</td>
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<td>MGMT 304</td>
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<td>Management of Small Business and Entrepreneurship I</td>
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<td>REST 211</td>
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<td>Research methodology I</td>
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#### ELECTIVES

1. PRAC 201 2 Practicum

Others to be chosen from the Faculty’s approved list of elective subjects.

### Semester Five

### MANAGEMENT CONCENTRATION

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<td>Management of Small and Entrepreneurship II</td>
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#### ELECTIVES

1. PRAC 201 2 Practicum
Others to be chosen from the Faculty’s approved list of elective subjects.

**ACCOUNTING CONCENTRATION**

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**ELECTIVES**

1. PRAC 201 2 Practicum
Others to be chosen from the Faculty’s approved list of elective subjects.

**YEAR THREE**

**Semester Six**

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<tr>
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<td>Research Project / Field Attachment</td>
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</tbody>
</table>

15.3 **Bachelor of Laws (LLB)**

Bachelor of Laws (LLB) courses, their code numbers, names and corresponding credit hours

**FIRST YEAR:**

**Semester I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 101</td>
<td>Constitutional Law I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 102</td>
<td>Law of Contract I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 103</td>
<td>Criminal Law and Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>LAW 104:</td>
<td>Legal Methods I</td>
<td>3</td>
</tr>
<tr>
<td>LANG 102:</td>
<td>Communication Skills I</td>
<td>3</td>
</tr>
<tr>
<td>COMP 101:</td>
<td>Computer Applications I</td>
<td>2</td>
</tr>
<tr>
<td>DS 101:</td>
<td>Development Studies I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</table>

**Semester II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 111:</td>
<td>Constitutional Law II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 112:</td>
<td>Law of Contract II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 113:</td>
<td>Criminal Law and Procedure II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 114:</td>
<td>Legal Methods II</td>
<td>3</td>
</tr>
<tr>
<td>LANG 112:</td>
<td>Communication Skills II</td>
<td>3</td>
</tr>
<tr>
<td>COMP 111:</td>
<td>Computer Applications II</td>
<td>2</td>
</tr>
<tr>
<td>DS 111:</td>
<td>Development Studies II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

Summary: No option course should be available to first year candidate.

**SECOND YEAR:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 201:</td>
<td>Administrative Law I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 202:</td>
<td>Law of Evidence I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 203:</td>
<td>Land Law I</td>
<td>3</td>
</tr>
</tbody>
</table>
### LAW 204: Law of Tort I
3

### LAW 205: Company Law I
3

### LAW 206: Labour Law I
3

Plus one elective
3

**Total** 21

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

#### Semester IV

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 211:</td>
<td>Administrative Law II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 212:</td>
<td>Law of Evidence II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 213:</td>
<td>Land Law II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 214:</td>
<td>Law of Tort II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 215:</td>
<td>Company Law II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 216:</td>
<td>Labour Law II</td>
<td>3</td>
</tr>
<tr>
<td>LAW 217:</td>
<td>Legal Research Methodology</td>
<td>2</td>
</tr>
</tbody>
</table>

Plus one elective course
3

**Total** 23

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

#### THIRD YEAR:

#### Semester V

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 301:</td>
<td>Jurisprudence I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 302:</td>
<td>Civil Procedure I</td>
<td>3</td>
</tr>
<tr>
<td>LAW 303:</td>
<td>Tax Law I</td>
<td>3</td>
</tr>
</tbody>
</table>
LAW 304: Family Law I 3
LAW 305: Public International Law I 3
LAW 330: Conflict Resolution and Alternative Dispute Resolution Law 3

plus one elective 3

**Total** 21

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

<table>
<thead>
<tr>
<th>Semester VI</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 311:</td>
<td>Jurisprudence II 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW 312:</td>
<td>Civil Procedure II 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW 313:</td>
<td>Tax Law II 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW 314:</td>
<td>Family Law II 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAW 315:</td>
<td>Public International Law II 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRAC 316:</td>
<td>Practicum and Professional Legal Ethics 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REST 317:</td>
<td>Research Project/Paper</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 20

Summary: A candidate should take 6 compulsory subjects in this semester and complete and submit a Research Paper.

**Electives for 2nd and 3rd Year Students:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 324:</td>
<td>International Environmental Law 3</td>
<td></td>
</tr>
<tr>
<td>LAW 325:</td>
<td>Capital Markets and Securities Law 3</td>
<td></td>
</tr>
<tr>
<td>LAW 326:</td>
<td>Internet Law 3</td>
<td></td>
</tr>
<tr>
<td>LAW 327:</td>
<td>Islamic Law 3</td>
<td></td>
</tr>
</tbody>
</table>
LAW 328: Intellectual Property Law 3
LAW 329: Regulatory Law 3
LAW 331: Legal Aspects of International Trade and Investments 3
LAW 332: Banking Law 3
LAW 333: Insurance Law 3
LAW 334: Negotiable Instruments Law 3
LAW 335: Human Rights Law 3
LAW 336: Criminology and Penology 3
LAW 337: Sale of Goods Law 3
LAW 338: Private International Law 3
LAW 339: Planning Law 3
LAW 340: Natural Resources Law 3
LAW 341: Pollution Control Law 3

15.4 Bachelor of Arts in Library Studies (BA-LIS)

FIRST YEAR
Semester I
Course Code | Credits | Course Name
-------------|---------|------------------
DS 101       | 2       | Development Studies I
LANG 101     | 3       | Communication Skills I
LIS 101      | 3       | Foundation of Library and Information Science
LIS 102      | 3       | Information in Society
LIS 105      | 3       | Computer Applications I
LIS 103      | 3       | Information Processing I
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANG 112</td>
<td>3</td>
<td>Communication Skills II</td>
</tr>
<tr>
<td>DS 111</td>
<td>2</td>
<td>Development Studies II</td>
</tr>
<tr>
<td>LIS 111</td>
<td>3</td>
<td>Information Sources and Services</td>
</tr>
<tr>
<td>LIS 113</td>
<td>3</td>
<td>Information Processing II</td>
</tr>
<tr>
<td>LIS 114</td>
<td>3</td>
<td>Information Users</td>
</tr>
<tr>
<td>LIS 115</td>
<td>3</td>
<td>Computer Applications II</td>
</tr>
<tr>
<td>LIS 116</td>
<td>6</td>
<td>Practical Training I</td>
</tr>
<tr>
<td>Total</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

Practical Training I takes place after the end of first year examinations.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIS 201</td>
<td>3</td>
<td>Knowledge Management</td>
</tr>
<tr>
<td>LIS 202</td>
<td>3</td>
<td>Information Storage and Retrieval I</td>
</tr>
<tr>
<td>LIS 203</td>
<td>3</td>
<td>Information Services for African Development</td>
</tr>
<tr>
<td>LIS 204</td>
<td>3</td>
<td>Information Technology I</td>
</tr>
<tr>
<td>LIS 205</td>
<td>3</td>
<td>Research Methods I</td>
</tr>
<tr>
<td>LIS 207</td>
<td>3</td>
<td>Documentation I</td>
</tr>
<tr>
<td>LIS 208</td>
<td>3</td>
<td>Records Management I</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

Optional courses:
A candidate should select any TWO from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIS 206</td>
<td>3</td>
<td>Publishing and Book Trade I</td>
</tr>
<tr>
<td>LIS 209</td>
<td>3</td>
<td>Special Libraries and Information Centres I</td>
</tr>
</tbody>
</table>

SECOND YEAR

<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Credits</td>
<td>Course Name</td>
<td></td>
</tr>
<tr>
<td>LIS 211</td>
<td>3</td>
<td>Information Repackaging</td>
<td></td>
</tr>
<tr>
<td>LIS 212</td>
<td>3</td>
<td>Automation of Library and Information Systems</td>
<td></td>
</tr>
<tr>
<td>LIS 213</td>
<td>3</td>
<td>Information Storage and Retrieval II</td>
<td></td>
</tr>
<tr>
<td>LIS 214</td>
<td>3</td>
<td>Information Technology II</td>
<td></td>
</tr>
<tr>
<td>LIS 215</td>
<td>3</td>
<td>Research Methods II</td>
<td></td>
</tr>
<tr>
<td>LIS 216</td>
<td>6</td>
<td>Practical Training II</td>
<td></td>
</tr>
<tr>
<td>LIS 217</td>
<td>3</td>
<td>Documentation II</td>
<td></td>
</tr>
<tr>
<td>LIS 218</td>
<td>3</td>
<td>Records Management II</td>
<td></td>
</tr>
</tbody>
</table>

| Total       | 24         | Practical Training II takes place after the end of second year examinations. |

Optional Courses: A candidate should select any TWO from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIS 219</td>
<td>3</td>
<td>Publishing and Book Trade II</td>
</tr>
<tr>
<td>LIS 220</td>
<td>3</td>
<td>Special Libraries and Information Centres II</td>
</tr>
<tr>
<td>LIS 221</td>
<td>3</td>
<td>Administration of Academic Libraries</td>
</tr>
</tbody>
</table>
LIS 222 3 Audio-Visual Materials
Total 18

THIRD YEAR
Semester V
Course Code  Credits  Course Name
LIS 302 3 Management of Information Systems I
LIS 303 3 Economics of Information and Marketing
LIS 304 3 Information Policy
LIS 308 3 Information Systems Analysis and Design
LIS 310 3 Electronic Commerce I
Total 9

Optional Courses: A candidate should select any of the following:

Course Code  Credits  Course Name
LIS 306 –core course 3 Management of Archives
LIS 307 3 Specialized Sectoral Information Needs, Resources and Services
LIS 309 3 Administration of Public and National Libraries

THIRD YEAR
Semester VI
Course Code  Credits  Course Name
LIS 311 6 Research Report
LIS 312 3 Management of Information Systems II
LIS 313 3 Planning and Design of Information Infrastructure
LIS 318 3 Information Systems,
Optional Courses: A candidate should select any of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIS 314</td>
<td>3</td>
<td>Media Technology</td>
</tr>
<tr>
<td>LIS 316</td>
<td>3</td>
<td>Administration of School Libraries</td>
</tr>
</tbody>
</table>

Total 6

15.5 Bachelor of Arts in Mass Communication (BMC)

PROGRAMME COURSES:
The first two years consist of core modules only.

FIRST YEAR
1ST SEMESTER
Core Courses

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 110</td>
<td>4</td>
<td>Introduction to Mass Communication</td>
</tr>
<tr>
<td>2</td>
<td>BMC 111</td>
<td>4</td>
<td>Writing for Communication I</td>
</tr>
<tr>
<td>3</td>
<td>BMC 112</td>
<td>3</td>
<td>Communication Skills I</td>
</tr>
<tr>
<td>4</td>
<td>BMC 113</td>
<td>2</td>
<td>Computer Application in Mass Communication</td>
</tr>
<tr>
<td>5</td>
<td>BMC 114</td>
<td>4</td>
<td>Mass communication Technologies</td>
</tr>
<tr>
<td>6</td>
<td>BMC 115</td>
<td>2</td>
<td>Development Studies I</td>
</tr>
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</table>
7. BMC 116 4 Practicum
Total 23

2ND SEMESTER

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Hours Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 121</td>
<td>4</td>
<td>Writing for Communication II</td>
</tr>
<tr>
<td>2</td>
<td>BMC 122</td>
<td>4</td>
<td>Media History and Development Issues</td>
</tr>
<tr>
<td>3</td>
<td>BMC 123</td>
<td>4</td>
<td>Introduction to Mass Communication Research</td>
</tr>
<tr>
<td>4</td>
<td>BMC 124</td>
<td>2</td>
<td>Development Studies II</td>
</tr>
<tr>
<td>5</td>
<td>BMC 125</td>
<td>3</td>
<td>Media Attachment</td>
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<tr>
<td>6</td>
<td>BMC 126</td>
<td>3</td>
<td>Communication Skills II</td>
</tr>
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<td>7</td>
<td>BMC 127</td>
<td>4</td>
<td>Theories of Mass Communication</td>
</tr>
</tbody>
</table>

Total 24

FIRST YEAR TOTAL CREDIT HOURS = 47

SECOND YEAR

3RD SEMESTER

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 212</td>
<td>4</td>
<td>Mass Communication Law</td>
</tr>
<tr>
<td>2</td>
<td>BMC 213</td>
<td>3</td>
<td>Issues in Mass Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Research</td>
</tr>
<tr>
<td>3</td>
<td>BMC 214</td>
<td>4</td>
<td>Mass Communication and Society.</td>
</tr>
<tr>
<td>4</td>
<td>BMC 215</td>
<td>3</td>
<td>Gender and Media</td>
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</tbody>
</table>
4th Semester
Core Courses

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>BMC 220</td>
<td>3</td>
<td>Media Attachment</td>
</tr>
<tr>
<td>2.</td>
<td>BMC 221</td>
<td>3</td>
<td>Effects of Mass Communication</td>
</tr>
<tr>
<td>3.</td>
<td>BMC 222</td>
<td>3</td>
<td>Mass Communication Ethics</td>
</tr>
<tr>
<td>4.</td>
<td>BMC 223</td>
<td>3</td>
<td>Introduction to Radio &amp; TV Broadcasting</td>
</tr>
<tr>
<td>5.</td>
<td>BMC 224</td>
<td>4</td>
<td>Introduction to Photojournalism</td>
</tr>
<tr>
<td>6.</td>
<td>BMC 225</td>
<td>4</td>
<td>Introduction to Public Information Programs</td>
</tr>
<tr>
<td>7.</td>
<td>BMC 226</td>
<td>4</td>
<td>Introduction to Public Relations and Advertising</td>
</tr>
</tbody>
</table>

Total 24

SECOND YEAR TOTAL CREDIT HOURS = 45

THIRD YEAR

5TH SEMESTER

Core Courses

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 311</td>
<td>4</td>
<td>Specialized Writing</td>
</tr>
<tr>
<td>2</td>
<td>BMC 313</td>
<td>4</td>
<td>New - Media Technologies</td>
</tr>
<tr>
<td>3</td>
<td>BMC 314</td>
<td>4</td>
<td>Research Paper I</td>
</tr>
</tbody>
</table>

Total Credits 12 Core Courses
**ELECTIVES:**
Students choose any two below:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 315</td>
<td>3</td>
<td>Radio and TV Broadcasting</td>
</tr>
<tr>
<td>2</td>
<td>BMC 316</td>
<td>3</td>
<td>Broadcast Public Affairs Reporting</td>
</tr>
<tr>
<td>3</td>
<td>BMC 317</td>
<td>3</td>
<td>Public Relations and Advertising</td>
</tr>
<tr>
<td>4</td>
<td>BMC 318</td>
<td>3</td>
<td>Writing for Print Media</td>
</tr>
</tbody>
</table>

Total credits/elective courses 6
5th semester total credits - 18.

**THIRD YEAR**

**6th Semester**
Core Courses

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 321</td>
<td>4</td>
<td>International Mass Communication System</td>
</tr>
<tr>
<td>2</td>
<td>BMC 322</td>
<td>2</td>
<td>News Analysis and Current Affairs</td>
</tr>
<tr>
<td>3</td>
<td>BMC 323</td>
<td>3</td>
<td>Media Management and Organization</td>
</tr>
<tr>
<td>4</td>
<td>BMC 324</td>
<td>4</td>
<td>Research Paper II</td>
</tr>
</tbody>
</table>

**ELECTIVES:**
Students choose any two from below:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BMC 325</td>
<td>3</td>
<td>Mass Media and Popular Culture</td>
</tr>
</tbody>
</table>
2  BMC 326  3  Contemporary media in Tanzania
3  BMC 327  3  Audience Research

Total credit electives courses 6.  
6th semester total credits - 19

THIRD YEAR TOTAL CORE CREDITS = 37

15.6  Bachelor of Information Management (BIM)

FIRST YEAR

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>LANG 102</td>
<td>3</td>
<td>Communication Skills I</td>
</tr>
<tr>
<td></td>
<td>DS 101</td>
<td>2</td>
<td>Development Studies I</td>
</tr>
<tr>
<td></td>
<td>BIM 101</td>
<td>4</td>
<td>Information in Society</td>
</tr>
<tr>
<td></td>
<td>BIM 102</td>
<td>4</td>
<td>Organization of Knowledge</td>
</tr>
<tr>
<td></td>
<td>BIM 103</td>
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<td>BIM 202</td>
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**Optional Course:** (The student may take TWO optional courses)

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**Optional Courses:** (The Student should take TWO optional courses)
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**THIRD YEAR**

**Semester Five**

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**Optional Courses:** (The Student should take two optional courses)

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**Semester Six**

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**Optional Courses:** (The Student should take two optional courses)


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<td>BIM 317</td>
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**15.7 Bachelor of Arts with Education (BA-ED)**

In order to graduate in a three-year BA Ed. Programme, a student must take and pass 118 units. The distribution of such units will be as follows:

Two teaching subjects (36 units each subject) 72 units

Education courses 34 units

Development Studies 2 units

Communication Skills 3 units

Introduction to computers 3 units

Research Methods and Statistics I & II 4 units

**Table 1. Summary**

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<thead>
<tr>
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<th>Semester</th>
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Note that:
All first and second year students MUST do Teaching Practice (TP) at the end of each year of study. Teaching Practice is a mandatory course worth 6 units. The student who fails to do TP in the respective year will carry over the course to the following year of study.

**ENGLISH LANGUAGE**

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<td>LL 103 English Phonemic and Orthographic Systems</td>
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<td>GE 304 Agricultural Systems and Location (Option)</td>
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<td>HI 103 Capitalism and Imperialism in World History</td>
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<td>HI 104 Themes in Africa History</td>
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| II | EP 300 Educational Measurement and Evaluation | 3 |
|    | EA 300 Management of Education and School Administration | 3 |
|    | EP 306 Counseling and Special Needs Education | 3 |
|    | CT 201 Educational Media and Technology | 3 |
|    | DS 200 Development Studies | 3 |
|    | RM 201 Research Methods and Statistics I | 2 |

| III | HI 212 Philosophies and Methodologies of History | 2 |
|     | HI 213 History of Tanzania | 3 |
|     | HI 214 History of East Africa | 3 |
|     | HI 215 Neo-Colonialism and Revolutionary Movements (Option) | 3 |
|     | RM 211 Research Methods and statistics II | 2 |
|     | CT 211 Teaching Practice II | 3 |

| IV | RM 311 Research Project | 4 |
|    | HI 301 Economic History of Tanzania: Theory | 3 |
|    | HI 302 History of North Africa* or | 3 |
Note:

Students majoring in History will be required to take two regional courses, viz. Africa in addition to East Africa by choosing one course from each of the pairs indicated in the list above.

KISWAHILI

<table>
<thead>
<tr>
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<th>Semester</th>
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<th>Units</th>
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<td>I</td>
<td>SW102 Misingi ya Sarufi ya Kiswahili</td>
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<td>Counseling and Special Needs Education</td>
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<td>CT 201</td>
<td>Educational Media and Technology</td>
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<td>Fonolojia ya Kiswahili</td>
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<td>Riwaya ya Kiswahili</td>
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<td>Oral Literature Theory</td>
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**COURSE DESCRIPTIONS FOR BAED PROGRAMME**

**Common courses**

**CL 106 Communication Skills**

In this course students are introduced to the world of academic
English and helped to develop efficient study skills by practicing note taking, summarizing, reading strategies, library and reference skills, report writing, and oral presentation skills.

**DS 200 Development Studies**
This interdisciplinary subject is designed to equip students with critical and analytical skills in evaluating societal and developmental problems in the fields of politics, economics, culture, science and technology, agriculture and industry and social services.

**AS 101 Introduction to Computers**
This course will introduce students to the basics of computers. It will help students develop an understanding of computer hardware and operating systems and promote skills in word processing.

**Education**

**EF 100: PRINCIPLES OF EDUCATION (3 Credits)**
This course is designed to introduce students of the first year principles of Education, to understand foundational ideas underlying educational policies and practices in their temporal and spatial variations. Emphasis will be laid on basic conceptual underpinnings of education designed as a dimension of the process and a tool of human liberation and development. The Conceptual problems of Education for other processes (e.g. Self Reliance) will also be analyzed.

**EP 101: INTRODUCTION TO EDUCATIONAL PSYCHOLOGY (3 Credits)**
This course provides an opportunity for students to critically explore the psychological theories, concepts, methods to the study and practice of teaching and learning inside and outside the
classroom. Although the focus will be on how children learn in schools, the experiences from the course participants will also be examined. The issues presented in this course are organized according to the prominent topics emanating from Educational Psychology. In addition to examining general psychology, participants in this course will discuss how meaning can emerge from new materials only if they tie into the existing cognitive structure of prior meaning. Important contributors in Educational Psychology will be outlined. The schools of thought like behaviorism (Robert Thorndike, John Watson, B.F Skinner and Ivan Pavlov), cognitive (Jerome Brunner and others), the Piaget Jean formulated theory of how children learn, will be highlighted and humanism will be considered as well.

CT 100  TEACHING PRACTICE I    (3 Credits)

CT 211: TEACHING PRACTICE II    (3 Credits)

There shall be Teaching Practice at the end of the first and the second year whereby teacher trainees shall be attached to secondary schools and teacher’s Colleges during the long vacation. This shall take place in August/September of each academic year to last for a maximum of eight weeks. This module is cumulative and is carried forward into the second academic year.

The course aims at helping student teachers or teacher trainees to gain experience by getting the opportunity to teach lessons in real classrooms. This course exposes students to the field of teaching. It enables them to apply the principles, concepts, skills and methods acquired in the theory modules of teaching.

CT 200: PRINCIPLES OF CURRICULUM DEVELOPMENT AND INSTRUCTION (3 credits)

This course provides students with some fundamental basis for later studies in the area of curriculum development, implementation
and evaluation. The course helps students to understand the theoretical basis of what is officially and unofficially taught in schools and colleges, and the various factors influencing the approach, content and conduct of school and college programmes. Therefore, this course will assist students in becoming relevant and contribute efficiently and effectively to educational theory and practice. This course is scheduled to provide basics of curriculum development and instructions to students. The course is planned to equip students with an exposure to the basics of Bloom’s Taxonomy which will empower a candidate to be able to use knowledge and skills gained in classroom during theory.

By the end of the course students should be able to: i) Demonstrate skills in lesson preparation and material development; ii) Outline basic concepts of the curriculum process; iii) Elaborate Bloom’s Taxonomy of Educational Objectives; iv) Introduce to student teachers basic ethics of the teaching profession; and v) Practice micro teaching skills

CT 201: EDUCATIONAL MEDIA AND TECHNOLOGY
(3 Credits)

In this module students learn computer applications suitable for classroom situations such as: i) Publishing programmes and spread sheets used in grading and record keeping; Reinforcing topics from secondary education curriculum; Instruction in the use of the blackboard, overhead projectors, television, videocassette recorders, and other audiovisual aids and Construction of teaching aids and tools from available materials
At the end of the course, students shall: i) Demonstrate understanding of verbal and non-verbal communication process; ii) Classify visual and auditory media; iii) Construct graphic work and display using community materials; iv) Budget for purchase of media materials ; v) Produce programme material for radio, TV,
film, DVD; and vi) Improve classroom learning performance by using these materials.

EP 300: EDUCATIONAL MEASUREMENT AND EVALUATION (3 credits)

The course exposes students to the study of various assessment methods and tools. It exposes the learners to current and future trends in educational measurement and evaluation; it familiarizes students on different types of tests that can be used in the process of evaluation.

Upon successful completion of this course, students’ should be able to:
i) Describe current and future trends in educational measurement; ii) Describe what to measure and how to measure; iii) Use item writing guidelines to construct test items; iv) Describe and construct a performance test; v) Distinguish between measurements of validity and reliability and strategies for estimating validity and reliability; vi) Identify sources of available standardized tests, review technical manuals for reported test development strategies, naming strategies, reported reliability and validity, and locate critiques of tests; vii) Interpret the meaning of derived scores from standardized tests and other measures and review test content with respect to intended use.

EP 306: EDUCATIONAL GUIDANCE AND COUNSELING (3 credits)

This course is designed to equip students with knowledge of how the human mind works and how it is interrelated to the learning process. The course intends to familiarize the student teachers with the basics of guidance and counseling in schools and colleges. It will provide some background information on guidance and counseling including its principles, the roles and characteristics of
an effective school counselor. The course will also focus on the principles of guidance and counseling including several theories of counseling helpful in the school environment. Career counseling is another aspect of this course intending to familiarize the student with its need, significance and theories. This course will also enable teachers develop not only an awareness of the probable cause of behavioural, emotional and psychological problems, that are likely to be encountered daily among learners, but also identifying skills and intervention strategies to address the problem. The overall intention of this course is to help teachers gain an understanding of how counseling can enable them to help students learn more about themselves and others to create a conducive learning environment.

By the end of this course, student will: i) define guidance and counseling ; ii) acquire some skills and techniques in individual and group counseling; iii) use counseling skills and techniques to help learners with behavior and psychological problems ; iv) grasp skills to guide their students in career choice and development ; v) demonstrate understanding of some of the tests used in school guidance and counseling; vi) Recognize some common behavioural and psychological disorders among students; and VII) Develop and use study strategies

RM 201: RESEARCH METHODOLOGY AND STATISTICS I (3 credits)

The course coverage includes basic concepts and useful tools in statistics frequently needed by teachers in secondary schools. Other areas to be covered include frequency distribution, graphical representation, measures of central tendency, and measures of grouped data, variation, simple linear regression and correlation and simple tests of significance on the correlation coefficient.
RM 211: RESEARCH METHODOLOGY AND STATISTICS II (3 Credits)

This course emphasizes the principles and methods of educational and social science research and how research can be used in various educations and other social science fields.

EA 300: EDUCATIONAL MANAGEMENT AND SCHOOL ADMINISTRATION (3 Credits)

This course is designed to provide undergraduate students in education with an understanding of administrative, management and organizational concepts related to educational institutions, with specific reference to Tanzania. The course is intended to serve as an introduction to both educational management, and organizational theory as fields of study. This course is also designed to provide students in education with an understanding of the structures, process and practices related to educational institutions, with specific reference to Tanzania.

RM 301: RESEARCH PROJECT (3 Credits)

This course intends to enable students to conduct a research on a specific topic within the educational field. This is the situation where the candidate will be able to apply theories of research methods gained in the classroom. The candidate is expected to produce an extended report to be submitted at the end of the academic year.

English

LL 101: INTRODUCTION TO LINGUISTIC THEORY

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

**LL 102 INTRODUCTION TO ENGLISH STRUCTURE AND FUNCTION**

This course focuses on English structure. However, since the syntactic resources of the language allow the user to communicate various messages, a link is established between English syntax and the semantic and message functions of the English clause.

At the end of the course students should be able to;

i. Describe the relationship between grammatical structures and functional demands.

ii. Describe the English language system and the condition governing its use.

**LL 103 ENGLISH PHONEMIC AND ORTHOGRAPHIC SYSTEMS**

This course is an introduction to English phonology and phonetics. It covers a survey of different accents of English in the World, those found in British Isles and move on to the study of RP accent. It covers a theoretical description and intensive practice in the identification, description, recognition, transcription, production and articulation of different patterns of English speech sounds and study of the relationship between the phonemes and their orthographic forms.

**CTE 106: ENGLISH LANGUAGE TEACHING METHODS**
English Language Teaching Methods is a teaching methods course offered to student teachers who intend to have English Language as their teaching subject.

At the end of the course, students should be able to:

i. Handle the Teacher Education English Language Syllabus and teach its contents creatively.

ii. Use various methods, techniques and skills in planning, teaching and evaluation of students’ performance in English language.

iii. Conduct investigations on problems facing both students and teachers in the learning and teaching of English Language, and, discuss with peers in their departments or English department in other schools ways of handling the said problems.

LL 212 English Structure

The course describes the structure of the English sentence. It examines the building blocks of the sentence, viz. the phrase and the clause, and shows the different ways in which these blocks are put together to form complex sentences. The different types of phrases and clauses are presented in terms of their form and function. At the end of the course the student will be able to use appropriate terms to describe the structure of an English sentence as well as consciously construct texts that display an understanding of the different ways in which English structure can be exploited to communicate effectively.

LL 213 CONNECTED SPEECH IN ENGLISH

The course deals with the RP phonemes in sequence; the effect of phonetic environment on the segmental phonemes, syllables, word stress, English rhythm, vowel reduction, strong and weak forms, stress in connected speech, the grammatical function of stress in English, and introduction to English intonation.
LL 214: SOCIAL AND BIOLOGICAL ASPECTS OF LANGUAGE

This course builds on the knowledge and experiences obtained from the study of the basic components of the linguistic system in LL 101, viz. phonology, morphology, syntax, and semantics. It situates the study of language within the social systems of mankind and discusses language change in a historical perspective; it examines the relation between language and the biological makeup of humans and non-humans; and it considers the opportunities for manipulating language by means of modern technological innovations.

LL 216 REGISTER IN ENGLISH

This course introduces the student to variation in the English language according to use. It explores the key registers of Legal English, Medical English, Religious English, and Academic English.

LL 301: LINGUISTIC THEORY

This is a foundation course in generative linguistic theory with a particular focus on syntax. It aims at helping the student to grasp the basic aims of generative theory and its methods of argumentation. At the end of the course the student will be able to explain the basic concepts of syntactic theory and solve various problems in the analysis of English structure.

LL 302 DIALECTS OF ENGLISH

The purpose of this course is to introduce students to the general trends in the historical development of the English language and expand their knowledge in the different aspects of change that have taken place (and still are taking place). It is expected that students
will be able to look at three distinct, though interacting strata: the sound system, the vocabulary and the grammar.

**LL 303 INTRODUCTION TO ENGLISH PRAGMATICS**

This course seeks to explore the social and cultural norms, which relate to language use. The course proceeds to establish an awareness of how language users are less conscious of the micro-factors, which determine linguistic production and interpretation.

The objective of this course is to equip students with the means of manipulating language for particular purpose and to increase their understanding of how language is used to construct reality, establish and maintain social relationships, challenge and change existing situations.

At the end of the course, students should be able to-

i) Analyse the different contextual use of language.
ii) Differentiate the meanings of utterances in different contexts.
iii) Interpret a given discourse using linguistic principle.
iv) Reach logical conclusion from given assumptions.
v) Communicate effectively according to given speech situation.
vi) Use the speech acts to analyse given discourse.

**LL311: SECOND LANGUAGE LEARNING**

The course examines the theories and beliefs that underlie policy and practice in the teaching and learning of a second or foreign language. It develops an understanding of how differences in theories of language and theories of learning are manifest in the design of language teaching/learning programmes. The course also examines how variations in the social contexts of languages and
learners impact the planning of language teaching and learning. By the end of the course the student will be able to

i) demonstrate understanding of the factors that shape language curricula and ability to evaluate different approaches to language teaching and learning.

ii) design and justify a specific language teaching programme

**LL312: MORPHOLOGY**

This is a basic course on the structure of words. It examines the concept of ‘word’ in human languages, the processes of forming and understanding words, and the ways in which the shapes of words change in response to the various rules of language structure. It situates the course in the wider understanding of morphology as the component of language that interacts with sound structure (phonology) on the one hand and with phrase and sentence structure (syntax) on the other hand. The course takes the student through a progressive development of the morphological processes via the illustrative morphological description of a particular Bantu language, as well as English. By the end of the course the student will

i) demonstrate an understanding of the fundamental morphological processes

ii) be able to develop a basic morphological description and analysis of a Bantu language.

**LL 313: SELECTED THEMES IN THEORETICAL LINGUISTICS**

This course will lead the student into an in-depth examination of specific themes in linguistic theory. The themes will be explored
within the generative theoretical framework. The aim is to get the student to

a) grasp and appreciate the possibilities and limits within the generative framework
b) lay a foundation for extending the limits or devising alternative perspectives.

LL 304: SOCIOLINGUISTICS

This is an introductory course on the relationship between language and society. At the micro level it examines the variation of language in relation to social factors such as age, gender, and socio-economic class, and discusses the significance of that variation. At the macro level the course deals with issues of language contact in multilingual contexts, language planning, and language in education.

At the end of the course students will show an understanding of the relationship between language and society, and of how language both shapes and is shaped by relations between individuals as well as relations between communities.

LL 314 THE STUDY OF DISCOURSE

This course equips students with ability to analyse and discuss language in diverse ways in which it is manifested in actual usage and to understand the forces and the factors that determine the message form. The general objective of the course is to equip students with the analytical skill to determine how texts are structured.

Literature in English

LT 110: INTRODUCTION TO LITERARY THEORIES (3 Credits)
The aim of this course is to provide students with a grasp of the essential nature of their subjects. The following problems will be approached: i) Origin and development of literature as a specific form of art and therefore, a specific branch of man’s historical development of social consciousness. (ii) An examination of literature’s specific role in changing society. That is the social task that literature as a branch of art, is peculiarly trying to accomplish. This study should prepare the students to answer the vexed but central question: what is literature? The course will take into account the academic the academic level of first year students and will be run at a level appropriate to this. This course is considered to be introductory to literature students who will study an advanced course (LT 213: Modern Literary Theories) in their second year. It is expected that at the end of the course, the students will be able to: i) Read and make literary analysis of literary works-poems, plays, novels and short stories using different theories they have learnt; ii) Write literary reviews and appreciation of literary works without depending on previous reviews found in published books and journals; iii) (To teachers) To handle any literary work in the classroom-to help their students to understand and enjoy reading.

LT 111: AFRICAN LITERATURE (3 Credits)

The course intends to equip students who have a flair for literature with skills to enable them make accurate judgments of both style in three genres of African literature- fiction, drama, and poetry. The course will trace the evolution of African Literature in its various forms from its oral tradition to the contemporary written form. Its central focus is the critical and theoretical study of representative literary works from the African continent available in English. By the end of the course, the student will be able to: i) Introduce the student to different literary genres from African; ii) Initiate students to the different forms of both African oral and written literature; ii) Nurture the critical and analytical skills of the student; iii) Nurture
the reading among the students; iv) Acquire a deeper knowledge of the history of the continent and the world view of its people; v) Provide the necessary knowledge of the field for those who may aspire to further their studies and to specialize in the field of African Literature.

CTL 106: LITERATURE TEACHING METHODS (3 credits)

This course is developed with the intention of exposing student teachers to ways and means through which they can enable their learners to become skillful readers and effective interpreter of literary texts. Through this course, the student teachers are enabled to effectively develop, design, teach, assess, reinforce, and remediate literature teaching and learning processes. SLL 213 advocates theories, techniques and models of teaching and learning literature, it shows the “what”, “why”, and “how” of teaching and learning literature. The course begins with a brief description of literature as a tool through which societies can express social cultural facts aesthetically; literature entertains and it educates as well, since it assists social members to search for meaning while enjoying the literary experience. By the end of the course, the student will be able to: i) Develop learners, ability read and interpret text skillfully and meaningfully; ii) Effectively develop, design, teach, assess, reinforce, and models for successful teaching and learning or literary programmes; iii) Employ literary texts as tools through which societies can meaningfully express social cultural facts, aesthetically; iv) Develop and design learning activities using literary texts such as drama, poetry, novel, etc. v) Adapt effective teaching and learning methods.

LT 112: INTRODUCTION TO LITERARY DEVICES (3 Credits)

This course guides the student to observe how the basic characteristics of discourse which is considered “Literary” are
manifested in a variety of cultures and periods. The focus of the course is to introduce students to the refinements of rhetoric with the purpose of enabling them to read and listen to literary works meaningfully and make literary appreciation or criticism of such works. By the end of the course, the student will be able to: i) Introduce students to the literary devices; ii) Help the students identify and internalize the types of literary devices; iii) Guide students to show how the literary devices enhance the readers understanding of the literary text; iv) Introduce the students to the refinements of rhetoric aiming at encouraging them.

LT 210: POETRY (3 Credits)

This course will examine in some detail poetry by modern African writers, whose work is available in English (or in English translation) as well as controversial poetry from parts of Africa. Part of the objective of the course will be to show that poetry is not a ‘difficult’ option as is widely feared, but that, on the contrary, the study of poetry can, indeed, be made not only intellectually rewarding but also interesting and even exciting. The course will also examine how poetry has been used to services in the society. Most of these poems are represented in the poetry volumes, which appear readings. Course instructors will also distribute in class topical and more recent poems for analysis and discussion. By the end of the course, the students will be able to: i) Define poetry and discuss the problems that arise in the definition of it; ii) Grasp the essential poetic conventions; iii) Explain the essential poetic terms such as diction, posy, poetics and prosody; iv) Demonstrate different poetic techniques and skills gained to read, write and teach poetry.

LT 211: ORAL LITERATURE (3 Credits)
The course will take a multi-disciplinary approach to oral literature and it is intended for students who will further want to pursue the study of oral literature. This course is basically devoted to the oral literature forms, which include all types of stories, drama, and oral poetry. By the end of this course, the student will be able to: i) Define ‘oral literature’ according to various literary scholars; ii) Explain the historical development of oral literature; iii) Analyse oral literature using various literary theories; iv) Compare and contrast between oral literature and other genres of written literature; and v) Show the relationship between oral literature and other disciplines such as theatre, musicology, language, mass communication, politics and history.

LT 212: DRAMA (3 Credits)

This course involves the study of some of the basic theories of drama that provide one with the tools of studying drama as a specific literary genre. Selected plays from Classical European Drama, Modern European and American drama as well as African drama will be studied. By the end of the course, the student will be able to: i) Distinguish drama from other literary genres; ii) Mention, describe and use some of the basics; iii) Acquire the basic skills and techniques of reading, viewing and interpreting plays profitably; iv) Appreciate dramatic literature from various cultures and historical periods: classical to modern times and from Europe, America and Africa; v) Give students a broad introduction to the art of drama, its origins, elements and forms.

LT 300: MODERN LITERARY THEORIES (3 Credits)

This course reviews the work of some of the most important literary thinkers, examines issues, debates, and practices in the twentieth century literary and cultural theories. Students are exposed to critical thinking and creative writing. Also to acquire
the knowledge of the history of literary criticism through theories which are meant to interpret and evaluate works of literature in the cause of revealing the in depth implications of such works. By the end of the course, the student should be able to: i) Explain the concept of Modern Literary Theories; ii) Explain the history of literature criticism; iii) Identify modern theories and critically use them to interpret and evaluate works of literature; iv) Differentiate modern theories from historical theories; v) Identify strengths and weaknesses of the theories; vi) Categorize literary theories.

LT 302: DEVELOPMENT OF THE NOVEL (3 Credits)

The course seeks to trace the evolution of the novel as a genre from its emergence around the 17th century in Europe to its introduction and ramification in Africa. The course will trace the historical growth, development and modifications of the novel in various parts of the world. The course aims at equipping students with knowledge and skills in reading and discussing novels in order to sharpen their critical thinking skills, evaluate critical statements and reviews. The course develops the student’s sensitivity to the genesis, development and functions of the novel. American, English and African selected novels will be covered. By the end of the course, a student will be able to: i) Introduce students to the novel as a distinct genre and to examine its relationship not only with the other literary modes but also how it relates to history, economics, political ideologies, philosophical trends and so on; ii) Develop students’ sensitivity to the kinds of literary and theoretical issues peculiar to fictional narrative; iii) Enable students to make sensitive and informed analysis/ criticism of the novel and fiction as a whole; iv) Initiate a discussion on the genesis, development and fiction of the African novel within the context of world fiction; v) Create a desire and set a spring board for students to write their own novels.
LT 303: AFRICAN WOMEN WRITERS (3 Credits)

In this class we will explore African women writers and critics, looking at their theoretical priorities and cultural positions. This course is designed to provide students with both a specific and a general view of the status, achievements and experiences of African women in fiction. Using different genres (novels and plays) we will endeavour to understand how women’s literary expression has been shaped by history, culture, and their experiences, as well as see how they are addressing issues of gender in their respective societies. Thus, students will be introduced to basics of African women writers in different perspectives. Selected African women writers will be considered from different countries such as Tanzania, Nigeria, Ghana, Senegal, South Africa and Kenya. By the end of the course, the student will be able to: i) Introduce students to the different genres and literary themes presented by African women writers; ii) Understand the historical and social context in which African women’s literary expressions have developed; iii) Help students appreciate the richness and variety of African women’s literary production while endeavouring to understand more clearly the impact of colonialism, race, class, ethnicity and gender on women.

LT 312: LANGUAGE AND LITERATURE (Credits)

This course looks at the interrelationship between literature and linguistics. It begins by making a general informative overview of language and linguistic theory, and then briefly studies language elements. The course concludes by guiding the students to use the gained knowledge is the course to identify new dimension in the relationship between language, literary theory and the study of Literature. By the end of the course, the student will be able to: i) The aim of this course is to study how insights from Linguistics have informed a number of critical theories; ii) Examine language
levels and literary diction; iii) Explain major developments the area of criticism in the light of the aspect of Linguistic that relates to Literature.

LT 315: AFRICAN AMERICAN LITERATURE (3 Credits)

The African American voice in Literature has achieved distinction as one of the earliest to have explored the themes and mined the structures which, now, mainly characterize contemporary Literature. Those themes (among them, discovering a voice, remembering a past, emancipating the self from without or within) and their expression in language artistically crafted to transmit human desire continue to highlight the poetry, fiction and investigate prose of African American literary production. Our study, a project in critical reading and writing, requires each of us to assume the wonderful opportunity of learning and teaching which is the responsive act demanded by the African American text. By the end of the course, the student will be able to: i) Discover a method of reading which the voices speaking from within our selection suggest; ii) Increase our knowledge of each selection by reconstructing its historical and ideological context; iii) Enhance our own language, increasing its critical vocabulary and empowering its oral and written precision through the examples which our selections provide; iv) Contribute to each other’s enjoyment of our selected texts through oral and written presentations by class participants.

LT 316: LITERATURE AND SOCIETY (3 Credits)

Literature and society dialectically reflect and shape one another. In the words of Chinua Achebe, “an African creative writer who tries to avoid the big social and political issues of contemporary Africa will end up being completely irrelevant like the absurd man in the
proverb who leaves his burning house to pursue a rat fleeing from the flames.” This course, therefore, aims at developing students such that they do not fall victims of these words. Its dual strategy is to combine scholarship with activism. Its focus is to examine how literary artists have addressed burning issues of the day like HIV transmission and control, substance abuse, regional conflicts and the question of good governance, political flash points between and within nation, human rights and so on. Through discussions, students will have time to recommend and suggest solutions to what seem to be the most difficult development hurdles in their country and Africa in general. The course makes a critical appraisal of the interventionist role of literature in the society. By the end of the course, the student will be able to: i) Develop critical understanding of historical and contemporary issues found in his/her society.

Kiswahili

SW101: HISTORIA NA UHAKIKI WA FASIHI YA KISWAHILI

Kozi hii inalenga kuwajengea wanafunzi ulewa wa maendeleo ya fasihi kuanzia msingi wake ambao ni fasihi simulizi na tanzu zake mbalimbali hadi fasihi andishi na tanzu zake. Pia inaangalia dhima na fani za fasihi simulizi kama vile misemo, nyimbo, masimulizi majigambo na sanaa za maonesho katika kujenga utamaduni na utambulisho wa jamii. Kozi inachunguza ni kwa jinsi gani fasihi simulizi na andishi inavyoakisi mifumo ya maisha ya jamii, imani na amali zinazozalishwa na jinsi zinavyohusiana na mila na tamaduni za jamii. Aidha kujadili nafasi ya Fasihi ya Kiswahili katika Ulimwengu wa Utandawazi. Kozi hii inalenga kumpa mwanafunzi uwezo wa:- i) Kubainisha vipengere mbalimbali vya Fasihi Simulizi na Fasihi Andishi; ii) kuonesha tofauti kati ya Fasihi Simulizi na Fasihi Andishi; iii) Kujadili namna Fasihi Simulizi inavyoakisi maisha ya jamii inayoizungukakazi hiyo ya fasihi; iv)Kuchambua na kueleza fani na maudhui katika vipengele mbalimbali katika Fasihi Simulizi; Kuchambua na kueleza fani na
maudhui katika kazi mbalimbali za Fasihi Andishi; v) Kueleza chimbuko la Fasihi Andishi na maendeleo yake.

SW 102: MISINGI YA SARUFI YA KISWAHILI.
Kozi hii inajihusisha na maana ya Sarufi ya Kiswahili ikizingatia historia yake toka enzi za Urasimi wa Wagiriki hadi leo. Aidha inajihusisha na muundo wa lugha ya Kiswahili kuanzia Kiwango cha Neno, kirai, kishazi hadi sentensi. Inachanganua lugha ya Kiswahili, lakini pia inatalii nadharia za sarufi ya lugha kwa ujumla na hasa lugha za Kiasfrika. Mwisho wa kozi hii inatarajiwa kuwa mwanafunzi aweze; i) Kueleza nadharia mbalimbali za lugha; ii) Kubainisha mapungufu mbalimbali ya nadharia husika; iii) Kuona na kufanana uhusiano wa muundo wa sarufi wa lugha za kibantu na lugha ya Kiswahili.

SW 103: ISIMU YA KISWAHILI
Kozi hii inampsaa mwanafunzi utangulizi wa taaluma ya isimu kwa jumla na matawi yake makuu na kuhusisha maarifa hayo na isimu ya Kiswahili hasa Sarufi. Viilevileinafafanuadhana na mifumo mbalimbali ya lugha na hivyo kuangazia zana za msingi za mbinu za uchambuzi wa lugha kisayansi. Mwishoni mwa kozi hii mwanafunzi anatarajiwa kuweza kufanya yafuatayo: i) Kufasili dhana za lugha na isimu; ii) Kubaini sifa za lugha asili za wanadamu; iii) Kueleza muundo wa lugha katika daraja mbalimbali kuanzia vitamkwa hadi sentensi; iv) Kubainisha matawi mbalimbali ya isimu na matumizi yake.

CTK 106: MBINU ZA UFUNDISHAJI WA FASIHI YA KISWAHILI
Kozi hii inakusudia kumsaidia mwalimu mwanafunzi kujua na kuelewa mbinu mbalimbali za ufundishaji kiswahili na mahusiano kati ya mwalimu na mwanafunzi wake na hivyokuwa na uwezo mkubwa wa kufundisha somo la Kishwahili. Mwisho wa kozi hii mwalimu mwanafunzi aweze:- i) Kubaini na kutaja nadharia
mbalimbali za mwalimu kuzitumia katika ufundishajina kujifunzia; ii) Kutumia nadharia hizi wakati wa ufundishaji wa somo; iii) Kuuelewa Muhtasari wa Somo la Kiswahili, kuaandaa Azimio la Kazi na Andalio la Somo; iv) Kutayarisha zana za kufundishia; v) Kuzijua na kuzitumia mbinu za kumpima mwanafunzi na kuweza kutunga maswali mbalimbali katika kutunga: –mazoezi, majaribio na mitihani; vi) Kujenga uhusiano mzuri na mwanafunzi wake ili mwanafunzi aweze kulielewa na kulipenda somo pia mwalimu kuweza kulimudhi darasa.

SW201: NADHARIA YA FASIHI NA MAENDELEO YA FASIHI YA KISWAHILI

Kozi hii inachunguza uhakiki na nadharia mbalimbali za Fasihi ikizingatia maana na umuhimu wa fasihi, asili, maendeleo na ikiwajuvya wanafunzi mikabala mbalimbali ya uhakiki na uhakiki kwa ujumla, na hasa kazi za fasihi ya Kiswahili ambamo Fasihi Simulizi na Fasihi Andishi vinashughulikiwa. Mwisho wa kozi hii mwanafunzi ataweza kubaini dhana ya fasihi na ya uhakiki na kudadavua uhusiano kati ya dhana za Fasihi na Uhakiki.; ii) Kueleza asili na maendeleo ya Fasihi ya Kiswahili na ya Uhakiki; iii) Kubainisha na kuchanganua vipera vya Fasihi Simulizi na Fasihi Andishi

SW 202: RIWAYA YA KISWAHILI

Kozi hii inalenga kumtambulisha mwanafunzi dhana na umuhimu wa riwaya ya Kiswahili. Pia inalenga kumfanya mwanafunzi aweze kufuatilia chimbuko la riwaya ya Kiswahili, kujua utamaduni na tanzu mbalimbali za kisasa za riwaya ya Kiswahili (riwaya za kihistoria, za kibiolojia, za kijasusi, za mapenzi na za utendaji) na mikabala ya kinadharia na ya kiuhakiki ya kazi za riwaya. Kozi hii inalenga kumwezesha mwanafunzi kuweza:- i) Kufahamu, kuelewa na kubainisha dhana ya riwaya ya Kiswahili; ii) Kuonesha na
kuchanganua vipengere vya riwaya; iii) Kuchunguza historia na maendeleo ya riwaya ya Kiswahili; iv) Kutambua na kuainisha Nyanja mbalimbali za riwaya; v) Kueleza chimbuko la hadithi fupi; vi) Kuonesha tofauti kati ya riwaya na hadithi fupi; Kuweza kutumia nadharia za fasihi na za uhakiki katika kuandika na kuhakiki kazi za riwaya.

SW 203: FONOLOJIA YA KISWAHILI

Kozi hii inahusu jinsi sauti za lugha kwa ujumla zinavyotamkwa na pia sauti za Kiswahili, zinavyotokea katika neno mojamoja na pia katika tungo na athari zake. Aidha koziinachunguza kanuni zinazoongoza Kiswahili, kwa kiwango kikubwa, othografia yake. Baada ya kozi hii mwanafunzi anatarajiwa kumudu mambo afuatayo: i) Kuchambua mfumo wa Fonolojia ya Kiswahili; ii) Kueleza kanuni na mbinu zinazotumika kuunda silabi za Kiswahili; ii) Kuchanganua data za kimofonolojia na kubainisha kanuni husika; iii). Kutambua na kueleza maana na aina za fonimu na alofoni

SW 211: MOFOLOJIA YA KISWAHILI

Kozi hii inahusu ubainishaji na uchanganuzi wa kina wa maumbo ya maneno ya Kiswahili kwa kuzingatia dhana za msingi za kimofolojia kama vile neno, mofimu, alomofu, mzizi wa neno, uambishaji na unyambulishaji. Halikadhalika, inaangazia jinsi utanzu wa fonolojia unavyoathiri mofolojia ya Kiswahili, na hivyo, kwa kutumia kanuni zinazohusika, kueleza maumbo yaliyopo na kubashiri maumbo yanayoweza kuundwa kutokana na kanuni hizo. Kozi hii inalenga kumwezesha mwanafunzi:- i) Kuelewa muundo wa lugha; ii) Kujua uhusiano uliopo kati ya fonolojia na mofolojia; iii) Kufahamu muundo ya maneno katika uambishaji na unyambulishaji wa maneno; iv) Kujua kanuni zinazotawala katika kuunda maumbo mbalimbali ya kisarufi.
SW 212: TAMTHILIYA YA KISWAHILI

Kozi hii inajadili maana, umuhimu, asili na aina ya Tamthiliya ya Kiswahili. Kozi hii pia inajiegemeza kwenye muundo na mtindo wa Tamthiliya ya Kiswahili. Na athari za tamthiliya za Kigiriki na Kiingereza katika Tamthiliya za Kiswahili na mitazamo mbalimbali katika tamthiliya. Kozi hii inalenga kumwezesha mwanafunzi:

i) Kujua asili ya Tamthiliya ya Kiswahili; ii) Kuelewa muundo na mtindo wa tamthiliya ya Kiswahili; iii) Kufahamu athari za tamthiliya za Kigiriki na Kiingereza katika tamthiliya za Kiswahili; iv) Kubainisha vichekesho,(futuhi) na tamthiliya v) Pia kutambua athari za utandawazi katika tamthiliya ya Kiswahili.

SW 213: USHAIRI WA KISWAHILI

Kozi hii inashughulikia maana, umuhimu, asili na uchanganuzi wa ushairi wa Kiswahili. Katika kozi hii mwanafunzi atapata zana zitakozomwezesha kutambua muundo, mtindo, hisia za kishairi na maudhui ya mashairi ya Kiswahili. Aidha kozi hii inashughulikia aina na uainishaji wa mashairi kwa kutumia:

1. Nadharia ya Nabhany (ushairi, wimbo, utenzi, inkishafi, ukawafi, wajiwaji, hamziya nk) 2. Kuainisha mashairi kufuatana na idadi ya mistari katika shairi (uwili, utatu, nk.) kwa mujibu wa Sheria Za Kutunga Mashairi; 3. Mashairi ya Kisasa mf. Masivina, Mashairi ya Maumbo nk Ifikapo mwisho wa kozi mwanafunzi aweze: i) Kuelewa asili ya ushairi wa Kiswahili kuwa ni kibantu na inatokana na ushairi simulizi (nyimbo na maghani); ii) Kujua aina mbalimbali ya mashairi; iii) Kutambua udhaifu ujitokezao katika nadharia mbalimbali za ushairi; iv) Kubaini na kutathmini Ushairi wa kisasa na athari zake kwa ushairi wa Kiswahili

SW 301: NADHARIA YA SINTAKSIA
Kozi hii inahusu nadharia ya Sarufi Miundo (Sintaksia) kwa jumla hasa maana na dhima ya sintaksia na mikabala mbalimbali katika maendeleo ya sintaksia. Pia inahusu utumiajiwa nadharia za sintaksia na mikabala mahsusi ya uchambuaji wa tungo za viwango mbalimbali. Baada ya Kozi hii mwanafunzi ataweza kumudu yafuatayo: i) Kutambua na kuelewa misingi mikuu ya Sintaksia kwa jumla; ii) Kubaini nadharia na mikabala mbalimbali ya sintaksia; iii) Kuchanganua miundo ya sentensi mbalimbali na kung’amua upekee wa miundo ya tungo za Kiswahili.

SW 302: SINTAKSIA YA KISWAHILI

Kozi hii inahusu nadharia ya Sarufi Miundo (Sintaksia) kwa jumla hasa maana na dhima ya sintaksia na mikabala mbalimbali katika maendeleo ya sintaksia. Pia inahusu utumiaji wa nadharia za sintaksia na mikabala mahsusi ya uchambuaji wa tungo za viwango mbalimbali. Baada ya Kozi hii mwanafunzi ataweza kumudu yafuatayo:- i) Kutambua na kuelewa misingi miuu ya Sintaksia kwa jumla; ii) Kubaini nadharia na mikabala mbalimbali ya sintaksia; iii) Kuchanganua miundo ya sentensi mbalimbali na kung’amua upekee wamiundo ya tungo za Kiswahili.

SW 303: FASIHI SIMULIZI, NADHARIA

Kozi hii inafundishwa kwa kuangalia mikabala anuai ya uchambuzi wa fasihi simulizi. Kozi imejikita katika mada kadhaa, baadhi ni kama matatizo ya ugewaji wa tanzu na vipera vya fasihi simulizi, utendaji kama moyo wa fasihi simulizi, muundo, mtindo na nadharia za fasihi simulizi. Kozi hii inalenga kumpa mwanafunzi i) ujuzi wa dhana ya fasihi simulizi na nadharia zake. Hivyo, mwanafunzi atajua dhana za msingi kuhusu fasihi simulizi na mbinu za uchambuzi wa fani na maudhui yake; ii) Vilevile mwanafunzi atabaini uhusiano uliopo baina ya matini simulizi na andishi
Geography

GE 101: INTRODUCTION TO PHYSICAL GEOGRAPHY

This course introduces students to fundamental concepts of physical Geography, which form the basis for the advanced and applied courses in the geography courses. It describes the Internal (Geology) and the external (Geomorphology) properties of the earth. The course deals with the physical chemical and biological processes of the surfaces of the earth.

GE 102: CLIMATOLOGY

This course focuses on various concepts of climatology such weather and climate, climate change and influences of climate on resources. It provides the necessary foundations for advanced and applied courses.

GE 103: SPATIAL ORGANIZATION

This course introduces to students geography as a spatial science. The scope and subject matter of Geography will be explained. The evolution of Geographical thought will be presented as well as the concepts of location and space. Spatial interaction and organization will be elaborated, based on the use of natural resources by humans and the resultant spatial diffusions.

CTG 106: GEOGRAPHY TEACHING METHODS

This course intended for students-teachers who want to become teachers in secondary schools and teachers Education Colleges in Tanzania. The course intended to produce teacher educators who have broad understanding of the pedagogical principles of teaching and learning the geography subject; and who can without doubt adapt to various circumstances and demonstrate a high ability and efficiency in teaching the subject.
GE 201: ENVIRONMENTAL EDUCATION

This course introduces students to the principles, methodologies of environmental education and imparts knowledge and skills for making environmentally responsible decisions in the conserving the environment and natural resources.

GE 202: POPULATION STUDIES

This course surveys population trends and issues and teaches basic demographic methods. Topics include measures of fertility, mortality, and labour force. Further, it links population growth and the environment as well as development.

GE 203: SURVEYING AND MAP SCIENCE

This course intends to furnish students with surveying, cartographic and mapping skills. It introduces essential surveying, cartographic and mapping techniques skills. It provides the necessary background subsequent courses of geography especially geographical methods courses. Methods such as ground surveying and map teaching and production are covered.

GE 300: SOIL RESOURCES

The course is broad based on furnishing a comprehensive understanding of the soil conservation and management as an integral part of resource utilization. Major themes in the course include soil genesis and classification, soil survey and interpretation as well as soil conservation and management. It draws examples from Tanzania and the rest of Africa.
GE 301: QUANTITATIVE METHODS IN GEOGRAPHY

This course is important for analysing geographical information. It is an advanced course GE 123 which is offered in first year. It covers area analysis of numerical distributions, spatial distributions, models and project appraisal, and Remote serving.

GE 302: ENVIRONMENTAL EDUCATION AND CONSERVATION

This course introduces students to the principles, methodologies of environmental education and imparts knowledge and skills for making environmentally responsible decisions in the management of environment and natural resources.

GE 304: AGRICULTURAL SYSTEMS AND LOCATION (Optional)

This course introduces the concept of agricultural systems and the aspects of agricultural innovations. It also covers the aspects of dynamics of farming systems, agricultural location theories and agricultural decision making.

GE 305: POPULATION AND DEVELOPMENT (Optional)

The course introduces students’ population concepts that are needed in the interpretation of population issues. It looks also at the population distribution, redistribution and the factors that influence these processes.

GE 311: BIOGEOGRAPHY

This course intends to provide students with detailed knowledge about distributional patterns of wild plants and animals over time and the major factors and ecosystems processes that determine these patterns and impact on both fauna and flora. The course
addresses the fundamentals of Biogeography, biogeography processes, patterns of floral and faunal distributions and major terrestrial biomes and floristic regions.

Search: ecological approach, social approaches behavioural approaches

GE 312: REMOTE SENSING (3 Credits)

This course introduces students with necessary background for subsequent courses of geography especially geographical methods courses such as satellite imagery, remote sensing platform and electromagnetic spectrum

GE 313: CONTEMPORARY GEOGRAPHY OF AFRICA

This course intends to introduce the students to a range of geographical and environmental aspects of the development of Africa. The course covers a wide choice of topics with emphasis on interregional aspects, distribution and use of environmental resources. It also sought to introduce the students to a various geopolitical aspects related to the economic development problems and prospects in Africa.

GE 314: AGRICULTURAL AND RURAL SETTLEMENT PLANNING (Option)

The course is focusing on the themes of agricultural and settlements patterns, and their interaction, respectively. The focus lies on the access to various kinds of resources to make a living among households and individuals in settlement areas, including the interaction between farm and non-farm based sources of income. How such micro-level patterns translate into broader spatial and sectorial processes is another theme of the course. How
changes in demography and household composition, as well as changes in trade patterns and food systems, influence micro- and meso-level patterns and development is a cross-cutting issue. The gendered dynamics of these processes are considered in relation to all the themes.

**HISTORY COURSES**

**HI 101: Basic Concepts in Historical Scholarship.**
This is a foundation course that aims at enabling students to understand concepts and paradigms in historical scholarship. The course covers epistemological issues such as empiricism, idealism, postmodernism and rationalism. It also focuses on ontological aspects including social formation and modes of production. Moreover, the course deals with perspectives on international systems ranging from the cold war period to the current globalization.

**HI 101: Basic Concepts and Perspectives in Historical Scholarship**
This is a foundation course that aims at enabling students to understand concepts and paradigms in historical scholarship. The course covers epistemological issues such as empiricism, idealism, postmodernism and rationalism. It also focuses on ontological aspects including social formation and modes of production. Moreover, the course deals with perspectives on international systems ranging from the cold war period to the current globalization.

**HI 104: Themes of African History**
The course examines key political, economic, social, cultural, demographic, and environmental transformations that mark African history since cradle of the human kind. Due to the geographical breadth of the continent, diversity of peoples and cultures and different historical developments, the course focuses on specific
Module such as the origin of man, state formation, and the impact of the Atlantic slave trade, imperial conquest and the dynamics of struggles for independence. These modules provide insights into the complex African past and in particular transcend of past African initiatives, adaptations and choices. Therefore, the course seeks to instil and cultivate historical awareness among the undergraduate students and build a sense of pride and belonging to their continent.

CTH106: History Teaching Methods

The aim of this course is to introduce students to the fundamentals and pedagogical teaching methods in History. Also, this course intends to encourage the students to become the finest teacher possible. Through judged observation, group discussion, in-class demonstrations, the future teacher will be guided by the course lecture to display their skill and versatility in handling the classroom situation.

HI 105: Sources in History

This is an introductory course which aims at enabling students to understand the meaning, nature of historical facts, evidence and sources used for writing history. The course surveys the nature of historical fact(s) and evidence. It also covers diverse sources used for writing history. Such sources include: oral tradition, written documents, historical relics, archaeology, anthropology and languages. Much emphasis is put on evaluating the sources that is, determining the validity and reliability of historical sources.

HI 212: Philosophies and Methodologies of History

The course is divided into four detailed and comprehensive topics. The first topic exposes students to the relationship between history and philosophy and the rise of Philosophy of History as an academic discipline. The second topic surveys philosophies of history from ancient times to 1500AD. It examines the nature of
history and philosophical thinking in Europe (with specific reference to Greek and Roman societies), as well as China and the Arab world. Topic three is designed to show the challenges of orthodox views and the impact of the rise of scientific and Marxist views on the production of historical knowledge. In topic five, students are exposed to histories and historiographies in African context. On the whole, the course provides a theoretical and comparative analysis of the nature of philosophical thinking and methodological approaches adopted for the construction of history at different times and places.

HI 213: History of Tanzania

The course begins with an exposition of the people who constitutes the population of the country and thereafter, the discussion proceeds to highlight and elaborate the life experience of those people, the major transformations that the Tanzanian society has undergone and the forces that have determined those changes through time. On the whole the course focuses on social, economic, political and technological transformation. It also covers issues on socio-cultural relations, organization of trade and the influence of external contacts, colonialism and nationalism.

HI 215: Neo-Colonialism and Revolutionary Movements in Africa (elective)

This course seeks to examine the experiences of societies that have had a long history of formal independence but continued to be dominated politically and economically by imperialist forces. Such societies include countries of Latin America, the Middle East and southern Asia. The course examines the process, mechanisms and outcomes of imperialist domination over these societies. It uses examples to illustrate how people in the specific regions experienced imperialist domination, how they struggled against neo-colonial control and exploitation, and how their conditions have been shaped by these circumstances.
HI 205: History of East Africa

The course attempts a focused history of East Africa under its conventional political boundary, i.e., encompassing Kenya, Uganda and Tanzania. The course starts with the coverage on pre-colonial period, with focus on origin and migration history of East African people and their experiences up to the year 1850. This is followed by the colonial conquest, African resistances and establishment of colonial rule. On the whole, modules in this part expose students to the nature of colonialism and its influences on East African societies. The rest of the course analyses the forms of nationalistic struggles and the strategies adopted by East African independent governments towards achieving their respective development after independence; in that respect examining the influence of new forces (neo-colonialism, economic liberalization, globalization, multi-partism) on the East African societies.

HI 301: Economic History of Tanzania

This course surveys economic developments in Tanzania and relates these developments to socio-economic and political transformations outside the country. The course begins with a theoretical overview of the subject matter of economic history and the historiography of Tanzania economic history. It then moves on to the examination of the late pre-colonial economic transformations in the societies now constituting Tanzania and, subsequently, to the colonial and post-colonial periods.

HI 302: History of North Africa

This course aims to survey historiography of North Africa. The course designed to expose students to socio-economic evolution and civilization of North Africa and Nile Valleys. It course focuses how the Maghreb integrated into World economy. It critically examines the role of Islam in political organization of North Africa.
It critically examines the colonial domination and process of liberation movements.

HI 303: History of West Africa

This is a survey course giving an overview of major processes and events in the history of West Africa and analysing their economic, social and political significance. The content coverage is of a general nature, following roughly a chronological order that extends from the obscure antiquity to the recent past. The course seeks to identify major trends and tendencies in economic, social and political transformations in the region, and to examine their contexts, dynamism, outcomes, and historical significance.

HI 304: Oral Histories in Tanzania - Theory

The course discusses theoretical and technical issues concerning oral historical sources and their use in reconstructing African history in general and specifically Tanzania. It examines the past and current debates on the nature and usability of oral sources in reconstructing the past. Guided by the aforementioned objectives the course first examines the concepts of history, historical source materials and historiography, before examining the existing theoretical contestations on the definition and classification of oral sources. Then it turns to the challenges of collecting and interpreting oral information. The final section of the course highlights the role played by oral sources specifically in the writing of selected publications on history of Tanzania.

HI 311: History of South Africa

The Course is an introduction to the major issues and problems of the history of South Africa. It is not simply intended to impart a
body of “facts” about the “past” of South Africa. Rather the course aims to provide the basis of the present situation in South Africa and the ways in which the process of change has unfolded. The course is divided into two parts. The first part devotes to issues of historiography of South Africa, the evolution and development of indigenous African social formations, the mercantile era, and the initial impact of the mineral revolution. The second part explores the history of South Africa in the 20th century up to the current conjuncture. Issues of racial segregation, apartheid, liberation struggles and the achievement of democratic rule in South Africa form the thrust of this section.

HI 313: Industrialization and the Rise of the Working Class in Britain

The Course seeks to examine the forces at work in the transformation of Britain from rural agrarian to an urban-industrial society. Among other things we shall seek to answer the following questions: 1) what led England’s transition from feudalism? 2. What internal and external factors contributed to the rise of the Britain Industrial Revolution? 3. What was the nature of Industrial Revolution? 4. What were its economic, social and political consequences? 5. What responses did it evoke from different social classes in the country? 6. What was the relationship of the state to all these developments?

HI 314: Archaeology and Cultural Heritage of Tanzania

The course focuses on the history and trend of the archaeological research, location, type and state of sites that have been discovered; paradigms and historiographies that, have shaped and continue to shape archaeology in the country. It provides awareness on the skills, acts, international recommendations and regulations of the cultural heritage management.
### 15.8 Bachelor of Human Resources Management (BHRM)

#### YEAR ONE

**SEMESTER I**

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<td>HRM 205</td>
<td>Organizational Behaviour</td>
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<td>HRM 206</td>
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<td>HRL 201</td>
<td>Law of Contract</td>
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**SEMESTER IV**

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<tr>
<td>HRM 212</td>
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<td>MGMT 211</td>
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**YEAR THREE**

**SEMESTER V**

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HRM 304  International Human Resources  3
HRM 305  Research Methods  4
HRM 306  Management Information System II  3
ECON 301  Managerial Economics  3

ELECTIVES
MKTG 315  International Marketing  4
MGMT 316  Project Planning and Management  3

SEMESTER VI
Course    Course Name    Credits
RESP 311  Research Project  21

15.9. Diploma in Business Administration and Management (DBAM)

FIRST YEAR

FIRST SEMESTER
CORE COURSES
Course Code    Course Title    Credits
DAC 11  Principles of Accounting II  3
DAC 12  Business Mathematics and Statistics I  2
DBA 11  Economics  3
DBA 12  Commerce  2
DGS 11  Foundations of Faith and Ethics  2
DGS 13  Communication Skills
## FIRST SEMESTER

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<td>Business Mathematics and Statistics II</td>
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<td>Business Law</td>
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<td>DBA 23</td>
<td>Principles of Management</td>
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(16 credits)

## SECOND YEAR

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<td>Research and Field Work Report</td>
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**15.10 Diploma in Law (DL)**

### YEAR ONE

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<td>Legal Systems and Constitutions</td>
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<td>Law of Contract I</td>
<td>DLW 114-3</td>
<td>Law of Evidence II</td>
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<td>DLW 102-3</td>
<td>Legal Method</td>
<td>DLW 111-3</td>
<td>Criminology and Penology</td>
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<td>DLW 103-3</td>
<td>Criminal Law</td>
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**YEAR TWO**

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<td>DLW 208-3</td>
<td>3 Credits The Sale of Goods</td>
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<td>DLW 209-3</td>
<td>3 Credits Law of Business Association</td>
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<td>DLW 210-3</td>
<td>3 Credits Basic Principles of Environmental Law</td>
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<td>DLW 212-3</td>
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### 15.11 Diploma in Intercultural Relations

#### YEAR ONE

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<td>IRT0511      Computer application and E-learning</td>
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<td>IRT0512      Communications Skills</td>
<td>IRT0522 History of Intercultural Relations</td>
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<td>IRT0513      Introduction to the Study of Culture and Worldviews</td>
<td>IRT0523 Religion and Culture</td>
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<td>IRT0514      Ethics</td>
<td>IRT0524 Tourism and Culture</td>
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<td>IRT0515      Development Studies</td>
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#### YEAR TWO

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15.12 Certificate in Records Management (CRM)

**SEMESTER ONE**

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<td>CRM 102</td>
<td>Records Management Policy</td>
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<td>CRM 103</td>
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(Total credits 22)

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<td>CRM 111</td>
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(Total Credits 28)

15.12 Certificate in Accountancy and Business Administration (CABA)

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<td>CAC 17</td>
<td>Principles of Cooperative Accounting</td>
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<td>CAC 18</td>
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(24 Credits)

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(20 Credits)

15.13 Certificate in Law (CL)

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FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

MASS COMMUNICATION

BMC 110 Introduction to Mass Communication
This is an introductory course that looks at an overview of Mass Communication as a field, particularly definitions, communication processes, the communicator, the media and the audience. The course briefly looks at some of the major frameworks in Mass Communication, and puts them in the context of Tanzania.

BMC 111 Writing for Communication I
The course will introduce students to the definition of news, news values, gathering techniques, new sources, components of news and writing techniques. Furthermore, the course will introduce students to features, poems, speeches, essays, persuasive and other forms of specialized writing.

BMC 112 Communication Skills I
Students will be introduced to the elements of communication process, note taking, listening, grammar and business letter writing. This course shall carry a weight of three Credit points. There shall be three contact hours per week. At the end of this course students should be: equipped with business letter writing skills; able to listen and take notes effectively; grammatically more competent and able to communicate more effectively in business settings.

BMC 113 Computer Application in Mass Communication
This course will provide students with skills on basic tools of computer assisted reporting which include aspects of computer
basics, spread sheets, database managers, social research tools, the Internet, getting stories from the internet.

**BMC 114 Mass Communication Technologies**

The course gives an overview of the technology behind the mass media, from print, radio to television and electronic (analogue and digital) systems that are behind communication. The course enables students to understand the technological processes that are used in relaying messages.

**BMC 115 Development Studies**

Development Studies is an interdisciplinary subject which is designed in such a way that students are equipped with critical and analytical skills in evaluating societal developmental problems in the field of politics, economics, culture, science and technology, agriculture and industry and social services. We are living in a fast moving global community, whereby failure to come to terms with changes or acquire better understanding of such changes can be detrimental.

**BMC 116 Practicum**

Students translate the theory learnt in lectures into practical application in institution’s newsrooms and studios.

**BMC 121 Writing for Communication II**

This course is a continuation BMC 111.

**BMC 122 Media History and Development Issues**

The course will enable students to analyze issues and trends that have shaped operations of the media on one hand, and how these have impacted on development. The course will specifically digest
political, economic, social as well as technological issues that had a bearing in both media and societal development.

**BMC 123 Introduction to Mass Communication Research**

The course will assist students in understanding how and to what degree human behaviour and attitudes are affected by mass communication system, and how to conduct research for such effects. The course will also enable students to define communication research with examples, discuss types of research, and learn how to write research proposals and publish research articles on mass communication.

**BMC 124 Development Studies II**

Development Studies is an interdisciplinary subject which is designed in such a way that students are equipped with critical and analytical skills in evaluating societal developmental problems in the field of politics, economics, culture, science and technology, agriculture and industry and social services. We are living in a fast moving global community, whereby failure to come to terms with changes or acquire better understanding of such changes can be detrimental.

**BMC 125 Media Attachment**

Students will be attached to media houses and institutions dealing with communication where they will be assigned some specific duties under the supervision of an expert. The students will be expected to keep a daily log, which will be assessed together with the supervisors’ reports from the media house and from TUDARCo.

**BMC 126 Communication skills II**
This is a continuation of Communication Skills I.

**BMC 127 Theories of Mass Communication**

This course looks at the major theories that have been developed over time to deal with mass communication issues. They range from the mechanical theories of message transmission that influenced early scholarship, through the behavioral ones, cultural imperialism, the new world information and communication order, and the systematic ones. The course will also look at globalization in the way it affects present day theorization of mass communication.

**BMC 212 Mass Communication Law**

This course will expose students to the basis of law, sources of law, branches of law, the constitution of the URT, laws regulating the media, access to information and the press. Furthermore, the course aims at enabling students acquire knowledge that would help them understand, analyze and defend concepts such as the rule of law, press freedom and fair trial.

**BMC 213 Issues in Mass Communication Research**

At the end of the course students will be able to define communication research with examples, discuss various areas of research, and write research proposals and publish research articles on mass communication.

**BMC 214 Mass Communication and Society**

The course explores the relationships between media and the society it serves. It explores the media industry and the way it operates, and it also looks at ways society views the media. It looks at the notions of Mass Society as developed by Sociologists, and critically looks at media approaches to serve that mass society. Such issues include politics, economics and cultural aspects of the
media in society. Other areas to be examined in the course include the divergence between information and communication, especially with regard to power structures in the information and communication processes.

**BMC 215 Gender and the Media**
The course examines how gender relations are perceived in society and how the media handle such perspectives, thereby imparting on students skills for analyzing gender issues in all matters relating to communication.

**BMC 215 News Reporting, Editing and Design**
The course will expose student to reporting skills, news gathering and writing techniques, different styles of writing and how to do subbing. The course will also expose students to newspaper lay out, design and headline writing. Furthermore, the course will equip students with skills needed in covering some specific fields and also in interpreting issues.

**BMC 217 Practicum**
Students translate the theories learnt in lectures into practical application in the institution’s newsroom and studios.

**BMC 220 Media Attachment**
Students will be attached to media houses and institutions dealing with communication where they will be assigned some specific duties under the supervision of an expert. The students will be expected to keep a daily log, which will be assessed together with the supervisors’ reports from the media house and TUDARCo.

**BMC 221 Effects of Mass Communication**
The course presents research that has been done on the effects that are attributable to the media of mass communication. The course explores the effects of the media on children and other marginalized groups, as well as how the media forms or enhances
societal images. The course also looks at issue of content versus the medium, intended versus the unintended effects, the role of hegemonization of media industries, and the perceived influence of the industrial complexes. Other areas to look at include theoretical perspectives in the effects research such as agenda setting, bullet theory, dissonance, dysfunctional theory, uses and gratifications, and so on.

**BMC 222 Mass Communication Ethics**
Students will be exposed to philosophical foundation of ethics, theories of ethics, principles of ethics, ethical dilemma and controversies, codes of ethics, case studies and ethical practice in Tanzania.

**BMC 223 Introduction to Radio & TV Broadcasting**
The course will prepare students to understand broadcast news, news values, gathering and broadcast techniques, radio and TV studios, announcing and presentation skills, radio and TV production, Entertainment programs, commercial programs, features, magazines and talk shows. Students will also experience on-air delivery through the Institute’s radio station.

**BMC 224 Introduction to Photojournalism**
Student will be exposed to the camera both conventional and digital, camera work, news photography, ideas for journalistic pictures, the gathering techniques, processing pictures, cropping, editing and captioning. Students will also produce photographs for the Institute’s weekly and monthly papers.

**BMC 225 Public Information Programmes**
The course will expose students to techniques and skills that would enable them produce radio, TV and other forms of informational programmes that aim at either changing people’s behavior, educating them on how to better their lives or simply mobilizing them for a cause. Crucial issues such as HIV/AIDS, Girls
Circumcision, Payment of Taxes, Voting, and the likes, would form the subject for the programmes.

**BMC 226 Introduction to Public Relations and Advertising**
Various concepts related to the course are discussed. Such concepts include but are not limited to persuasion, publicity etc. the course avails students the chance to correctly define, describe and critically analyze Public Relations and Advertising. It offers students the chance to learn persuasion theories, advertising principles, organizational structure of Public Relations. The students will explore the place of PR and Advertising in Society, as well as planning and investigation in PR and Advertising.

**BMC 311 Specialized Writing**
The course will require students to perfect their writing on specialized area such as Economics, Politics, Culture (Arts, Fashion, Music, etc), Science (Technology, innovation etc), Health, environment, etc.

**BMC 313 New Media Technologies**
Students will be introduced in more detail about the new technologies in Mass Communication, including the World Wide Web, satellite communication and direct broadcasting, digital incursion into the arena and others in the horizon. Other areas will include the various bands in use, horizontal and vertical linkages, rebroadcasting technology, and so on. The course will also explore the political, economic and cultural implications of such new technologies and the place of Africa and the developing world in particular vis-à-vis these new developments.

**BMC 314 Research Paper 1**
Students will study research methodology, defining a research problem, literature review, research planning and design, sampling design measuring and scaling techniques, writing a research proposal, data collection, processing and analysis, results
interpretation and the research report.

**BMC 315 Radio & TV Broadcasting**
The course introduces the techniques of newsgathering, writing and editing as well as programme production for electronic media. Students will study programme types, and produce classroom prototypes of a broadcast quality. Some of the programmes to be produced include; talk shows, magazine, music, commentaries, documentaries, and a cursory look at news production. The course will also expose students to the equipment used in the production processes, such as microphones, professional recorders and studio consoles.

**BMC 316 Broadcast Public Affairs Reporting**
The course will expose students to techniques and skills that would enable them produce radio, TV and other forms of informational programmes that aim at changing people’s behavior, educating them on how to better their lives or simply mobilizing them for a cause. Crucial issues such as HIV/AIDS, Girls Circumcision, Payment of Taxes, Voting, and the likes, would form the subject for the programmes.

**BMC 317 Public Relations and Advertising**
Various concepts related to the course are discussed. Such concepts include but are not limited to persuasion, publicity etc. the course avails students the chance to correctly define, describe and critically analyze Public Relations and Advertising. It offers students the chance to learn persuasion theories, advertising principles, organizational structure of Public Relations. The students will explore the place of PR and Advertising in Society, as well as planning and investigation in PR and Advertising.

**BMC 318 Writing for Print Media**
This course will offer specialized training in writing for print media. The course will offer students the opportunity to carry out
research and write publishable articles. The course will also offer students the opportunity to do portfolios on at least three selected areas. The students will also dwell into writing for magazines and other publications of mass communication.

**BMC 321 International Mass Communication Systems**
The course explores what is happening worldwide in the communication arena, the major movers and wheelers in international communication such as the role of international news agencies, international broadcasters, north south information flows, south-south information flows, the dilemma in Africa’s news flows, as exemplified by Pan African News and other regional efforts, cultural invasion, and the major debates in international communication such as direct broadcasting, access, international advertising, and fairness and equity in international coverage.

**BMC 322 News Analysis and Current Affairs**
The course will describe news analysis as well as techniques. It also explores principles of sufficient reasoning and independent thinking. The course will further expose students to international issues that shape current affairs. The course will provide an opportunity for the students to work on news stories in the media, photos, headlines, lead stories and lay out, editorials and comments.

**BMC 323 Media Management and Organization**
Students will be made to understand the functioning of media organizations and systems and be introduced to management principles. The course will examine different types of media organizations, the various functioning branches, and the responsibilities entailed in managing them. They will also be introduced to financial management of media institutions, media analysis for marketing, profiling, and strategic planning for media organization.
BMC 324 Research Paper II
Students embark on a research project under mentorship of a Faculty member. Students present their research proposal; present their research in seminar format. They write a final formal thesis summarizing the research results. Present their theses.

BMC 325 Mass Media and Popular Culture
The course will explore what is happening in popular culture and the influence or contribution of the media to that culture. It will explore the soap operas, the music videos, rap music, and so on. It will look at the problems of internationalization of popular culture, and its influence mainly on the youth, and it will examine the role that local media can play in providing alternatives for the vulnerable.

BMC 326 Contemporary Media in Tanzania
The course explores what is happening in Tanzania’s media industry as well as the historical perspectives that have brought the media where it is currently. Some of the areas to be examined include the role of traditional modes of communications, such as stories, songs, dances, dramatizations, proverbs, etc, in present day Tanzania. It will explore in detail the dynamics of present day media, media and politics in Tanzania, governorship, training, circulation and coverage, development journalism and the potential for the development of a viable media.

BMC 327 Audience Research
The course aims at equipping mass media practitioners with the skills of analyzing audiences for their programmes or productions. It deals with the various techniques such as questionnaire surveys, special call in programmes, letters, focus group discussions and other informal and formal ways of seeking views designed to improve media offerings. This will be a practical class where field research will be undertaken as part of the course.
BACHELOR OF ARTS IN LIBRARY AND INFORMATION STUDIES

FIRST YEAR SEMESTER I

LANG 102: COMMUNICATION SKILLS
Students will be introduced to the elements of communication process, note taking, listening, grammar and business letter writing. This course shall carry a weight of three Credit points. There shall be three contact hours per week. At the end of this course students should be: equipped with business letter writing skills; able to listen and take notes effectively; grammatically more competent and able to communicate more effectively in business settings.

DS 101 DEVELOPMENT STUDIES
Development Studies is an interdisciplinary subject which is designed in such a way that students are equipped with critical and analytical skills in evaluating societal developmental problems in the field of politics, economics, culture, science and technology, agriculture and industry and social services. We are living in a fast moving global community, whereby failure to come to terms with changes or acquire better understanding of such changes can be detrimental. As future leaders, policy makers, managers, administrators, entrepreneurs, engineers and scientists etc. This course carries a weight of two credit points. After completing this course students should be able to: understand the concepts and theories of socio-economic development in developing countries as well as factors influencing the process of development in these countries; be acquainted with the latest issues and be conversant in the contemporary social and economic events of the emerging local and global development challenges; analyze, discuss, participate and make presentation on socio economic development issues pertaining to developing countries as well as build the capacity to speak in public.
LIS 101 FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
The course equips students with major aspects of the profession of librarianship; its historical and current development; and its relationship with other related disciplines. On completion of the course, students should be able to: (1) understand librarianship as an important profession in the society; (2) trace the history and development of library and information centres; (3) identify and understand all duties and responsibilities of a librarian; (4) and evaluate information services in relation to information user needs.

LIS 102 INFORMATION IN SOCIETY
The course aims to provide students with the theoretical understanding of the nature and role of information in the society. On completion of the course, students should be able to: (1) identify and understand the properties of information and knowledge; (2) understand the term “Information Age” and the current trends of socio-economic development in the world; (3) realize the digital divide effects in the society; (4) assess the use of ICT for national development; and market and promote information services and estimate its impact on society.

LIS 103 INFORMATION PROCESSING I
The course aims at introducing students to theory and rules of cataloguing used in libraries and other information systems. On completion of the course, students should be able to: (1) identify the main theoretical and practical problems of cataloguing; (2) use the main cataloguing tools; (3) understand descriptive and subject cataloguing; (4) and apply international standards in the creation of catalogue records.

LIS 104 COMMUNICATION
The course aims to introduce students to the theories and principles of social communication with an emphasis on sociological and
psychological aspects of communication. On completion of the course, students should be able to: (1) trace the history and development of communication at community level, society and world-wide; (2) identify the language style of communication used by different groups of people and; (3) understand the role played by modern information technologies in acquisition, processing and dissemination of information in society.

**LIS 105 COMPUTER APPLICATIONS I**
The course is designed in such a way that students are introduced to the basics of computer. Coverage includes: theory of computers, computer hardware and software, windows for words and works and word processing. This course will introduce students to the basics of computers and word processing. It will include lectures on computer hardware, operating systems and word processing. During the lessons students will also have a chance to practice skills with computer and they will have to do assignments with word processor. After successful completion of this course, students should have general knowledge of computer hardware, operating systems and deep knowledge of word processing.

**Semester II**
**LANG 112 COMMUNICATION SKILLS II**
This course is a continuation of LANG 102

**DS 112 DEVELOPMENT STUDIES II**
This course is a continuation of DS 101

**LIS 111 INFORMATION SOURCES AND SERVICES**
The course aims at introducing students to various information sources and services. On completion of the course, students should be able to: (1) locate, evaluate and choose appropriate information sources and materials for selected fields of study or user groups; (2) search information from various sources; (3) process requests for information and undertake the interaction which enable an effective
information service between users and the information providers and; (4) understand the methods by which important reference sources are produced, evaluated and collected.

LIS 113 INFORMATION PROCESSING II
The course aims at introducing students to the philosophical foundations of classification theory and practice, and the main features of the major classification schemes in use.

LIS 114 INFORMATION USERS
The course aims at introducing students to the information user needs with an emphasis on the information user behavioural characteristics, user needs, and user education. On completion of the course, students should be able to: (1) identify different information seeking situations and behaviours of information users; conduct information user studies in order to improve services and promote usage; (2) recognize information user needs and find solutions for raised requirements and; (3) understand and evaluate different information services to be given to particular groups or individual users.

LIS 115 COMPUTER APPLICATIONS II
The course is a continuation of LIS 105. Coverage includes: basic computer networks, Search Engines and Subject Gateways. The course will introduce students to presentation programmes, databases, Search Engines, Subject Gateways and the Internet. The topics will be covered through lectures and exercises. When students have completed the course, they should be comfortable using web browsers, presentation programmes and computer networks.

LIS 116 PRACTICAL TRAINING I
The practical training aims at providing professional skills, which are acquired through planned programmes and activities in order to meet the needs of the profession and also the environment to which
students are prepared for. Students are expected to apply various technical skills obtained at the University from first year courses.

**Location**
Students will be attached to recognized libraries; archives; documentation, information, or computer centres; information units in the government departments, public or private organizations, international organizations, media institutions and business enterprises; in different parts of the country according to their choices and specialization.

**Assessment**
Students will perform various activities in different sections of a particular information unit for a period of eight weeks as directed. The students will be instructed, assisted and supervised on daily basis by different senior information professionals in attached institutions. Lecturers involved in teaching BALIS subjects will visit students during their fieldwork for assessing their performance. The lecturer will assess every student at least twice.

**Report**
Upon completion of the practical training, the attached institution supervisor, on the one hand, will write a report about the student’s eight weeks performance and send it straight to the University. On the other hand, the student will also write a report presenting a detailed day-to-day account of his/her activities during his/her eight weeks practicum. Both reports plus the lecturer’s assessment report will determine the final mark and grade to be given for LIS 116.

**LIS 201 KNOWLEDGE MANAGEMENT**
The course aims at introducing students to the knowledge management concept, knowledge management systems and knowledge sharing in both virtual and ordinary organizational settings.
LIS 202 INFORMATION STORAGE AND RETRIEVAL I
The course aims to acquaint students with the basic techniques and principles of information storage and retrieval systems. On completion of the course, students should be able to: (1) identify components of an information retrieval system; (2) retrieve various information from databases and; (3) design information retrieval systems.

LIS 203 INFORMATION SERVICES FOR AFRICAN DEVELOPMENT
The course aims at introducing students to various information services offered in different sectors that contribute to national development in Africa. On completion of the course, students should be able to: (1) explore recent developments in information services versus digital divide in Africa; (2) analyze and evaluate the role of information in various social and economic development activities in Africa; (3) assess the participation of African countries in regional and continental information systems and networks and; (4) suggest solutions to problems hindering information services in Africa.

LIS 204 INFORMATION TECHNOLOGY I
The course aims at introducing students to a variety of information technology (IT) hardware and software, equipping them with the requisite IT skills and acquainting them with current and future developments in IT so that they are more effective in their work as information intermediaries.

LIS 205 RESEARCH METHODS I

Course Description
The course aims to provide the fundamentals of research methods with emphasis on information profession. On completion of the course, students should be able to: identify research topic, research question and construct the research framework; trace and locate
relevant literature; prepare research tools; and prepare a full research proposal on any topic relevant to library and information studies.

LIS 206 PUBLISHING AND BOOK TRADE I
The course aims at introducing students to the background on the processes of book publishing in general and on the current issues and problems facing the publishing industry in Tanzania.

LIS 207 DOCUMENTATION I
The course aims to introduce students with skills of information packaging and repackaging to suit the needs of various information users. On completion of the course, students should be able to describe the background and importance of documentation; identify different types of information sources and materials; identify types of documentation and information processing techniques and information processing techniques and process non-book materials.

LIS 208 RECORDS MANAGEMENT I
The course aims to introduce students to the fundamentals of record management as they apply to records of all formats including archives. Students are expected to become familiar with the environmental and regulatory framework for managing records.

LIS 209 SPECIAL LIBRARIES AND INFORMATION CENTRES I
The course aims at introducing students to the management, functions and operation of special libraries and information centres. On completion of the course, students should be able to: (1) apply the general principles of special libraries and information centres management and; (2) perform tasks relevant to the provision of the services provided by these institutions.
LIS 211 INFORMATION REPACKAGING
The course aims at equipping students with the skills of information repackaging to suit the needs of various information users. On completion of the course, students should be able to: (1) select different types of information materials using various types of bibliographic tools; (2) demonstrate a clear understanding of information repackaging in Africa; (3) repackage information for specific user groups and; (4) identify problems hindering effective information dissemination.

LIS 212 AUTOMATION OF LIBRARY AND INFORMATION SYSTEMS
The course introduces students to the planning, setting up, and operation of computer-based systems in libraries and other information systems.

LIS 213 INFORMATION STORAGE AND RETRIEVAL II
The course aims at equipping students with the advanced skills for handling information retrieval systems and acquainting them with current and future trends in the developments of information retrieval systems.

LIS 214 INFORMATION TECHNOLOGY II
This course aims at making students comprehend (1) the changes taking place in the information arena owing to the proliferation of information technologies (2) their attendant media in information dissemination and; (3) how to manage these newer information materials collectively known as non-print media.

LIS 215 RESEARCH METHODS II
The course aims to provide the fundamentals of research methods with emphasis on information profession. On completion of the course, students should be able to: (1) identify research topic, research question and construct the research framework; (2) trace and locate relevant literature; (3) prepare research tools and; (4)
prepare a full research proposal on any topic relevant to library and information studies.

**LIS 216 PRACTICAL TRAINING II**
The second practical training aims to provide students with deeper professional skills required for meeting the needs of the profession and also the environment to which students are prepared for. Students are expected to apply experience gained in the previous practical training plus various technical skills obtained at the University from second year courses.

**Location**
Students will be attached to recognized libraries; archives; documentation, information, or computer centres; information units in the government departments, public or private organizations, international organizations, media institutions and business enterprises; in different parts of the country according to their choices and specialization.

**Assessment**
Students will perform various activities in different sections of a particular information unit for a period of eight weeks as directed. The students will be instructed, assisted and supervised on daily basis by different senior information professionals in attached institutions. Lecturers involved in teaching LIS subjects will visit students during their fieldwork for assessing their performance. Every student will be assessed by the lecturer at least twice.

**Report**
Upon completion of the practical training, the attached institution supervisor, on the one hand, will write a report about the student’s eight weeks performance and send it straight to the University. On the other hand, the student will also write a report presenting a detailed day-to-day account of his/her activities during his/her eight weeks practicum. Both reports and the lecturer’s assessment will
determine the final mark and grade to be given for LIS 216.

LIS 217 DOCUMENTATION II
The course aims at equipping students with more skills of information processing and repackaging to suit the needs of various information users. On completion of the course, students should be able to: identify and apply standards in documentation; trace relevant documents and bring them to the awareness of interested users; disseminate information using different methods; evaluate computer networking among documentation centres; and identify and use information communication channels effectively.

LIS 218 RECORDS MANAGEMENT II
The course is a continuation of LIS 208. It aims at equipping students to the fundamentals in archives. The Course coverage includes: Archives – types, historical and current developments, library, information technology and the role of archivists.

LIS 219 PUBLISHING AND BOOK TRADE II
Course Description

LIS 220 SPECIAL LIBRARIES AND INFORMATION CENTRES II
The course aims at introducing students to the management, functions and operation of special libraries and information centres.

LIS 221 ADMINISTRATION OF ACADEMIC LIBRARIES
The course aims at introducing students to the administrative duties and responsibilities in academic libraries in tertiary and research institutions. On completion of the course, students should be able to: Identify potential library users and their needs and Suggest solutions to problems facing academic libraries in Tanzania in order to improve services.

LIS 222 AUDIO-VISUAL MATERIALS
The course aims at introducing students to the nature, types, characteristics, and handling of audio-visual materials. The course also is intended to acquaint students with skills of creating bibliographic descriptions for audio-visual documents. On completion of the course, students should be able to: (1) demonstrate skills in using different audio-visual materials and operating various types of audio-visual equipment and; (2) create bibliographic descriptions for audio-visual documents.

**LIS 311 RESEARCH REPORT**
This is a research project that is intended to provide opportunities for students to pull all the knowledge and skills acquired over the two and half years and apply it to carry out research and write a dissertation. The topic shall be on any of the issues raised in LIS courses or any other that permits a student to make some input or contribution towards solving some practical problems in any area of information handling and provision in Tanzania.

This is one year course (two semester), the first semester a student will prepare a full proposal and second semester will write a research report. The report will be divided into five chapters namely: introduction, literature review, research methodology, data presentation, analysis and discussion, summary, conclusion and recommendation.

**LIS 302 MANAGEMENT OF INFORMATION SYSTEMS I**
The course aims at preparing students for management responsibilities in various libraries and information units by enabling them apply the skills obtained from management theories. The course gives a thorough grounding in the organizational skills and techniques required for an information manager.

**LIS 303 ECONOMICS OF INFORMATION AND MARKETING**
The course introduces students to the basics of the economics of
information and marketing as they apply to information management. In the contemporary information age, information is regarded as the most marketable commodity in the society that needs planning and better service handling.

**LIS 304 INFORMATION POLICY**
The course introduces students to the effective implementation of the policy as the powerful tool in enhancing the use of information for national development. On completion of the course, students should be able to: (1) understand public policy adoption and implementation processes; (2) analyze and evaluate policies; (3) disseminate information in non-print formats; and (4) suggest strategic plans for strengthening the information sector as part of building an information society in Tanzania.

**LIS 306 MANAGEMENT OF ARCHIVES**
The course aims at introducing students to the principles and practice of appraisal and collection of archival materials with an emphasis on the changing nature of modern techniques of archive management.

**LIS 307 SECTORAL INFORMATION NEEDS, RESOURCES AND SERVICES**
The course aims to introduce students to the creation and/or development of special information systems in relation to the requirements of a particular sector’s information needs, resources and services. On completion of the course, students should be able to: (1) understand the information flow patterns in different sectors and: (2) create or develop a special information system for a particular sector according to the sector’s information needs, resources, products and services.

**LIS 308 INFORMATION SYSTEMS ANALYSIS AND DESIGN I**
The course introduces students to the concepts of information
systems analysis and design with an emphasis on procedures and
techniques for designing and evaluating information systems using
emerging information technologies.

LIS 309 ADMINISTRATION OF PUBLIC AND NATIONAL
LIBRARIES
The course aims at introducing students to the principles and
strategies for administering public and national libraries. On
completion of the course, students should be able to: (1) perform
administrative duties in the public or national library; (2) organize
resources and understand the information services to be given and;
(3) be familiar with planning, budgeting, personnel management
and establish good public relations.

LIS 310 ELECTRONIC COMMERCE I
The course introduces students to the concepts of what Electronic
Commerce (e-commerce) is, how it works, why it works, why it
will grow, and develops an understanding of what promotes and
inhibits e-commerce adoption. The course focuses on direct
transactions between business to business and between businesses
and end customers, as well as sharing of business information and
maintaining business relationships electronically. The key reason
for offering e-commerce course is to meet the growing demand in
the private and public sector workforce to have trained facilitators
in the transition from traditional business processes to electronic
modes of commerce. This is because this change is
revolutionalising business and becoming the focus of worldwide
government activity.

Semester VI
LIS 312 MANAGEMENT OF INFORMATION SYSTEMS II
The course builds on theoretical concepts by familiarizing students
to the current information systems and services management
practices in organizations. The course also emphasizes to students
the value of information as a corporate asset and illustrates the
myriad information systems applications they will face as graduates.

LIS 313 PLANNING AND DESIGN OF INFORMATION INFRASTRUCTURES
The course aims to equip students with planning and designing skills focusing on development of information infrastructures in various environments. On completion of the course, students should be able to: (1) describe planning for information infrastructures; (2) understand the information flow patterns in different organizational structures and; (3) design the library and/or other information systems set-up using different types of buildings.

LIS 314 MEDIA TECHNOLOGY
The course introduces students to the media technologies and how they apply to library information activities. On completion of the course, students should be able to: describe types of media technologies and their usage; understand the role of mass communication on socioeconomic development; operate audio-visual materials thoroughly including simple repair and develop simple media technology software.

LIS 318 INFORMATION SYSTEMS ANALYSIS AND DESIGN II
The course aims to acquaint students with information systems analysis and design skills that will enable them play an active role in the analysis, design and implementation of multi-user systems to meet the information needs of an organization.

LIS 319 INFORMATION SERVICE TO CHILDREN
The course aims to introduce students to the provision of the information services to children by drawing examples from public and school libraries. On completion of the course, students should be able to analyze children’s behaviour and their information needs; Identify full range of children’s literature and materials; and
plan and organize appropriate information services for children of different age groups.

**LIS 320 ELECTRONIC COMMERCE II**
The course builds on the e-commerce concepts by familiarizing students to the current electronic business structures and the use of information and communication technologies (ICTs) as tools for initiating and maintaining the automation of commercial transactions. The course also provides students with experiences in using and adapting potential www and Internet commerce software in developing applications for business and trading in electronic environments.

**BACHELOR OF INFORMATION MANAGEMENT (BIM)**

**FIRST YEAR**
First year candidates shall take ALL courses

**DS 101 DEVELOPMENT STUDIES (2 credits)**
Development studied is an interdisciplinary subject which is designed in such a way that candidates are equipped with critical analytical skills of societal developmental problems in the field of politics, economics, culture, science and technology, agriculture, industry and social services. We are living in a very fast moving world whereby failure to come to terms with changes or acquire better understanding of such changes can lead to disastrous situations. As future leaders, policy makers, managers, administrators, entrepreneurs engineers, scientists etc are expected to acquire the insights of developmental issues pertaining to their respective societies and the world at large.

**LANG 102 COMMUNICATION SKILLS (3 credits)**
This course has been designed to guide candidates to acquire the necessary writing and speaking skills that will enable them to become effective communicators in their related fields. It also aims
at briefly introducing the candidates to the theoretical framework of communication and grammar.

**BIM 101 INFORMATION IN SOCIETY (4 credits)**
The course aims to provide candidates with the theoretical understanding of the nature and role of information in the society. The course aim to market and promote information services and estimate its impact on the society. Also the course will assess and evaluate the use of ICT for national development and realize the digital in the society.

**BIM 102 – ORGANIZATION OF KNOWLEDGE**

**BIM 103 BUSINESS COMMUNICATION (4 credits)**
The course aims to introduce candidates to the theories and principles of communication, Electronic technology communication, interpersonal communication at work places, processes of effective communication at work places, also the course aim to provide basics of mediated communication and media literacy.

**BIM 104 COMPUTER APPLICATION I (4 credits)**
The course aims at imparting skills, which will enable candidate, operate the computer as an essential tool for their daily study and learning activities. Candidates are intended to acquire up-to-date skills in computer technologies.

**BIM 105 PRINCIPLES OF MANAGEMENT I (4 credits)**
This course introduces candidates to the evolution of management and the basic managerial functions such as: Planning, directing, controlling and organizing. The course aim also to introduce student’s main issues in development of management theories, contemporary approaches of managerial functions and different types of management applied in well organized institutions.

**LANG 112 Communication Skills**
This course is a continuation of semester one.

**DS 111 Development Studies**  
This course is a continuation of semester one

**BIM 111 Information Sources**  
The course aims at introducing students to various information sources and services.

On completion of the course, students should be able to locate, evaluate and choose appropriate information sources and materials for selected fields of study or user groups; search information from various sources; process requests for information and undertake the interaction which enable an effective information service between users and the information providers; and understand the methods by which important reference sources are produced, evaluated and collected.

**BIM 112 Information User Needs**  
The course aims at introducing students to the information user needs with an emphasis on the information user behavioral characteristics, user needs, and user education.

On completion of the course, students should be able to: identify different information seeking situations and behaviors of information users; conduct information user studies in order to improve services and promote usage; recognize information user needs and find solutions for raised requirements; and understand and evaluate different information services to be given to particular groups or individual users.

**BIM 113 Records Management**  
The course aims to introduce students to the fundamentals of record management as they apply to records of all formats including archives. Students are expected to become familiar with the
environmental and regulatory framework for managing records.

**BIM 114 Computer Applications II**
The course aims at developing students’ computer skills gained from LIS106 by providing advanced practical connected with the effective use of computers for various academic activities. Course objectives, on completion of the course, students should be able to: conduct seminar presentation using Microsoft Power Point program; and design diagrams, figures and tables required for their assignments using relevant computer program.

**BIM 115 Principles of Management II**
This course introduces students to the evolution of management and the basic managerial functions such as: Planning and organizing. Course objectives after completing this course students should be able to Identify the historical development of Management Theory and Practice. Explain the basic managerial functions in relation to human resources management.

**BIM 116: PRACTICAL TRAINING I**
The practical training aims at providing professional skills, which are acquired through planned programs and activities in order to meet the needs of the profession and also the environment to which students are prepared for. Students are expected to apply various technical skills obtained at the University from first year courses. Students will be allocated or placed in the business firms to practice the theory gained in class.

**Assessment**
Students will perform various activities in different sections of a particular business information unit for a period of eight weeks as directed. The students will be instructed, assisted and supervised on daily basis by different senior information professionals in attached institutions. Lecturers involved in teaching BIM subjects will visit students during their fieldwork for assessing their performance. The lecturer will assess every student at least twice.
**Report**
Upon completion of the practical training, the attached institution supervisor, on the one hand, will write a report about the student’s eight weeks performance and send it straight to the University. On the other hand, the student will also write a report presenting a detailed day-to-day account of his/her activities during his/her eight weeks practicum. Both reports plus the lecturer’s assessment report will determine the final mark and grade to be given for BIM 116.

**SECOND YEAR**
**BIM 201 Management Information Systems I**
The course describes the principles and practice of managing information systems in an organization. Topics include the strategic and operational roles of information systems in the enterprise and the economic, technical, cultural, and business aspects of introducing and using these systems to achieve competitive advantage. The focus is on tools and techniques for strategic analysis and planning in the context of managerial decision making.

**BIM 201 Economics of Information and Marketing**
Marketing of information agencies, systems, services, publications, and software and hardware products to consumer clientele. Includes marketing research, planning, user studies, product development, communication, pricing and distribution for profit and nonprofit organizations. Study of the information brokerage function.

**BIM 203 Database Management**
The purpose of this course is to provide students with an introduction to data modeling, relational theory, database design, and the management of databases. The course covers theoretical concepts in depth and gives the students a thorough practical
knowledge of database management. Information is increasingly recognized as an important organizational resource. Managers and other knowledge seekers find that much of their duties revolve around accessing, organizing, and presenting organizational and external information. The ability to develop and use computer databases is becoming a critical skill that is required not only by information systems students but also by students of other disciplines.

**BIM 204 ICT for Management**
This course aims to introduce students on the importance of ICT within the organization and different aspects for contracting the projects. It also provides requirements for management to contract projects. It further gives students with the knowledge and skills for project development and management.

**BIM 205 Research Methods I**
The course aims to provide the fundamentals of research methods with emphasis on information profession. On completion of the course, students should be able to: identify research topic, research question and construct the research framework; trace and locate relevant literature; prepare research tools; and prepare a full research proposal on any topic relevant to library and information studies.

**Optional Courses (Students Should take two optional courses)**
**BIM 206 Information Systems Application**
This course introduces students on the information systems applications in the real world. In this course students will explore in depth issues with program development and its influence on the design and implementation of business systems. Students are encouraged to actively think more deeply, use logic, critical thinking and systems approaches in problem solving and applications design.

**BIM 207 Information Systems for Marketing**
Introduction to how marketers can use commercial application systems on the Internet. Reviews of the major elements of doing business online. Course Objectives, upon successful completion of the course, it is expected that the student will: Understand the business philosophy behind Customer Relationship Management (CRM) strategy. Gain an integrated perspective of CRM, across marketing and information technology. Be able to evaluate proven methods for creating value from adopting a CRM strategy by examining and understanding how Customer Relationship Management theory is applied.

**BIM 208 Decision Information Systems**

The primary objectives of the course are to understand the theory, structure and construction of decision support and expert systems. Focus is on the study of their various components, eg. data, knowledge, models and user interface, and methods of integration. The course also addresses emerging technologies, eg, data mining, neural networks and intelligent agents, and research in these areas. Students will learn to work with system building tools to gain hands-on experience in prototyping DSS and ES.

**BIM 209 Business Information**

The course include development and implementation of commercial application systems in the Internet, covering networking, security and integration with Enterprise Systems. It introduces students to the concepts of what Electronic business (e-business) is, how it works, why it works, why it will grow, and develops an understanding of what promotes and inhibits e-business adoption. The course focuses on direct transactions between business to business and between businesses and end customers, as well as sharing of business information and maintaining business relationships electronically. The key reason for offering e-business course is to meet the growing demand in the private and public sector workforce to have trained facilitators in the transition from traditional business processes to electronic modes of commerce. This is because this change is revolutionizing
business and becoming the focus of worldwide government activity.

Semester Four

BIM 211 Information Systems Analysis and Design
The course introduces students to the concepts of information systems analysis and design with an emphasis on procedures and techniques for designing and evaluating information systems using emerging information technologies.

BIM 212 Management Information Systems II
The course builds on theoretical concepts to familiarize students with the current information systems and services in the management practices of organizations. The course also impresses upon students the value of information as a corporate asset and illustrates the myriad information systems applications they will face as graduates.

BIM 213 Information Literacy
Information Literacy Course presents the fundamentals of information literacy, provides a common level of understanding basics and prepares students to master more advanced and complex skills appropriate to academic disciplines. Information literacy course is offered to the students to help them develop skills in information searching. Course objectives focus on the student’s ability to apply the principles of scientific communication to problems of information handling.

BIM 214 Corporate Information Resources
This course aims to provide fundamentals of information resources management. It also aims to equip students with the knowledge of strategic role of information resources and how to measure costs of an information resources entity.

BIM 215 Research Methods II
The course aims to provide the fundamentals of research methods with emphasis on information profession. **Course objectives**, the course is planned to cover areas of proposal writing, a student will be introduced on the practical skills needed in proposal writing. To identify research topic, research question and construct the research framework; trace and locate relevant literature; prepare research tools; and prepare a full research proposal on any topic relevant to information management.

**BIM 216 Practical Training II**

The second practical training aims to provide students with deeper professional skills required meeting the needs of the profession and also the environment to which students are prepared for. Students are expected to apply experience gained in the previous practical training plus various technical skills obtained at the University from second year courses. Other details as stipulated in first year above.

**Optional Courses (Should choose two Courses)**

**BIM 217 Human Computer Interactions**

Overview of human information needs, seeking and processing. Study of the role of human factors in the design, development and evaluation of information services using technology. Course objectives, on the completion of the course, students will be able to; Identify basic physiological abilities relevant to information seeking and use. Apply diagnostic models of users and user/technology interface. Understand how to carry out evaluations and tests of users. Understand the importance of user feedback and appreciate how this contributes to the development of a system.

**BIM 218 Database Management Principles**

Database management systems, including architecture, design, administration and implementation. Evaluation and use of database-management systems for microcomputers. Course objectives, Introduce students to various design of data base and its
application. Cover issues related to entry relationship in information systems.

**BIM 219 Accounting Information Systems**
This course examines the key concepts in respect to designing and maintaining an accounting information system including internal controls and reporting requirements. The purpose of this course is to provide students in the accounting discipline with appropriate knowledge and skills to successfully apply IT to various aspects of accounting in the organisation. The focus is on understanding how information technology can be used to improve operational efficiency, decision making effectiveness, and organisational competitiveness.

**THIRD YEAR**

**BIM 301 Human Resources Management**
In this course students will be introduces various components of Human resources management and it operates at work places. The course will cover several issues some of them are introduction to HRM, components of HRM systems, Human resources planning, Recruitment and selection and issues of training and Development.

**BIM 302 Electronic Commerce I**
The course reviews the major elements and applications of electronic commerce (doing business online with one’s customers, suppliers, allies and agents) from a business, technical and research perspective. This includes, in particular, the strategic and operational business implications of electronic commerce (EC), the information and communication technology (ICT) infrastructure that is enabling EC, and selected research that has been conducted on EC topics in recent years.

**BIM 303 Knowledge Management**
The course aims at introducing students to the knowledge management concept, knowledge management systems and
knowledge sharing in both virtual and ordinary organizational settings. Course objectives, on completion of the course, students should be able to: understand the concept and properties of knowledge management; differentiate between ordinary and virtual organizations and assess how the latter works; trace and evaluate knowledge sharing in an organization; and design a computerized knowledge management system

**BIM 304 Ethics in Information Management**
This course aimed at introducing students on professionalism in information management. Profession refers to a body of qualified persons in information management field characterized with theoretical knowledge; provision of training and education; testing of competence of members; professional organization; adherence to a code of conduct; and altruistic service. A professional learns how to naturally develop stronger relationships and earn the respect of customers, friends, and peers. Once students learn how to hone these important skills, they will be on the path on achieving their goals as a true professional.

**BIM 320 Research Report/ Project**
This is a research project that is intended to provide opportunities for students to pull all the knowledge and skills acquired over the two and half years and apply it to carry out research and write a dissertation. The topic shall be on any of the issues raised in BIM courses or any other that permits a student to make some input or contribution towards solving some practical problems in any area of information handling and provision in Tanzania. Objectives of the course on completion of the course, students should be able to write or design and submit a research report/project.

**OPTIONAL COURSES: (The Student should choose two Courses)**
**BIM 306 Electronic Commerce Technologies**
The course will cover introductory part of architecture of the internet and the web in different perspectives. Course objectives, to
identify the activities to be performed at each stage of a user-centred web development process and understand the requirements of the stakeholders in the process. Analyze the requirements for a web site and document those requirements in a professional manner. Design a site structure and functionality and demonstrate that they meet the stated objectives of the web site, and document this design in a professional manner. Design page layouts and justify the selected layout in terms of principles of good user interface design.

BIM 307 Computer Networking
This course studies the design, implementation and management of reliable and scalable networks. Course objectives To review and discuss the main design issues associated with computer network design, to familiarise students with the techniques, advantages and disadvantages of recent data communications developments, To allow students to work with routers in a number of different network topology scenarios that tests their recently gained knowledge. Sample scenarios: security, Virtual LANs, Wide Area Network connections, advanced routing protocols and internetworking configurations. To study a number of technologies used to improve internet-based protocols and architectures. To study recent advances in network management and wireless computing

BIM 308 E-Government
This course aims to provide understanding needed technology, organizational and policy issues associated with e – government. Moreover the managerial and leadership skills required to exploit its potential.

BIM 311 Information Policy
Critical examination of issues and trends in information policy in public - and private sector organizations on the local, state, federal,
and international levels. The course introduces students to the effective implementation of the policy as the powerful tool in enhancing the use of information for national development. Course objectives, on completion of the course, students should be able to: understand public policy adoption and implementation processes; analyze and evaluate policies; disseminate information in non-print formats; and suggest strategic plans for strengthening the information sector as part of building an information society in Tanzania.

**BIM 312 Electronic Commerce II**
The course builds on the e-commerce concepts by familiarizing students to the current electronic business structures and the use of information and communication technologies (ICTs) as tools for initiating and maintaining the automation of commercial transactions. The course also provides students with experiences in using and adapting potential www and Internet commerce software in developing applications for business and trading in electronic environments.

**BIM 313 Legal and Professional Ethics**
This course introduces students to legal and profession aspects related to information provision services. The course aims to equip students with knowledge and skills on how legal can facilitate and control professionalism at information sector. The course mainly covers is general topics related to legal and professionalism.

**BIM 314 Information Security**
Students will be introduced to the various technical and administrative aspects of Information Security. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.
BIM 316 Information Systems for HRM
Analysis of the major human resource information systems and their characteristics and features, focusing on the data flow, analysis, reporting and forecasting functions, and emergent characteristics of such systems and their relationship to organizational effectiveness. This course provides students with knowledge and skills to critically evaluate and apply business information and communication systems and technology (ICT) to human resources management (HRM) for improved operational efficiency, decision-making effectiveness, and organizational competitiveness.

The first half of the course locates HRM information systems within the technological and strategic framework of general system geometry, functions, processes and conventional role of ICT in HRM. The second half of the course critically examines the conventional and potential role of HRM and ICT with reference to commercially available systems for recruitment and performance management.

BIM 317 Information Systems for Modeling
This course is planned to impart candidates with theories, analysis, tasks and skills on information systems modeling. Process modeling and data modeling are also part of this course.

CERTIFICATE IN RECORDS MANAGEMENT
Semester I
DS 001: DEVELOPMENT STUDIES
Development studied is an interdisciplinary subject which is designed in such a way that students are equipped with critical analytical skills of societal developmental problems in the field of politics, economics, culture, science and technology, agriculture, industry and social services. We are living in a very fast moving world whereby failure to come to terms with changes or acquire
better understanding of such changes can lead to disastrous situations. As future leaders, policy makers, managers, administrators, entrepreneurs, engineers, scientists etc are expected to acquire the insights of developmental issues pertaining to their respective societies and the world at large.

**CL 001 COMMUNICATION SKILLS I**

This course is planned to equip students with communication techniques and skills so as to be effective communicators within their field of competence. The course will cover both written and spoken communication.

**COMP. 001 INTRODUCTION TO COMPUTERS I**

This course is designed in such a way that students are introduced to the basics of computers. Coverage includes; theory of computers, computer hardware and software, windows for words and works and word processing.

**RM 001: RECORDS AND ARCHIVE ADMINISTRATION**

The course aims to introduce students to the fundamentals of record management as they apply to records of all formats including archives. Students are expected to become familiar with the environmental and regulatory framework for managing records.

**RM 002: RECORDS MANAGEMENT POLICY**

This course aims to introduce to students the aspects of records management policy and its implementations and adaptations in the light of future developments of organizations.

**RM 003: OFFICE SERVICES AND COMMUNICATION**

This course aims at exposing students to various office operations required by the organization or its functional departments in the process of accomplishing organization goals. On the other hand,
students will be equipped with knowledge and skills on official and managerial communication related issues.

Semester II
CL 012 COMMUNICATION SKILLS II
This course is planned to equip students with communication techniques and skills so as to be effective communicators within their field of competence. The course will cover both written and spoken communication.

COMP 011 COMPUTER APPLICATIONS
The course aims at developing students’ computer skills gained from Introduction to Computer (Comp 001) by providing advanced practical connected with the effective use of computers for various academic activities.

RM 011 LEGAL RECORDS MANAGEMENT
This course aims to introduce students with the concepts of Health records management. It further aims to expose students up to date skills and techniques of legal records management in Tanzania.

RM 012: ELECTRONIC RECORDS
This course aims to introduce students with the concept of electronic records management. It further aims to expose to students the present special challenges facing electronic records management particularly in Tanzania.

RM 013 MEDICAL RECORDS MANAGEMENT
This course has been planned to cub the problem facing several sectors in records management. The course is expected to provide skills and knowledge about records management in respect to a
particular sector. There are several sectors, but the course will concentrate much on legal and medical, however other sectors will be discussed as example during the programme.

RM 014 RECORDS MANAGEMENT FOR EMPOWERMENT
This course aims to examine the role can be played by records management in empowering society in different perspectives in decision making. The course provides an introductory part on how archives and records management can contribute to good governance and accountability of stakeholders in different levels.

RM 015: PRACTICAL TRAINING
The practical training aims at providing professional skills, which are acquired through planned programs and activities in order to meet the needs of the profession and also the environment to which students are prepared for. Students are expected to apply various technical skills obtained at the University from the theory obtained in class.

CERTIFICATE IN CHRISTIAN MINISTRY
(Non-NTA Programme)

Aim:
The overall aim of the training programme at this level of certificate is to develop ministerial skills in individuals that are necessary for an individual who will be helping the pastor to undertake day-to-day ministerial activities of the Church, such as teaching Christian Education, seminars, leading worship and preaching.

Objectives:
The specific objectives of this Programme of the Technician Certificate in Christian Ministry are to enable students to:

   (a) Describe the key concept of the Christian Ministry.
(b) Describe the development of Christian Ministry in Relation to other faith.

(c) Demonstrate ability to use information Technology to study Christian Ministry and share facts about Christianity.

(d) Describe issues that affect their ministry and formulate steps to address them.

SEMESTER I

CMT 0510: Computer application and E-learning
This module introduces the student to computers, and it is intended to help the student to use the computer to prepare various academic and practical documents, use the internet, do academic e-research, and use e-libraries.

CMT 05102: Development Studies
The course introduces students to development theories and strategies, concept of sustainable development, poverty, gender, environment and globalization.

CMT 05103: Introduction to Christian Ministry
This module introduces a student to the general overview of the Old Testament in relation to ministry, New Testament in relation to ministry, the concept of ministry according to the Book of Acts, and the concept of ministry in the contemporary situation.

CMT 05104: Dogmatic
This module introduces a student to basic ideas of Christian revelation, key creeds and confessions of Christian faith, key
concepts of sin, salvation and life after death, and concepts of the sacrament.

**CMT 05105: Introduction to Philosophy**
This module introduces a student to the meaning of philosophy, different philosophers and their views.

**CMT 05106: Communication Skills**
This module intends to equip students with basics communication skills that will enable them to perform their tasks during the study and later in their careers.

**SEMESTER II**

CMT 05201: **Entrepreneurship**
The course is designed in such a way that students are introduced to contextual aspects of small businesses and Entrepreneurship.

CMT 05202: **Christian Education**
This module introduces a student to basic ideas of basic Philosophy of Education, teaching methodologies and basic teaching methodologies in Christian Education.

CMT 05203: **Early Church History**
This module introduces a student to the History of the Early Church, a brief history of the Church up to the period before the Reformation era and the Church history to the development of Christian ministry.

CMT 05204: **Major World Religion**
This module introduces a student to the History and development of Islam, key beliefs of Islam, key concepts of Hinduism, and key concepts of African Religion.
CMT 05205: Ecumenism
This module introduces a student to the meaning of Ecumenism, different Christian denominations and assessment of co-existence between Christian denominations.

CMT05206: Christian Ethics
This module introduces a student to basic ideas of basic ethical ideas in the Old Testament, basic ethical ideas in the New Testament, and basic ethical ideas related to ministry.

FACULTY OF LAW
SEMESTER I

CONSTITUTIONAL LAW I
Code: LAW 101
The course is intended to introduce to the student the concept of constitutions as well as the East African Legal Systems. This is a two semester course which covers various constitutional principles as they apply in the East African countries particularly in Tanzania and the constitutional History in the Social-Economic perspective.

Objective(s)
The objectives of this course are to introduce a student of law to the foundations of constitutional legal principles as they apply in East Africa with a special reference to Tanzania.

THE LAW OF CONTRACT I
Code: LAW 102
This is a two semester course which deals with introductory concepts in the law of contract. The course is divided into six chapters in which the social economic development of the concept of contract, the formation of contract, capacity to create contracts,
the concept of consideration, the principle of privacy to contract and the matters connected there with are covered in detail. In all these the reference is made to the Common Law position and the position under the Law of Contract Act

Objectives
This course is intended to introduce the student of law to the legal theories and principles governing contracts generally and more specifically in Tanzania.

CRIMINAL LAW AND PROCEDURE I
Code: LAW 103
Criminal Law and Procedure I is a course which is designed to impart the necessary knowledge of criminal justice and its basis to the student of law. This course covers the legal principles and theories underlying crime, criminal responsibility, criminal offences, and the matters connected therewith. The main reference in this course is the Tanzanian Penal Code of Tanzania, Cap. 16 and the Criminal Procedure Act, 1985.

Objectives
The objective of this course is to help students to acquire basic knowledge of how crimes arise and an understanding of the relationship between law and its application to different circumstances giving rise to criminal liability. Also to equip the students with techniques on how to identify and deal with crimes basing on the application of the Tanzanian Penal Code, Criminal Procedure Act, 1985 and the principles of Common Law.

LEGAL METHODS I
Code: LAW 104
This is a two semester course which is aimed at introducing the student of law to the theories underlying the application of law in various circumstances. In short, the course involves a study of how to find and apply the law. The course covers the introduction to
Objectives
The objectives for this course are *inter-alia* to help students to acquire basic knowledge on how legal forms arise and change; and the relationship between law and social economic environment in which it operates. Also the course equips the students with legal techniques on how to find and apply the law, how to handle facts and apply abstract legal concepts to factual situations.

**COMMUNICATION SKILLS FOR LAWYERS I**

**Code: LANG 102**
Students will be introduced to the elements of communication process, note taking, listening, grammar and Law communication skills and jargons.

Credit Points: This course shall carry a weight of three Credit points.

**CONTACT HOURS**
There shall be three contact hours per week for fourteen weeks and three others for revision and examinations.

**Course Objectives**
At the end of this course students should be:
(i) Equipped with business letter writing skills
(ii) Able to listen and take notes effectively
(iii) Grammatically more competent
(iv) Able to communicate more effectively in Business settings

**COMPUTER SKILLS I**

**COMP 101**
Introduction
This course is designed in such a way that students are introduced to the basics of computers. Coverage includes; theory of computers, computer hardware and software, windows for words and works and word processing.

Credit Points: This course shall carry a weight of two credit points.
Duration / Contact Hours: There shall be two contact hours per week for fourteen weeks and three others for revision and examinations.

Course Objectives
This course will introduce students to the basics of computers and word processing. It will include lectures on computer hardware, operating systems and word processing. During the lessons students will also have a chance to practice skills with computer and they have to do an assignment with word processor. After successfully completing of this course, students should have general knowledge of computer hardware, operating systems and deep knowledge of word processing.

DEVELOPMENT STUDIES
DS 101
Introduction
Development Studies is an interdisciplinary subject which is designed in such a way that students are equipped with critical analytical skills of societal developmental problems in the field of politics, economics, culture, science and technology, agriculture and industry and social services. We are living in a very fast moving world whereby failure to come to terms with changes or acquire better understanding of such changes can lead to disastrous situation. As future leaders i.e. policy makers, managers, administrators, entrepreneurs, engineers, scientists etc. students are expected to acquire the insights of developmental issues pertaining to their respective societies and world at large.
Credit Points: This course carries a weight of two credit points
Duration/Contact Hours: There shall be two contact hours per week for fourteen weeks and three others for revision and examinations.

Course Objectives
After completing this course students should be able to:
• Understand the concepts and theories of socio economic development in developing countries as well as factors influencing the process of development in these countries.
• Be acquainted with the latest issues and be conversant in the contemporary social and economic events of the emerging local and global development challenges.
• Analyze, discuss, participate and make presentation on socio economic development issues pertaining to developing countries as well as build the capacity to speak in public.

SEMESTER TWO
CONSTITUTIONAL LAW II
Code: LAW 111
This course is a continuation of Constitutional Law I. It covers the historical background and present courts systems in Tanzania Mainland and Zanzibar; the control of Judicial Personnel; the laws applicable in these courts and the power of court to control the quasi-judicial bodies.

Objective(s)
It is the objective of this course that the student of law will come out with a clear knowledge of the courts systems applicable in East Africa and Tanzania in Particular.

LAW OF CONTRACT II
Code: LAW 112
GENERAL OVERVIEW
This course is a continuation of the Law of Contract I. It is a two
semester course which covers the forms and contents of contracts; void, voidable, unenforceable contracts and illegal contracts; the concept of free consent and vitiating factors; the discharge of contracts and remedies in the event of breach. In all these the reference is made to the Common Law position and the position under the Law of Contract Ordinance.

**Objectives**
The object of this course is to impart to the student of law the knowledge of legal theories, principles and practices governing the institution of contracts in Tanzania in as far as the form, content and discharge of contract as well as the remedies in the event of breach are concerned.

**CRIMINAL LAW AND CRIMINAL PROCEDURE II**
**Code: LAW 113**
This course is both an introductory and comprehensive course for Law Students. It is meant to lay foundation and clear understanding of the process of Criminal justice. The main topics covered in this course include the criminal court system, jurisdiction, investigation of crimes, Institution of criminal proceedings, the prosecuting machinery, the law relating to bail; cases requiring the consent of the DPP; the process of trial in court and the end results of criminal proceedings.

**Objectives**
The objectives of this study are to impart the student with the basic knowledge and skills on pre-trial, and trial procedures in respect of Criminal Procedure Act no.9 of 1985 and other specialized proceedings in criminal matters; and to impart to the student the basic knowledge and skills in handling matters relating to the international criminal matters in particular with regard to mutual assistance, extradition and proceeds of crime.

**LEGAL METHODS II**
**Code: LAW 114**
This course is a continuation of Legal Method I. The course focuses on application of the legal theory. It is divided into two main parts namely part I which covers case law technique and part II which covers statutory interpretation. These parts are in turn subdivided into sections.

**Objective(s)**
The main objective of this study is to enable a student of Law to be familiar with judicial decision making and development. The study also aims at empowering the student with necessary skills on how to apply the law and abstract legal concepts to factual situation as well as interpretation of statutory laws.

**COMMUNICATIONS SKILLS FOR LAWYERS II**
**Code: LANG 112**
This is a continuation of LANG 102. Topics covered include; grammar, non-verbal communication, reports writing, 7 C’s of communication etc.

**Credit Points** - This course shall carry a weight of three credit points.

**Duration/Contact Hours** - There shall be three contact hours per week for fourteen weeks and three others for revision and examinations.

**COMPUTER APPLICATIONS II**
**Code: COMP 111**
In this course, students will be introduced to presentation programmes, data bases, computer networks, e-mail, and Internet through lectures and practical applications. At the end of this course, students should be able to access e-mails, do surfing and will also have general knowledge of databases, presentation programmes and computer networks.

**DEVELOPMENT STUDIES II**
Code: DS 111
This course is a continuation of Development Studies I from the first semester.

SECOND YEAR

SEMESTER THREE
ADMINISTRATIVE LAW I
Code: LAW 201
The course is designed to impart the law student with basic concepts in Administrative Law, reasons for the establishment of administrative agencies and for delegation to these bodies power to legislate and adjudicate as well as the limits of these powers. This is a single semester course.

Objectives
The main objective of the course is to enable law students to understand the laws governing administrative bodies, process of administrative litigation and remedies available to the persons aggrieved by the actions of administrative bodies.

LAW OF EVIDENCE I
Code: LAW 202
This is a two semester course. Briefly the course covers the laws of evidence in Tanzania from the pre-colonial time to the present. It is divided into five parts in which the history of the law of evidence; the relevance and admissibility of evidence; confessions and admissions; and many other aspects governing relevance and admissibility of evidence in a court of law are covered. The main reference in this course is the Tanzanian Evidence Act of 1967. Other laws which govern the process of adducing evidence as far as relevancy and admissibility of evidence in court are also covered.

Objectives
The object of this course is to introduce students to the background
concepts in Evidence and also to equip the student with skills in identifying the relevant and admissible evidence in a court of law as far as the Tanzania Evidence Act is concerned.

**LAND LAW I**  
**Code: LAW 203**  
This course introduces the student to the concept of land law as it applies in Tanzania and East Africa in general. It covers the historical part of land law in East Africa and Tanzania in particular, the customary land rights, land tenure reforms in Tanzania and challenges therein.

**Objectives**  
The object of this course is to equip the students with the knowledge of the concept of land law; the history of land tenure, police and reforms; customary land tenure; and other legal principles and practices concerning land in Tanzania.

**THE LAW OF TORTS I**  
**Code: LAW 204**  
This is the first part of a two semester course. The Law of Torts I covers principles of tortuous liability, the distinction between tort and other forms of liability; international invasions of interest in persons and property, assault, battery, false imprisonment, malicious prosecution, interference with chattels, tress pass to land and defenses.

**Objectives**  
The object of this course is to impart to the students of law the knowledge and skills in identifying torts from other wrongs, understanding the nature of the law of torts and understanding the basic principles of the law of torts.

**LAW 205; BUSINESS ASSOCIATIONS LAW**
This course introduces students with a comprehensive knowledge on sole proprietorship, partnership and concept of corporate law in Tanzania. This course provide for an in-depth analysis of sole proprietorship, partnership, corporate formation, corporate personality, corporate liability and social responsibilities, constitutional documents of the company, the veil doctrine in company law, capital of the company and other practices and principles of law borrowed from other jurisdictions.

Objectives
This course aims at enabling students acquire an in-depth knowledge on different forms of doing business and should be able to apply practical issues and laws covered to selected business in decision making situations

**LAW 206: LABOUR LAW I**
This course is designed to equip students with knowledge and skills on industrial relations law in Tanzania. It is a two semester course which aims at introducing a student to general principles governing labour relations in a free market economy. The course covers the following issues: historical foundations of labour law in Tanzania, nature and formation of contract of service, duties of employees and employers, employment standards and international labour aspects, fundamental rights and freedoms, and termination of employment contract.

**Objectives**
The object of this course is to impart to the students of law the knowledge and skills in identifying workers rights and duties; and to be able to apply principles in addressing day to day dispute relating to existence and termination of employment relationship.

**COURSES FOR SEMESTER FOUR**
**ADMINISTRATIVE LAW II**
Code: LAW 211
This course is a continuation of Administrative Law I and is
intended to impart law students with an advanced knowledge on administrative bodies and the control of their actions by the court. It also covers various remedies which are available to a person affected by the actions of the administrative bodies as well as the procedures to be followed by the administrative bodies in determining rights. This is a one semester course.

The Objective(s)
This course has an object of making the student to understand the powers of the parliament and courts over the administrative actions. It empowers the student of law with knowledge and skills of understanding how the administrative bodies function within the framework of Law.

LAW OF EVIDENCE II
Code: LAW 212
This is a continuation of Law of Evidence I. The course covers specifically, documentary evidence, burden of proof and standard of proof, compellability and competence of witnesses and the matters arising there from which include the process of examination of witnesses.

Objectives
This course is intended to provide the student of law with an advanced knowledge on the different types of evidence and the proof of facts in both criminal and civil cases.

LAND LAW II
Code: LAW 213
This course is a two semester course which is intended to impart to the student of Law the knowledge in the matters concerned with Land Law which include various dealings in Land. The course is divided into eight sections and it covers the law related to modern systems of occupation of land and the dealings in Land such as mortgages, sale, Lease, assignments, trusts and other matters
connected and/or incidental thereto.

**Objectives**
The objective of this course is to equip the student with the legal theories, principles and practices concerning the rights of occupancy and various dealings in land applicable in Tanzania.

**LAW OF TORTS II**
**Code: LAW 214**
This course is a continuation of Law of Torts I which was taught in semester three. In semester four, the following topics will be covered: negligence: Specific situation of negligence, categories of negligence occupiers’ liability, employer’s liability, vicarious liability, employers liability, cattle trespass, the law between neighbors, defamation, government liability, family torts and matters incidental or connected to these torts as they apply in Tanzania.

**LW 215: BUSINESS ASSOCIATIONS II**
This course is a continuation of law of business associations 1. The course covers specifically, management of the company, meetings of the company and winding up of the company as well as corporate insolvency and rescue mechanisms in Tanzania.

**Objectives**
This course aims at enabling students to archive a profound knowledge of theory and practice of corporate management, winding up and corporate rescue mechanism for both private and public companies.

**LW 216: LABOUR LAW II**
This is a continuation of labour law I. It seeks to equip students with knowledge on labour matters pertaining to dispute settlement principles and procedures, industrial action (strike and lock out), trade unionism and collective bargaining, social security law, and
workers’ occupational health and safety.

**Objectives**
The object of this course is to impart to the students of law the knowledge and skills in identifying procedures for dispute settlement, identifying workers benefits and organizational rights.

**RESEARCH METHODOLOGY**
**LAW 217**
This course is designed so as to equip students with the knowledge and techniques of conducting research. Topics included are: introduction to research methodology, defining a research problem, research design, sampling design, measuring and scaling techniques as well as introduction to consultancy skills.

Credit Points - This course shall carry a weight of 3 credit points.

Duration/Contact Hours - There shall be three contact hours per week for ten weeks. And six others for revision and examinations.

**Course Objectives**
At the end of the course Students are expected to have been equipped with the knowledge and techniques of conducting research.

**THIRD YEAR**
**SEMESTER FIVE**

**JURISPRUDENCE I**
**Code: LAW 301**
The course is divided into two main sections namely section one which covers the historical development of the philosophy of law, place and function; and section two which deals with trends in jurisprudence I. In section two the analytical, historical, natural, historical and sociological schools of Law are covered.
Objectives
This course is designed to impart to the student of law the knowledge of theories, schools and the philosophy of Law.

CIVIL PROCEDURE I
Code: LAW 302
This is a two semester course which covers all legal steps that are necessary in a civil suit up to the stage of hearing. The course is divided into seven main parts covering the introduction to civil litigations, modes of dispute settlement, general principles governing the application of the civil procedure, pre-hearing processes, institution of suits and other matters arising therein.

Objectives
The objective of this course is to impart to law students the theories, general principles and practices of civil litigation necessary before the Hearing of a civil cases.

TAX LAW I
CODE: LAW 303
This course covers; historical and legal framework governing the development of taxation in Tanzania; Interpretation of tax statutes; General scheme of income taxation in Tanzania; Tax evasion and tax avoidance; Examination of specific sources of income; Capital gains tax; Tax liability of particular types of persons; and Tax payment procedures.

FAMILY LAW I
Code: LAW 304
The course covers the importance of family as a social instrument for development, pre-marriage arrangements, the nature and validity of marriages as distinguished from presumption of marriages and analogous rights thereto; and Rights, duties and liabilities incidental to marriages.

PUBLIC INTERNATIONAL LAW I
CODE: LAW 305
The course focuses on the general aspects of international law. It covers description of international law; Subjects of international law; Relationship between international law and municipal law; Statehood and recognition of governments in international law; The United Nations; Jurisdiction and immunity in international law; and the law of treaties.

LAW 338: PRIVATE INTERNATIONAL LAW
This is a one semester course which seeks to impart knowledge to students on general principles governing conflict of laws. It addresses circumstances where court would recognize and enforce a judgment given in another jurisdiction. The course covers general principles of conflict of laws and associated theories, basis for exercise of jurisdiction, specific principles in contracts, torts, property, and family and succession dealings among people from different jurisdictions.

Objectives:

At the end of the course the student shall have the knowledge of the general principles of conflict of laws and be able to apply principles in resolving disputes involving two or more people from different jurisdictions. Further, the student will be able to understand principles and practice on enforcement of foreign judgments and awards.

SEMESTER SIX
JURISPRUDENCE II
Code: LAW 311
This Course is a continuation of Jurisprudence I. It is intended to impart the student of law with an advanced knowledge on the theories and schools of law and their application to the modern states. This course is divided into three parts namely part one which deals with the Kelsenian, The Marxist and the Contemporary
theories of law; part two which deals with the role of law in influencing social change and part three which deals with the theories underlying Judiciary.

Objectives
The object of this study is to impart to the student of law the knowledge of the legal mechanics of the modern state and its crises in both the developed and the third world countries.

CIVIL PROCEDURE II
Code: LAW 312
This course is a continuation of Civil Procedure I and it is designed to impart to the law student the theory and practice of civil trials. It looks at the actual settlement of the Civil dispute in court, the steps and procedures involved in arriving at decisions as well as the remedies available to an aggrieved party after a court decision.

The course is divided into five parts in which the process of settlements without trial; the process of hearing; judgment and decree; and remedies which are available to an aggrieved party such as appeals, reviews, and revision are covered. The main reference in this course is the Civil Procedure Code Act 1966.

Objectives
The object of this course is to equip the student of law with the necessary skills and knowledge in theories and practices applicable during and after the hearing of civil trials in so far as the Civil Procedure Code Act 1966 is concerned.

TAX LAW II
CODE: LAW 313
This course is a continuation of Tax Law I. The course covers; International taxation; Value Added Tax(VAT); Disputes settlement mechanisms; Offenses and penalties; Stamp duty; The
East African community customs management and control; Excise duty; and Overview of the tax system in Zanzibar.

**FAMILY LAW II**  
**CODE: LAW 314**  
This course is a continuation of Family Law I. The course covers matrimonial litigations and in particular termination of marriages, divorce and separation. It further address procedures of instituting matrimonial cases, rights of spouses and children of marriage upon termination of marriage, divorce or separation such as custody, maintenance of children and spouses and the enforcements of such rights and such other reliefs incidental to divorce or separation such as injunction, non molestation orders among others.

**PUBLIC INTERNATIONAL LAW II**  
**CODE: LAW 315**  
This course is a continuation of Public International Law I. It covers specific aspects of international law namely; Acquisition of territory and State succession in International Law; International human rights law systems, and international criminal law; General principles of international humanitarian law; Pacific settlement of international disputes and the law of the sea.

**PRACTICUM AND PROFESSIONAL LEGAL ETHICS**  
**Code: LAW 316**  
This courses aims at equipping learners with ethical considerations involved in the practice of law. Legal ethics create special duties and responsibilities that arise out of an attorney’s relationship with clients, opponents, courts and other governmental authorities, other lawyers, the legal profession, and society in general.

The course covers general principles relating to professional conduct and ethics in Tanzania. Students are introduced to these principles by examination of the nature of professional ethics and conduct; Background to the legal profession; Jurisprudence of
professional ethics; Regulation of the legal profession in Tanzania; and Codes of conduct for legal professionals in Tanzania. It also covers rights, obligations and privileges of legal practitioners; Private practitioners’ professional misconduct; Negligence; Advocates’ firms; Advocates remuneration; Ethical conduct for judicial officers and State Attorneys, and Enforcement of ethics/disciplinary regime.

**LAW 330: ALTERNATIVE DISPUTE RESOLUTION (ADR)**

This is a one semester course taught in third year. The course prepares students for practical legal practice as an alternative means to dispute resolution. Studying this course prepares a student to appreciate new disciplines applicable in the world today. Discipline like Mediation, arbitration, conciliation and negotiation which are instrumental in today’s social economic demands in the world market. The course further equips a student with ‘out of court’ settlements skills that facilitate reduction of ease of courts operation as opposed to the backlog of cases at the courts of Law.

**OBJECTIVES**

The main objective of this course is to equip the student of law with the practical knowledge on all modern legal concepts, theories, principles and practices relating to Dispute resolution as opposed to Traditional Mechanism.

**REST 317: RESEARCH PROJECT PAPER**

This is a field attached course which carries a total of 15 credit points.

In field attachment students are involved in the practical experience that is related to programmes/courses that were undertaken during the class work, students shall be attached to various work organizations operating in Tanzania. The University shall make arrangement to find positions for students, where applicable
students may propose their areas / work organizations if they have successfully secured the place of their preference.

Objectives
- To develop an attitude of community, service among the students
- To develop creativity and critical thinking among the students
- To further the learning process through experience.

This course is undertaken in the Fifth and Sixth semesters of study. The course is intended to equip students with researching skills. At the end students are expected to manage the handling of complex issues with modest guidance.

The course requires each student to choose a research topic. The topic is scrutinized and once approved; he/she is given a supervisor to guide him/her through the research work. The student will be required to complete a dissertation. The final version of the dissertation will be submitted to the supervisor for examination. The supervisor will either approve or disapprove the dissertation. Where the dissertation is approved the supervisor will recommend it to the panel of examiners.

Examination process will involve presentation by the candidate of the research finding before the panel of examiners. The panel of examiners may include internal examiners from the University and external examiners with specialization in the area of research. The oral presentation shall comprise of 40% and the written work shall comprise 60%.

Assessment
Students will perform various activities in different organizations in which they have been attached for a period of eight weeks as directed. Students are expected to be instructed, assisted and supervised on daily basis by different business professionals known as internal supervisors belonging to the organizations in which they
have been attached. The internal supervisors will be responsible to evaluate students based on the criteria specified by the Tumaini University Dar es Salaam College. The external supervisor will oversee and verify the final grade of the candidate. The research project report will carry 100% marks. Grades and classifications will categorize results into A (excellent), B+ (very good), B (good), C (pass) and D (fail) in accordance with TU Grading System.

ELECTIVE COURSES

INSURANCE LAW
Code: LAW 333
This course is designed to impart the student of law with the knowledge of law and practice of Insurance Business. The course is divided into two main parts. In part one, the legal history, concepts, theories and principles of insurance law are covered as an aspect of voluntary insurance. Part two deals with an aspect of compulsory insurance particularly motor vehicle insurance and legal practice in Tanzania.

Objectives
The objective of this study is to equip the student with the knowledge of legal theories and principles governing Insurance business as they apply in East Africa particularly in Tanzania.

ENVIRONMENTAL LAW
Code: LAW 324
This is a one semester course which is designed to impart to the student of law the knowledge of both National and International legal principles governing environment. The course covers concepts related to the study of environment and environmental law; sources of environmental law in Tanzania, international conventions on environment and their application in Tanzania; general and international principles of environmental law, the environmental impact assessment; environmental litigations; and
the challenges in environmental law.

Objectives
The main objective of this course is to equip the student of law with the knowledge of legal concepts, theories, principles and practices governing environmental matters both domestically and internationally.

LAW 331: CRIMINOLOGY AND PENOLOGY
This is an optional subject taught in one semester. The subject highlights the core basics on the evolution of the law of crime and punishment. The course complements the subject of Criminal Law by specifically analyzing the origin of crimes and the purpose of punishments or penalty. Students in this course are expected to be acquainted with diversity of issues ranging from what a crime is, types of crimes, causation of crimes, criminal offenders-their nature and characteristics, different punishments as well as theories underlying the law of crime and punishment.

LAW 332: BANKING LAW
This is a one semester course which is intended to impart the student of law with the knowledge of the laws and legal principles governing the banking institutions in Tanzania. The course covers briefly the development of the law of banking and its operation in Tanzania. It also covers the nature, rights and obligations of the parties to a banking contract. Furthermore, it covers the laws governing opening, operating, and closing of accounts and the matters incidental thereto. Electronic banking being a modern development in the field is also covered in the legal perspective.

Objective(s)
This course is intended to make the student of law understand the laws, principles and practices governing the institution of banking generally and more specifically those found in the Tanzanian environment.
NEGOTIABLE INSTRUMENTS LAW
Code: LAW 334
This is a one semester comprehensive course on the law governing the negotiable instruments as being an important aspect of modern commercial and financial transactions. The course covers the historical development of the negotiable instruments generally; the use, drawing, negotiability and transferability of the negotiable instruments; the rights arising from negotiable instrument and their enforcement; and the matters incidental or connected to the negotiable instruments.

Objectives
The objective of this course is to impart a student of law with a well founded knowledge of the concept of the negotiable instruments generally and more specific the laws governing the drawing, negotiation and enforcement of the rights arising from negotiable instruments as provided for in the Bills of Exchange Act.

DIPLOMA IN LAW
This is a training programme at an intermediary pre degree level intended for primary court magistrates, paralegals and other person needing such intermediary legal education. The diploma programme is also meant to provide a bridge between those who have gone through the certificate in law. At the end of the programme candidates are expected to have an intermediary knowledge of the law and its application in various settings and circumstances.

ADMINISTRATIVE LAW
The course is designed to enable candidate to grasp basic concepts and functions of administrative bodies and constitutional principles. Candidates will also be introduced to administrative powers and limits thereof.
CONSTITUTION AND LEGAL SYSTEMS OF TANZANIA
The course is to introduce candidates to legal system of Tanzania, basic constitutional principles, constitutional making and constitutional change, and the court systems and structure of Tanzania mainland and Zanzibar.

LEGAL METHOD
This course is designed to equip candidates with the theories and techniques of handling authoritative legal materials, especially legislation and decided cases. The course also introduces the candidate to legal research and writing.

LABOUR LAW
This course, aims at exploring the legal aspects of labour and labour relations applicable in Tanzania especially in the light of globalization liberalization and private investments.

CIVIL PROCEDURE
This course is designed to introduce candidates the theory and practice of institution, prosecution and defence of a civil action in courts of law.

LAW OF CONTRACT
The course is intended to introduce candidates to nature and scope of contractual relations, and the duties and obligations that arise result from them.

CRIMINAL LAW AND PROCEDURE
This course is designed to enable candidates to understand criminal justice system and the way it is operationalised. The course covers the legal principles and theories underlying crime, criminal responsibility, offences and defences and the procedures applicable in dealing with criminal matters.
LAW OF EVIDENCE
Law of Evidence is intended introduce candidates to knowledge and skills about rules of evidence applicable in the courts of law.

Others: Land Law, Alternative Dispute Resolution, Judicial Ethics and Court Administration, Business Association Law.

CERTIFICATE IN LAW
The Certificate in Law program is a training programme for facilitating the widest possible dissemination of the basic knowledge of law among those members of the society whose professional or routing work often interfaces with the law, and yet lack any basic legal training. The program also serves as a bridge for further studies in the field of law for candidates who aspire to be lawyers but do not have the required qualifications for joining advanced studies in law.

CONSTITUTIONAL LAW
This course is designed to impart to candidates the basic knowledge of constitutional principles basing on Tanzania’s Constitution.

ADMINISTRATIVE LAW
Administrative law is designed to enable candidates to understand the basic concepts so as to ensure government and other administrative bodies and systems so as to ensure governmental accountability, and fostering participation of interested parties in decision-making process.

CRIMINAL LAW
This course is designed to enable candidates to understand the basic legal principles and theories underlying crime, basic elements of various offences, criminal responsibility, and defences.

**HUMAN RIGHTS LAW**
The course is designed to introduce candidates to concepts and development of human rights law and institutions at international and national level, the approach of human rights law the interpretation and implementation of human rights law within international, regional and national courts and practice and enforcement of human rights law in Tanzania and challenges to the full realisation of human rights at domestic, regional and international levels.
Others courses: General Principles of economic law, Introduction to Law, Communication Skills for lawyers, Computer skills, Family Law and Human rights.

**FACULTY OF BUSINESS ADMINISTRATION**

**BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

**FIRST YEAR**

**Semester One**

**ACCT 101: PRINCIPLES OF ACCOUNTING I**

**Pre-requisite: None**
The course introduces students to business activities, basic concepts, and fundamentals of accounting, the accounting cycle and preparation of financial statements.

Credit Points - This course shall carry a weight of four credit points.
ECON 101: (MICRO) ECONOMICS I  
Pre-requisite: None  
This course is an introduction to microeconomics, the theory of the household, firm, market structures and income distribution.

MKTG 101: PRINCIPLES OF MARKETING  
Pre-requisite: None  
The course introduces students’ to the basics of marketing in the local and global context. Also basic policy and strategic issues will be introduced. Topics included are: the evolution of marketing, the marketing environments, consumer and organizational buying behaviour, market segmentation, targeting, positioning and the marketing mix.

MATH 101: BUSINESS MATHEMATICS AND STATISTICS I  
Pre-requisite: None  
The course introduces students to; sets functions, sequence and series, statistics etc.

LANG 102: COMMUNICATIONS SKILLS I  
Pre-requisite: None  
Experts estimate that people in business spend 50% of their time communicating, yet there is little academic focus on communication skills. This course is designed to make students familiar with the various ways people communicate with each other and how they can improve them.

Course Objectives  
The overarching objective is to make the students aware of the obstacles to effective communication and to teach them the skills to negotiate those obstacles, both in the academic world and the world of work. Upon successful completion of the course, students will be able to study more effectively and get more from the world of work.
by being better communicators.

**MGMT 101: PRINCIPLES OF MANAGEMENT**  
*Pre-requisite: None*  
This course introduces students to the evolution of management and the basic managerial functions such as: Planning and organizing.

**DS 101: DEVELOPMENT STUDIES I**  
*Pre-requisite: None*  
**Introduction**  
Development Studies is an interdisciplinary subject which is designed in such a way that students are equipped with critical analytical skills of societal developmental problems in the field of politics, economics, culture, science and technology, agriculture and industry and social services. We are living in a very fast moving world whereby failure to come to terms with changes or acquire better understanding of such changes can lead to disastrous situation. As future leaders i.e. policy makers, managers, administrators, entrepreneurs, engineers, scientists etc. students are expected to acquire the insights of developmental issues pertaining to their respective societies and world at large.

**COMP 101: COMPUTER APPLICATIONS I**  
*Pre-requisite: None*  
This course is designed in such a way that students are introduced to the basics of computers. Coverage includes; theory of computers, computer hardware and software, windows for words and works and word processing.

**Semester Two**  
**ACCT 111: PRINCIPLES OF ACCOUNTING II**  
*Pre-requisite: ACCT 101; MATH 101*  
The course is a continuation of ACCT 101.
Course Objectives
After completing this course students should be able to; Record various types of control accounts, Distinguish between capital and revenue expenditures, Prepare final accounts of a manufacturing firm, Prepare the accounting and financial statements of entities which keep single entries and incomplete records as well as non-profit organizations. Another objective surrounds the preparation of accounts for companies, and lastly students should be able to make analysis and interpretations of accounting and financial statements.

DS 111: DEVELOPMENT STUDIES II
Pre-requisite: DS 101
The course is a continuation of DS 101.

COMP 111: BUSINESS COMPUTER APPLICATIONS II
Pre-requisite: COMP 101
The course is a continuation of COMP 101. Coverage includes: basic computer networks and introduction to spreadsheet programmes.

Course Objectives
This course will introduce students to the spreadsheets, presentation programmes, databases, computer network, email and the Internet. The subjects will be covered through Lectures and exercises. When students have completed this course, they should be comfortable using spreadsheets, email and web browser’s also they should have knowledge of database, presentation programmes and computer networks.

ECON 121: (MICRO) ECONOMICS II
Pre-requisite: ECON 101; MATH 101
This is a continuation of ECON 101. This course covers topics such as consumer behaviour, cost theory, profit maximization and welfare economics etc.
Course Objectives
The course is intended to make the business student appreciate methods of optimal decision-making by households and firms.

**MATH 111: BUSINESS MATHEMATICS & STATISTICS II**
**Pre-requisite: MATH 101**
MATH 111 is a continuation of MATH 101; the course will cover topics such as probability with major emphasis to business applications. Sampling Theory, Statistical Estimation Theory, Differentiation and its application, Integration and its application.

Course Objectives
After completing this course students should be able to improve the Mathematical knowledge and skills applied in business decision as well as using Mathematical analytical tools in effecting business decisions.

**LANG 112: COMMUNICATIONS SKILLS II**
**Pre-requisite: LANG 102**
This is a continuation of Lang 102. In this semester, students will learn more about communications in the world of work.

**COURSES FOR THE SECOND YEAR**

**Semester Three**

**LAW 110: BUSINESS LAW and ETHICS**
**Pre-requisite: None**
The course introduces students to the common law, sources of law, formation, elements of contract, company law, and law of agency etc.

Course Objectives
By the end of this course students will be able to:
(i) Demonstrate their mastery of the knowledge base by successfully passing a midterm and final exam.

(ii) Demonstrate their knowledge of the said principles through seminar presentation and discussions.

(iii) Capable of giving legal advice as far as the field is concerned.

ACCT 202: COST AND MANAGEMENT ACCOUNTING I  
Pre-requisite: ACCT 101, 111, MATH 101, 111  
This course is designed in such a way that students are able to prepare report and interpret cost accounts. Coverage includes; the scope of cost accounting systems, cost classification, cost behaviour patterns, accounting for elements of cost, job order costing.

Course Objectives  
After completing this course students should be able to:  
- Identify the role cost Accounting Systems in the business environment.
- Identify Manufacturing product costs.
- Compute and apply overhead costs to products and Jobs.

MGMT 212: QUANTITATIVE METHODS I  
Pre-requisite: MATH 101, 111  
This course is designed so as to introduce students to quantitative decisions. Emphasis is on the use of quantitative reasoning in applied problems in business and Economics. Coverage includes: differential and integral calculus, decision theories, probability concepts and decisions, estimation, hypothesis testing, regression and correlation analysis as well as time series.

Course Objectives  
Quantitative Methods provide a key component for business management. It provides the means with which business decision-makers may apply in a bid to decipher the operational problems facing their organizations, thus acquainting the target segment with
skills, tools and techniques pertinent to decision making as an absolute necessity. It is therefore inevitably logical to structure the course with the view of attaining the following:
- To introduce the students on a myriad of techniques and tools relevant to the application in giving Solutions to contending economic and business problems.
- To acquaint students with the quantitative analysis approach as a framework for making operational decisions.
- To provide a building block towards the fulfillment of the BBA degree

**ORGB 201: ORGANIZATIONAL BEHAVIOUR**  
**Pre-requisite: MGMT 101**  
This course is designed in order to develop the students’ understanding of human behaviour in organizations as influenced by individual characteristics. Topics include: personality, perception, Learning, motivation, job satisfaction, values, ethics and attitudes.

**Course Objectives**
- To develop students with an appreciation of the need to understand human behaviour in an organizations resulting from the interactions between individuals, and the organization.
- To provide students with an appreciation of the significance of human element in an organization.
- By the end of the course students will:
  (a) Be able to evaluate different task situations organizational factors and their effects on human behaviour.
  (b) Be able to synthesize various management theories in holistic approach.

**PRAC 201: Practicum**  
Pre-requisite: Must have successfully completed at least two
These are Practical or Field attachment or Placements or Internship where by students in the second year of study are involved in the practicum experience that is related to this programme of study. Once every week students are attached to work with Small and Medium Enterprises within business entities.

**Objectives**
- To develop an attitude of community, service among the students.
- To develop creativity and critical thinking among the students.
- To further the learning process through experience.

**Assessment**
Students will perform various activities in different organizations in which they have been attached for a period of eight weeks as directed. Students are expected to be instructed, assisted and supervised on daily basis by different business professionals known as internal supervisors belonging to the organizations in which they have been attached. The internal supervisors will be responsible to evaluate students based on the criteria specified by the Tumaini University Dar es Salaam College.

Lecturers involved in teaching business studies will visit students during their fieldwork for assessing their performance; every student will be visited and assessed by a lecturer at least twice. The final assessment will combine marks as per assessment by internal supervisors, lecturers and the report written by the students as a product of the field work.

**Report**
Upon completion of the practical training, the student will write a report about the eight week’s performance describing the day to day accounts of her/his activities during the whole period of
practical training. This report as explained in section E will be marked and the grades are included together with other assessment as presented in section E.

**ECON 201: MANAGERIAL ECONOMICS**
Pre-requisite: ECON 101, 121; MATH 101, 111; MGMT 101

This course is structured in a way that integrates economic theory and corresponding business practices. Among the topics considered are: estimation of demand and forecasting, economics of optimization and risk analysis.

**Course Objectives**
The course is designed to provide a treatment of economic theory that is relevant for managerial decision-making.

**MKTG 221: MARKETING MANAGEMENT**
Pre-requisite: MGMT 101; MKTG 101

This is an integrative study of marketing from a managerial perspective. Topics covered include; the marketing concept and market orientation, organizing for marketing, customer satisfaction, selecting marketing policies, sales management, marketing strategies, marketing planning and marketing implementation.

**Course Objectives**
Marketing management reinforces the elementary understanding of principle of Marketing. It provides also a wide knowledge for making marketing decision with regard to the day to day marketing problems. The course aims at developing students’ diagnostic skill in order to manage competently the marketing problems in different situations. By end of the course, successful students should be able to analyze, plan, implement and control the marketing activities while considering conditions in the market, which are very dynamic.
ACCT 201: INTERMEDIATE ACCOUNTING
Pre-requisite: ACCT 101, 111, MATH 101, 111
Coverage of this course includes; financial accounting and accounting standards, conceptual framework underlying the financial accounting and financial statements and related information. Other topics include accounting and time value of money, current assets and liabilities, fixed assets and long-term liabilities; acquisition and disposition, stockholders and retained earnings and lastly issues related to income determination.

ACCT 303: AUDITING I
Pre-requisite: ACCT 101, 111, MATH 101, 111
Coverage of this course includes; introduction to auditing, auditor’s approaches to audit work, audit classification, audit planning, recording and controlling of audit work. Others include understanding and recording the internal control system, audit evidences, sampling procedures to audit work and audit of cash and bank balances.

Course Objectives
- To enable students appreciate the role of auditing in society
- To provide students with a knowledge and understanding of key elements in the audit process.
- To enable students to critically evaluate the research and professional literatures dealing with current issues and controversies in auditing.
- To provide students with a firm foundation for further studies and research in auditing.

Semester Four
REST 211: RESEARCH METHODOLOGY I
Pre-requisite: Must have completed at least three semesters of the BBA programme.
This course is designed so as to equip students with the knowledge and techniques of conducting research. Topics included are:
introduction to research methodology, defining a research problem, research design, sampling design, measuring and scaling techniques as well as introduction to consultancy skills.

Course Objectives
At the end of the course Students are expected to have been equipped with the knowledge and techniques of conducting research.

ACCT 224: COST AND MANAGEMENT ACCOUNTING II
Pre-requisite: ACCT 202
This is a continuation of ACCT202 Topics covered include: cost allocation for joint and by-product, master budget, standard costing and variance analysis, decision making and relevant information etc.

Course Objectives
After completing this course students should be able to understand the topics as mentioned under course content sections and use the knowledge obtained to tackle various questions and problems.

MGMT 202: PRODUCTION AND OPERATIONS MANAGEMENT
Pre-requisite: ACCT 101, 111; MATH 101, 111, MGMT 101, ACCT 202

The course is designed so as to enhance the students understanding of management decisions concerning goods and service offering organization. Included in this course is; overview of production and operations management, production design, service design, product development, design of production facilities and transportation methods.

Course Objectives
After completing this course, students should be able to make
important Management decisions in business operations.

**MGMT 222: QUANTITATIVE METHODS II**

Pre-requisite: MGMT 212

This is a continuation of MGMT212. Coverage includes: transportation and assignment models, inventory control models, project management, waiting line and queuing theory, simulation and market analysis.

**Course Objectives**

Quantitative methods provide a key component for Business management. It provides the means with which business decision-makers may apply in a bid to decipher the operational problems facing their organizations. This acquainting the target segment with skills, tools and techniques pertinent to decision making becomes an absolute necessity. It is therefore inevitably logical to structure the course with the view of attaining the following:

- To introduce the students on a myriad of techniques and tools relevant to the application in giving solutions to contenting economic and business problems.
- To acquaint students with the quantitative analysis approach as a framework for making operational decisions.
- To provide a building block towards the fulfillment of the BBA degree

**MGMT 304: HUMAN RESOURCES MANAGEMENT**

Pre-requisite: MGMT 101, ORGB 201

Today, while nearly all corporations have access to the same technology, no one can deny it is human resources who make the real difference in achieving organizational goals and objectives. An organisation’s unique advantage has become increasingly dependent upon the firm’s most valuable asset it employees. This course is designed in such a way that upon successful completion of the course students will be able to understand that people are the
foundation on which every organisation stands and should be managed properly. Coverage includes: Human resources planning, Job analysis, recruitment, selection, training and development, performance appraisal.

Course Objectives
To enable students realize the importance of people at work and that people should be treated humanly in order for the organization to be effective. Hence Students will be able to analyze the identified personnel practices in the organization.

MGMT 303: MANAGEMENT OF SMALL BUSINESS AND ENTREPRENEURSHIP I

Pre-requisite: ACCT 101, 111; MATH 101, 111; MGMT 101; MKTG 101, 221
The course is designed in such a way that students are introduced to contextual aspects of small businesses and Entrepreneurship. Topics covered include definition problems, factors influencing Entrepreneurship, role of small businesses and Entrepreneurship, establishing small businesses, challenges to small firms in Tanzania, public policies on SMEs in Tanzania, gender and Entrepreneurship.

MGMT 324: INDUSTRIAL RELATIONS
Pre-requisite: LAW 110; MGMT 101; ORGB 201
Overview
The overarching objective is to make the students aware of and understand the relationships and obstacles that exist in work situations, and teach them the skills to negotiate those obstacles, both in the academic world and the world of work. Upon successful completion of the course students are expected to be conversant in the following issues: systems approach to the understanding of industrial relations, workers associations (trade unions), management, employers associations and collective bargaining.
Industrial relations in Tanzania, work regulations, managerial regulations, joint negotiations, industrial democracy, and labour laws in Tanzania.

ACCOUNTING CONCENTRATION
ACCT 301: ADVANCED ACCOUNTING I
Pre-requisite: ACCT 101, 111, 201, 202, 203; MATH 101, 111
Coverage of this course includes; partnership accounting, shares and debentures, hire purchases transactions, branch accounting and consolidated accounts.

Course Objectives
The overall objective is to enhance knowledge and skills imparted in Intermediate Accounting courses covered in year two. This course is to further improve the students’ capability of accounting practice.

ACCT 305: TAXATION I
Pre-requisite: ACCT 101, 111, 201, 202, 203, MATH 101, 111
This course is designed to enable students understand the nature of taxation, purpose and calculation tax. Coverage includes; public finance, taxation, procedures for paying tax, types of return, tax on capital gains, and exemptions.

Course Objectives
By end of this course students will be able to:
• Understand the Income tax law
• Understand and apply the procedures for paying tax
• Understand and utilize exemptions on persons and income

COURSES FOR THE THIRD YEAR
Semester Five

MGMT 316: PROJECT PLANNING AND MANAGEMENT
Pre-requisite: ACCT 202, 224; MGMT 201, 212, 222; ECON
201 or ACCT 201
This course is designed to prepare students for identifying investment opportunities, implementation and evaluation of projects. Topics covered include: project identification and preparation, project analysis.

MGMT 312: FINANCIAL MANAGEMENT
Pre-requisite: ACCT 101, 111, 202, 224; ECON 101, 121; MATH 101, 111
This course is structured in such a way that students are able to understand and apply principles of financial management. Coverage includes; an overview of managerial finance, concepts of valuation, financial ratio analysis, financial forecasting and planning.

Course Objectives
After completing this course students are expected to be able to explain the principles of Financial Management and their application in evaluating an organization’ investments, financing and dividend decisions.

MGMT 311: STRATEGIC MANAGEMENT
Pre-requisite: MGMT 101; MKTG 101, 221; ORGB 201
This course is designed in such a way that students understand strategies from planning to the implementation. Coverage includes; an overview of strategy, corporate mission, strategic planning, organizational structure, environment, MIS, power, politics and culture.

COURSE OBJECTIVES:
On completion of the course a participant should be able to:
1. Explain the benefits of the strategic management approach to conducting business in the modern ever-changing environment
2. Make a distinction between the Strategic Management and Traditional Management approaches
3. Formulated Strategic Business Plans

MGMT 321: MANAGEMENT OF SMALL BUSINESS AND ENTREPRENEURSHIP II
Pre-requisite: MGMT 303
This is a continuation of MGMT303. Coverage includes: business plan development, business concept, market analysis, business planning and projected financial statements.

Course Objectives
Management of Small Businesses is seemingly demanding in the walks of the contemporary fast changing business environment. It caters for the needs of job creations to cushion out the alarming increase of unemployment rate as well as arresting the fast changing market tastes.

The following suffices to deliver the dividend for conducting this course.
- To introduce and develop the familiarity with concepts of small businesses and Entrepreneurship towards an appreciation of their role in the social economy.
- To expedite for the factors influencing entrepreneurial behaviour and small firms start-ups and business performance.
- To inculcate entrepreneurial attitude cognizant to the economically demanding environment.
- To prepare students for effective participation in building economic capacity through increased productivity hence the national Economic Growth.
- To equip students with tools, skills and techniques with an enabling environment for job creation.

MGMT 315: INTERNATIONAL MARKETING
Pre-requisite: MKTG 101, 221
This course is designed for students with a broader perspective of understanding the marketing environment and marketing strategies.
Topics covered include trade barriers, regional and economic integration, FDIs and the role of Multinational Corporations, the economic environment, the political and legal environment, the cultural environment.

Course Objectives
The course aims at enhancing the students’ understanding of the marketing tools and their applicability at global level. Current and Future Challenges of Marketing abroad will be introduced as well.

ACCOUNTING CONCENTRATION

ACCT 311: ADVANCED ACCOUNTING II
Pre-requisite: ACCT 301
ACCT 311 is a continuation of ACCT 301; the course covers topics such as foreign operations: accounting statements under conditions of changing price level, currency value reporting, and bankruptcy and liquidation accounts. Other topics include accounting for investments, fund accounting, capital reduction and reconstruction and financial reporting.

Course Objectives
The overall objective is to enhance knowledge and skills imparted in Intermediate Accounting courses covered in year two. This course is to further improve the students’ capability of accounting practice.

ACCT 313: AUDITING II
Pre-requisite: ACCT 303
Auditing II (ACCT 313) is a continuation of Auditing I (ACCT 303). Coverage of this course includes; Audit of Trade Creditors and Purchases, Audit of Stocks and Work in Progress, Audit of Fixed Assets and Depreciation, Audit of Capital and Long term Liabilities. Other topics include Audit of Events after the Balance Sheet Date, Assessment of the client’s going concern ability, The
Audit Report, Legal Liability of an Auditor, Audit of Computerized Accounting System.

Course Objectives
- To enable students appreciate the role of auditing in society
- To provide students with a knowledge and understanding of key elements in the audit process.
- To enable students to critically evaluate the research and professional literatures dealing with current issues and controversies in auditing.
- To provide students with a firm foundation for further studies and research in auditing.

ACCT 315: TAXATION II
Pre-requisite: ACCT 305
This is a continuation of ACCT 305. Topics covered include the treatment of: capital allowances, partnerships, personal relief, exemptions and VAT.

Course Objectives
At the end of this course students will be able to:
- Demonstrate the treatment of capital allowances.
- Explain and apply VAT in businesses.
- Demonstrate the treatment of Incomes exempted from tax.

Semester Six
REST 323: RESEARCH PROJECT
Pre-requisite: Shall have cleared all other subjects.
Credit Points - This is a field attached course which carries a total of 21 credit points.

The research project report will carry 100 % marks. Grades and classification will categorize results into A (Excellent), B+ (Very Good), B (Good), C (Pass) and D (Fail) in accordance with TU Grading System.
BACHELOR OF HUMAN RESOURCES MANAGEMENT

ACCT 101: Principles of Accounting (4 credits)

Pre-requisite: None

The course introduces students to business activities, basic concepts, and fundamentals of accounting, the accounting cycle and preparation of financial statements.

Course Objectives
After completing this course students should be able:
(i) To identify the various steps in the accounting circle
(ii) To explain clearly the basic principles of accounting and book-keeping
(iii) To prepare final accounts of an ordinary sole trader
(iv) To able to define business transaction and why each transaction is recorded into individual accounts

HRM 101: Fundamentals of Human Resources Management I
(3 credits)

Pre-requisite: None

Today, while nearly all corporations have access to the same technology, no one can deny it is human resources who make the real difference in achieving organisational goals and objectives. An organisation’s unique advantage has become increasingly dependent upon the firm’s most valuable asset – it employees. This course is designed in such a way that upon successful completion of the course students will be able to understand that people are the foundation on which every organisation stands and should be managed properly.

Course Objectives

After the course the students will be able to:
(i) Apply basic concepts in HRM
(ii) Apply strategic HRM
(iii) Identify the roles and functions of HRM
(iv) Identify HRM functions for effective performance of organizations.

COMM 102: Business Communication Skills (4 credits)

Pre-requisite: None
This course is designed to make students familiar with the various ways people communicate with each other in business and how to improve them.

Course Objectives
After the course the students will be able:

(i) To recognize obstacles to effective communication
(ii) To improve ability to communicate properly
(iii) To negotiate those obstacles
(iv) To communicate effectively

ECON 101: Microeconomics (4 credits)

Pre-requisite: None
This course is an introduction to microeconomics, the theory of the household, firm, market structures and income distribution. This course prepares students to make economic analysis in relation to human resources management. It is also a basic course before students do managerial economics which is part and parcel of this curriculum.

Course Objectives
After the course the students will be able:

(i) To describe the basic concepts in microeconomics
(ii) To analyse the relationships between economic variables at individual and corporate level.
(iii) To describe the importance of microeconomics in proper allocation of scarce resources

MATH 101: Business Mathematics and Statistics I (4 credits)

Pre-requisite: None

The course introduces students to; sets functions, sequence and series, statistics etc. This course prepares students for more advanced mathematical and statistical applications in business administration.

Course Objectives

After the course the students will be able:

(i) To apply mathematical knowledge and skills in business decision making
(ii) To analyze business decisions effectively.
(iii) To apply mathematics in other courses

Learning outcomes

- Describe basic principles of Mathematics
- Describe basic statistical tools

Analyze various uses of statistics methods for organizational performance

DS 101: Development Studies (3 credits)

Pre-requisite: None

Introduction

Development Studies is an interdisciplinary subject which is designed in such a way that students are equipped with critical
analytical skills of societal developmental problems in the field of politics, economics, culture, science and technology, agriculture and industry and social services. We are living in a very fast moving world whereby failure to come to terms with changes or acquire better understanding of such changes can lead to disastrous situation. As future leaders i.e. policy makers, managers, administrators, entrepreneurs, engineers, scientists etc. students are expected to acquire the insights of developmental issues pertaining to their respective societies and world at large.

**Course Objectives**

After completing this course students should be able to:

(i) Analyze, discuss, participate and make presentation on socio economic development issues pertaining to developing countries
(ii) Build the capacity to speak in public
(iii) Describe the basic concepts of development

**HRM 111: Human Resources Planning (3 credits)**

**Pre-requisite: HRM 101**

Like every other management function, an efficient human resources planning function is fundamental to the effective implementation of the strategy of a work organization. The essence of sound human resources planning is the incorporation of the various human resources management functions into the philosophy of the organization regarding the manner in which its employees are intended to be managed. This course is designed to impart the required knowledge to students.

**Course Objectives**

After the course the students will be able to:

(i) Analyze human resources demand and supply forecasts
(ii) Analyze human resources planning processes
(iii) Apply skills in HR information system (HRIS)

HRM 112: Information and Communication Technology (3 credits)

Pre-requisite: None
The course is intended to equip students with technology in relation to information and communication focusing on human resources management. The course covers introduction to computers in terms of parts, system and internal handling and retrieval of information, society and information technology and the use of computers in work organisations.

Course objectives

After the course the students will be able to:

(i) use information technology in research
(ii) use Microsoft Word and its various functions
(iii) use LAN, WAN, Internet and SPSS

HRM 113: Human Resources Work Environment (3 credits)

Pre-requisite: HRM 101
The main thrust of this course is to use motivation theory to explain what employee motivation is, how it is related to job satisfaction and quality of work life, with the purpose of enabling managers to use this knowledge to motivate employees better so that they contribute their most and best towards organizational performance. In addition, this course defends the relevance of supervision as a topic of human resources management, discusses functions and qualities of an effective supervisor and examines the approaches of
strengthening the role of employee supervision in work organizations.

**Course objectives**

After the course the students will be able to:

(i) Define the environment of work organizations, and name its constituent camps, i.e. the internal, and the external environment.

(ii) Identify benefits of environmental analysis to effective human resources management.

(iii) Outline the major environmental challenges to the management of people in African work organizations.

**Learning outcomes**

- Understand the relationship between work environment and performance
- Master guidelines for managing the environment of work organization.
- Identify the component steps of the motivation process

**MKTG 111: Principles of Marketing (3 credits)**

**Pre-requisite: None**

The course introduces students' to the basics of marketing in the local and global context. Also basic policy and strategic issues will be introduced. Topics included are: the evolution of marketing, the marketing environments, consumer and organizational buying behaviour, market segmentation, targeting, positioning and the marketing mix.

**Course Objective**

After the course the students will be able to:
(i) Understand the basic concepts in marketing
(ii) Understand the relationship between marketing and pricing
(iii) Understand the marketing skills in business
(iv) Apply and use marketing skills in business

Learning outcomes

- Acquire ability to understand various marketing concepts
- Ability to integrate marketing events into managerial decisions
- Ability to anticipate effects of marketing strategies in the organization performance

MATH 111: Business Mathematics & Statistics II (4 credits)

Pre-requisite: MATH 101

MATH 111 is a continuation of MATH 101; the course puts major emphasis to business applications as it introduces students probabilities, sampling, statistical estimation, differentiation and integration. The course prepares students for more advanced mathematical and statistical applications in business administration.

Course Objectives

After the course the students will be able:

(iv) To apply Mathematical knowledge and skills in business decision making
(v) To analyze business decisions effectively.
(vi) To apply mathematics in other courses

HRM 114: Organizational Development (3 credits)

Pre-requisite: None
Work organizations or business companies are established to survive for long time. In their survival periods they go through various stages of growth. Since organizations live and die, it is imperative to ensure they are developed and enabled to grow in a sustainable way (going on concern). This course is designed to develop the students' understanding of how organizations can be developed in relation to human and other resources.

**Course Objectives**

After the course students will be able to:

(i) Understand the dynamics in enhancing organizational performance and development
(ii) Understand different aspect of power in the organizations and their impacts in decision making
(iii) Develop organizations.
(iv) Describe the significance and the role of human element in the development of work organizations.

**MGMT 111: Principles of Management (3 credits)**

**Pre-requisite: None**

Work organizations as systems should be properly managed for their survival and prosperity. These organization have the best resources needed but if they are poorly managed they will perform very poor if not close down. This course introduces students to the evolution of management and the basic managerial functions such as planning and organizing as well as other subjects as indicated below.

**Course Objectives**

After completing this course students should be able to:

(i) Practice Management Theory.
(ii) Trace evolution (changing views) of management and administration
(iii) Differentiate and elaborate the principles of management and administration
(iv) Apply the basic managerial functions. Make sound decisions.

HRM 201: Human Resources Recruitment, Orientation and Placement (3 credits)

Pre-requisite: HRM 111, HRM 113
Human resources recruitment is the process through which individuals become members of work organizations. This process should be carefully managed in order to assist the organization to acquire people with the right abilities (in terms of knowledge, skills, experience, and attitude) required to discharge the organization's functions effectively. The effective management of the recruitment process is one of the noble responsibilities of the human resources department in work organizations. This course discusses the essence of the recruitment function, its component sub-processes, orientation and placement, as well as the constraints that thwart its effectiveness in a typical African work organization.

Course objectives
After the course the students will be able to:

a. Manage recruitment function
b. Design an orientation programme for a new hire or for a transferred employee.
c. Describe the four types of employee placement decisions
d. Manage orientation and placement programme.

HRM 202: Managerial and Financial Accounting (4 credits)

Pre-requisite: ACCT 101
Managers are key decision makers in organization. The decisions made commit organisations in financial obligations as well as resource use. The impacts of these decisions can go as far as profits and loss of organizations. Financial accounting knowledge is one of the basic tools for managers in decision making. This course is structured in such a way that students are enabled to understand and apply principles of Managerial and Financial Accounting.

Course objectives

After the course the students will be able to:

(i) Identify basic principles of Managerial Finance
(ii) Use financial information for management decision making
(iii) Identify various financial projects for organization growth
(iv) Apply various method of financial appraisal

HRM 203: Management Decision Making Techniques (3 credits)

Pre-requisite: MGMT 111,
Decision making is normally a complicated process especially when decision maker needs to be objective. This course introduces students with decision making techniques to put them in a position to make sound decisions.

Course Objectives

After the course the students will be able to:

(i) Analyze various decision making models and techniques
(ii) Appraise various decision making models and techniques and their limitations
(iii) Make sound decisions
(iv) Apply decision making skills in different environment

HRM 204: Industrial Psychology (3 credits)

Pre-requisite: HRM 114, MGMT 111
This course is meant to inform students about the psychology of the work organizations and underlying relationships. It covers the branches and approaches to industrial psychology, the perceptions and attitudes, problems of industrial organization, leadership, communication, cooperation as opposed to competition and conflict management.

Course objectives

After the course the students will be able:

(i) Understand the psychology of work
(ii) Apply and use the psychology of work in organizations

HRM 205: Organizational Behaviour (3 credits)

Pre-requisite: HRM 114, MGMT 111
Organizations like people do behave and the behaviour can influence its performance and image before the public. This course is designed to develop the students' understanding of human behaviour in organizations as influenced by individual characteristics. Things like personality, perception, values, ethics and attitudes, team work, job satisfaction, motivation leadership etc. will be building blocks of this course

Course Objectives

After the course the students will be able to:

(i) Explain the nature of human behaviour
(ii) Identify theories explaining differences in human behaviour
(iii) Evaluate different task situations, factors and their effects on human behaviour.
(iv) Synthesize various management theories in a holistic approach.

HRM 206: Entrepreneurship Development (3 credits)

Pre-requisite: None

The course is designed to introduce students to contextual aspects of small businesses and Entrepreneurship. The course will prepare students to apply entrepreneurial skills upon completion. The course will also enable students who would like to further their studies in entrepreneurship.

Course Objectives

After the course the students will be able to:

(i) Apply concepts of small businesses and entrepreneurship
(ii) Motivate entrepreneurial behaviour.
(iii) Make sound entrepreneurial decisions

LAW 201: Law of Contract (3 credits)

Pre-requisite: None

Most business cannot be undertaken without contracts between the players. Legal issues may threaten the existence of businesses if not handled properly. The course will also enable students to know ethical issues in business, sources of law, formation, elements of contract, contract law etc.

Course Objectives

After the course the students will be able to:

(i) Demonstrate their mastery of the legal knowledge
(ii) Practice legal principles.
(iii) Give legal advice as far as the field is concerned.

**HRM 211: Human Resources Training and Development (3 credits)**

**Pre-requisite: HRM 111, HRM 113**

The work organizations readily utilize the employees’ past knowledge, skills, and experience for its performance. But this situation changes in the course of time, when the employees’ ability to perform starts falling below the demands of their jobs. Then the organization has to train them in order to ensure the restoration of the match between their performance capabilities and their job demands.

This course will explore the factors that give rise to the need for employee training and development, the benefits, which accrue to the work organization and to the employees out of the training efforts, then discuss the theory of organizational learning, training programmes, and human resources development.

**Course objectives**

After the course the students will be able to:

(ii) Identify training needs
(iii) Acquire knowledge on learning processes
(iv) Design training programmes
(v) Evaluate training programmes

**Learning outcomes**

- Understanding the role of training education and development
- Identify training needs
- Acquire knowledge on learning processes
- Design training programmes
• Evaluate training programmes

HRM 212: Industrial Relations (3 credits)

Pre-requisite: HRM 204
The course introduces students to the basics of interrelationships and interdependencies in the work organizations. Students will also be introduced to the role of trade unions in harmonising industrial relations.

Course Objectives

After the course the students will be able to:

(i) Explain the meaning and characteristics of Industrial Relations
(ii) Identify interrelationships that exist in work places
(iii) Practice the techniques and skills of industrial relations.

Identify models used in Industrial Relations

MGMT 211: Strategic Management (4 credits)

Pre-requisite: HRM 203
Organizations have vision, mission and objectives for their existence. To ensure their sustainability and going on concern, organizations must be subjected to management styles that can achieve the laid down objectives. This course is designed in such a way that students understand strategies from planning stage to the implementation stage of various projects.

Course objectives

After the course the students will be able to:

(i) Identify basic concepts of strategic management
(ii) Explain various strategy in the management processes
(iii) Identify the linkages between business strategy and Human resources strategy
(iv) Apply strategic management in managing human resources.

HRM 213: Human Resources Compensation, Health and Safety

Pre-requisite: HRM 111, HRM 113

Compensation is part of a transaction between an employee and an employer which results in an employment contract. From the employee’s point of view, pay is a necessity in life. It is one of the most important functions in the personnel management for the employer, too. The discipline is very critical to all organizations as they spent huge amount of money paying their employees and planning how to motivate them. In this regard, this function needs to be properly managed.

In addition, this course presents the place and role of employee health and safety in organizational performance, and discusses the approaches of maintaining employee health, makes a brief review of the health and safety laws available in Tanzania as an example, and then discusses job stress and employee counseling.

Course objectives

After the course the students will be able to:

(i) Identify the various factors that influence the setting of wages.
(ii) Describe those benefits that involve payment for time not worked.
(iii) Describe the major factors involved in the management of pension plans.
(iv) Identify and discuss the advantage of each of the principal methods used to compensate salespersons.
(v) Identify the roles of the human resources department in the maintenance of health and safety programmes
(vi) Identify the common causes of industrial accidents and their remedies.
(vii) Appreciate the damaging nature of stress to organizational health.
(viii) Identify the main problems, which thwart the effective implementation of health and safety programmes in work organizations

LAW 211: Labour Laws (3 credits)

Pre-requisite: LAW 201
The management of human resources is a complicated process given the fact that the behaviour of people changes randomly. It has therefore, to be governed by labour laws to ensure a smooth running of work organization and to see to it that both employer and employee do justice to each other. This knowledge is vital for students pursuing a degree in human resources. All important aspects of laws governing labour are included in the course as covered in Course Content below.

Course Objectives
After the course the students will be able to:

(i) Identify legal aspects of human resources in work organisations
(ii) Acquire and apply knowledge on various employment procedures under the law
(iii) Identify and provide solutions to challenges of Law in HRM decisions

HRM 214: Management Information Systems I (4 credits)

Pre-requisite: HRM 112
The course describes the principles and practice of managing information systems in an organization. The focus is on tools and techniques for strategic analysis and planning in the context of managerial decision making.

Course Objective
After the course the students will be able to:

(i) Analyze Information systems and strategies to achieve business objectives in a competitive advantage
(ii) Explain tools and techniques for strategic analysis and planning
(iii) Practice the Presentation and rhetoric skills
(iv) Discuss the role of team collaboration and negotiation skills

PRAC 211: Field Work Practice (6 Credits)

Pre-requisite: Must have successfully completed at least two semesters of the BHRM programme. Students with carryovers and supplementary examinations will be allowed to attend field practice.

Duration: 8 weeks
These are Practical or Field attachment or Placements or Internship where by students in the second year of study are involved in the practicum experience that is related to this program of study.

Course Objectives

After the course the students will be able to:

(i) Analyze work place situation to match with classroom experiences
(ii) Identify practical problems to enrich problem-solving practical during class, tutorial and classroom practices
HRM 301: Human Resources Relations (3 credits)

Pre-requisite: HRM 211, HRM 213
This course aims to provide students with a solid grounding in the fundamentals of human resource management and labor relations concepts and practices. The human resource function and the accompanying legislature framework have grown in significant scope over the past decade.
In addition the course uses a behavioral approach to introduce disciplining theory and outline the structure of organizational justice and then discusses disciplining and grievance procedures.

Course objectives

After the course the students will be able to:

(i) Work within the legislative framework
(ii) Devise and implement a skills development plan
(iii) Apply principles of Industrial Psychology
(iv) Discuss the approaches of modifying employee behaviour
(v) Identify the principles for correct disciplining

HRM 302: Human Resources Policies (3 credits)

Pre-requisite: HRM 211, HRM 213 Most formal work organisations, particularly large ones find it convenient to formulate and implement human resources policies to back up their major human resources programmes.

In this course, the nature of human resources policies and the need for having them have been considered. In addition, the course examines the procedure of formulating human resources policy and discusses how to make human resource policies work

Course objectives
After the course the students will be able to:

(i) Explain the nature of the human resources policy.
(ii) Explain the international aspects of human resources management.
(iii) Advise organisations against excessive paternalisation of employees.

HRM 303: Managerial Skill Development (3 credits)

Pre-requisite: MGMT 111, HRM 203
Managing human resources needs some managerial skills which includes negotiating skills, management of time and work habits, building teamwork, meeting and presentation management, supervisory skills, supervisory skills, disciplining skills and interviewing skills. These make the subject matter of this course for better human resources management practice.

Course objectives

After the course the students will be able to:

(i) Identify various managerial skills
(ii) Apply various managerial skills in management processes
(iii) Use team work techniques
(iv) Be active participant in meetings

HRM 304: International Human Resources Management (3 credits)

Pre-requisite: HRM 211, HRM 213
Although the principles and procedures are universal, the management of human resources process differs from country to country depending on the culture and other variables. Other human resources functions like recruitment, selection, placement, training
and development, job design etc. may not be one and the same, when applied within and outside the country. This course will inform students the basics in international human resources management as shown in the contents of the course below.

Course objectives

After the course the students will be able to:

(i) Identify various techniques in international HRM practices
(ii) Apply skills in HRM skills in multinational organizations
(iii) Propose solutions to various global challenges in HRM

**HRM 305: Research Methods (4 credits)**

**Pre-requisite:** Must have completed at least three semesters of the BHRM programme.

This course is designed so as to equip students with the knowledge and techniques of conducting research. Topics included are: introduction to research methodology, defining a research problem, research design, sampling design, measuring and scaling techniques as well as introduction to consultancy skills.

**Course Objectives**

After the course the students will be able to:

(i) Prepare research proposals
(ii) Apply research methods in their researches
(iii) Collect research data
(iv) Analyses data
(v) Write research reports

**HRM 306: Management Information Systems II (3 credits)**
Pre- Requisite: HRM 214
The course builds on theoretical concepts by familiarizing candidates to the current information systems and services management practices in organizations. The course also emphasizes to candidates the value of information as corporate asset and illustrates the myriad information systems applications they will face as graduates.
Course Objectives

On completion of the course, candidates should be able to:

i. Implement effectively the organization policies
ii. Prepare the budget for the organization’s information unit
iii. Plan for the future management and control of information systems and services

ECON 301: Managerial Economics (3 credits)

Pre-requisite: ECON 101, MAT 101, 111

Management decision making is crucial in running the business. Managerial economics course is designed in a way that its helps managers to make sound economic decisions. This course is structured in a way that integrates economic theory and corresponding business practices.
Course Objectives

After the course the students will be able to:

(i) Use human resources to optimize business firms performance
(ii) Apply basic economic concepts
(iii) Make relevant managerial decisions.
RESP 311: Research Project (21 credits)

**Pre-requisite: Shall have cleared all other subjects.**
This is an independent study, which the participants in their third year will be required to do. They will therefore be required to produce a research paper (Dissertation) based on their area of interest. The supervisor will guide the participants accordingly.

In field attachment or Placements or Internship students are involved in the practical experience that is related to programs / courses that were undertaken during the class work, students shall be attached to various work organizations operating in Tanzania. The University shall make arrangement to find positions for students, where applicable students may propose their areas / work organizations if they have successfully secured the place of their preferences.

**Report**
Upon completion of the research project, the student will write a report, and finally present the findings in a panel of Human Resources Management experts who will grade it

**DIPLOMA IN BUSINESS ADMINISTRATION AND MANAGEMENT (DBAM)**

The diploma is a full-time, intensive Business diploma programme designed to prepare a well rounded and marketable candidates and focusing on the global environment within which business operates. It also instills and develops entrepreneurial capabilities to enable graduated to take advantage of emerging business opportunities.

**FIRST YERAR**

**SEMESTER I**

**PRINCIPLES OF ACCOUNTING I**
This course introduces students to business activities, basic concepts, Fundamentals of accounting, the accounting cycle and preparation of financial statements.

**BUSINESS MATHEMATICS AND STATISTICS I**
This course introduces students to function, sets, sequence and series, and elements of calculus.

**ECONOMICS**
It is an introduction to economics, theory of household, the firm, and market structure. The course provides the various concepts of economics around a business organization in relation to the production and market.

**COMMERCE**
The course introduces students to Forms of Business Organizations, Foreign trade, and aids to trade.

**FOUNDATIONS OF FAITH AND ETHICS**
The course aims at preparing students intellectually so that they may cope with new issues pertaining to faith. It also aims at making students live moral lives and become good citizens.

**COMMUNICATION SKILLS IN ENGLISH**
The course aims at equipping students with the ability to communicate in an academic setting. It will also develop in them the study skills which they need in order to succeed at the college.

**COMPUTER STUDIES I**
This course introduces students to Microcomputers, operating software and application packages.

SEMMESTER II

PRINCIPLES OF ACCOUNTING II
This course builds on Principles of Accounting I by going into the preparation of cash flow statements, manufacturing, payroll accounting, incomplete records, accounting for non profit organizations, and introduction to computerised accounting.

BUSINESS MATHEMATICS AND STATISTICS II
This course introduces students to statistical measures and probability theory.

BUSINESS LAW
This course introduces students to essentials of a contract, parties to a contract, the concept of sale of goods, agency, insurance and negotiable instruments.

PRINCIPLES OF MANAGEMENT
This course covers interrelated areas of Managerial functions such as Planning, Organization, Organizing and Controlling. These areas together with other modern management techniques like Management by Objectives and Risk Management will expose students to skills and knowledge that will help them to make strategic, tactical and operational decisions for the Organization Development.

BUSINESS ETHICS AND CORPORATE GOVERNANCE
This course is designed for equipping students with the knowledge in business ethics and understanding of principles of good governance and practice.

**DEVELOPMENT STUDIES**
This course is aiming at exposing students on the theoretical and practical aspects of development in developing countries in Africa and Tanzania in particular.

**COMPUTER STUDIES II**
This course is the continuation of Computer Studies I which introduces students to the database packages, presentation application, e-mail and internet.

**QUANTITATIVE TECHNIQUES I**
The course equips a student with knowledge of scientific methods, which can contribute to the enhancement of planning, control and decision making functions within an organization.

**FUNDAMENTALS OF CORPORATE FINANCE I**
This course covers Nature and Scope of Corporate Finance, Rate of Return and Risk, Time Value of Money, Financial Planning, Control and Financial Forecasting, Finance Analysis and Interpretation and Working Capital Management.

**COST AND MANAGEMENT ACCOUNTING**
This course covers Introduction to Cost accounting, classification of costs, cost accumulation procedures and cost ascertainment and specific order costing methods, costing methods, the allocation of joint costs, break even analysis, budgeting and standard costing.
DISTRIBUTION MANAGEMENT
The course introduces students to fundamentals of distribution management, distribution procedures, distribution documentation and supervision of distribution operations.

ENTREPRENEURSHIP I
The course provides students with the knowledge of entrepreneurship including innovation and creativity, how to identify marketable business opportunities, developing business ideas into business plans, financing and managing of business.

MARKETING MANAGEMENT I
This is part I of the course and it covers, nature and scope of Marketing Management from the strategic customer portfolios perspective. The course is designed to address company’s vision, mission and strategic planning from the customer perspective including how to identify, anticipate, create customer value and satisfaction at a profit. Holistic marketing is also covered in this course.

PROCUREMENT MANAGEMENT I
The course introduces students to the fundamentals of purchasing, objectives of purchasing, sourcing, receiving inspecting and issuing goods.

SEMESTER IV
QUANTITATIVE TECHNIQUES ii
The course introduces students to quantitative decision with emphasis or the use of quantitative reasoning in applied problems in business and economics.

**ENTREPRENEURSHIP ii**
The course provides students with the knowledge of entrepreneurship sustained growth and how to complete globally.

**PRODUCTION AND OPERATIONS MANAGEMENT**
The course is intended to make students appreciate the nature, purpose, scope and practice of production and operations managements.

**MANAGEMENT INFORMATION SYSTEMS**
This course introduces concepts associated with the management of systems in an organization. Special emphasis is placed on understanding the managerial issues that are relevant to usage of computers together with case studies.

**MARKETING MANAGEMENT II**
This is part II of the course and it covers, effective programming the marketing activity through the appropriate marketing mix.

**PROCUREMENT MANAGEMENT II**
The course is a continuation of procurement Management I. It concerns itself with tender documents, evaluation and award of tenders.

**RESEARCH AND FIELD REPORT WRITING**
The course is intended to enable students put into practice what they have covered theoretically be collecting data and write report
from their field work placements. It is designed to introduce students to the skills of data gathering with emphasis on the principles and methods of practicum and fieldwork report writing and the relevance of practicum and filed work report writing in various management fields such as marketing, distribution and other business activities.

16.0 ACADEMIC RULES & REGULATIONS
16.1 Specific Terms of Admission
A student is admitted to Tumaini University Dar es Salaam College on the understanding that in accepting the admission she/he commits her/himself to adhere to its Charter, Statutes, regulations, rules and by-laws.

16.2 Daily Class Schedule.
Sessions meet from 08:00 hrs to 22:00 hrs. The BALIS and Mass Communication programme is conducted in morning sessions only.

16.3 Elective Courses.
Elective Courses will be graded in the same manner as required courses. Students are advised that grades for excess electives/options shall not be included in the calculation of the GPA.

16.4 Academic Integrity.
The Academic community of Tumaini University believes that one of the goals of a Christian institution of higher education is to strengthen academic integrity and responsibility among its members. The University emphasizes the importance of sound judgment and personal sense of responsibility in each student. All members of the academic community are expected to respect the highest standards of academic integrity. Academic dishonesty is a serious offence at Tumaini University because it undermines the bonds of trust and personal responsibility between and among students and faculty; it weakens the credibility of the academic
enterprise, and defrauds those who believe in the value of integrity of the degree or diploma. Academic dishonesty includes:

Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help other students to commit a breach of academic integrity.

Plagiarism – Representing the words or ideas of another as one’s own in any academic exercise.

A student who commits an act of academic dishonesty shall face disciplinary action by not receiving credit on an academic exercise and or by dismissal from the University.

16.5 Incomplete work
Students who do not complete assigned work by the end of the semester shall not be allowed to sit for semester examinations. Exceptions will only be made in extenuating circumstances.

16.6 Discontinuation from studies.
1. Students will be discontinued from any course programme as a result of the following;
   (a) Failure to attend final examinations, unless caused by extenuating circumstances.
   (b) Failure to pass final examinations.
   (c) Examinations irregularities.
   (d) Failure to pay student fees, deposits and other charges.
   (e) Disciplinary offence as described by the Laws and regulations of Tumaini University Dar es Salaam College.
(f) Ill health if recommended by a competent medical practitioner and approved by the University Senate.

2. Students who have been discontinued from a programme on the grounds of inadequate academic performance may reapply to the programme only if;
(a) One academic year have passed since their Dismissal;

3. A student who has been discontinued from any course of study on disciplinary grounds shall not be readmitted to the University for a period of two years, and then only with a written permission of the Provost.

16.7 Grading System
Course grades are derived from numerical scores obtained on tests, assignments and examinations as follows;

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Scores</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>80-100</td>
<td>5</td>
</tr>
<tr>
<td>B+</td>
<td>70-79</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>60-69</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>50-59</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>40-49</td>
<td>1</td>
</tr>
<tr>
<td>E</td>
<td>0-39</td>
<td>0</td>
</tr>
</tbody>
</table>

1. In special cases the course instructor, the external examiner or the College Academic Board may exercise the discretion to assign course grades on the basis of a performance distinction of all members of the class.
2. The minimum pass mark in each diploma and undergraduate course shall be grade ‘C’.

16.8 Grade Point Average (GPA)
Courses shall be weighted by multiplying the points associated
with the final grade of a given course by the number of credit hours assigned to that course. A candidate’s overall performance is then found by dividing the total number of course credit hours into the weighted total number of credit points of all courses taken.

\[
\text{GPA} = \frac{\text{Weighted Point Total for all Courses Taken}}{\text{Total Number of Course Credits Taken}}
\]

16.9 Graduation Classifications of Bachelor Degrees.
Candidates must have a minimum grade point average of 2.0 to receive a degree. The classification of the Bachelors Degree is as follows:

- **First class** 4.4 – 5.0
- **Upper second class** 3.5 – 4.3
- **Lower second class** 2.7 – 3.4
- **Pass** 2.0 – 2.6

The final grade is truncated to one decimal.

16.10 Late Submission of Research Papers
Students who fail to meet the prescribed/scheduled time to submit their papers may request an extension of time through their supervisors. The request must state in writing the reasons for the extension and must be received by the Faculty Dean within ten days to the prescribed/scheduled time, within or before the date when the paper is due. Papers which are submitted late without acceptable reasons shall receive grade ‘E’.

16.11 Progress Report
Progress Reports are available upon request, at a cost of TShs 10,000/=, per report, from the Office of the Deputy Provost for Academic Affairs. Students may request for progress reports upon full payment of fees, deposits and other outstanding charges. Other individuals or organizations may require a progress report, however it can only be sent if requested by the student.
16.12 Transcript
One official transcript shall be made available to students upon successful completion of his/her respective degree programme.

16.13 Graduation Requirements
Students shall meet all requirements as specified by the Faculty of the programme undertaken. Students must also have paid all fees, deposits and outstanding charges.

17.0 EXAMINATION REGULATIONS
Final examinations are administered by the office of the Deputy Provost for Academic Affairs and are scheduled between the sixteenth and seventeenth weeks of a semester. Final examinations account for fifty percent (50%) of the final course grade. These examinations are supervised by invigilators drawn from the academic staff, appointed by the Deputy Provost for Academic Affairs.

A student is not allowed to leave the examination room in the first 30 minutes and the last 30 minutes.

17.1 Eligibility for Examinations
1. Attendance:-
   (a) Students must have attended a minimum of seventy five (75%) of their scheduled class period for each course and have completed all course requirements.
   (b) Students must not miss more than 8 consecutive days of class.
   (c) The Deputy Provost for Academic Affairs in consultation with the Dean of Students, the Faculty Dean and the course instructor may in extenuating circumstances waive the attendance requirements for a student.
   (d) No student shall be allowed to enter the Exam room after the lapse of 30 minutes after commencement of the examination.
(e) Students without examination numbers shall not be allowed to sit for the examination.

2. Students shall be allowed for examinations only after payment in full of all fees, deposits and other charges as determined by the Bursar’s Office.

17.2 Examinations Performance

1. Candidates who score below a C grade in 50% or more of the seated and examined courses in any Semester shall be discontinued from the University.

2. Candidates who score below a C grade in less than 50% of the courses, shall be allowed to do Supplementary exams in the failed courses. These will be scheduled after the end of the 2nd Semester Examinations for that academic year.

3. Candidates with a GPA of less than 2.0 after the Supplementary exams will be discontinued.

4. Candidates who fail Supplementary exams will be allowed to proceed to the next year of study provided she/he has a GPA of 2.0 or higher. Such candidate will repeat the failed courses during that academic year and sit for examinations when they are scheduled. Repeating a course shall imply repeating the coursework.

5. Candidates passing Supplementary exams and repeated courses will be awarded a C grade in those courses.

6. A candidate may repeat a course only once.

7. Carry-over courses must be cleared within the maximum allowable period of registration for the particular degree programme, which is five years for three year programmes. Candidates failing to clear courses in that period will be discontinued.

8. Candidates who fail Special Exams which will normally be scheduled during the Supplementary Exams session will be allowed into the following year of study provided they
have a GPA of 2.0 or higher. Such candidates will sit for Supplementary exams after the 2nd Semester of that year.

17.3 Special Examinations
1. A student may in extenuating circumstances, request to postpone sitting for an examination in the following cases:
   (a) Illness or any other reason provided and substantiated in writing, by a competent authority,
   (b) And that, the reason has been approved by the Deputy Provost for Academic Affairs.
2. When a student is allowed to sit for special examination she/he shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided in the examination regulations.

17.4 Examinations Irregularities.
1. Inappropriate conduct by a student concerning semester examinations impairs academic integrity, and will subject the offending student to expulsion. Such examination irregularities include but are not limited to;
   (i) Viewing examination questions prior to sitting for the exams.
   (ii) Possessing of unauthorized material in the examination room.
   (iii) Beginning the exam before being authorized.
   (iv) Attempting to copy or making reference to unauthorized materials in the examination room.
   (v) Reading another student’s answer.
   (vi) Communicating with other students verbally or through other means, during the examination without permission from the invigilator.
   (vii) Permitting another student to copy from or use ones paper.
   (viii) Obtaining, or endeavoring to obtain, assistance from any other student directly or indirectly or endeavoring
(ix) Removing examination answer books/sheets from the examination room.

(x) Continuing the exam after being ordered to stop.

(xi) Failing to comply with any examination rules, regulations or directions given by an invigilator.

(xii) Destroying or attempting to destroy evidence relating to any suspected irregularity.

(xiii) Absconding from an examination

2. If an invigilator suspects a student of examination irregularities the following steps must be taken;

(i) The student to be approached immediately.

(ii) All improper materials to be confiscated and the student shall not be allowed to continue with the examination; but may attempt other papers.

(iii) The student shall submit a written statement to the Deputy Provost for Academic Affairs within twenty four (24) hours, not later than the following business day.

(i) The senior invigilator and the Chief Examination Officer report the incident to the Deputy Provost for Academic Affairs who shall forward the matter to the Provost and Deputy Vice Chancellor for Academic Affairs.

(ii) The report together with the student’s written statement to be considered by the College Academic Affairs Subcommittee of the College Academic Committee, recommendations from the College Academic Committee to be sent to the Senate Committee for Academic and Curriculum Affairs and finally reported to the Senate.

3. If an internal examiner suspects a student of examination irregularities, the following steps must be taken:
(a) The matter to be reported to the Deputy Provost for Academic Affairs who shall forward the report to the Provost and College Academic Committee

(b) The report to be considered by the College Academic Affairs Sub Committee of the College Academic Committee, and thereafter recommendations to be sent to the College Academic Committee for approval and onward transmission to the Senate subcommittee for Academic and curriculum affairs and then report to the University Senate.

4. If it is established by the College Academic Committee, that a student committed an irregularity, then the student shall be expelled from the University for a period of not less than one year. When readmitted, such students will repeat the year they are discontinued in.

17.5 Release of Examination Results
Final results of all candidates in every final examination shall be subject to review by the Faculty Board of Examiners, and College Academic Committee. The Faculty Boards may release PROVISIONAL RESULTS before they are submitted to the Academic Committee. Disclosure of the examination results shall be made by the College Academic Committee. Results shall be published identifying the student by examination number and the grades obtained.

17.6 Procedure for Appeal
1. All appeals must be presented to the Deputy Provost for Academic Affairs within thirty (30) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic semester, whichever is earlier. The appeal cost is 20,000/= for the undergraduates and 30,000/= for postgraduates. This fee is non refundable.
2. The Deputy Provost for Academic Affairs shall submit the
appeal to the College Academic Affairs Sub Committee (CAASC). The findings and recommendations of the CAASC shall be forwarded to the College Academic Committee which shall give a provisional decision, pending the University Senate’s approval.

3. The University/College administration shall have the power to require any appellant to bear the costs of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the University/College administration. (See also 17.6 (i)).

4. All appeals shall be concluded before the completion of the following Academic semester.

5. A student who has appealed against Discontinuation shall not be allowed to attend classes before determination of his/her appeal.

6. Except where unfair marking, wrongful compilation of marks or grades or other similar irregularity is alleged, no appeal shall be entertained on any other ground.

17.7 Preservation of Examination Papers
The College shall preserve students’ examination papers for the purpose of reference for a period of two (2) years.

18.0 TUDARCo GOVERNING BOARD
Members of the Governing Board for the 1st September, 2014 – 31st August, 2017 Triennium:

1. The Bishop of the ELCT – ECD, who shall be chairman; 
   Rt. Rev. Bishop Dr. Alex G. Malasusa
2. Assistant to the Bishop, Rev. Chediel Lwiza
3. The Secretary General of the ELCT –ECD – Mr Godfrey Nkini
4. Representative of the TUMA Senate – Prof. Peter Chonjo;
5. Representative of the banking community – Mr. Ibrahim Mwangalaba;
6. Representative of the business community – Mr. Nehemiah K. Mchechu;
7. Representative of the financial sector – Ms Editha Kamala;
8. Representative of the academic community – Prof. Emmanuel Mjema;
9. Director responsible for Higher Education, or representative in the Ministry of Science Technology and Higher Education – Mr. Diocles S. D. Rutaihwa;
10. Representative from the Legal profession – Judge Upendo Msuya;
11. Representative from the College Academic Committee – Dr. Masumbuko Lamwai;
12. Representative of the ECD Executive Council – Dr. Amos Mwakilasa;
13. Representative of Vice Chancellor from public Universities or University Colleges – Prof. Burton Mwamila;
14. Clergy member who is not a district Pastor – Rev. Ernest Kadiva
15. A representative from the College Student Organisation – Mr Rashid Khalifa.
16. The Provost who shall be an ex-officio member – Prof. Uswege Minga;
17. The two College Deputy Provosts who shall be ex-officio members
   (i) Prof. Godwill Mrema
   (ii) Dr. Joyce P. Chonjo.

19.0 COLLEGE MANAGEMENT COMMITTEE
College Management Committee consists of the following:
(a) The Provost who shall be Chairperson
(b) The Deputy Provost for Academic Affairs who shall be the Vice Chairperson
(c) The Deputy Provost for Administration
(d) Deans of Faculties/ Directors of Institutes/Directorates/Heads and Coordinators;
(i) Dean, FBA;
(ii) Dean, Faculty of Law;
(iii) Dean, FASS;
(iv) Dean, Faculty of Education;
(v) Director, Postgraduate Studies, Research & Consultancy;
(vi) Institute of Continuing and Professional Education;
(vii) Director of the Planning Unit;
(viii) ICT Coordinator;
(ix) Head of the College Library;
(x) Quality Assurance Coordinator;
(e) One representative of the Academic Staff Association
(f) The Bursar
(g) The Dean of Students
(h) The Corporate Counsel who shall serve as the ex-officio Secretary
(i) The Chaplain
(j) The Public Relations Officer

20.0 LIST OF STAFF AT TUDARCo

EXECUTIVE STAFF LIST

Provost
Professor Uswege M. Minga - PhD, (1985) (Veterinary and Agricultural University, Copenhagen, Denmark), MSc (1975) University of Illinois, Urbana - Champaign USA, Bachelor of Veterinary Medicine (1972), University of Nairobi, Kenya.

Deputy Provost for Academic Affairs
Professor Godwill D. Mrema - PhD (1987) (Chem. Eng.) Trondheim- Norway, MSc (1982), (Chemical Eng. UDSM; Bsc. (Chem.) (1979) – UDSM.

Deputy Provost for Administration
Dr. Joyce Peters Chonjo – PhD Demography (2009), UDSM. MA Demography (1999), UDSM. BA Economics (1983), UDSM.
ACADEMIC STAFF LIST

FACULTY OF BUSINESS ADMINISTRATION
1. Dr. Lazaro Anandumi N. Swai, Lecturer and Dean of Faculty of Business Administration - PhD in HRM (2014) OUT. MA-Public Admin. & Policy Analysis (1994) UDSM. BA- (Ed. Hons) Political Science and Public Administration (PSPA) (1980) UDSM.


7. Anthony Mveyange, Assistant Lecturer - PHD 2015, Colorado State University USA, Masters (Econ) 2009, Bachelor-Accounts and Finance (2005), Mzumbe University.

8. Lois Singa Metili, Assistant Lecturer - MBA (Marketing) UDSM (2011), BA Journalism (Public Relations and
Advertising) 2004, Tumaini University, Iringa University College.


12. Ashiseta N. Lema, Assistant Lecturer - MA (Econ) Ohio University USA (1993), BA (Econ) (1980) UDSM.


**Department of Marketing and Entrepreneurship**


3. Lois Singa Metili, Assistant Lecturer - MBA (Marketing) UDSM (2011), BA Journalism (Public Relations and
Advertising) 2004, Tumaini University, Iringa University College.


6. Ashiseta N. Lema, Assistant Lecturer - MA (Econ) Ohio University USA (1993), BA (Econ)(1980) UDSM.


Department of Accounting and Finance
1. Denis Robert Mfugale, Head of Department, Assistant Lecturer – MSc in Economics and Econometrics, University of Exeter UK, (2010) CPA (T) NBAA, Bachelor of Business Administration (2007), TUDARCo.


3. Dr. Anthony Mveyange, Assistant Lecturer PhD Economics University of Southern Denmark (2015) -Masters (Econ) 2009, Bachelor-Accounts and Finance (2005), Mzumbe University.


FACULTY OF LAW

1. Dr. Lamwai Masumbuko, - Dean of Faculty of Law, Senior Lecturer, PhD (London), LLM 1978, UDSM, LLB 1976 UDSM.


3. Rehema Kaunda, Assistant Lecturer – LLM (2010), Ruaha University College, Bachelor of Laws (2009), Tumaini University Iringa.

4. Irene Nyange, Assistant Lecturer – LLM (UDSM) Bachelor of Laws, TUDARCo (2012).

5. Gaspardus Rwebangira Assistant Lecturer - Post Graduate Diploma in Legal Practice (2015), Law School of Tanzania; LLM (2014) UDSM, Bachelor of Laws (Hons) UDSM (2006).

6. Takwa Paul Kongnyu –Assistant Lecturer; LLM (University of Bagamoyo (2016) Post Graduate Diploma in Legal Practice (2014), Law School of Tanzania;; LL.M (2015), Bachelor of Laws Tumaini University DSM College(2012).

7. Theresia Numbi, Assistant Lecturer - LLM (2013) University of Western Cape, Bachelor of Laws, St. Augustine University of Tanzania (2013).
9. Hawa Juma  
10. Nalondwa Mvungi  
11. Albert Mhina  
12. Phares Justus

**Department of International Law**  
1. Dr Lucas Kamanija – Head of Department


3. Theresia Numbi, Assistant Lecturer - LLM (2013) University of Western Cape, Bachelor of Laws, St. Augustine University of Tanzania (2013).

4. Irene Nyange

5. Albert Mhina

**Department of Municipal Law**  
1. Dr. Lamwai Masumbuko, - Senior Lecturer, PhD (London), LLM 1978, UDSM, LLB 1976 UDSM.

2. Gaspardus Rwebangira, Associate Dean and Assistant Lecturer; Post Graduate Diploma in Legal Practice (2015), Law School of Tanzania; LLM (2014) UDSM, Bachelor of Laws (Hons) (2010) UDSM.

3. Takwa Paul Kongnyu – Assistant Lecturer; Head of department. Post Graduate Diploma in Legal Practice (2014);
Law School of Tanzania; LL.M (2015), Bachelor of Laws Tumaini University DSM College (2012).

4. Rehema Kaunda, Assistant Lecturer – LLM (2010), Ruaha University College, Bachelor of Laws (2009), Tumaini University Iringa.

5. Nalondwa Mvungi

6. Phares Justus

FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)

Dean, FASS:
Dr. James E. Kazoka, Lecturer & Dean of the Faculty of Arts and Social Sciences - PhD (2016) UDSM; MA (2005), UDSM; BA- Ed (Hon) (1999) OUT; Dip. Ed (1996) Mtwara TTC.

Associate Dean, FASS, Academics:
Danford Kitwana, - Assistant Lecturer, MA Mass Comm, SAUT (2012); BA Public Relations and Advertising, UDSM (2007).

Coordinator, Non Degree Programmes, FASS:

Examination Officer, FASS:
Department of Library and Information Studies (LIS)


7. Eng. Othmar Mwambe - Assistant Lecturer - (On PhD Study Leave - Sekondai- Japan), MSc. Software engineering - University of Tartu (Estonia); BSc. Computer Engineering - KNURE (Ukraine)


Department of Mass Communication


Department of Development Studies, Foundation of Faith, and Intercultural Relations


FACULTY OF EDUCATION

Dean of Faculty:


Examinatiuon Officer:

Ms. Neema Timothy - Assistant Lecturer, MA Demography, UDSM (2010), BA(Ed) UDSM (2008).

Department of Teaching Subjects:


3. Marco, A. Magassila, Lecturer, MA-History (2009), UDSM; BA(Ed), 2004, UDSM; Dip. Education-History & Geography (1999), Morogoro TTC.


9. Mr. Jacob Mpalanzi Assistant Lecturer, - MA Linguistics (2014) Ruaha Catholic University (RUCU), BA Education (2012) RUCU.


Department of Educational Foundations
1. Marco, A. Magassila, Lecturer, & Head of Department MA-History (2009), UDSM; BA (Ed), 2004, UDSM; Dip. Education-History & Geography (1999), Morogoro TTC.


LIBRARY SERVICES


**Information and Communication Technology (ICT) Unit**


**ADMINISTRATIVE STAFF**

**Office of the Provost**

1. Professor Uswege M Minga - PhD, (1985) (Veterinary and Agricultural University, Copenhagen, Denmark), MSc (1975) University of Illinois, Urbana - Champaign USA, Bachelor of Veterinary Medicine (1972), University of Nairobi, Kenya.


Office of the Deputy Provost for Academic Affairs


Admission office


Office of the Deputy Provost for Administration:
1. Dr. Joyce Peters Chonjo – PhD Demography (2009), UDSM. MA Demography (1999), UDSM. BA Economics (1983), UDSM.


**Dean of Students Office**

**The Chaplaincy**

**Accounts Office**
2. Martin Mgombere, Senior Assistant Accountant - MBA, Mzumbe University, Business School (2010); BBA (2007) TUDARCo.


Human Resources Unit


3. Mringo Grace, Administrative Officer, Bachelor of Business Administration (2005) TUDARCo.

4. Joyce Urio, Office Management Secretary – Diploma in Human Resource, Tanzania Public Service Dar es Salaam

5. Getrude Nzota, Administrative Assistant - Certificate in Journalism (Broadcast) Tanzania School of Journalism (TSJ) 1997.


21.0 STUDENTS’ BY-LAWS 2012
(Made under article 51(1) of Tumaini University Dar es Salaam College Charter, 2010 and section 45(2) (h) of the Universities Act, no. 7 of 2005)

PREAMBLE
WHEREAS Tumaini University was established by the Evangelical Lutheran Church in Tanzania (ELCT) with the purpose of fulfilling a Christian Mission by proclaiming Christ through its programmes,

WHEREAS Tumaini University Dar es Salaam College (TUDARCo) was established by the Eastern and Coastal Diocese of the Evangelical Lutheran Church in Tanzania as a Constituent College of Tumaini University pursuant to Article 6 and 7 of Tumaini University Constitution Trust Rules, 2001,

WHEREAS TUDARCo was, with effect from 29th March, 2010, granted a Charter under section 25(2) of the Universities Act, number 7 of 2005,

WHEREAS TUDARCo is a Christ Centred University College focusing all its programmes through the guidance of and obedience to the word of God by conducting and promoting Higher Education and Research through scientific fact finding enquiries to all students without any form of discrimination, AND

WHEREAS the University fundamental purpose, mission and vision can best be achieved only if students’ general conduct can reflect their purpose of being at the University.

NOW THEREFORE:
These By-Laws are promulgated and made to maintain these conditions and protect the College from actions of students which would damage its academic reputation, standing and the mission and providing for rights and privileges of students enrolled at the College.
PART I: PRELIMINARY PROVISIONS

SECTION 1: CITATION

1. SHORT TITLE AND COMMENCEMENT

1.1 These By-Laws shall be cited as the Tumaini University Dar-es-Salaam College Student (General Conduct, Disciplinary Proceedings and Penalties) By-Laws, 2012 and shall come into force on such date as the Council may determine.

1.2 These By-Laws are made by the Governing Board through the Council in accordance with Article 51(1) of Tumaini University Dar es Salaam College Charter, 2010 and section 45(2)(h) of the Universities Act, no. 7 of 2005 whose object and purpose is, interalia, to provide for the control, governance and administration of the University.

2. INTERPRETATION AND DEFINITIONS

2.1 In these By-Laws, unless the context otherwise requires:-

“Academic Committee” means the Academic Committee of TUDARCo established under Article 25 of Tumaini University Dar es Salaam College Charter, 2010.

“Act” means the Universities Act, No. 7 of 2005 as amended from time to time.

“Appropriate Authority” means the Deputy Provost Administration or any other officer of TUDARCO acting on his behalf in the execution of these By-Laws.
“Board” means the College Governing Board.


“College” means the Tumaini University Dar es Salaam College (TUDARCo) established by Tumaini University Dar es Salaam College Charter, 2010.

‘Competent Authority/Organ’ includes such Board, Committee, Office(r) of the College vested with express or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective provisions of these By-Laws.

“Council” Means the Council of Tumaini University Makumira.

“Dean of students” means any officer of the College, appointed under Article 17 of the College Charter to be in-charge of students’ affairs and, for the purpose of these by-laws, includes Deputy Dean of Students and Assistant Dean of Students and any other person acting on behalf of the Dean of Students.

“Disciplinary offence” means any offence under section 6 of these By-Laws or any act forbidden under these By-Laws or any other law which, in the opinion of the Students’ Disciplinary Committee, constitutes a disciplinary offence.

“Faculty Dean” means the Dean of the Faculty appointed under Article 14 of the College Charter.
“Halls of Residence” shall mean and include halls of residence, hostels and blocks of residence supervised by the College.

“He” includes “she”

“Illegal drugs” means any drugs declared illegal by any law in force in Tanzania.

“Illegal meeting” means any meeting or gathering which has not been allowed or authorized or approved by the appropriate authority.

“Provost” means the Provost of Tumaini University Dar-es-Salaam College.

“Senate” means the Senate of Tumaini University Makumira established under the Tumaini University Makumira Charter.

“Social Function” means any party to be held by students for whatever reason.

“Student” means any person admitted and registered to the College as a candidate for a degree, diploma, certificate or other award of the University including short term and occasional students.

“Students Disciplinary Appeals Committee” means a committee established under section 16 of these By-laws and Article 53 of the College Charter.

“Students Disciplinary Authority” means an Authority established under section 15 of these By-Laws with the
meaning ascribed to it by Article 52 of the College Charter.

“University” means Tumaini University Makumira.

“Vice Chancellor” means the Vice Chancellor of Tumaini University Makumira appointed under the Tumaini University Makumira Charter.

“Warden” means any officer appointed by the College responsible for the care of the students’ halls of residence.

2.2 Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa.

3. ACCEPTANCE AND APPLICATION OF THE BY-LAWS

3.1 Acceptance of a place in the College is conditional upon agreement by the student to abide by the By-Laws. These By-Laws shall thus apply to any person who is admitted and registered as a student of the College.

3.2 It shall be for the College through its established mechanism to bring to the attention of the students the existence of these By-Laws.

3.3 Notwithstanding the provisions of section 3.1 and 3.2 of these By-Laws, every student shall be presumed to be aware of the existence of these By-Laws and any other laws of the College and it shall not be a defense for any student in relation to any proposed disciplinary measure that these By-Laws were not brought to his/her attention by the College.
3.4 The operation and application of the By-Laws is without prejudice to the constructions and general laws of the United Republic of Tanzania unless it is expressly stated so in these By-Laws.

3.5 The Deputy Provost for Administration of the College shall be responsible to the Provost for the enforcement of these By-Laws.

3.6 The application of these By-Laws to any student shall cease upon the expiry of the period one is registered as a student of the College or upon the happening of any event which disqualifies one from continuing to be a student of the College.

PART II: RIGHTS AND PRIVILEGES OF STUDENTS ENROLLED AT THE COLLEGE

4. Subject to the provisions of these by-laws, the College Charter and Tumaini University Makumira Charter as well as Constitution and general laws of the United Republic of Tanzania, students enrolled at TUDARCo shall enjoy rights and privileges including:

(a) Right of involvement in decision making on matters relating to the University/College through representation in various organs of the University/College;

(b) Freedom in conduct of academic affairs including expression of ideas, use of library facilities and access to computers;

(c) Right to worship;

(d) Freedom to establish and/or join legally recognized clubs, associations, within/or outside the College;

(e) Freedom to privacy on information made available in confidence by the student or any other concerned party;
(f) Right of involvement in political and social affairs subject to provisions of section 6(xxxi);
(g) Freedom to participate in sports and games;
(h) Access to College sports and games facilities;
(i) Access to various awards granted by the University/College;
(j) Choice of accommodation, i.e., living in or off-the-College owned or rented hostels;
(k) Right to appeal against a disciplinary penalty imposed against him or her.

PART III: STUDENTS’ DISCIPLINARY OFFENCES

5. Any kind of misconduct by a student or students which has the effect of tarnishing the good name of the College is prohibited.

6. Without prejudice to generality of section 5 and any other provisions in these By-Laws, the following acts shall constitute disciplinary offences:
   (i) To behave in any manner which does or is likely to cause damage, defacement or violence to person or property within the College provided such conduct is that of a student towards another student, member or members of the College/University community or any other employee or employees of the University, provided further that the conduct in question occurred on any of the College/University campuses.
   (ii) Using force or offering violence against or striking or assaulting a fellow student, an officer or any other person at the College campus or outside the College campus.
   (iii) Maliciously damaging, defacing or destroying any items or property of the college whether or not such property
has been leased to any public or private company or any other person.

(iv) Act or conduct which is likely to obstruct or obstructs or to frustrate or frustrates the holding of any academic or administrative activity (ies) or both academic and administrative activities authorized by the College or the University.

(v) Unauthorized use of or interference with any technical, electrical or other service or installation of the College.

(vi) Theft committed within the College premises or outside the college premises where college activities or sponsored activities of the College are being held.

(vii) Unauthorized possession of a key to the College property.

(viii) Refusal or failure to comply with a lawful order or directive given by any officer of the College acting on his/her behalf or under an order from a competent organ or officer of the College/University or in implementation or enforcement of these By-Laws.

(ix) Knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in that behalf.

(x) Use of slanderous, abusive, obscene or threatening language by any student against any other student or students or employee of the college or the University in the course of performance of such officer’s or employee’s duties.
(xi) Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, college, university or any other institution whether in cash or otherwise.

(xii) Knowingly inviting or entertaining a student or students in the College whose name or names appear on the College Notice Board as having been barred or otherwise known to have been barred from the College/University premises by a competent authority.

(xiii) Refusal or failure to obey any lawful order issued under the College or University regulations or rules promulgated by a competent organ of the College or University.

(xiv) Failure or refusal to attend a meeting called or authorized by the Students’ Disciplinary Committee or any other competent organ of the College or University when summoned to do so by a proper by such authority or organ as prescribed under these by-laws.

(xv) Willful obstruction of the work of or proceedings conducted by the Students’ Disciplinary Authority or any other competent organ of the College or university or interference with witnesses in disciplinary proceedings conducted under these students By-Laws.

(xvi) If a student, having been called upon to give evidence before the Students Disciplinary Authority turns hostile or refuses without lawful excuse to give evidence or to answer a question or to produce a document or any other thing required by such a Committee.

(xvii) Refusal or failure to abide by the ruling, decision and or penalty made or imposed by the disciplinary
committee or any other competent organ of the College or University.

(xviii) Unauthorized holding of college and or campus Baraza or general meeting. For avoidance of doubt, such meetings scheduled in the College almanac currently in force shall be deemed to be authorized provided that emergency meetings/barazas may be held only after the Deputy Provost for Academic Affairs has approved the same if they have effect of obstructing or frustrating the holding of any lecture, class or laboratory work given or authorized by the College and provided further that in any other case three days notice should be given to the Deputy Provost Administration prior to the holding of such emergency barazas.

(xix) Inviting outsiders as guest speakers and or social entertainers without the permission of the relevant organs of the College namely the Provost, Dean of Students, Dean/Director of relevant faculty/institute, head of relevant department, or students’ organization as the case may be depending on the intended audience and status of the guest speaker or entertainers.

(xx) Forming and or establishing unauthorized students’ groups which are likely to cause disunity and disorder at the College or in the wider community.

(xxi) Without derogating the right to freedom of expression, willful writing of defamatory literature and uttering insults and obscene language by any student or group of students against any student or group of students or any employee of the university or against the College, University or civil leader.
(xxii) Sexual harassment of whatever kind. Sexual harassment shall consist of any or all but not limited to the following:

(a) Pressuring for sexual activity or favours through unwarranted verbal, physical or gestural

(b) Sexual jokes, innuendoes, lewd suggestions, foul language, obscene gestures.

(c) Belittling comments on a person’s anatomy,

(d) Persistent demands for dates

(e) Asking about personal sex life, explicit sexual suggestions in return for reward,

(f) Telling lies or spreading rumours about a person’s sex life with the intention of assassinating the character of the victim,

(g) Unwarranted physical contact of any sort which is sexual in nature including touching of sensitive body parts, brushing against another’s body, hair or clothes, kissing, pinching, patting, grabbing or cornering,

(h) Displaying of pornographic and sexually suggestive pictures and or sexual objects,

(i) Transmitting offensive written, telephone or electronic communications of sexual nature,

(j) Indecent exposure,

(k) The use of one’s authority or power, either explicitly or implicitly, or coerce another into unwanted sexual relations or to punish another for his or her refusal,

(l) The creation by a member or group of people of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature.

(m) Sexually explicit derogatory statements.

(xxiii) Rape or indecent assault.
(xxiv) Public and or group sex

(xxv) Mismanagement and or embezzlement of student’s organization funds and or of any other recognized student society established under the auspices of the students’ organization in accordance with the relevant provisions of the students’ organization’s constitution for the time being in force.

(xxvi) Collecting or charging money from any student or student groups without prior permission of the College organs namely the Dean of Students, the students’ organization, or in special cases, the Dean/Director of the relevant faculty/institute or the head of the relevant department as the case may be,

(xxvii) Unauthorized carrying of lethal weapons within the campus which is likely to jeopardize peace. For avoidance of any doubt, weapons shall include but not limited to the firearms, sticks, knives, pangas, clubs, stones, etc.

(xxviii) Illegal or unauthorized entry into another student’s room.

(xxix) Instigating or inciting students to boycott classes. For the avoidance of doubt, instigating or inciting shall mean and include persuasion, pressure, threats or encouragement with the intention that the student or students persuaded, pressured, threatened or encouraged commits the offence in question.

(XXX) Planning or participating in unlawful demonstrations which shall include planning the route for the demonstration, encouraging the organizers of the
demonstration and providing or carrying banners or posters for the demonstration.

(xxxi) No student or students’ organization shall engage in any political party’s activities on campus, conduct its affairs or have a constitution which in any way or manner whatsoever offends or conflicts with the provisions of the Universities Act, 2005 or the College Charter or any other written law.

For the purpose of this section:
“Campus” includes any place where the activities or affairs of the institution to which a students’ organization belongs may under lease or license take place, be conducted or where the residence of students is established, provided, organized or overseen whether regularly or intermittently or on a particular occasion or occasions,

“Engaging in political parties activity” includes regular recruitment, training, registering or enrolment of political party members, seminars and conferences for a political party or political parties, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature, and

“Students Organization” includes its members.

(xxxii) Possessing any alcoholic beverage on-campus.

(xxxiii) Entering college campus while drunk or Drunkenness or any disorderly conduct or unbecoming behaviour by any student of the College, both on and off-campus.
(xxxiv) Threatening to use force or to strike a fellow student or any member of the College community for whatever reason.

(xxxv) Threatening the life of or threatening to kill any member of staff of the College, their families or any fellow student.

(xxxvi) To litter the offices, lecture halls, halls of residence or any other compound of the College with waste papers or any other kind of rubbish.

(xxxvii) To give false information or fail to identify oneself or produce an identity card when called upon to do so by any authorized officer of the College or any other officer lawfully empowered to demand any such information and or identity in the execution of his lawful functions.

(xxxviii) To willfully, maliciously or negligently destroy trees, hedges, flower beds, fences of any kind, lawns or any other physical features maintained and cared by the College for whatever purpose.

(xxxix) To use the services of the College either in a private or official capacity without prior authorization of the officer-in-charge of the section or department under which such services are rendered. For avoidance of doubt, accessing College services like computer laboratory, library, lectures, etc. without being duly registered constitute an offence under this subsection.

(xl) To keep in possession any kind of illegal drugs and, or engage in any business or transaction which involves illegal drugs.
(xli) To administer any illegal drugs to oneself or any other person for whatever reason.

(xlii) To willfully associate with any person or group of persons who for one reason or another are involved in illegal drugs transactions or business, or any other criminal undertaking.

(xliii) Smoking at the College campuses or any college premises or halls of residence or any other place that the College may specify through an appropriate notice from time to time.

(xliv) Any other act which, in the opinion of the Students’ Disciplinary Authority, constitutes a disciplinary offence.

7. **PENALTIES**

(a) Upon breach of any of the disciplinary offences specified in these by-laws, the Students Disciplinary Authority may impose penalties including warning, reprimand, fine, compensation, exclusion from halls of residence, suspension, and expulsion as hereunder provided:

(i) May give an ordinary or stern warning or reprimand to a student who contravenes the regulations under section 6(xi), (xli), (xlii),

(ii) May suspend a student found guilty under section 6(i), (ii), (iii), (iv), (v), (vii), (viii), (ix), (x), (xii), (xiii), (xiv), (xv), (xvi), (xviii), (xix), (xx), (xxi), (xxii), (xxv), (xxvi), (xxvii), (xxviii), (xxix), (xxx), (xxxi), (xxxii), (xxxiii), (xxxvi), (xxxvii), (xxxviii), (xxxix), (xl), for a period ranging from three weeks to a maximum of nine months or one academic year as decided by the Students Disciplinary Authority.
(iii) May expel any student found guilty of disciplinary offences under section 6(vi), (xi), (xii), (xvii), (xxiii), (xxiv), and (xxxiv).

(b) The Disciplinary Authority may impose other penalties as follows:

(i) Any student found guilty of any offence under these By-Laws may, in addition to any specified penalty, be required to pay compensation for any loss or damage caused to the College property or property of any member of the College community; or to make good any loss resulting from the services of the College community obtained illegally.

(ii) Offences relating to halls of residence/hostels and use of college facilities shall be punished with penalties ranging from reprimand to exclusion from college residence or suspension.

(c) Without prejudice to the provisions of these By-Laws regarding disciplinary offences and penalties, the Disciplinary Authority may consider any other misconduct not listed in these By-Laws but result of which may damage the mission and vision or objects of the University/College and in doing so, may decide an appropriate penalty as it deems fit, depending on the gravity of the misconduct.

(d) Without prejudice to any other provision in these By-Laws, a student may be dismissed where:-

(i) He is charged and proved to have committed an offence punishable by suspension and that the same student had previously suffered the same penalty within the same academic year;
(ii) He has been suspended and failed to comply with such penalty by either remaining or being seen on campus;

(iii) He has committed an offence not specifically provided for under these By-Laws and which, in the opinion of the Disciplinary Authority, warrants dismissal.

(e) Any penalty imposed on any student by any authority under these By-Laws or any other law in force and applicable to such student shall be recorded or caused to be recorded in the personal file of the student concerned.

8. OTHER CIRCUMSTANCES UNDER WHICH A STUDENT MAY BE SUSPENDED

(a) The College may suspend any student charged with any criminal offence in any court of law if the College is of the opinion that attendance to the proceedings may affect his/her academic performance or, in the opinion of the disciplinary authority, the nature of the offence the student is charged with impairs the vision and mission of the institution.

(b) Where a student is suspended under the provisions of sub-section (a) of this section, he shall not be reinstated as a student until he produces the judgment of a court in his favour.

(c) Any student who has been reinstated under sub-section (b) of this section shall be re-suspended where an appeal has been preferred against him in the case he was facing and, such suspension shall continue until the final determination of the appeal.
(d) Provided that, the total suspension period starting from the first suspension shall not exceed two consecutive academic years.

(e) A student whose suspension period exceeds two consecutive academic years shall cease to be a student of the College.

(f) Any student who is convicted of a criminal offence involving moral turpitude shall cease immediately upon such a conviction to be a student of the College.

PART IV: PROVISIONS RELATING TO STUDENT DRESS

9. **Appropriate Dress**

   TUDARCo students shall dress and keep themselves in a neat and tidy manner all the time. They shall dress modestly and decently in respect of themselves and the College image as a Christ Centred institution.

10. **Specific Guidelines on Dress**

    10.1 Without prejudice to the generality of section 9 above, the following are the guidelines on the decent dress to be used at all college campuses or hostels owned or managed by TUDARCo or at any events sponsored by the College or at any event where students are attending in the name of or representing TUDARCo:

       (a) Clothing that is revealing either because of fabric, cut, tightness, backless, see-through or revealing in any position is unacceptable.

       (b) Clothing should be loose enough to conceal undergarment lines and not to draw attention to the figure.

       (c) Hair styles should be neat. For avoidance of any doubt gentlemen are not allowed to plait, bleach, change the natural colour of the hair in any way and
to cut their hair in extreme styles as may be determined by college authorities from time to time.

(d) Tattoos, other types of body and facial piercing including tongue (other than lower lobe of the ear for women earrings) are not appropriate.

(e) All skirts/dresses must be knee length when seated and shirts/blouses must not show, in any way the underwear or the midriff when sitting or standing.

(f) Men are not allowed to wear ear rings.

(g) Clothing with derogatory, offensive and or lewd messages either in words or pictures are strictly prohibited.

(h) Clothing with in appropriate advertising, pictures and or sayings that are contrary to the mission and vision of the college and Christian Standards e.g. adverts promoting use of alcoholic beverages, illegal drugs, cigarettes, etc. is prohibited.

(i) Full face veil or niqab i.e. dresses where it is difficult or impossible to identify the person/student are strictly prohibited.

(j) All kinds of shorts are not allowed.

(k) All kinds of trousers are not allowed for female students

10.2 Faculties/Departments may have additional dress requirements or preferences concerning appropriate student attire according to the discipline/profession.

11. **Sanctions for Violating the Dress Code**

Offences under section 10 of these by-laws shall be handled under summary proceedings, i.e., formal disciplinary proceedings as provided for under these By-Laws shall not be preferred except to repeated/habitual offenders. Sanctions for violating the provisions of section
10 shall include any of the following, singly or in combination:

11.1 Disciplinary Warning (1st Step)- An official sanction given verbally and/or in writing, notifying the student of his or her violations of section 10 and warning that subsequent violations must not occur.

11.2 Disciplinary Probation (Step 2 and/or 3)- An official sanction status that places the student in a position that any subsequent violations during the period of probation will result in additional discipline, including, but not limited to, suspension or dismissal from the University. The term of the probation is determined by the Disciplinary Authority.

11.3 Final Notice - An official sanction notifying the student that any additional violation will result in removal from the college in form of suspension for at least the remainder of the relevant academic semester or academic year as the Disciplinary Authority may decide.

12. **Implementation and enforcement of Provisions on Student Dress**
Implementation and enforcement of the provisions on student dress are the responsibility of the entire College community and thus any member of academic and administrative staff is mandated to:

12.1 Bar a student who dresses inappropriately or violates the guidelines under section 10 of these By-Laws from entering College premises or accessing any services of the College;

12.2 Either issue a disciplinary warning to the respective student pursuant to section 11 of these By-Laws or
report the same to the Dean of Students or, depending on the seriousness of the violations, report directly to the Disciplinary Authority for appropriate disciplinary action.

13. Any student who fails to comply with any order issued/pronounced by a member of staff under section 12 above shall be liable of refusing a lawful order issued by any officer of the College authorities pursuant to section 6(xiii) of these By-Laws.

PART V: PROVISIONS RELATING TO RESIDENCE AND USE OF FACILITIES ENTRUSTED TO STUDENTS

14. Students may, upon admission and registration as students of the College and depending on the availability of accommodation in the Halls of Residence/Hostels or any other specified residence live in the College Halls of Residence or College rented hostels or in any such other specified residence as may be offered accommodation in the College Hostels or any hostel rented to the College:
   (a) Where campus or hostel residence is not available to all, priority for residence in the campus hostel or in college rented hostels shall be given to disabled students and such other categories as shall be determined from time to time by a competent organ of the College.
   (b) Every student shall, before being granted any accommodation or the right to occupy any room in the Halls of Residence/Hostels or in any other premises on campus/elsewhere earmarked for residential purposes, pay in advance for such accommodation at full rate as the College may determine from time to time.
(c) The Dean of Students or his appointee shall, after providing the student with ample opportunity to make up defense, have the power to evict any student who has fraudulently or by misrepresentation secured accommodation in any premise of the College or any student who has been allocated accommodation without having paid for such accommodation in advance as provided for under section 14(b) of these By-Laws.

(d) Any student who is evicted from the room by the Dean of Students or her appointee under section 14(c) above shall not be considered again for any accommodation unless the Provost directs otherwise.

(e) The College shall have the right and power to determine the number of students who may share any of its rooms in the Halls of Residence/Hostels or in any other premise earmarked for residential purposes.

(f) Any student who, for any reason, refuses to share any of the College rooms in the Halls of Residence/Hostels or in any other premises shall be evicted from the Halls of Residence/Hostels or any other premise and shall not be considered for any accommodation unless the Provost directs otherwise.

(g) It shall be the students’ own responsibility to find and pay for off-campus accommodation.

(h) Students are not allowed to change the rooms allocated to them without the prior permission of the Halls Superintendent or any other officer of the College acting on that behalf.
(i) The issuing of any item by the College to any student either for the latter’s use in his room or in connection with any activity of the College shall be made in writing by using specified forms or any other form of writing that the College may consider proper and in any case, the student shall enter his signature on the document used.

(j) Each student shall, at the end of each semester, hand back to the relevant authorities the room; the room keys and all other items that the College might have issued him either for use in the rooms allocated to him or in connection with any activity of the College.

(k) Students shall report without delay any damages whether accidental or otherwise direct to the appropriate officer-in-charge of the section under whose care such property was kept.

(l) In the event of any dispute as to one’s liability under section 14(k), the officer-in-charge of the section shall refer the matter to the Dean of Students who shall report the same to the Students’ Disciplinary Authority for determination.

(m) Any damage to, or loss of any property of the College by any student shall be made good by the student and the cost of making good the damage or replacing the lost item shall be borne by the student concerned.

(n) Where damage or loss is caused by students whose identities are not known, the cost of repair or replacement shall be shared by all the students involved at the time and, or place the damage or loss occurred.
(o) Students of the opposite sex shall not be allowed to share a room.

(p) Students shall not use the room allocated to them for residential purposes or any other space in the Halls of Residence for any social function.

(q) Any student wishing to hold any social function shall apply from the Dean of Students for the permission to hold such function and, the Dean of Students may, on receiving such application grant such permission which shall specify the place and duration for holding such function.

(r) Students shall take good care of the rooms they occupy in the Halls of Residence or in any other premises in the College earmarked for residential purposes and, in particular, shall not do any of the following acts:

(i) install oil, cloth as floor covering without the prior permission of the Warden who shall first consult the Dean of Students;

(ii) Move furniture from their rooms to other places or from other places into their rooms;

(iii) Remove any property or fittings of any kind of the College from places where they are respectively kept or fixed to another place, whether in the College or outside the College;

(iv) Use the balconies and common rooms for drying or airing of beddings, towels, clothing or washing of any kind.
(v) Cook in the Halls of Residence or in any other premise not specified for that purpose.

(vi) Use electrical appliances other than reading lamp, personal computer, table fan, electric iron, electric razor, hair dryer, radio cassette, video or record player without the prior permission in writing from the Dean of Students.

(vii) Interfere with any electrical installation or other service installed in the college;

(viii) Use any musical instrument in the College premises or play music in any premise or compound of the College beyond room sound at any particular time.

(ix) Notwithstanding the provisions of subsection (h) of these By-Laws, the Dean of students may grant permission to play music or do any other similar activity beyond grand room sound in any premises of the College earmarked for social functions except that no such permission shall extend beyond 03.00 hours.

(x) Any student who is by the College during vacation may be permitted to live on campus and in the Halls of Residence, and in such case he/she shall pay residential charges at the prevailing rate set and charged by the College.

PART VI: EXERCISE OF DISCIPLINARY POWERS

15. Students’ Disciplinary Authority
   15.1 Establishment
There is hereby established an Authority to be known as a Students’ Disciplinary Authority.

15.2 Composition of the Students’ Disciplinary Authority
The Students’ Disciplinary Authority shall be composed of the following members:-
(i) The Deputy Provost for Administration who shall serve as Chairperson
(ii) The Faculty Dean or his appointee where the accused student(s) come from
(iii) One representative of the College Academic Staff Association
(iv) Two Student Representatives from TUMASODARCo.
(v) A member from the Faculty of Law (lawyer) who shall also serve as the Secretary to the Authority

15.3 Power of the Authority to Co-opt other Members
The Authority shall have the power, at any time and stage during any of its lawfully convened meetings, to co-opt any person to the committee for any reason geared towards facilitating the better discharge of its functions.

15.4 Tenure of the Members
(i) The tenure of office for Students Representatives to the Authority shall be one academic year and for academic staff representative shall be three years.

(ii) Notwithstanding the provisions of sub-section 15.4(i) of this section, a member whose term has come to an end may be re-appointed or re-elected, as the case may be, for another term of the same duration, provided that no member shall be re-appointed after serving as a member for two consecutive periods except ex-officio members.
15.5 Quorum, frequency of and Decision Making at the Meetings of the Authority  
(i) The Authority shall meet once in a semester except that, whenever circumstances so demand, an emergency meeting may be called at any time.

(ii) One half of the members of the Authority shall constitute a quorum for the meeting provided there is a student representative.

(iii) All questions at a meeting of the Students’ Disciplinary Authority shall be decided by a majority of the votes of the members present and voting at the meeting.

(iv) In the event of an equality of Votes, the person presiding at the meeting as Chairperson shall have a casting vote in addition to his deliberative vote.

15.6 Powers and Functions of the Disciplinary Authority  
The Student’s Disciplinary Authority shall have the following powers and functions:-

(i) To receive and deliberate on any matter relating to the conduct of any student of the College as may be referred to it by the Dean of Students or any other person;

(ii) To summon and interrogate any student and demand any evidence relating to any alleged misconduct of such student or any other student;

(iii) To summon any person to give evidence or information or produce any evidence in connection
with any issue which is the subject of its determination;

(iii) To initiate disciplinary proceedings on any student for any offence committed under these By-laws or any other laws of the College in which the conduct of the student is in issue;

(iv) To determine and recommend to the disciplinary authority any appropriate penalty on any student and for any proven offence relating to the conduct and discipline of such student where the same is not provided for in these By-Laws;

(v) To advise the College on any matter in which the conduct and discipline of students is in issue and propose, in appropriate cases, for measures to be taken for any act of misconduct or indiscipline by any student that occurs on or off the campus of the College;

(vi) To do any other thing not specifically provided for in these By-Laws for the maintenance and promotion of good discipline among students, between students and the College community and other communities outside the College.

15.7 Decisions of the Authority
(i) The decision of the Disciplinary Authority arrived at with due regard to the evidence tendered before it shall be recorded in writing and shall be announced by the Chairperson in any manner the Chairperson deems fit.
(ii) It shall be for the Authority through its chairperson to inform the Provost of any decision passed by the Authority on any Student under these By-Laws or any other relevant law of the College.

(iii) Any matter which has been decided by the Committee shall, except in cases where the Appeals Committee may order retrial of the case, not be referred to it again and a student who is not satisfied with the decision of the Committee may, within 14 days, appeal to the Students Disciplinary Appeals Committee.

16. Students’ Disciplinary Appeals Committee

16.1 Establishment

There is hereby established a Committee to be known as the Students’ Disciplinary Appeals Committee.

16.2 Composition of the Students’ Disciplinary Appeals Committee

The Students’ Disciplinary Appeals Committee shall be composed of the following members:

(i) A member of the Governing Board representing the legal profession who shall serve as Chairperson,
(ii) A member of the Governing Board representing the Ministry responsible for Higher Learning,
(iii) A clergy member of the Governing Board,
(iv) A TUSO-DARCo Representative,
(v) A Representative of Academic Staff Association of the College, and
(vi) The Corporate Counsel who shall also serve as the Secretary to the Committee

Provided that the composition of the Students Disciplinary Appeals Committee shall not include any
such person as shall have been involved in the investigation, hearing and or decision of any matter connected or otherwise associated with any particular appeal to the Committee in which such a matter is directly or indirectly relevant prior to the commencement of the appeal process.

16.3 Power of the Appeals Committee to Co-opt other Members

The Committee shall have the power, at any time and stage during any of its lawfully convened meetings, to co-opt any person to the committee for any reason geared towards facilitating the better discharge of its functions.

16.4 Tenure of the Members

(i) The tenure of office for Students Representative to the committee shall be one academic year and for academic staff representative shall be three years.

(ii) Notwithstanding the provisions of sub-section 16.4(i) above, a member whose term has come to an end may be re-appointed or re-elected, as the case may be, for another term of the same duration, provided that no member shall be re-appointed after serving as a committee member for two consecutive periods except ex-officio members.

16.5 Quorum, frequency of and Decision Making at the Meetings of the Committee

(i) The Committee shall meet only when an appeal or appeals has/have been referred to it.

(ii) One half of the members of the committee shall constitute a quorum for the meeting.

(iii) All questions at a meeting of the Committee shall be decided by a majority of the votes of the members present and voting at the meeting.
(iv) In the event of an equality of Votes, the person presiding at the meeting as Chairperson shall have a casting vote in addition to his deliberative vote.

16.6 Powers of the Appeals Committee
In determining an appeal referred to it, the Student’s Disciplinary Appeals Committee shall have powers:
(i) To set aside the findings made against the student and or the punishment; or
(ii) Uphold the findings and the punishment; or
(iii) Uphold the findings and reduce or enhance the punishment imposed upon the student; or
(iv) Direct the Disciplinary Authority to investigate afresh the disciplinary offence or misconduct and report back its findings and recommendations.

16.7 Decisions of the Appeals Committee
(i) It shall be for the Appeals Committee through its Chairperson to inform the Provost of any decision passed by the Committee on any student appeal lodged to it under these By-Laws or any other relevant law of the College.

(ii) The decisions of the Appeals Committee shall be final and not subject to review by any other authority in the College.

16.8 Limits to the Power of Students Disciplinary Appeals Committee
Notwithstanding the provisions of sub section 16.7(ii) hereof, where the investigation of the disciplinary offence or misconduct by the Disciplinary Authority was conducted in accordance with summary procedure prescribed by these by-laws, the Appeals Committee
shall not enhance the punishment to that of expulsion or rustication from the College.

17. **Preliminary Procedure**

17.1 Any breach or offence under these By-Laws shall be formulated in writing and shall first be reported to the Dean of Students who, in appropriate cases, may solve the case or forward the same to the Chairperson of the Students’ Disciplinary Authority depending on the seriousness of the accusation.

17.2 The Dean of Students shall have the power to warn, reprimand or require any student reported to him/her as having breached these By-Laws to rectify any such breach. In any other case, the Dean of Students shall forward the disciplinary cases to the Chairperson of the Students’ Disciplinary Authority.

17.3 Provided that where a student is not satisfied with any warning, reprimand or any other directive by the Dean of Students or, where appropriate, any other staff, shall ask the Dean or the staff concerned in writing to report the matter to the Students’ Disciplinary Authority and the Dean or respective staff as the case may be shall, upon such request, report the matter to the Chairperson of the Disciplinary Authority within seven working days.

17.4 Upon receipt of any matter referred to him by the Dean of Students or any other staff, the Chairperson of the Students’ Disciplinary Authority shall, within seven (7) days, formally charge or demand written explanation from the accused student and the accused student shall be required to submit his responses to the charges or written explanation within five (5) days inclusive of weekends and public days.
Provided that the Chairperson may in any case in which a complaint is made or information received, and shall in any case where he asks a student for such explanation as aforesaid, supply the student with copies of the complaint or a summary of the information, as the case may be, and such particulars thereof as will enable the student to make answers thereto.

17.5 On receipt of the accused student’s responses/written explanation to the charges, if the Chairperson of the Disciplinary Authority is of the opinion that no prima facie case has been made out against the student, he shall inform both the student and the complainant of his decision not to hold any disciplinary proceedings, in which case, no further proceedings shall lie in respect of that complaint or information.

17.6 On receipt of the accused student’s responses/written explanation to the charges, if the Chairperson is of the opinion that a prima facie case for a disciplinary action is disclosed shall, within fourteen working days from the date of receipt of the responses or explanation convene a meeting of the Students’ Disciplinary Authority.

17.7 The Chairperson of the Students’ Disciplinary Authority shall serve upon the student and the complainant a proper notice. Such notice shall specify the charge(s) in respect of which the Disciplinary proceedings are to be held, and shall inform the charged student and the complainant of the time and place for holding the meeting.

In this paragraph “a proper notice” in terms of time means notice given within a reasonable time provided that such time shall not be less than seven days from the
date of service of the notice on the student to the date of holding the disciplinary proceedings.

17.8 Either party shall, for the purpose of his or her defense or reply, as the case may be, and upon request in writing for that purpose to the Chairperson of the Disciplinary Authority, be entitled to be supplied by the Authority with a copy of an explanation, answers or other document given or sent to the Disciplinary Authority by or on behalf of the other party.

17.9 Either the complainant or the student may at any time prior to the date of holding the disciplinary proceedings serve upon the other a notice in writing asking him or her to admit in writing any facts or produce any documents which are specified in such notice, material to the complainant or information or defense, as the case may be.

17.10 The Disciplinary Authority may summon any witness to attend the disciplinary proceedings at the prescribed venue and time on the appointed day.

17.11 The Disciplinary proceedings shall be open and shall be held in public; provided that the Disciplinary Authority may, if it thinks fit, decide to hold disciplinary proceedings open in public or exclude the public generally or any particular person.

17.12 At the opening of the disciplinary proceedings the charge or charges shall be read, and, if the accused student is not present, the Authority shall satisfy itself that proper notice of the disciplinary proceedings was duly served on the accused student as prescribed by these
By-Laws and make appropriate decision on whether to proceed ex-parte or adjourn to a later date.

18. **Procedure During Proceedings**

18.1 The Secretary of the Students’ Disciplinary Authority shall read the charges leveled against the accused student and invite the student to enter a plea of guilty.

18.2 If the accused student pleads guilty to the charges, the Students’ Disciplinary Authority shall, after taking into consideration mitigating factors, if any, pronounce an appropriate penalty immediately.

18.3 If the accused student pleads not guilty to the charges, the Complainant shall be invited to open the case and produce his or her evidence in support thereof.

18.4 The Complainant shall be allowed to call witnesses, if any, and the witnesses called shall be required to testify in the presence of the accused student and the accused student shall have the right to cross examine the witnesses.

18.5 The Disciplinary Authority shall then give opportunity to the accused student to state his or her case and produce evidence in support thereof.

18.6 The accused student shall be allowed to call his or her witnesses, if any, and the witnesses called shall be required to testify in the presence of the complainant and the Complainant shall have the right to cross examine the witnesses.

18.7 At the conclusion of the case by the accused student, the Complainant may address the Disciplinary Authority in reply.
18.8 The Disciplinary Authority shall investigate and determine any dispute which is referred to it without regard to technicalities of any law of evidence or procedure applicable to any court of law, and shall, subject to these students By-Laws, be entitled to regulate as it deems fit, the procedure of any proceedings before it.

19. Adducing Evidence
19.1 Evidence may be taken by the Disciplinary Authority orally or by written statement.

19.2 Where a witness is called by a party, the witness shall first be examined by the party which called him/her and then cross examined by the other party and then, if necessary, again by the party which called him or her.

PART VII: APPEALS

20. Provisions relating to Appeals
20.1 Any party aggrieved by any decision of the Disciplinary Authority under these By-Laws may appeal to the College Students’ Disciplinary Appeals Committee.

20.2 An aggrieved party must, within seven (7) days after the decision of the Disciplinary Authority, issue a notice of intention to appeal against the decision to the Chairperson of the Students’ Disciplinary Appeals Committee.

20.3 The Appellant shall, within fourteen (14) days from the date of the decision of the Disciplinary Authority, submit a written memorandum of appeal to the Students’ Disciplinary Appeals Committee setting out the grounds
of the appeal and shall have the right to appear before and be heard by the Appeals Committee either in person or by proxy, who may be a representative of the Students Organization.

Provided that, for avoidance of doubt, representation by an advocate of the High Court of Tanzania or any other court shall not be allowed.

20.4 The Complainant or the Disciplinary Authority through its Chairperson has the right to appear before the Appeals Committee to respond to any appeal lodged before the Committee.

20.5 The College Students’ Disciplinary Appeals Committee shall meet within fourteen (14) working days following the receipt of any appeal.

20.6 When an appeal has been lodged with the College Students’ Disciplinary Appeals Committee, execution of any penalty imposed by the Disciplinary Authority shall continue pending the determination of such appeal.

20.7 The quorum for any lawfully convened meeting of the College Disciplinary Appeals Committee shall be as provided for under section 16.5(ii) of these By-Laws.

20.8 In determining an appeal referred to it, the Student’s Disciplinary Appeals Committee shall have powers as set out under section 16.6 of these By-Laws.

PART VIII:  PART TIME EMPLOYMENT, OFFICIAL CORRESPONDENCE, FUNDRAISING, KEEPING VEHICLES ON CAMPUS AND
21. **Part Time Employment**
Students may undertake paid employment during term time provided that the employment does not interfere with the academic time table and provided further that the academic work of such students does not suffer through such employment.

22. **Official Correspondence**
22.1 Students may communicate with outside institutions and the news media in their private capacity.
22.2 All official correspondence by students or by officials of the students’ organization or by officials of recognized students’ societies to parastatals, nongovernmental organizations, etc., shall be routed through the Dean of Students or the Dean of Faculty, as the case may be.
22.3 All correspondence to the Chancellor, Government Ministries, Parliament, State House, representatives of foreign governments and international nongovernmental organizations or any other such official body shall be routed through the Provost and Vice Chancellor.

23. **Collection of Money in the College/Fundraising**
23.1 Application for permission to undertake fundraising activities shall be made to the Dean of Students through the Students’ Organization.
23.2 Collectors shall be required to submit to the Dean of Students, a statement of money received and show how the money has been or is to be expended.

24. **Keeping Vehicles on Campus**
Any student who wishes to bring a vehicle to the College shall comply with the general law of the land governing
the driving and parking of vehicles as well as the relevant rules which are in force at the College campus.

25. **Permission/Notification to Leave Campus**
   25.1 No resident student shall sleep out of the College Hostel or Hall of Residence during term time without notifying the competent authority of the College.
   25.2 Notification for travel by both resident and nonresident for a weekend outside the region shall be made to the Dean of Students.
   25.3 Permission to travel for less than a week and involving missing lectures, seminars and/or laboratory work may be obtained in writing from the Dean of the relevant Faculty and notified to the Dean of Students and a competent college authority.
   25.4 Permission for travel for more than a week shall be obtained from the Dean of the relevant Faculty and notified to the Warden/ or the Dean of Students and to the Deputy Provost Administration.

**PART IX: MISCELLANEOUS PROVISIONS**

26. **Use of Security Officials**
   Where there is an emergency need for overt operations of security officials or policemen amidst students in student compounds, the students’ organization will be informed as soon as possible of such presence.

27. **Steps to be Taken During Students’ Riots and Strikes (When Formal Disciplinary Proceedings cannot be Instituted)**
   27.1 In case of mass strikes involving a large number of students which could threaten the maintenance of Law and Order, and where individual formal disciplinary proceedings are not practical to be conducted without
endangering the welfare and security of the College, the Disciplinary Authority shall report the matter to the Provost detailing the nature of the problem and proposing steps to be taken.

27.2 The Provost shall, after receiving the report of the Disciplinary Authority under section 27.1 above and after consulting relevant authorities as he sees fit, take administrative steps to ensure the security of the College. These steps may include suspension of students involved and informing government law enforcing authorities.

27.3 In the event of students being suspended, such suspension shall not exceed forty five (45) days except where circumstances dictate otherwise, and shall not be construed as a punishment but as a way of creating an atmosphere conducive for further investigation. The students suspended shall be informed or notified in writing before leaving the College premises (Campus).

27.4 During the suspension the Disciplinary Authority shall make the investigation and prepare a report and/or institute formal proceedings for disciplinary action against the students involved.

28. **Exclusion/Suspension for Failure to Pay Fees**

28.1 The College shall have the power to exclude any student from studies and examinations if such student has any outstanding debts to the College arising from fees, accommodation charges or any other lawful arrangement involving the very student and the College.

28.2 A student who is excluded from studies for reasons specified under sub-section 28.1 of this section may be re-admitted to the College when all the outstanding debts have been settled.
28.3 Provided that no student shall be re-admitted as provided for in this section if he does not settle the bill within two academic years from the date of such exclusion.

29. Resuming Studies After Suspension
Any student who resumes studies at the College after being suspended under any of the provisions of these By-Laws or any other law in force and applicable to such student, shall personally bear all the costs and other consequences of such suspension.

30. Interpretation of the By-Laws
30.1 Where any dispute arises out of these By-Laws, the dispute shall be placed before the Academic Committee of the College for determination or further directive and, if need arises, before the College Governing Board.
30.2 In case of differences in interpretation between these By-Laws and the College Charter, the provisions of the Charter shall prevail.

31. Amendment of the By-Laws
The College Governing Board shall have the power to amend these By-Laws at any time it deems necessary.

32. Application of other Regulations of the College
These By-Laws are not exhaustive of rules and regulations governing students, rights and privileges and are subject to the provisions of the College Charter and do not exclude the application of special regulations applicable in specific organs of the College such as the College Library, Computer laboratory, financial regulations, examination regulations, etc.

33. Transitional Provisions and Savings
33.1 The Tumaini University Students’ By-Laws, 2002 shall cease to operate at TUDARCo as soon as these By-Laws come into force.

33.2 Notwithstanding the cessation of application of the aforesaid By-Laws:

33.2.1 The Tumaini University Students’ By-Laws, 2002 shall remain in force until when the TUDARCo Students’ By-Laws, 2012 are formally approved by relevant authorities of the College and the University pursuant to the provisions of the Tumaini University Makumira Charter, TUDARCo Charter and the Universities Act, 2005 and rules made thereunder, and

33.2.2 All regulations, rules, by-laws, orders, directions, etc. made, given or issued under the Tumaini University Students’ By-Laws, 2002 and which are in force before the effective date shall remain in force until they are repealed or replaced by regulations, rules, by-laws, orders, directions, etc. made under the Charter.
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WHEREAS the Universities’ Act, provides for the making of a Charter.
AND WHEREAS Tumaini University Dar es Salaam College (TUDARCo) has duly made this Charter and has applied to the Tanzania Commission for Universities for its grant in the manner prescribed under the said Universities Act and the Regulations made there under;

AND WHEREAS The Tanzania Commission for Universities is satisfied that Tumaini University Dar es Salaam College has complied with the provisions of the Universities Act and the Universities (Chartering, Registration and Accreditation Procedures) Regulations, 2006.

AND WHEREAS The Tanzania Commission for Universities, after being satisfied with the Tumaini University Dar es Salaam College draft Charter submitted to the Minister responsible for Higher Education, with a recommendation that Tumaini University, be granted a Charter;

AND WHEREAS the said Minister has submitted the Charter to me with positive recommendations thereon;
AND WHEREAS I am satisfied that, the granting of the Charter will be of benefit to the advancement of the University education in Tanzania;

NOW, THEREFORE, in the exercise of the powers conferred upon me by section 25(2) of the said Universities Act I, JAKAYA MRISHO KIKWETE, President of the United Republic of Tanzania hereby grant and order with effect from the 29th day of March, 2010 as follows;
PARTI
PRELIMINARY PROVISIONS

Citation 1. This Charter may be cited as the Tumaini University Dar es Salaam College Charter, 2010 and shall come into operation on such date as the national accreditation authority may direct.

Interpretation 2. In this Charter, unless the context otherwise requires-

“Academic Committee” means a Committee of the University College established under Article 25;
“Academic staff” shall have the meaning assigned to that term by Article 32(2);
“Academic Staff Association” shall have the meaning assigned to that organ by Article 55(1);
“Accounts” means the accounts prescribed to be kept by Article 65(1);
“Alumni” means the alumni referred to in Article 7(1)(n);
“Annual budget” means the budget prescribed to be prepared in respect of any financial year by Article 64;
“Annual estimates” means estimates to be prepared in respect of any financial year by Article 64;
“appointing authority” in relation to any member of the Governing Board, means the person or body of persons by whom such member was appointed or elected to
the Board, Academic Committee or other committees;
“appointment” in relation to the staff of the College, means an appointment of a person for the academic staff, administrative staff or support staff of the College and includes appointment on promotion or transfer and also includes an acting appointment and direct appointment;
“Board of Trustees” means the highest policy making organ of the College, which comprises the Registered Trustees of the Evangelical Lutheran Church in Tanzania - Eastern and Coastal Diocese, the founder of the University College;
“Bursar” means a principal officer of the College appointed under Article 18;
“Chairman” means the Chairman of the College Governing Board provided for under Article 21(4)(a);
“Chancellor” means the Chancellor of Tumaini University who shall also be the Chancellor and Visitor of TUDARCo as provided for under Article 9;
“Chaplain” means a principal officer of the College provided for under Article 19;
“The College” means the Tumaini University Dar es Salaam College;
“Competent authority” includes the Chancellor, Council, Senate, Vice Chancellor, Governing Board, Academic Committee, Committees of the Council, Senate and other organs of governance, the Provost and other principal officers of the College;
“Constituent College” means a semi-
autonomous institution offering, authorized or empowered to offer university level education placed under the tutelage of a University for nurturance with a view to its establishment as an independent University;

“Charter” means the Charter of Incorporation of the Tumaini University Dar es Salaam College;

“The Council” means the Council of Tumaini University which is also the Council for TUDARCo;

“Convocation” means the Convocation referred to in Article 54;

“The country” means the United Republic of Tanzania;

“Dean” means the Dean of a faculty appointed under Article 14;

“Dean of Students” means a principal officer of the College appointed under Article 17;

“Department” means an organ of governance of the College established in accordance with Article 29;

“Deputy Provost for Academic Affairs” means the Deputy Provost for Academic Affairs appointed under Article 12;

“Deputy Provost for Administration” means the Deputy Provost Administration appointed under Article 13;

“Director of Institute, Centre or Directorate” means a principal officer of the College incharge of an institute, Centre or Directorate provided for under Article 14;

“Faculty” means a faculty of the College established under Article 29;

"Charter" means the Charter of Incorporation of the Tumaini University Dar es Salaam College;

“The Council” means the Council of Tumaini University which is also the Council for TUDARCo;

“Convocation” means the Convocation referred to in Article 54;

“The country” means the United Republic of Tanzania;

“Dean” means the Dean of a faculty appointed under Article 14;

“Dean of Students” means a principal officer of the College appointed under Article 17;

“Department” means an organ of governance of the College established in accordance with Article 29;

“Deputy Provost for Academic Affairs” means the Deputy Provost for Academic Affairs appointed under Article 12;

“Deputy Provost for Administration” means the Deputy Provost Administration appointed under Article 13;

“Director of Institute, Centre or Directorate” means a principal officer of the College incharge of an institute, Centre or Directorate provided for under Article 14;

“Faculty” means a faculty of the College established under Article 29;
“Faculty Board” means the Board of a Faculty established under Article 30;
“Financial year” means the financial year of the College determined under Article 63;
“Founder” means the Evangelical Lutheran Church in Tanzania (ELCT) Eastern and Costal Diocese (ECD) who shall be the owner of TUDARCo;
“Funds and resources of the College” means funds and resources of the College provided for under Article 59;
“Gazette” means the official Gazette of the Government of the United Republic of Tanzania;
“Governing Board” means the Governing Board of the College established under Article 21;
“Institute” means an institute established under Article 29;
“Legal Counsel” means a principal officer of the College referred to in Article 20;
“Management Committee” means the Committee established under Article 28;
“Member” in relation to:
(a) a Board, means a member of the Board and includes the Chairman of the Board;
(b) the Academic Committee, means a member of the Academic Committee and includes the Chairman of the Academic Committee;
(c) the College, means a member of the College as provided for under Article 7;
“Minister” means the Minister for the time being responsible for higher education;
“National accreditation authority” means the Tanzania Commission for Universities or
its successor in name or title;
“officer” means any person in the employment of the College on permanent and pensionable terms or on contract terms;
“Ph. D. means Doctor of Philosophy;
“prescribed”, when it appears in the context of “as may be prescribed” without elaboration, means as may be prescribed under regulations, any written law applicable to the College or by any competent authority;
“Provost” means the Provost of the College appointed under Article 11;
“Principal Officers of the College” mean officers provided for under Article 10;
“Regulations” means regulations made under Article 69;
“Secretary of the Board” means an officer of the University College referred to under Article 20;
“Senate” means the Senate of the Tumaini University which shall also be the Senate of TUDARCo as provided for under Article 26;
“Staff Disciplinary Committee” means a committee established under Article 37(1);
“Staff Appointment, Development and Disciplinary Committee” shall have the meaning assigned to that organ by Article 31;
“Student” means a student of the College and includes any person who is enrolled to pursue any course of study at the College and paying his fees regularly;
“Students' Disciplinary Authority” means a
committee established under Article 52;
“Students’ Organization” means an organ representative of the students of the College, covered by Article 48;
“Students By-Laws” means the Students By-Laws provided for under Article 51;
“Support staff” means all persons employed by the College under Article 34 who are not members of the academic staff or senior administrative staff;
“TU” means Tumaini University established by the Tumaini University Charter;
“TUDARCo” means Tumaini University Dar es Salaam College;
“University” means TU, the overseer of TUDARCo;
“University Charter” means the Charter of Incorporation of Tumaini University;
“Vice Chancellor” means the Vice Chancellor of TU;

PART II
ESTABLISHMENT, OWNERSHIP, OBJECTS AND FUNCTIONS OF THE COLLEGE

Establishment of the College

3. -(1) There is hereby established a University College, to be known as Tumaini University Dar es Salaam College and herein referred to as “the College” or “TUDARCo”.

2. The Tumaini University Dar es Salaam College shall subject to the provisions of the University Charter be a Constituent of the Tumaini University.
3. The College established under sub-article (1) shall be a body corporate and shall:

(a). have perpetual succession and a common seal; and

(b). in its corporate name:

(i) be capable of suing and being sued;

(ii) be capable of purchasing and otherwise acquiring, holding, charging, leasing, licensing the use of,

(iii) hiring out and disposing of or alienating, any movable and immovable property;

(iv) from time to time, be capable of borrowing from any person such sums of money as it may require for its purposes;

(v) be capable of lending money, to any person or investing in any asset or assets;

(vi) be capable of doing or performing all such other things or acts as are necessary, expedient, or appropriate and reasonable for the proper or better carrying out of its mission and objectives and/or performance of its functions under the Charter and which may lawfully be done or performed by a body corporate.

4. The College shall be founded and owned
by the Evangelical Lutheran Church in Tanzania (ELCT) Eastern and Costal Diocese (ECD) (hereinafter referred to as “the Founder”).

4. (l) The objects of the College shall be:

(a) to provide a place of intellectual and professional excellence in education, research and service in the sciences and arts fields of learning;

(b) to prepare students through regular and professional courses leading to degrees, diplomas, certificates and other awards in the name of Tumaini University;

(c) to offer a carefully designed student life programme as well as extensive co-curricular, cultural and community service activities designed to create an atmosphere conducive to a well-rounded educational experience, including high academic achievement, personal development, the building of lasting bonds of friendship among the College community and a growing awareness of community responsibility;

(d) to empower students for the life long self-evaluation, self directed learning, and updating one’s knowledge and profession;

(e) to prepare and mould men and women of integrity, dedication, commitment and accountability and who are exemplary in self-conduct and act as role models to others;

(f) to cooperate with the Government of the United Republic of Tanzania and other
relevant institutions in the development and promotion of education, research and contribute towards the satisfaction of the demand for experts by the society by, among other ways, entering into legal agreements;

(g). to avail an avenue of social mobility to any able person who might otherwise not be selected for public universities;

(h). to be a center of excellence in its respective fields of learning by promoting uncompromising academic policies disallowing mediocrity and emphasizing on superior academic course of international standing and providing its alumni(ae) with a competitive advantage;

(i). to empower students to develop a nature of an inquiring mind, with the ability to formulate questions, solve problems and make both intellectual and value judgement;

(j). to empower the University alumni(ae) to aspire to lead lives of service;

(k). to empower College graduates to be sensitive and responsive to community needs by being able to plan, organize, co-ordinate and evaluate needs of individuals, families and community and be job creators instead of job seekers;

(l). to develop and promote leadership with moral character and instilled with a sense of care and responsibility for all; and

(m). to develop an appreciation of other cultures and their way of knowing and consider their religious commitments for their
Functions of the College

5. For the achievement of its objects, the College shall, subject to the provisions of the Charter, have the following functions:

(a). to provide courses of study leading to degrees, diplomas, certificates and other academic awards in the name of TU, including short-term training, symposia, colloquia and/or conferences in various academic fields;

(b). to conduct examinations for the conferment of degrees and the grant of diplomas, certificates and other awards in the name of TU upon persons who have followed courses of study and have satisfied the requirements approved and/or determined by the Senate upon the recommendation of the Academic Committee;

(c). to provide a centre for advancement of knowledge and continuing education in the relevant academic field and the pursuit of original research and scholarship, innovation and consultancy and take such other steps as may appear necessary for the advancement and dissemination of knowledge;

(d). to erect, equip and maintain laboratories, offices, halls of residence, lecture halls, libraries and other buildings and structures required for the promotion of its objects;

(e). to regulate and provide for the housing of its students and staff;

(f). to collaborate with the Government and other institutions of higher learning, in the meaning in life and in the world which they will live and * serve.
promotion of quality and expanded education, research and services for the better well-being of the Tanzania community in particular and Africa in general;

(g). to establish and/or subscribe to pension and superannuation schemes for the benefit of its staff;

(h). to provide and maintain sports fields and other recreational facilities for its students and members of staff and generally encourage sports, a spirit of sportmanship and a healthy life style among the College community;

(i). to acquire any property, movable or immovable, and to take, accept and hold property which may become vested in it by way of purchase, exchange, grant, gift, endowment, donation, lease, or testamentary disposition; to sell, mortgage, let or hire, exchange, donate or otherwise dispose of any property held by it;

(j). to invest in land and/or securities such funds as may be vested in it, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;

(k). to borrow or lend money for any purpose;

(l). to advise the Governing Board, the Senate and the Council on persons who have distinguished themselves either through scholarship, research or public service for award of honorary degrees in business administration, law, arts and social sciences, etc;

(m). to establish faculties, institutes, centers or
directories, etc;

(n). to do all such acts and things as are incidental or conducive to the proper exercise of its functions or achievement of its objects, provided that they do not infringe the laws of the country and the provisions of the Charter;

(o). to demand and receive such fees as may from time to time be prescribed by the College Governing Board and approved by the University Council;

(p). subject to the provisions of the University Charter, to establish and operate college faculties, institutes, library, centres or directorates and disestablish any one or more of those;

(q). to accelerate the pace of human resource development in socio-economic, academic and research fields;

(r). to realize hopes and expectations of the ELCT - ECD and the ELCT in general by developing resources from which spiritual breezes will spring and spread out far and wide for the renewal of the Church and society as a whole;

(s). to open, maintain and operate bank accounts; and

(t). to do all such acts and things as are incidental or conducive to the proper exercise of its functions or achievement of its objects, provided that they do not infringe the laws of the country and the provisions of the Charter.

PART III
AWARD OF DEGREES, DIPLOMAS AND OTHER AWARDS

Award of degrees and other awards

Subject to the approval of the Governing Board, the Senate and the Council, the College shall, in the name of TU:

(a) confer degrees of Bachelor, Master and Doctor, categorization or designation or such other categorization or designation as may be prescribed; and

(b) grant diplomas or certificates or other awards.

PART IV
MEMBERSHIP, GOVERNANCE, ORGANISATION AND ADMINISTRATION

[A] MEMBERSHIP AND GOVERNANCE PRINCIPLE

Membership of the University College

Members of the University College shall consist of:

(a) the members of the Board of Trustees;

(b) members of the Council of TU;

(c) the Chancellor who shall also be the Visitor of the College;

(d) the Vice-Chancellor;

(e) the Deputy Vice-Chancellors and principal officers of the University;

(f) the Provost, Deputy Provosts and other principal officers of the College;

(g) the Chairman and other members of the Council, including members of the committees of the Council;

(h) the Chairman and other members of the
Senate, including members of the committees and sub-committees of the Senate;

(i) the Chairman and other members of the College Governing Board, including members of Committees and sub-committees thereof;

(j) the members of the Academic Committee, including members of its sub-committees;

(k) the Deans of Faculties, Directors of Institutes, Centres or Directorates, Heads of Departments Professors and Academic Staff, Administrative and other Support Staff of the College;

(l) Students of the College;

(m) Members of the Convocation of the College;

(n) the alumni of the College; and

(o) such other persons as the Board of Trustees on advice of the College Governing Board may, from time to time declare to be members of the College.

2. Subject to the approval of the Board of Trustees, the Council shall by Regulations prescribe provisions as to the duration of membership of the College, termination of such membership as well as the rights, duties or obligations and privileges attaching thereto and any other related matter, or matters.

3. No person shall continue to be a member of the University college unless he possesses at least one of the qualifications listed above.

8. The College shall be:
governance (a) a semi-autonomous and self governing constituent college of TU offering programmes or courses of study leading to the award of degrees, diplomas, certificates and other awards in the name of TU at both undergraduate and postgraduate levels as well as other programmes, including seminars, workshops and colloquia and consultancies and various other services;

(b) a self financing institution with its financial and administrative controls vested in the Founder and the Board of Trustees assisted and/or advised by the Council, the Senate, the Governing Board and the Academic Committee; and whose sources of funds and other resources are as provided for under Article 59.

[B] ADMINISTRATION OF THE COLLEGE: THE CHANCELLOR AND PRINCIPAL OFFICERS

9. -(1) The Chancellor of TU shall also be the Visitor and titular head of the College and may, from time to time, direct a visitation to inspect its buildings, laboratories, equipment, teaching and other activities.

(2) Subject to the provisions of the University Charter, the Chancellor, besides being the Visitor and titular head of the College and conferring all degrees and granting diplomas, certificates, distinctions and other awards in the name of TU pursuant to the objects and functions of the College shall, mutatis
mutandis, exercise similar functions, powers and privileges as are, set out under the provisions of the Charter aforesaid and, in particular -

(a) promote the development of the College and advancement of its scientific, cultural and social progress; and

(b) direct external or internal inspections and visitations or inquiries into teaching, research, general administration and organization or any activity or matter;

Principal officers of the college 10. Subject to the provisions of the Charter, the principal officers of the College shall include the Provost; the Deputy Provost for Academic Affairs; the Deputy Provost for Administration; the Directors of Postgraduate Studies or Research Institutes; Deans of Faculties; Heads of Departments; the College Chief Librarian, the Legal Counsel; the Dean of Students; the Bursar; and the Chaplain.

Provost of the College 11. There shall be a Provost of the College who shall be appointed by the Governing Board in liaison with Vice Chancellor pursuant to the University Charter.

(2) Pursuant to the provisions of the University Charter the Provost shall:-

a. be the Chief Executive Officer of the College as academic and administrative head responsible
to the College Governing Board on the management and administration of the College and to the Vice-Chancellor in relation to all academic and administrative affairs and/or matters of the College;

b. be a person of integrity, senior academic member of staff in a recognized University with academic and administrative experience and capability.

c. be the Chairperson of the College Academic Committee and ex-officio member of all College committees;

d. be responsible for the general security and welfare of students of the College;

e. have such powers and functions as are conferred on him by this Charter or as may be prescribed by the College Governing Board or the Board of Trustees, the Council, the Senate or delegated by the Vice-Chancellor under the provisions of the University Charter or as may otherwise be prescribed by relevant competent authority;

f. the Provost may, as he deems fit, delegate any one or more of the powers conferred upon and the functions stipulated for him under this charter or any written
law to the Deputy Provost for Academic Affairs or the Deputy Provost for Administration subject to such limitations or conditions as the Provost may prescribe; provided that such delegation shall normally be in writing and notified to the College Governing Board and the Vice-Chancellor.

g. hold office for a term of four years and may be re-appointed for one more term of four years on such terms and conditions as the Governing Board of the College in Consultation with the University Vice-Chancellor shall determine pursuant to the provisions of the University Charter;

h. be responsible to the Vice Chancellor aforesaid for maintaining an efficient and effective management of the College;

i. be the spokesperson of the College;

j. be the leader of the College delegation to University Committees;

k. have such other powers and duties as are prescribed herein and/or provided for under any relevant Regulations or as may otherwise be prescribed by
12.-(1) There shall be a Deputy Provost for Academic Affairs of the College who shall be appointed by the Governing Board from a list of three candidates on the basis of a recommendation of a search committee appointed by the College Board and after consultation with the Provost and the Vice Chancellor.

2. Where it is provided in this Charter that a search committee’s recommendation of candidates to be considered for appointment to a post or position shall be the basis of such appointment and subject to the provisions of the Universities Act and the Rules made thereunder,- the Governing Board, in appointment of any search committee, shall have power:

a. to determine the number, tenure, remuneration and other terms and conditions of service of the members of such a search committee;

b. to appoint the same committee or different or separate search committees for the different posts or positions for which a search committee's recommendation is prescribed as mandatory;

c. to delegate to the Academic Committee power to appoint search committees for candidates for
specified posts or positions.

3. Candidates for the office of Deputy Provost for Academic Affairs shall be persons of integrity and outstanding academic and administrative experience and capability and who have attained the status of Professor/Associate Professor or its equivalent in either teaching or research.

4. The Deputy Provost for Academic Affairs shall hold office for a period of three years and shall be eligible for re-appointment only once.

5. The Deputy Provost for Academic Affairs shall:-

(a) be responsible to the Provost in relation to all matters pertaining to the academic activities of the College, including the organization of courses, competent staffing, quality and performance of students, research, consultancy and short term programmes of study

(b) assist the Provost in his duties, and, except where the Provost directs otherwise, generally or on a specific occasion or specific occasions, act on behalf or assume functions, of the Provost in case of his absence from office;

(c) during his term of office, be subject to and follow the laid down procedures relating to promotion of the academic staff of the College and graduation of students; and
(d) have such other powers, functions and duties and enjoy such other rights and privileges as are conferred upon him by this Charter or any written law or as may be conferred or delegated to him by the Governing Board or the Provost or as may be prescribed.

Deputy Provost for Administration 13.- (1) There shall be a Deputy Provost for Administration who shall be appointed by the Governing Board of the College in the same manner, *mutatis mutandis*, as the Governing Board shall appoint the Deputy Provost for Academic Affairs as provided under sub-Article 1 of Article 12.

(2). A candidate for the office of Deputy Provost for Administration shall be prescribed under the Regulations in accordance with the provisions of the University Charter.

(3). Pursuant to the provisions of the University Charter, the Deputy Provost for Administration shall hold office for a period of three years and shall be eligible for reappointment only once.

(4). The Deputy Provost for Administration shall:

(a). be responsible to the Provost in respect of all administrative matters pertaining to the College;

(b). be the main advisor of the Provost in relation to securing adequate human resources for manning the
College and carrying out effectively and efficiently its objects and functions;

c. have such other powers and functions and enjoy such rights and privileges as are conferred on him by the Charter or any written law, or as may be conferred or delegated upon him by the Governing Board or the Provost or as may be prescribed.

d. Be responsible to, the Chief Advisor of and assistant to the Provost in respect of all administrative matters, including administration of funds, buildings and grounds, assets, planning and management, of the College; and

e. coordinate preparation and keeping of College Students records.

Appointment of Deans and Director of Institute

14.- (1) There shall be a Dean for every Faculty and a Director for every Institute, Centre or Directorate who shall be appointed by the Governing Board of the College in consultation with the Provost pursuant to the provisions of this Charter and regulations.

(2) The procedure for the appointment, the rights, duties and privileges of Deans of Faculties, Directors of Institutes, Centres or Directorates and Heads of Departments shall be as provided for under Regulations.

(3) The Dean of a Faculty and the Director
of an Institute, Centre or Directorate shall:

(a) be a person with exemplary record of scholarship, teaching, research and consultancy services and with extensive knowledge and experience of university systems and who has attained the status of Professor/Associate Professor or equivalent or Senior Lecturer/Senior Research Fellow or equivalent in either teaching or research;

(b) be the academic and administrative head of a Faculty, Institute, Centre or Directorate, as the case may be;

(c) be responsible to the Provost through the Deputy Provost for Academic Affairs for the coordination of his Faculty, Institute, Centre or Directorate;

(d) be the Chairperson of the Board of his Faculty,

or Institute, Centre or Directorate;

and

(e) be responsible for the duties as provided under the provisions of the University Charter.

(4) Every Dean or Director shall hold office for a period of three years and shall be eligible for re-appointment for a further consecutive period of three years which shall not be renewed consecutively.

15.- (1) There shall be a Head of Department for each Department of a Faculty or Institute.
Departments or Centre/Directorate, who shall be appointed by the Provost after consultation with the relevant Dean of the Faculty or Director of the Institute, Centre or Directorate in such manner and upon such terms as may be stipulated by the College Governing Board on the advice of the Academic Committee.

(2) The Head of the Department shall:-

(d) be a senior academic member of staff with exemplary record of scholarship, teaching, research and consultancy services;

(e) hold office in such manner and upon such terms and conditions of service as provided by the College Governing Board;

(f) be responsible to the Provost through the Dean of the Faculty or Director of the Institute, Centre or Directorate, as the case may be, in respect of all matters concerning the Department.

Appointment of Chief Librarian

16.- (1) There shall be a head of the Library of the College, to be known as the Chief Librarian, who shall be appointed by the Governing Board in consultation with the Provost in such manner and upon such terms and conditions as the College Governing Board may prescribe.

(2) The Chief Librarian shall be a person who holds a first degree and at least a postgraduate diploma in Librarianship
from a reputable institution and shall have outstanding administrative experience and capability and shall be computer literate.

(3.) The Chief Librarian shall be responsible to the Provost through the Deputy Provost for Academic Affairs for all matters pertaining to the College Library and as may otherwise be prescribed.

(4.) The Chief Librarian shall

(a) serve for such tenure of office as shall be determined by the College Governing Board; and

(b) be the head of the Library providing leadership and direction in the discharge of its functions.

17.- (1) There shall be a Dean of Students of the College who shall be appointed by the Governing Board of the College in consultation with the Provost in such manner and upon such terms and conditions as the Board may prescribe in Regulations pursuant to the provisions of this Charter.

(2.) The Dean of Students shall hold office for a period of three years and shall be eligible for re-appointment for further consecutive three years.

(3.) The Dean of Students shall be responsible to the Provost through the Deputy Provost for Administration for all matters pertaining to students’ welfare and discipline and as may otherwise be prescribed.
(4.) The Dean of Students shall have such powers and duties and shall enjoy such rights and privileges as are conferred upon him by this Charter or as may be prescribed in the Regulations.

Bursar of the College

18.- (1) There shall be a Bursar of the College who shall be appointed by the Governing Board of the College in consultation with the Provost in such manner and upon such terms and conditions as the College Governing Board on advice and recommendation of the Staff Appointment, Development and Disciplinary Committee may prescribe in Regulation pursuant to the provisions of the University Charter.

(2) The Bursar shall:

(a). be a person of integrity, a holder of Certified Public Accountant qualification and registered as an Authorized Accountant, plus solid experience and capability in finance, accountancy and management;

(b). be responsible to the Provost through the Deputy Provost for Administration for all financial matters of the College relating to maintenance of up-to-date accounts, preparation of annual budgets, preparation of draft accounts for external audit and giving advice on various financial matters, including those provided for under Article 64 of this Charter; and

(c). Co-ordinate the fund raising activities
of the College in collaboration with the Planning Officer under the supervision of the Deputy Provost for Administration.

Chaplain of the College 19.- (1) There shall be a Chaplain of the College who shall be appointed by the Founder after consultation with the College Governing Board in such manner and upon such terms as the College Governing Board shall determine in the Regulations.

(2.) The Chaplain shall-
(a). provide pastoral services and counseling to the College community in general;

(b). in co-operation with the Dean of Students to provide counseling to students of the College; and

(c). have such powers and duties and enjoy such rights and privileges as are conferred upon him by this Charter, prescribed in the Regulations or as the Provost may direct in writing.

Legal Secretary 20.- (l) There shall be a Legal Counsel of the College who shall be appointed by the Governing Board of the College upon such terms and conditions of service as the College Governing Board may prescribe in Regulations on advice and recommendation of the Staff Appointment, Development and Disciplinary Committee.
(2.) Until such time as a separate Legal Counsel is appointed, the Legal Counsel for TU may also serve the College.

(3.) The Provost through the Governing Board of the College may approve the appointment of a private legal counsel for rendering such legal services to the College as the Governing Board of the College deems fit.

(4.) The Legal Counsel shall

(a) be a person of integrity, who holds at least a Master’s Degree in Law with at least three years of relevant experience and be admitted on the Roll of Advocates;

(b) be responsible to the Provost for all legal matters of the College;

(c) be the Secretary to the Board of Trustees, the Governing Board, the Committees of the Board aforesaid, the Academic Committee and the sub-Committees of the Academic Committee and shall take records and prepare, keep, circulate Minutes of various sittings from such records;

(d) authenticate by his signature the affixing of the Common Seal of the College and the decisions made by the respective organs of governance and control of the College; and

(e) carry out such other duties and functions as may be prescribed.

(5.) The Legal Counsel shall not be a voting member in any forum unless it is so specified in the enabling instrument or
terms of reference of a given forum to which he renders service as a secretary.

[C] COLLEGE GOVERNING BOARD
Establishment and composition of Governing Board

21.- (1) There shall be a College Governing Board whose members shall not be less than eleven and not more than twenty one who shall be drawn from both outside and within the College.

(2.) The Governing Board shall have power to co-opt not more than four persons who shall have the right to attend and participate in deliberations and other matters of the Governing Board, either throughout the term of the current membership or on a particular occasion or occasions with no voting rights.

(3.) The Governing Board shall be answerable to the Council of TU.

(4.) Members of the Governing Board shall consist of the following-
(a) the Bishop of the ELCT - ECD, who shall be chairman;
(b) the Assistant to the Bishop, ELCT-ECD;
(c) the Secretary General of the ELCT -ECD;
(d) one member of the Senate elected from amongst members of the Senate of TU;
(e) one representative of the banking community;
(f) one representative of the business community;
(g) one representative of the financial sector;
(h) one representative of the academic community;
(i) Director responsible for Higher Education, or representative in the Ministry of Science Technology and Higher Education;
(j) one representative from the Legal profession;
(k) one representative from the College Academic Committee;
(l) one representative of the ECD Executive Council;
(m) one Representative of Vice Chancellors from public Universities or University Colleges;
(n) one clergy member who is not a district Pastor
(o) A representative from the College Students Organization.
(p) the Provost who shall be an ex-officio member; and
(q) the two College Deputy Provosts who shall be ex-officio members.

(5.) Subject to sub-article (3), the composition shall as far as possible consist of members of both sexes on an equal basis, and so that, in any event, at least one third of the membership shall be women.

(6.) A person shall not qualify for appointment, or continue to serve, as a member of the Governing Board upon the happening of any one or more of the
following events, that is, if he-

(a) becomes or is declared bankrupt or insolvent; or

(b) is adjudged or otherwise declared to be of unsound mind; or

(c) is convicted of any offence involving fraud, immorality or dishonesty; or

(d) is absent, without leave of the Chairman of the College Governing Board, from three consecutive regular meetings of the Board; or

(e) not being an ex-officio member, resigns his office by written notification to the Secretary of the Board; or

(f) dies

(7.) The tenure of office, powers, rights and privileges of the chairperson and of the members of the Board, other than ex-officio members, shall be three years.

(8.) In case of an ex-officio member who is a serving member of the College, he shall cease to hold office if he ceases to be a serving member of the College.

(9.) Nothing in this Article shall be construed as preventing any person otherwise eligible to be appointed or elected as a member from being reappointed or re-elected, as the case may be, for another term of office.

(10.) Nothing in this Article shall be construed as preventing any appointing authority from terminating the appointment of any member appointed or elected by it prior
to the date when such member is required to retire from office under sub-Article 7 of this Article.

(11.) Where any member absents himself from three consecutive regular meetings of the Board without reasonable excuse, the Board shall advise the appointing authority of the fact and the appointing authority may, if it deems it fit so to do, terminate the appointment of the member and appoint or, as the case may be, elect another member in his place.

(12.) Where any member of the Board ceases to be such member by virtue of operation of the provisions of sub-article (6) or is unable to perform 'his duties by reason of his absence from the country, the appointing authority may appoint or elect another member in his place, and the member so appointed or elected, as the case may be shall, subject to the provisions of this Charter, hold office for the remainder of the term of his predecessor.

(13.) Where, in the opinion of the appointing authority, the absence or infirmity of any member is of a temporary nature only, it may appoint or, as the case may be, elect a temporary member to take his place, and such temporary member shall, as long as he remains a temporary member, have powers and functions of a member of the Board.

(14.) The Deputy Provost for Academic Affairs, and the Deputy Provost for
Administration shall have a right to be present at every meeting of the Governing Board and participate in the deliberations thereof but shall have no right to vote.

(15.) The proceedings of the College Governing Board and other matters relating thereto shall be governed by the Charter.

(16.) The Secretary of the Board shall take the record, prepare the minutes of the meetings and shall cause the minutes to be distributed to the Board members in accordance with such internal regulations for the conduct of the Board’s proceedings as may be prescribed from time to time under Regulations.

Powers and duties of the Governing Board

22. -(1) Subject to the provisions of the University Charter, which shall apply, mutatis mutandis, to the College and the provisions of this Charter, any written law and the directives of the Founder or the Board of Trustees with the advice of the Council, the governance, control and administration of the College shall be vested in the Governing Board, being the advisory body on policy of the College and which Board shall have power-

(a) to exercise general powers of governance, regulation and control of the College;

(b) to ensure that the College is sustainable academically and
financially;
(c) to ensure the availability of adequate funding for the College;
(d) to ensure smooth succession and continuity of the College, including the various offices and functions of the College;
(e) to promulgate Regulations of the College, subject to approval by the University Council;
(f) to signify the acts of the College by use of the common seal of the College and in the corporate name of the College as a legal entity, to sue or be sued for and on in any legal disputes or other legal matters;
(g) to ensure that the College is a component part, although autonomous, self-governing and independent, of the undertakings of the ELCT - ECD and the ELCT in general within the context of the ELCT - ECD and the ELCT and the ELCT - ECD and the College are obliged to complement each other and to participate in relevant activities in co-operation and partnership;
(h) on behalf and for the benefit of the College, to receive gifts, donations, grants, loans and/or advances or other monies and to make disbursements there from to the College Training Centres, Faculties,
Institutes, Directorates or to other persons or bodies;

(i) to acquire, sell, lease or otherwise dispose of property or assets of the College in the regular course of its business subject to approval of the Board of Trustees;

(j) subject to the provisions of this Charter and the University Charter, to make appointments, settle the terms and conditions of service or terminate the appointment of principal officers of the College as on the advice of the College Governing Board, may deem necessary or appropriate;

(k) to establish and/or appoint committees for the proper and better carrying out of its "functions;

(l) to be responsible for the general harmonious governance, including regulations, control and administration of the College as well as matters of discipline of Staff and Students;

(m) to administer the properties of the College, both moveable and immovable;

(n) to administer the funds and other assets of the College;

(o) subject to the provisions of this Charter and the University Charter, to formulate general Policies, Strategies, Plans, etc. of the College in furtherance of the Objects and
Functions of the College;

(p) to oversee and supervise the implementation of such general Policies, Strategies, Plans, etc. etc. of the College;

(q) subject to the provisions of the University Charter and this Charter make amendments to the Charter, promulgate, and uphold Regulations of the College subject to prior reference to and approval of the national accreditation authority;

(r) to observe fairness and justice in the exercise of its powers and functions and to act without fear, favour or prejudice in handling disputes, discipline and other matters of the College;

(s) subject to provisions of the University Charter, to make administrative appointments, settle the terms and conditions of service or terminate appointments of administrative officers and other support staff or employees of the College as it may deem necessary or appropriate;

(t) subject to the provisions of this Charter and the University Charter to receive and approve budgets, accounts, statements of assets and liabilities and other financial statements;

(u) to advise the University Senate, Council, Board of Trustees, the
Chancellor or as the case may be, the Founder as may be appropriate on College matters which affect the operations of the University and to oversee and supervise the implementation of general policies, strategies, plans etc., of the University as formulated by the Senate, Council and Board of Trustees of the University in relation to the College;

(v) to receive and consider proposals for establishment of new Programmes, Faculties or Institutes of the College or disestablishment of the same and submit its recommendations to the Senate/Council and the national accreditation authority for approval;

(w) to consider and/or advise the University Senate/Council on any matter falling within the provisions of this charter that the Governing Board may deem fit either on its own instigation or upon the instigation of the Senate, Council or lower Organs of governance of the College;

(x) to do all such other acts and things as may be provided for in this Charter, the University Charter or as may be prescribed, in the achievement of the objects and functions of the College and the University.
(2.) The Governing Board may, subject to this Charter, delegate any of its powers to a committee or to any officer of the College, subject to such limitations and/or conditions as the Governing Board may specify in writing.

(3.) No act or proceedings of the Governing Board and of the boards and committees of the Governing Board shall be invalid by reason only of the number of the members not being complete at the time of such act or proceedings or of any defect in the appointment of any member of the Governing Board, board or committee of the Governing Board or of the fact that anyone of such members was at the time disqualified or not entitled to act as such member.

(4.) Subject to the provisions of the University Charter and this Charter, the Council, in furtherance of the objects of (TUDARCo) in particular and of the University in general, shall exercise and perform such residual functions as are spelled out under this Charter.

Committees of the College Governing Board

23.- (l) The College Governing Board may establish Committees and delegate thereto such of its respective powers and functions.

(2) The Committees which may be established by the College Governing Board may include, among others -

(a) College Academic Committee;

(b) Executive Committee;
(c). Finance, Planning and Development Committee;
(d). Buildings and Grounds Committee;
(e). Staff Appointment, Development and Disciplinary Committee; and
(f). Staff and Students Disciplinary Committees.

(3) The composition, powers, tenure, procedure and quorum of the Committees of the College Governing Board shall be determined by the College Governing Board or as provided for in this Charter in case of the College Academic Committee:

(4) Provided that in appointment of members of the Committees, subject to the provisions of this Charter, the appointing authority shall observe the principle of gender balance pursuant to the provisions of the Universities Act, and the Rules made there under.

(5) The Committees of the Governing Board shall be under the control of, and serve at the pleasure of the Governing Board and shall submit record of their actions and proceedings to the Governing Board. Provided that the College Academic Committee shall have the final authority on academic matters at level of the College subject to the control by the University Senate.

Executive Committee of Governing 24.- (l) There shall be a principal committee of the Governing Board to be known as the Executive Committee of the Governing
Board which shall have such powers as may be delegated to it by the Governing Board.

(2.) The Executive Committee shall be composed of:
(a) the Chairman of the Governing Board;
(b) the Provost;
(c) the two Deputy college Provosts;
(d) the Secretary General of the Eastern and Costal Diocese of the Evangelical Lutheran Church in Tanzania (ELCT-ECD);
(e) one member from the Academic Committee elected by the Committee; and
(f) such other two members of the College as the Governing Board may nominate.

(3.) The Executive Committee shall propose the Agenda for the Governing Board meetings and may undertake such actions as it may be empowered to undertake in between the meetings of the Governing Board.

(4.) All actions by the Executive Committee of the Governing Board shall be reported to the Governing Board and shall be deemed to be approved unless expressly disapproved by the Governing Board.

(5.) The Secretary to the Governing Board shall be Secretary to the Executive Committee.
[D] THE COLLEGE ACADEMIC COMMITTEE

Establishment and composition of Academic Committee

25. There shall be an Academic Committee of the College whose total membership shall include the following and shall, from time to time, be determined by the Governing Board:

(a) the Provost who shall be the Chairperson;
(b) the Deputy Provost responsible for Academic Affairs who shall be Vice-Chairperson;
(c) the Deputy Provost responsible for Administration;
(d) Deans of Faculties;
(e) Directors of Institutes, Centres or Directorates;
(f) Heads of Departments;
(g) two Professors elected from amongst the Professors/Associate Professors;
(h) one representative elected from amongst the Lecturers;
(i) two members appointed by the Provost at least one of whom shall be from institutions of higher education from elsewhere in Tanzania;
(j) the Chief Librarian;
(k) one representative of the Senate who is not a member of the Academic Staff of the College;
(l) the Dean of Students; and
(m) two representatives of the College Students’ Organization who shall attend meetings as invitees.
Subject to the general and specific directions of the Senate, the Academic Committee shall be responsible to the Council through the Governing Board for the academic control and general regulation of instruction, education, research and consultancy programmes of the College and, in addition thereto, shall have the following functions:

(a) to direct and regulate and satisfy itself regarding the content and academic standard of instruction, education and research within the College and approve syllabuses and amendments thereto for any course of study offered by the College and make recommendations thereof to the Senate;

(b) in accordance with the by-laws approved by the Senate under the provisions of the University Charter, consider and approve amendments regarding:

(i) eligibility of persons for admission to courses for degrees, diplomas, certificates or other awards of the University offered by the College; and

(ii) the standard of proficiency to be attained in each examination for a degree, diploma, certificate or other awards of the University conducted by the College;
(c) to consider and approve recommendations of a Board of a Faculty or Institute, Centre or Directorate for award of the University degrees, diplomas, certificates and any other awards to candidates who have attained the standard of proficiency prescribed in the by-laws made under paragraph (b) of this sub-Article and forward the names of such candidates to the Senate for approval of award of degrees, including honoris causa degrees and/or diplomas, certificates and other awards and distinctions of the University;

(d) to recommend revocation of any award of the University by or from the College for good cause and to revoke any examination, test or practical training for good cause, subject to approval by the Governing Board and the Senate;

(e) to discuss and submit to the Governing Board, the Council, the Senate and other relevant University or College organs opinion on any matter relating to or connected with the academic functions of the College and/or the University;

(f) to form permanent or temporary committees among its members to undertake any task;
(g) to establish such committees as may be deemed necessary for the efficient discharge of its functions;

(h) to settle academic matters within the Faculties, Departments of the Institute, Centres and Directorates as are reported from time to time and to deal with academic disputes arising there-from;

(i) subject to the provisions of the University Charter, to recommend to the College Governing Board and the University Senate/Council from time to time on the establishment of Faculties, Institutes or Departments, and make recommendations as to their organization, Constitution and functions and the modification or revision thereof;

(j) to receive and consider reports submitted to it by the lower boards of the College and to take such action thereon as it may consider appropriate;

(k) review or refer back or disallow any decision of any Faculty Board, Institute Board etc., or other like lower Academic Committees or committees;

(l) subject to the direction of the University Council, Senate and the College Governing Board, to perform and prescribe the time and conditions of completion for
fellowships, scholarships, exhibitions and examine for and award the same or delegate to the Faculty Board, Department, Institute or delegate to any or other Board concerned, power to examine for and award the same;

(m) to carry out academic audits on regular basis;

(n) subject to the approval by the University Senate, to prescribe the subjects which shall belong to each Faculty and Institute, Centre or Directorate provided that any one subject may be prescribed to belong to more than one Faculty or Institute etc; and

(o) recommend to the Senate or Council as appropriate under provisions of the University Charter through the Governing Board, the institution of professorship, research professorship, professorship emeritus, associate professorship, associate research professorship and other academic offices, and to abolish or hold in abeyance any such office.

(2) In respect of any matter in relation to which the Academic Committee is required to report to the Governing Board or to make regulations or by-laws, the Governing Board shall not initiate any action in respect thereto until such report has been received from the
Academic Committee or, as the case may be, such regulations or by-laws have been made by the Academic Committee and shall not reject any such report, regulations or by-laws without further reference to the Academic Committee.

(3) The Legal Counsel shall be Secretary to the Academic Committee and the committees of the Academic Committee.

(4) The College Academic Committee shall determine among others the quorum for its meetings and procedures and make internal and regulations for conduct of its proceedings.

(5) In the absence of the Chairman, the Deputy Provost for Academic Affairs shall preside at a meeting of the Academic Committee.

(6) In the absence of both the Chairman and Deputy Provost for Academic Affairs, the Deputy Provost for Administration shall preside at a meeting and in the absence of all the three persons, the meeting shall elect from among the members present, one of them to preside as the Chairman of that particular meeting.

(7) The term of office of the members, their retirement, the right to terminate their appointments, to appoint a new member to fill any vacancy, and to appoint a temporary chairman shall be determined in accordance with the provisions of Article 22.
(8) Proposals having financial implication shall be recommended by the Academic Committee through the Governing Board to the Council for approval and submission to the Board of Trustees and the Founder for final approval.

(9) Subject to the provisions of the University Charter and this Charter, the Senate, in furtherance of the objects of TUDARCo in particular and of the University in general, shall exercise and perform such residual functions as are reserved under this Charter.

The Committee of the Deans 27.- (1) There shall be the Committee of Deans responsible to the Academic Committee.

(2) The Committee of Deans shall consist of:

(a) The Provost who shall be the Chairperson;

(b) The Deputy Provost for Academic Affairs who shall be the Vice-Chairperson;

(c) The Deputy Provost for Administration;

(d) Deans of Faculties, and Directors of Institutes, Centres and Directorates.

(3) The Committee of Deans shall exercise such functions as the Academic Committee may delegate to it.

(4) The Committee of Deans shall regulate its own proceedings.

(5) The Legal Counsel shall be the ex-officio Secretary to the Committee;
There shall be a College Management Committee which shall comprise:

(i) the Provost who shall be Chairperson;
(ii) the Deputy Provost for Academic Affairs who shall be the Vice Chairperson;
(iii) the Deputy Provost for Administration;
(iv) Deans of Faculties;
(v) one representative of the Academic Staff Association;
(vi) the Bursar;
(vii) the Dean of Students; and
(viii) the Legal Counsel who shall serve as the ex-officio Secretary to the Committee.

(2) The Management Committee shall advise the Provost and other officers on various management matters involved in the normal running of the College in accordance with the policies and decisions of the Governing Board, the Academic Committee and the Council and in accordance with the University Charter and this Charter and Regulations made thereunder.

(3) The Management Committee may at any time co-opt a particular person, from within the College, or from anywhere else outside the College, whether in an official or personal capacity, or may invite such person for attendance at a particular meeting of the Management Committee to assist it as it may deem
necessary for the effective and efficient discharge of its functions.

(4) The Management Committee shall have such other functions as the Governing Board may delegate to it or as may be prescribed.

(5) The College Management Committee shall regulate its own proceedings.

[E] FACULTIES, INSTITUTES, CENTRES, DIRECTORATES AND DEPARTMENTS

Establishment of Faculties, Institutes, Centres/Directorates, Departments

29.- (1) There shall be established the following initial Faculties as provided for under the TU Charter:

(a) the Faculty of Business Administration;

(b) the Faculty of Law, and

(c) the Faculty of Arts and Social Sciences.

(2) The inner divisions of a Faculty, Institute, Centre or Directorate shall, where applicable be established in accordance with the provisions of this Charter.

(3) Subject to the provisions of the University Charter, the Governing Board of the College on advice of the Academic Committee may, from time to time, establish Faculties, Institutes, Centres or Directorates and Departments, either in addition to, or in substitution of, the Faculties established under sub-Article 1 above, and may abolish any one or more of such
faculties, institutes, centers, directorates or departments subject to the approval of the Council, the Board of Trustees, the Founder and the relevant national accreditation authority.

[F] BOARDS OF FACULTIES, INSTITUTES, CENTRES AND DIRECTORATES

Establishment 30.- (l) The Board of a Faculty, Institute, Centre or Directorate, as the case may be, shall be composed of:

a. the Dean of the Faculty or the Director of the Institute, the Centre or Directorate, as the case maybe, who shall be the Chairman;
b. Heads of Academic Departments;
c. full Professors and/or Associate Professors;
d. three representatives of Academic Staff;
e. Academic Staff Association and RAAWU Chairperson(s);
f. one representative of the administrative staff;
g. three students representatives one of whom shall be a postgraduate student; and
h. one female, who shall attend meetings as invitees;
i. two appointees of the Provost who are Senior members of staff; and
j. A Senior Administrative Officer of
the Faculty, the Institute,
k. Centre or Directorate as the case may be, who shall serve as Secretary but shall have no right to vote.

(2) Every Faculty or Institute Board shall, subject to the general or specific directions of the Deputy Provost for Academic Affairs or the Academic Committee, have power, from time to time, to-

(a) review and make recommendations to the Provost/Academic Committee in respect of the control and regulation of the instruction, education and research within the Faculty or Institute;

(b) make recommendations to the Academic Committee on any matter pertaining to the Faculty or Institute;

(c) receive and consider recommendations and reports submitted to it by the Departmental Committees and take such action thereon as it may consider appropriate; and

(d) do any other act or thing as it may be empowered to do by the Academic Committee under the provisions of this Charter.

(3) The quorum and procedure for conduct of proceedings of the Faculty/Institute Boards shall be determined by the Boards and approved by the Academic
Committee.
(4) Subject to the provisions of the Charter, the respective Boards specified under sub-Article 1 of this Article may establish such number of Departments and Units within a Faculty, Institute, Centre or Directorate, as the case may be, as may be deemed necessary.

Establishment of Staff Appointment, Development and Disciplinary Committee

31. -(1) There shall be the Staff Appointment, Development and Disciplinary Committee of the College for the purposes of appointing, promoting, removal from service and discipline of all members of the academic, administrative and support staff and determination of all matters relating to the grades and points of entry upon salary scales:

Provided that appointments, promotions, removal from service and discipline of Associate Professors and Professors in the College shall be subject to approval by the Council, and the Board of Trustees.

(2) The Staff Appointment, Development and Disciplinary Committee shall be composed of:
(a) the Provost who shall be the Chairperson;
(b) the Deputy Provost for Academic Affairs who shall be the Vice Chairperson;
(c) the Deputy Provost for
Administration;
(d) Deans of Faculties;
(e) the Director of the Institute, Centre or Directorate to which appointment is being made;
(f) the Head of the Department to which the appointment is being made;
(g) one member appointed by the Governing Board from amongst its members, provided that he is not a member of the Academic, Administrative and Support Staff of the College;
(h) a member appointed by the Provost who, in the opinion of the Provost, has adequate experience in academic and administrative affairs to enable him assist in making suitable decisions;
(i) one full Professor elected by the Academic Committee;
(j) the Legal Counsel who shall be the ex-officio Secretary;
(k) One member nominated by the Academic Staff Association;
(l) One representative of the Trade union field branch at the College; and
(m) the Dean of Students.

(3) The Staff Appointment, Development and Disciplinary Committee shall be responsible for appointment of Staff of the College and shall have such functions as may be conferred upon it by or under this Charter or may be delegated to it by the College Governing Board;
Provided that based on the Regulations issued by the College Governing Board or in accordance with this Charter and the University Charter, appointments of Academic staff shall be referred to the College Governing Board for approval and to the Senate/Council as the case may be, for approval of academic rank and appointment of senior administrative staff shall be referred to the Governing Board.

(4) In carrying out its functions, the Staff Appointment Development and disciplinary Committee shall, subject to the general and specific directions of the Governing Board and the Council, abide by and follow the laid down procedures prescribed by the Staff Regulations governing the terms and conditions of service for academic staff approved by the Council under provisions of the University Charter upon the recommendation of the Governing Board.

(5) The Staff Appointment, Development and Disciplinary Committee shall meet at such intervals as the Chairman may determine or as may be necessary for the transaction of its business and shall regulate its own proceedings.

(6) The term of office of the members shall be three years and other matters concerning renewal, the right to terminate appointments, to appoint a new member to
fill a vacancy, to elect a temporary chairman, as well as the *quorum*, proceedings and meetings of the Committee shall be as provided for under Regulations.

(7) The Staff Appointment, Development and Disciplinary Committee shall have such other functions as may be conferred upon it by the College Governing Board or as may be prescribed by Regulations.

### PART V

**STAFF OF THE COLLEGE, TERMS OF EMPLOYMENT AND DISCIPLINE**

Staff of the College

32.-(l) Subject to the provisions of this Charter, the Staff of the College shall include academic staff, administrative staff, and support staff whose appointment terms and conditions of service shall be as provided for under Regulations.

(2) The Academic Staff shall be composed of:

(a) the Provost;
(b) the Deputy Provost for Academic Affairs;
(c) the Deans of Faculties;
(d) the Heads of Academic Departments;
(e) the Directors of Institutes, Centres or Directorates;
(f) the Chief Librarian;
(g) Professors/Research Professors, Associate Professors/Associate Research Professors;
(h) Senior Lecturers/Senior Research Fellows/Senior Librarians;
(i) Lecturers/Research Fellows/Librarians;
(j) Assistant Lecturers/Assistant Research Fellows/Assistant Librarians;
(k) Senior Tutors/Instructors and Tutors; and
(l) Such other members of Staff of the College who are engaged wholly or partially in teaching and/or research in the Faculties, Institutes, Centres and Directorates as shall be designated as academic staff by the Council on recommendation of the Senate upon the advice of the Governing Board and the Academic Committee.

Administrative Staff of the College

33. The Administrative Staff of the College shall comprise the following:
(a) the Deputy Provost for Administration;
(b) the Dean of Students;
(c) the Bursar;
(d) the Legal Counsel;
(e) the Chaplain
(f) all other senior officers of the College who are not members of the academic staff.

Support Staff of the College

34. The support staff of the College shall comprise members of staff who are neither
Appointment, Terms and Conditions of Employment

35.-(1) In making appointments to key administrative positions in the College the appointing authorities shall ensure that such appointments are made on merit and in accordance with an open system capable of inspiring confidence, fairness, that the respective appointee’s competence for the relevant positions and their general acceptability in the College, have all been taken into account.

(2) Subject to the provisions of the Charter and of any written law of the country, the appointment, terms and conditions of employment for each category of staff employed by the College, including the Provost and the Deputy Provosts, shall be such as may be prescribed by the Staff Regulations made by the Council upon the advice of the Governing Board and in accordance with their respective letters of contracts of employment.

(3) The Council shall, upon the advice of the Governing Board, by Rules prescribe the attributes of the open system referred to in sub-article (1) which attribute shall include or form manner or method of identifying candidates, participation of the community or the organs of the governance of the College that shall be involved in the process of such system.

(4) For the purpose of this sub-article key
administrative positions include the position of the Provost, Deputy Provosts, Dean of Faculty, Dean of Students, Directors of Institutes, centres or directorates and Heads of Academic Departments.

(5) In the recruitment of staff, the relevant organs will closely consult with the Provost determining when to fill a given position or positions in the light of the level of student population and the corresponding requirements for meeting effective academic and/or administrative manning level(s).

Disciplinary power of the Governing Board

36. The powers of dismissing or terminating the appointment of any member of the academic member of staff, senior administrative staff or support staff other than the Provost and the Deputy Provosts, by way of disciplinary action or of punishing any member of the academic or administrative or support staff otherwise than by dismissal or termination of his appointment, for any disciplinary offence or misconduct shall be vested in the Governing Board.

Establishment and Composition of Staff Disciplinary Committee

37.- (l) There shall be a Staff Disciplinary Committee which shall consist of the following members:
   (a) the Deputy Provost for Administration;
   (b) a legally qualified person with at least five years experience of practice as an attorney, advocate,
magistrate or judge and who does not hold any post at the College, who shall be appointed by the Governing Board;

(c) two members of the academic or administrative staff chosen by the Provost;

(d) a representative of the College’s Academic Staff Association or, as the case may be, Administrative Staff

(2) Three members of the Staff Disciplinary Committee, including the Chairperson, shall form a *quorum* and the Chairperson shall have a casting vote in addition to his deliberative vote in the event of equal votes.

Charges to be investigated 38. Charges of disciplinary offence or misconduct against academic members of staff and senior administrative staff, other than the Provost and the Deputy Provosts, shall be handled in accordance with the provisions of Article 67 of this Charter and a recommendation shall be made to Provost through the Deputy Provost for Administration for award of such punishment as the Staff Appointment, Development and Disciplinary Committee exercising its powers under Article 31 of this Charter, may deem justified.

Charges against support staff 39. Charges of disciplinary offence or misconduct against the Support Staff shall be handled in accordance with the provisions of Article 67 of this Charter and a recommendation shall be
made to the Provost through the Deputy Provost for Administration for award of such punishment as the Staff Appointment, Development and Disciplinary’ Committee exercising its powers under Article 31 of this Charter may deem justified.

Special Committee to investigate charges against top officers

40.- (l) A charge of disciplinary offence or misconduct against the Provost or a Deputy Provost shall be investigated by a Special Committee of the Council whose composition and terms of reference shall be determined by the Council.

(2) The Special Committee appointed under sub-article (1) of this Article in carrying out any investigation shall adhere to the rules of natural justice, that is:

(k) the right for the accused to know the nature of the disciplinary offence or misconduct he or she stands accused of;

(i) the right to be granted a fair opportunity for self-defence; and

(ii) the right to be judged without bias.

Findings where appropriate to be referred to the Founder

41.- (1) If the charge be established against the officer in question, the Council shall, if it deems it proper, refer the findings, through the Board of Trustees, to the Founder for a decision.

(2) A two thirds majority vote at a special meeting of the Council shall be necessary for the Council to recommend to the Founder and the Board of Trustees that a Provost or Deputy Provost as the
case may be, be removed and replaced;

(3) The Board of Trustees shall advise the founder regarding such a recommendation as it deems appropriate;

(4) Where the Council does not deem it proper to refer the findings to the Founder for a decision, the Council shall itself decide on what measure, other than a punitive measure, is to be taken against the officer, and shall forward such decision, through the Board of Trustees, to the Founder for endorsement; and

(5) Where the Founder does not endorse the decision of the Council, the Founder may substitute its own decision after consultation with Board of Trustees.

Where charges not proved 42. Where no charge established against the officer in question, the officer shall be informed in writing of that outcome forthwith.

Procedure for appeals by academic and administrative staff 43.- (l) Subject to the University Charter and the applicable law of the country, the provisions of Article 68 of this Charter aforesaid shall apply, mutatis mutandis, in respect of the appeals by members of the academic and administrative staff of the College.

(2) The procedure for appeals by the support staff from the decisions of the Staff Appointment, Development and Disciplinary Committee shall, in respect of disciplinary decisions of the said Committee, follow the procedure under
the Employment and Labour Relations Act, or the provisions of any other written law and in the case of other decisions shall be as prescribed by Regulations or as prescribed by the directives of the Governing Board.

Procedure for appeals by top officers

44.- (l) Subject to the University Charter and this Charter and the applicable law of the country, the following provisions shall apply, in respect of the appeals by the Provost or a Deputy Provost of the College, as the case may be.

(2) Any recommendation for disciplinary action including removal and replacement or dismissal from or termination of service, made under Article 41 against the Provost or anyone of the Deputy Provosts shall be open to contestation by the affected person before the Board of Trustees which shall submit a recommendation to the founder who may:

(a) act on the Council’s recommendation; or

(b) appoint an ad-hoc committee with terms of reference for investigating and recommending the action to be taken; and

(c) on receipt of the ad hoc committee’s findings as to the guilt or innocence of the accused
person, accept or reject the recommendation submitted by the council after consultation with the Board of Trustees.

45. Right to make representations

The Provost or the Deputy Provost for Academic Affairs or the Deputy Provost for Administration, shall have the right to appear before or make written representations to the Board of Trustees, the ad-hoc committee or the Founder when an adverse recommendation before the Board of Trustees, the ad-hoc committee or the Founder, as the case may be is made.

PART VI
ADMINISTRATION AND WELFARE OF STUDENTS

46.- (l) Responsibility of Dean of Students for student welfare

Subject to the provisions of this Charter, the Dean of Students shall be responsible to the Deputy Provost for Administration for the proper, efficient and effective administration of the affairs of the students of the College in accordance with the provisions of the by-laws prescribed in that behalf and any lawful written instructions and/or directives of any competent authority issued to him from time to time.

(2) Without prejudice to the generality of the provisions of sub-article (1), the administration of the affairs of the students of the College shall include
establishment of and overseeing the machinery for monitoring, coordinating, regulating, controlling and facilitating the general conduct of students on the campus or campuses of the College and any other place or places where the affairs of the College in which students are involved may take place, be conducted or extended or where the residence of students is established, provided, organized and overseen by the College.

47.-(1) Subject to the provisions of the Charter, the Dean of Students shall be responsible to the Deputy Provost for Administration for the general welfare of students of the College in accordance with the by-laws prescribed in that behalf and any lawful written instructions or directives of any competent authority issued to him from time to time.

(2) Without prejudice to the generality of the provisions of sub-article (1), the general welfare of the students of the College shall include:-

(a) arrangements for their residence accommodation, general counseling and advice, recreation, physical fitness, medical and related matters, dispute mediation and/or resolution, leisure trips, non-academic meetings on campus and off campus during semester time, etc., as may be provided for under by-laws or otherwise lawfully prescribed in
writing by competent authority; and

(b) overseeing the smooth, proper, effective and efficient implementation of the provisions of this Part of the Charter, including the provisions of this Article.

(3) “Arrangements” in sub-article (2) of this Article includes measures or steps facilitating the procurement of the facility or facilities, service or services, etc., stated expressly or by implication in this sub-Article.

48.- (1) There shall be a Students’ Organization of the College which shall be known by such name as may be agreed upon by its members and approved by the Council on advice of the Governing Board and published in the College Prospectus.

(2) Subject to the provisions of the Charter, the affairs of the College Students’ Organization, including membership, shall be governed by its constitution.

(3) The constitution of the Students’ Organization, including amendments thereto, shall be subject to approval by the Council on recommendation of the Governing Board.

49. The Governing Board may, through the Council, by regulations, provide for approval and conduct of other students’ associations.

50.- (1) No students' organization shall engage in any political activity on the College campus or campuses, conduct its affairs
or have a constitution which in any way or ways offends or offend, conflicts or conflict with the provisions of the TU or TUDARCo Charter or any written law.

(2) For the purposes of this Article:-
(a) “engaging in political party activity” means regular recruitment, training, registering or enrolment of political party members, regular organization of meetings, seminars and conferences for a particular political party, operating a branch office or cell or the like of a political party or political parties and matters of a similar nature; and
(b) “College Campus” includes the campus or campuses of the College and any other place or places where the affairs of the College may take place, be conducted or extended, or where the residences of students is established, provided, organized, or overseen by the College.

Students By-Laws

51.- (1) Subject to the provisions of this Charter, the Governing Board may make by-laws for the administration and general welfare of the students, which shall have approval or endorsement of the Council and the Board of Trustees.

(2) By-laws made under sub-article (1) may provide that the contravention of any such by-laws shall constitute a
disciplinary offence, or misconduct and may further provide the punishment that may be imposed for such disciplinary offence.

(3) By-laws made under sub-article (1) shall be published by the Governing Board by order in the Gazette and/or the University or College Prospectus and every such By-law shall be brought to the notice of students in such manner as the Governing Board may determine.

52.-(l) Subject to the provisions of this Charter, there shall be a Students Disciplinary Authority for the College students, whose Chairperson shall be the Deputy Provost for Administration and whose membership, functions, procedures or mode of operation shall be provided for in the bylaws applicable to the students of the College made under Article 51.

(2) The Dean of Students and the Chaplain shall not be members of -Students Disciplinary Authority

53.-(l) Subject to the provisions of the Charter, there shall be established by the Governing Board a Committee to be known as the Students Disciplinary Appeals Committee to hear and decide appeals from the Students Disciplinary Authority and whose composition, functions, procedures or mode of operation and powers shall be as provided for under the by-laws made by the Governing Board under Article 51.

(2) The composition of the Students
Disciplinary Appeals Committee shall not include any persons who have been involved in the investigation, hearing and deciding any matter connected or otherwise associated with any particular appeal to the students Disciplinary Committee in which, such a matter is directly or indirectly relevant prior to the commencement of the appeal process.

PART VII
STAFF ASSOCIATIONS AND PROHIBITION AGAINST POLITICAL ACTIVITIES ON CAMPUS

[A] CONVOCATION OF THE COLLEGE

TUDARCo's affiliation to and participation in TU Convocation

54.-(l) The Provost of the College shall as soon as practicable and ahead of the first graduation of students initiate consultations with the Vice Chancellor and the President of TU Convocation on the affiliation to and participation of the College in the said Convocation pursuant to Articles of the University Charter.

(2) The mode of affiliation to and participation of the College in the TU Convocation shall be provided for under Regulations made by the Council.

[B] STAFF ASSOCIATIONS IN THE COLLEGE
Academic Staff Association establishment and functions

55. There shall be established an Academic Staff Association of the College composed of all the academic staff of the College separately or as a branch of the Academic Staff Assembly of TU in accordance with the provision of the University Charter with the following objects and functions:

(a) to discuss any matter relating to the general welfare of the Academic Members of staff of the College;
(b) to stimulate and promote discussion on matters of academic interest;
(c) to elect representative(s) of the Academic Staff Members for the Governing Board, the Academic Committee, the Management Committee, and any other bodies in which the Academic Staff Members may have a right of representation;
(d) to advise the Academic Committee and the Management Committee on curriculum development, establishment of new courses of study, etc;
(e) to cooperate with organs of TU and the College on matters of general interest to the College’s community.

Right to make representations

56. A Staff Association established and governed in accordance with the provisions of this Charter shall have a right to make representations to the organs of governance of the University in accordance with the laid down procedure.
Prohibition against Staff Political Activities on Campus

57.- (1) No staff Association shall engage in any political party activity on the College campus or campuses, conduct its affairs or have a constitution which in any way or ways offends or offend, conflicts or conflict with the provisions of the TU and TUDARCo Charter or any written law.

(2) For the purposes of this Article, “engaging in any political activity” and “College campus or campuses” referred to in sub-article (1), shall have the same meanings as those attached to these expressions under sub-article (2) of Article 50.

PART VIII
FINANCIAL PROVISIONS

College Governing Board to be responsible for management of assets

58. Subject to the provisions of this Charter, the Governing Board shall manage all assets and properties, movable and immovable, of the College in such manner and for such purposes as, in the opinion of the Governing Board, would promote the best interest of the College and as shall be prescribed under regulations.
The funds and resources of the College shall consist of:

(a) such sums as may accrue to the College by way of students or Consultancy fees, endowment, gifts and grants;

(b) such sums as may be provided for the purposes of the College by individuals, dioceses, organisations or the Government either by way of donations, contributions, grants, loans or subventions;

(c) such sums as the Governing Board may, from time to time, borrow for the purposes of the College;

(d) such sums as may in any manner be made payable to or vested in the College either under the provisions of the Charter or due to their being incidental to the carrying out of its functions;

(e) such sums as shall be realised through the sale of goods and services provided by the College and through the sale, rent, mortgage or in any way of charging for the College’s movable and/or immovable properties; and

(f) such sums as may be provided for the purposes of the University by the Board of Trustees by way of either grant or loans such sums as may be provided for purposes of the College by the ELCT general through annual subsidies and such sums as may accrue to the College from
The Governing Board may, with the approval of the Council and the Board of Trustees, borrow either by way of overdraft from a bank or any person, such sums as it may, from time to time, require for the administration of the College.

Subject to the provisions of the Charter, the College Governing Board shall have power to invest the funds of the College, including lending, in such assets and subject to such conditions as may be prescribed by the Founder on advice of the Board of Trustees and in accordance with the laws of the country governing investment of funds.

The Governing Board shall, with the approval of the Council and the Board of Trustees, make financial regulations to govern and regulate the revenue and expenditure of the funds of the College.
Financial year of the College

63. Subject to the provisions of this Charter and with the approval of the Board of Trustees, the Governing Board may determine any period of twelve consecutive months to constitute the financial year of the College:

Provided that for the purpose of transition from one financial year to another, the transitional period, whether of more or less than twelve months, shall be regarded as if it were a financial year.

Annual Estimates of the College

64. (1) The Provost shall prepare or cause to be prepared for the approval of the College Governing Board annual estimates of the revenue, recurrent capital and expenditure of the College for the ensuing financial year, before the commencement of such year provided that in the event of any change in the transition from one financial year provided to another, the transitional periods, whether for more or less than twelve months, shall be regarded as if it were a financial year.

(2) The College Governing Board shall, before the commencement of a financial year, approve, subject to such modifications and amendments, as it may consider appropriate, the estimates prepared in accordance with Subarticle (1) of this Article after receiving recommendations from College Management.

(3) The annual estimates shall include
provisions for all the estimated expenditure during the ensuing financial year and the contents of the report shall include, among other things, provisions for:

(a) operating costs of the College;
(b) the payments of all salaries, charges etc. In respect of the staff of the College;
(c) the payment of all pensions, gratuities and to her charges in respect of the accounts of the College Governing Board;
(d) the proper maintenance of the buildings and grounds of the College; and
(e) the creation of such reserve funds within the revenue account to meet future liabilities in respect of retiring benefits, insurance, replacement of buildings or equipment or such other contingencies as the College Governing Board may think fit.

(4) No expenditure shall be incurred for the purpose of the College except in accordance with the provisions of the annual estimates or in accordance with the provisions of any supplementary estimates approved by the College Governing Board.
65. - (1) The College Board shall cause to be kept proper books and records of account of income, expenditure, assets and liabilities of the College and shall, within a period specified by the Regulations after the end of each financial year, cause such accounts relating to such financial year together with:

(a) a statement of income and expenditure of the College during such financial year;

(b) a statement of assets and liabilities of the College on the last day of such financial year; and

(c) any other such statements as may be required by any written law, to be submitted to and audited by a competent authorised auditor or authorized firm of auditors appointed by the Governing Board and approved by the Board of Trustees on the advice of the Council.

(2) The Auditor’s Report shall state whether in the Auditor’s opinion:

(a) proper books of account have been kept by the Governing Board; and whether

(b) the Financial Statement of the College;

(i) was prepared on a basis consistent with that of the preceding year and is in agreement with the books of account; and
(ii) in the case of income and expenditure, give a true and fair view of the income and expenditure of the College for the financial year.

(3) The Provost shall, at the end of each financial year, prepare a report on the activities of the College during that financial year and submit such report through the Governing Board to the TU Council.

(4) The employment of a serving auditor or firm of auditors shall not be terminated by the Governing Board without first informing the Board of Trustees.

(5) By special circumstances, the Board of Trustees, on the advice of the Governing Board and the Council, may give general or specific directions to a serving auditor or firm of auditors and the auditor or firm of auditors shall comply with such directions.

(6) A serving auditor or firm of auditors so directed as per sub-Article 5 of this Article shall report directly to the Governing Board on any matter relating to the directions so given.

(7) The format, contents and aspects of the report required under this Article shall be as prescribed under the Regulations.

(8) The Board of Trustees may, on the advice of the Governing Board and the Council, establish under regulations such a system of internal auditing of accounts of the College, including the appointment and terms and conditions of
service of the internal auditor and other officers under him, as in the opinion of the Board of Trustees would ensure maintenance of a sound accounting system for the College and timely identification and resolution or rectification of accounting problems.

PART IX
MISCELLANEOUS TRANSITIONAL, CONSEQUENTIAL AND SAVING PROVISIONS

Power to associate/collaborate 66.-(l) In the discharge of its functions under and subject to this Charter and the University Charter, the College may legally associate or collaborate with the Government of the United Republic,
with other Universities, any other Institution or Organization regarding anything that the College is empowered to do under this Charter and the University Charter.

(2) Where the College has associated or collaborated legally as provided for under Sub-section (1) of this Article, the College shall abide by the terms and conditions of any such legal association or collaboration as may be agreed between the Government or collaborating Institution and the College.

Provisions Relating to Principles of Natural Justice

67. Notwithstanding the provisions of Articles 37, 38 and 40 of this Charter, the power to dismiss an officer or member of staff of the College or expel or rusticate a student from the College, as the case may be, by way of disciplinary action shall not be exercised unless:

(a) a disciplinary charge has been made against such officer or member of staff or student, as the case may be; and

(b) the officer or member of staff or student, as the case may be, has had opportunity to answer such charge; and

(c) an inquiry has been held into the charge in accordance with the provisions of the regulations made by the Council on recommendation of the Governing Board, in that behalf, or any applicable general law of the land,
as the case may be; and
(d) the officer or member of staff or student concerned, as the case may be, has, after such inquiry and defence, been found to be guilty of the charge leveled against him or of a minor charge of the same category established on the basis of the findings made in the course of dealing with the said charge.

General Provisions on Appeals

68. (1) The composition of Disciplinary Appeals Committees established under Articles 43, 44 and 53 of this Charter shall not include any such person as prior to the commencement of and/or during the appeal process and/or decision, shall have been involved in the investigation, inquiry, hearing or decision, of any matter connected to or otherwise associated with the appeal of any appeal in which such matter is directly or indirectly relevant.

(2) Where a member of staff or student has been punished for any disciplinary offence or misconduct and he wishes to appeal, he may, while carrying out the punishment, appeal to the relevant Disciplinary Appeals Committee within thirty days or such other period as may be prescribed by By-laws or Regulations after the decision of the particular Disciplinary Committee is made.
(3) Where a member of staff or student wishes to appeal pursuant to sub-article (2), he shall, within not more than seven days or such other period as may be prescribed in Regulations or By-laws of the decision of the relevant Disciplinary Committee, give a written notice of his intention to so appeal to the relevant Disciplinary Appeals Committee which shall forthwith submit it to the Chairman of the relevant Disciplinary Appeals Committee.

(4) On every appeal under this Article, the member of staff or student appealing shall submit a written memorandum setting out grounds of his/her appeal and shall have the right to appear before and be heard by the Disciplinary Appeals Committee either in person or by proxy, who may be a representative of the workers’ organization or a member of the Academic Staff Association or the Administrative and other Support Staff Association, if any, or a representative of the Students’ Organization, as the case may be:

Provided that, for avoidance of doubt, representation by an advocate of the High Court of Tanzania or any other court shall not be allowed.

(5) On an appeal under this Article, the
relevant Disciplinary Appeals Committee may:

(a) set aside the findings made against the member of staff or student and/or the punishment; or

(b) uphold the findings and the punishment; or

(c) uphold the findings and reduce or enhance the punishment imposed upon the staff or the student, as the case may be; or

(d) direct the relevant Disciplinary Committee to investigate afresh the disciplinary offence or misconduct and report back its findings and recommendations.

(6) Notwithstanding the provisions of sub-article (5), where the investigation of the disciplinary offence or misconduct by the Students Disciplinary Committee was conducted in accordance with the summary procedure prescribed by the relevant student By-laws, the Students’ Disciplinary Appeals Committee shall not enhance the punishment to that of expulsion or rustication from the College.

(7) Appeals of such members of the administrative and support staff as may be so governed shall follow the machinery laid down by the general law, including the Employment and Labour Relations Act, 2004.
(8) Subject to the provisions of this Article relating to appeals to the Disciplinary Appeals Committee, the decisions of the Disciplinary Appeals Committee shall be final and not subject to review by any other authority in the College.

In the performance of its functions under this Charter and the University Charter, the College Governing Board with the approval of the Council shall subject to the provisions of this Charter, the University Charter, any written law and the directives or advice of the Founder, Board of Trustees or the Council, the Senate or the Academic Committee make general Regulations for the governance, control and administration of the College and for the better carrying out of the purposes of this Charter and the University Charter, and in particular and without prejudice to the generality of the foregoing, may make Regulations, on among other things-

(a) prescribing the provisions for the appointment of and terms and conditions, etc., for the positions of staff of the College on advice of the University Council, except where the conditions and terms of service are explicitly stipulated in this Charter or the University Charter;

(b) prescribing allowances, fees and
charges for approval by the University Council;
(c) for the settlement of the terms and conditions of service,
(d) including the attributes, appointment powers and privileges, functions, tenure, dismissal, termination, remuneration and retirement benefits of the officers and other employees of the College, subject to approval by the University Council;
(e) for the provision of Rules for and the manner of conducting disciplinary proceedings against officers, staff and employees of the College as shall be approved by the University Council;
(f) for the tenure of office of members of the College Academic Committee, termination of their appointment quorum and procedure of meetings of the Academic Committee and for the establishment composition and terms of reference or functions of Committees of the Academic Committee and other matters related to the proper functioning of the College Academic Committee; for the tenure of office of members of the College Governing Board, termination of their appointment, quorum and procedure of meetings of the Governing Board and for the
establishment composition and term of reference or functions of Committees of the Governing Board and other matters related to the proper functioning of the Governing Board;

(g) providing for the general welfare of the College students, on advice of the Senate/Council Academic Committee;

(h) subject to approval by the University Council prescribing By-laws for the administration of the affairs of students, which may provide that the contravention of any such By-Laws shall constitute a disciplinary offence and may further provide the punishment that may be imposed for such disciplinary offence;

(i) subject to approval by the University Council, regarding the formation and conduct of students and Staff organizations;

(j) subject to approval by the University Council regarding the financial year of the College;

(k) subject to the approval of the Council, prescribing the time within which the College accounts have to be audited;

(l) regarding the contents of the Provost’s annual report or any report required to be given by any officer of the College;
(m) regarding the activities of the Convocation of the College;

(n) subject to the Charter of the University and this Charter, prescribing provisions regarding persons who may enter into contracts and sign documents on behalf of the College, and the procedure to be followed in relation to transactions entered into by or on behalf of the University at the College; and

(o) providing, prescribing anything which under this Charter and the University Charter may be provided for or prescribed by the Regulations or which, in the opinion of the governing Board is necessary to provide for the furtherance of the objects, powers and functions of the College or the University.

(2) Notwithstanding the provisions of sub-article (1), the College Governing Board shall not make, amend or revoke any Regulation relating to the functions or privileges of the College Academic Committee, without first ascertaining the opinion of the Academic Committee.

(3) Regulations shall only be made by the Governing Board based on advice of the College Academic Committee/other College management Committee by a resolution passed at a meeting of the Governing Board supported by a majority (being not less than half of the
total membership of the Board) of the members present and voting.

(4) Regulations made by the College Governing Board under this Charter, shall be publicized in such a manner as the Governing Board may decidc.

(5) No regulations adopted by the College shall be in conflict with University Regulations issued in respect of the same issue. If a conflict arises in interpretation of the College Regulations vis-i-vis University Regulations on a particular subject, the University Regulations shall prevail.

Allowances 70. The Council on recommendations of the Governing Board may, with the approval of the Board of Trustees, issue directions prescribing fees, honoraria and allowances payable for work done for or service rendered to the College.

Founder may give directions 71. The Founder after consultation with the Vice Chancellor and/or Board of Trustees may give the Council or, as the case may be, the Governing Board directions of a general or specific character relating to the College or any aspect thereof and the Council or, as the case may be, the Governing Board shall give effect to every such direction.

Vice Chancellor may give directions 72. The Vice Chancellor may give directions of a general or specific character to the Academic Committee with regard to
academic affairs and the Academic Committee shall give effect to every such direction.

Matters done bona fide 73. No matter or anything done by any member or officer of the Council, the Senate, the Governing Board, the Academic Committee or other boards and committees thereof, if done *bona fide* in the execution or purported execution of the functions of such Council, the Senate, the Governing Board, the Academic Committee or board or committee thereof as the case may be, shall render such member or officer personally liable for such matter or thing.

Proceedings of Council and Senate not to be invalid by reason of irregularity 74. No acts or proceedings of the Council, Senate, the Governing Board, the Academic Committee, or board or committee thereof shall be invalid by reason only of any vacancy in the membership thereof, or any defect in the appointment of any member or of the fact that any member was at the time in question disqualified or disentitled to act as such.

Governance and Control 75. -(l) Subject to the provisions of this Charter and any applicable written law, and the directives of the Founder or the Board of Trustees, the College shall be a semi-autonomous, self-governing, self-financing and self-accounting institution with its financial and administrative controls.
vested in the Founder and the Board of Trustees assisted and/or advised by the Council and/or, as the case may be, the Senate, the Governing Board or the Academic Committee and whose funds and other resources are as provided for under the aforesaid Charter.

(2) Nothing in this Charter shall have the effect of preventing the Founder, as an investor, from being eligible for such benefits from time to time, as are provided for under the law's pertaining to investment promotion in the country.

(3) The College shall be eligible for all such facilities, benefits or privileges as may be extended under any written law and/or from time to time by the Government of Tanzania to other private universities in the country.

Rules Relating to Students Admission 76. (1) The College shall offer a range of courses leading to awards in the name of TU to applicants who meet the requirements for admission.

(2) Entry qualifications for admission of students shall be in accordance with By-laws approved by the Council upon the recommendation of the Governing Board.

(3) Subject to the provisions of any applicable written law relating to immigration, students from countries other than Tanzania may be admitted
Prohibition Against Discrimination 77. -(1) Subject to this Charter, no test of religious or political belief, race, ethnic origin, nationality or sex shall be imposed upon any person as a ‘requirement for admission as a student or for appointment as a member of staff of the College or for holding any office or enjoying any privilege, as the case may be, in the College.

(2) Subject to this Charter, students and staff of the College shall be drawn from mainly the Country and Africa and generally other parts of the world.

(3) In the construction or maintenance of any building, appliance, facility, amenity, convenience, road, path or passage way for use by students or staff of the College, due regard shall be paid to the special needs of women and of persons with common physical disabilities of sight, hearing and movement.

(4) Without prejudice to the generality of sub-article (3) of this article, the library and other buildings of the College where studies, research and/or classes are conducted, shall be so constructed or structured, set up and equipped as to cater, as far as possible, for the needs specified under subarticle (3).

Compliance 78. Subject to the laws governing the
with Deed and Rules

establishment and administration of private universities in the Country, the College shall be administered in accordance with the provisions of this Charter and Regulations made thereunder and directives of the Founder or the Board of Trustees.'

Amendment of the Charter

79.-(l) Subject to the provisions of this Charter and the general law of the country governing Universities and other institutions of higher education, the Council, with the advice of the Governing Board, may propose and the Board of Trustees and the Founder may approve, amendments to any of the provisions of this Charter by any deed or deeds, regulation or regulations supplemental to the Charter;

Provided that:
(a) no amendment shall be made which will cause the irrevocable trusts created under the ELCT-ECD Trust Deed to cease to be irrevocable trusts at law;
(b) Where the provisions of this Charter conflict with the provisions of the University Charter, the provisions of the University Charter shall prevail;
(c) The Board of Trustees and/or the Founder may, on own motion, initiate the process of any amendment to this Charter;
(d) before giving effect to any such
amendment or amendments, the same shall be referred to the relevant national accreditation authority for necessary approval:

(2) Notwithstanding sub-article (1) no amendment shall be made which will cause the College not to be recognized as a constituent college of Tumaini University within the requirements provided for in this Charter or the University Charter.

Transitional and Consequential Provisions and Savings

80. Such academic, administrative and other support staff of the College as were appointed prior to the coming into force of this Charter, shall be deemed to have been properly appointed under the provisions of this Charter, and nothing done in good faith in accordance with such regulations and procedures as were in place prior to the coming into force of this Charter shall be invalidated on the grounds only that it was not done in accordance with any current provision or provisions of this Charter or of the University Charter.

Tax exempt status

81. The College has been organized and will operate for exemption purposes within the meaning of all statute provisions in the United Republic which provides for exemption from taxation. Any provisions of this Charter which would in any manner adversely affect the College tax exempt status shall be void and shall be deleted or modified as necessary to comply with all applicable requirements for the College’s
maintenance of its exempt status in accordance with the law.

Subject to the Provisions of the University Charter and this Charter, in the event that it is resolved that the College be dissolved, such resolution shall be executed.

(2) Resolution for the dissolution of the College shall be recommended by three quarters (3/4) of the majority votes of the Academic Committee and of the Governing Board, each sitting and voting separately and, further, the said resolution shall be:

(a) passed by three quarters majority votes of the total membership of the Senate and of the Council, each sitting and voting separately; and

(b) recommended to the Board of Trustees and the Founder for a final decision by the Founder; and

(c) approved by the Founder.

(3) In the event of such a final decision by the Founder to dissolve the College, or of any other cause or failure of the trusts, any assets remaining after satisfaction of the debts and other liabilities of the College shall not be paid to and distributed among the Trustees or the Founder but shall be given to the ELCT or ECD as may be decided by the Founder for among other trusts of the Founder in the country with similar objects to those
of the College or given to such other educational or charitable institution or institutions in the country that has or have objects similar to those of the College as the Founder in exercise of its absolute discretion shall decide.

Repeal and Savings

83. (1) The TUDARCo Constitution Trust Deed and Trust Rules, 2005 were repealed by the Universities Act, 2005.

(2) Notwithstanding the repeal of the aforesaid Constitution Trust Deed and Trust Rules:

(a) the Trust Deed and Rules shall remain in force until replaced by an approved charter of the College pursuant to the provisions of the Universities Act, 2005 and Rules made thereunder;

(b) all regulations, rules, by-laws, orders, directions, etc. made, given or issued under the TUDARCo Constitution Trust Deed and Trust Rules and which are in force before the effective date until they are repealed or replaced by regulations, rules, by-laws, orders, directions, etc. made under this Charter; and

(c) all appointments, requirements, authorizations, other things including rights and liabilities made, given, taken, done or
incurred under, and all funds, assets and other property acquired by virtue of the Constitution Trust Deed and Trust Rules shall be deemed to have been made, given, taken, done, incurred or acquired under this Charter subject to such repeal provisions as may be made as provided in paragraph (b) of this sub-article.
## 23.0 TUDARCo ACADEMIC CALENDAR FOR 2018 - 2019

This ALMANAC is subject to change at any time without notice or obligation.

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<tr>
<th>OCTOBER, 2018</th>
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<td><strong>Day</strong></td>
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<tr>
<td>Sunday</td>
<td>14</td>
<td>Mwalimu Nyerere Day</td>
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<tr>
<td>Friday</td>
<td>19</td>
<td>Staff Appointment, Development and Disciplinary Committee</td>
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<tr>
<td>Wednesday</td>
<td>25</td>
<td>TUMA SCACA Meetings begin at SMMUCo</td>
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</tbody>
</table>
| Friday        | 27 | ▪ End of TUMA SCACA Meetings  
                ▪ DARCASA Executive Committee Meeting |
| Monday        | 29 | ▪ Orientation of First Year Students & Registration for the 2018/19  
                ▪ Academic Year Begin  
                ▪ TUMA VC and Provosts’ Meeting at SMMUCo  
                ▪ TUMA Senate Students’ Affairs Committee at SMMUCo |
| Tuesday       | 30 | TUMA Senate Meeting at SMMUCo |
| Wednesday     | 31 | Council Finance, Planning and Development Committee at SMMUCo |

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<th>NOVEMBER, 2018</th>
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**DECEMBER, 2018**

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<tr>
<td>Saturday</td>
<td>1</td>
<td>Graduation – TUMA Main Campus</td>
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<tr>
<td>Saturday</td>
<td>8</td>
<td>Graduation – TUMA Mbeya Centre</td>
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<td>Friday</td>
<td>14</td>
<td>Governing Board</td>
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<tr>
<td>Monday</td>
<td>24</td>
<td>Christmas Recess Begins</td>
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<tr>
<td>Tuesday</td>
<td>25</td>
<td>Christmas day</td>
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<tr>
<td>Wednesday</td>
<td>26</td>
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**JANUARY, 2019**

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<tbody>
<tr>
<td>Tuesday</td>
<td>1</td>
<td>• New Year day</td>
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<td></td>
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<td>• End of Christmas Recess</td>
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<tr>
<td>Wednesday</td>
<td>2</td>
<td>Teaching resumes</td>
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<tr>
<td>Saturday</td>
<td>12</td>
<td>Mapinduzi Day</td>
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<tr>
<td>Thursday</td>
<td>17</td>
<td>Students Affairs’ Committee</td>
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<td>24</td>
<td>Staff Appointment, Development and Disciplinary Committee</td>
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<td>Friday</td>
<td>25</td>
<td>3\textsuperscript{rd} DARCASA Executive Committee Meeting (EXCOM)</td>
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<tr>
<td>Thursday</td>
<td>31</td>
<td>Library Committee</td>
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**FEBRUARY 2019**

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<tr>
<td>Friday</td>
<td>8</td>
<td>1\textsuperscript{st} DARCASA Ordinary Meeting</td>
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**Monday** | **18** | First Semester University Examinations Begin
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**MARCH 2019**

**Friday** | **1** | End of First Semester University Examinations
**Thursday** | **14** | Departmental / Examiners’ Boards
**Friday** | **15** | Faculty Boards
**Tuesday** | **19** | College Academic Affairs Sub Committee (CAASC) Audit Committee
**Wednesday** | **20** | Postgraduate Studies, Research and Consultancy Committee (PSRCC)
**Thursday** | **21** | College Academic Committee (CAC)
**Monday** | **25** | TUMA SCACA meeting at KCMUCo
**Tuesday** | **26** | ▪ VC & Provosts meeting at KCMUCo  
                      ▪ Senate Students’ Affairs Committee meeting at KCMUCo
**Wednesday** | **27** | TUMA Senate Meeting at KCMUCo
**Thursday** | **28** | Release of First Semester University Examination Results

**APRIL, 2019**

**Monday** | **1** | Registration and Teaching for Second Semester Begin
**Friday** | **5** | End of Registration for Second Semester
**Saturday** | **7** | Karume Day
**Wednesday** | **10** | Finance, Planning and Development
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
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<td>Friday</td>
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<td>Union Day</td>
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<td>Tuesday</td>
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<td>• Governing Board</td>
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<td>• TUSO-DARCo General Elections</td>
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**MAY, 2019**

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<td>Wednesday</td>
<td>1</td>
<td>Labour Day</td>
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<td>Thursday</td>
<td>9</td>
<td>Students’ Affairs Committee</td>
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<td>Wednesday</td>
<td>15</td>
<td>SCACA Meetings start, at TUMA</td>
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<tr>
<td>Monday</td>
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<td>• VC &amp; Provosts Meeting, at TUMA</td>
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<td>• Senate Students’ Affairs Committee meeting, at TUMA</td>
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<td>Tuesday</td>
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<td>Senate Meeting, at TUMA</td>
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<td>Wednesday</td>
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<td>Council Finance, Planning and Development Committee at TUMA</td>
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<td>Thursday</td>
<td>23</td>
<td>TUMA Council meeting, at TUMA</td>
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<td>Friday</td>
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<td>Library Committee</td>
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**JUNE, 2019**

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<tr>
<td>Friday</td>
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<td>4th DARCASA Executive Committee meeting</td>
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<tr>
<td>Friday</td>
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<td>DARCASA Executive Committee Meeting</td>
</tr>
</tbody>
</table>

**JULY, 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>4</td>
<td>Staff Appointment, Development and Disciplinary Committee</td>
</tr>
<tr>
<td>Monday</td>
<td>8</td>
<td>Second Semester University Examinations Begin</td>
</tr>
<tr>
<td>Friday</td>
<td>19</td>
<td>End of Second Semester University Examinations</td>
</tr>
</tbody>
</table>

**AUGUST, 2019**
<table>
<thead>
<tr>
<th>Monday</th>
<th>5</th>
<th>Departmental/ Examiners’ Boards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>6</td>
<td>Faculty Boards</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7</td>
<td>Audit Committee</td>
</tr>
<tr>
<td>Friday</td>
<td>9</td>
<td>College Academic Affairs Sub Committee</td>
</tr>
<tr>
<td>Tuesday</td>
<td>13</td>
<td>Postgraduate Studies, Research and Consultancy Committee</td>
</tr>
<tr>
<td>Thursday</td>
<td>15</td>
<td>College Academic Committee</td>
</tr>
<tr>
<td>Monday</td>
<td>19</td>
<td>TUMA SCACA Meetings start, at TUDARCo</td>
</tr>
<tr>
<td>Tuesday</td>
<td>20</td>
<td>End of TUMA SCACA meetings, at TUDARCo</td>
</tr>
<tr>
<td>Wednesday</td>
<td>21</td>
<td>TUMA SADDC Meeting, at TUDARCo</td>
</tr>
<tr>
<td>Thursday</td>
<td>22</td>
<td>TUMA Senate Meeting at TUDARCo</td>
</tr>
<tr>
<td>Friday</td>
<td>23</td>
<td>▪ Release of Second Semester Examination Results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ TUDARCo Finance, Planning and Development Committee</td>
</tr>
<tr>
<td>Monday</td>
<td>26</td>
<td>▪ Workers’ Council</td>
</tr>
<tr>
<td>Friday</td>
<td>30</td>
<td>Governing Board</td>
</tr>
</tbody>
</table>

**SEPTEMBER, 2019**

| Friday     | 13 | - End of Practical Training/Teaching Practice      |
| Monday     | 16 | - Special/Supplementary Examinations Begin         |
| Friday     | 27 | - End of Special/Supplementary Examinations        |

**OCTOBER, 2019**

<p>| Monday     | 7  | Joint Departmental/ Examiners’ &amp; Faculty Boards    |
| Friday     | 11 | Staff Appointment, Development and Disciplinary Committee |
| Monday     | 14 | Mwalimu Nyerere Day                                |
| Wednesday  | 23 | TUMA SCACA meetings start, SMMUCo                  |
| Friday     | 25 | End of Practical Training/Teaching Practice        |
| Monday     | 28 | ▪ Orientation of First Year Students &amp; Registration for the 2019/20 |
|            |    | ▪ Academic Year Begin                              |</p>
<table>
<thead>
<tr>
<th></th>
<th>VC &amp; Provosts meeting, SMMUCo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Senate meeting, SMMUCo</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Council Finance, Planning and</td>
</tr>
<tr>
<td></td>
<td>Development Committee</td>
</tr>
<tr>
<td></td>
<td>Release of Supplementary</td>
</tr>
<tr>
<td></td>
<td>Examination Results</td>
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</tbody>
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**NOVEMBER, 2019**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>1</td>
<td>End of Orientation and Registration</td>
</tr>
<tr>
<td>Monday</td>
<td>4</td>
<td>First Semester for the 2018/19 Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Teaching Begins)</td>
</tr>
<tr>
<td>Friday</td>
<td>8</td>
<td>Convocation – TUDARCo</td>
</tr>
<tr>
<td>Saturday</td>
<td>9</td>
<td>Graduation – TUDARCo</td>
</tr>
<tr>
<td>Wednesday</td>
<td>20</td>
<td>Audit Committee</td>
</tr>
<tr>
<td>Wednesday</td>
<td>27</td>
<td>Finance, Planning and Development Committee</td>
</tr>
</tbody>
</table>

**DECEMBER, 2019**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9</td>
<td>Independence day</td>
</tr>
<tr>
<td>Friday</td>
<td>13</td>
<td>Governing Board</td>
</tr>
<tr>
<td>Monday</td>
<td>23</td>
<td>Christmas Recess Begins</td>
</tr>
<tr>
<td>Wednesday</td>
<td>25</td>
<td>Christmas day</td>
</tr>
<tr>
<td>Thursday</td>
<td>26</td>
<td>Boxing day</td>
</tr>
</tbody>
</table>