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1.0 BACKGROUND INFORMATION

1.1 Historical background, establishment and mandate

Tanzania Institute of Accountancy (TIA) is a successor of the then Dar es salaam School of Accountancy (DSA), that was established in January 1973 as a Government Training Centre by a special decree of the Minister of Finance. Its initial objective was to conduct both short and long term courses for lower and middle level Government Accounting Personnel in order to improve their work performance.

TIA was established as a Government Executive Agency under the Ministry of Finance in accordance with the Executive Agencies (THE TANZANIA INSTITUTE OF ACCOUNTANCY) (ESTABLISHMENT) Order, G.N.No 489 of 2002 as per section 3 of the Executive Agencies Act. Cap 245 R.E of 2002. On 1st July 2002 the ESTABLISHMENT Order, G.N.No.489 mandated TIA to provide education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations, Research and Consultancy activities and other business related academic disciplines. TIA as a higher learning institution is accredited by the National Accreditation Council for Technical Education (NACTE) and also its programmes are recognised by NBAA and PSPTB for exemption in professional examinations. TIA has six campuses strategically located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma to be close to its customers countrywide.

1.2 Vision, Mission and Objectives

1.2.1 Vision

To be the Institute of choice in the provision of tertiary business education in the region

1.2.2 Mission

“To provide quality education, research and consultancy services in the areas of Accountancy, Procurement, Business Administration, Human Resource Management, Information Technology and other business related disciplines”.

1.2.3 Core Values

TIA envisages modeling, upholding and promoting the following values:

- 1. Excellence**

We work to achieve the highest standards in everything we do.

- 2. Accountability**

We are responsible for whatever results of our actions

- 3. Integrity**

We appreciate, respect and take positively customers' opinions and requisites

4. **Collaboration**

We work closely with other Academic Institutions as well as partners and donors to positively impact our activities

5. **Innovation**

We strive to continually find new ways to improve and overcome emerging challenges

6. **Professionalism**

We adhere to and maintain the rules of acceptable ethical behaviour, and honesty in all our activities

1.2.4 Objectives:

1. To provide quality education in Accountancy, Procurement and Logistics, Business Administration, Human Resource Management, Public Sector Accounting & Finance, Marketing & Public Relations, and other business related academic disciplines.
2. To conduct research and consultancy activities in Accountancy, Procurement, Human Resources Management, Marketing and other business related disciplines.
3. To provide physical facilities to enhance efficient learning environment.
4. To develop and motivate its employees.
5. To make TIA an effective, efficient and professional higher learning institution.

2.0 GOVERNANCE OF TIA

2.1 Ministerial Advisory Board Members (MAB)

- | | |
|---------------------------------|-------------|
| 1. Prof. Isaya J Jairo | Chairperson |
| 2. Prof. Faustin Kamuzora | Member |
| 3. Prof. Sylvia Temu | Member |
| 4. Mr. Constantine Mashoko | Member |
| 5. Mr. Charles Singili Gambageu | Member |
| 6. Mrs. Rosemary Tesha Tenga | Member |
| 7. Dr. Joseph M. Kihanda | Secretary |

2.1.1 Responsibilities of Ministerial Advisory Board

1. Development and maintenance of a policy framework;
2. Setting of objectives for the Institute;
3. Acceptability of the Chief Executive's Strategic and Business plans and associated budgets;
4. Setting of priorities and annual performance targets for the Institute;
5. Acceptability of the Annual Report and Financial Statements;
6. Evaluation of Institute's performance;

7. Any other matter provided for, under the Executive Agencies Act. Cap 245 R.E. 2002; and
8. Any other matters affecting the Institute's activities as the Minister may from time to time refer to the Board.

2.2 Senior Management Team:

1. **Rector** **Dr. Joseph Mabula Kihanda**
Doctorate of Business Administration (DBA) (Finance), UK; MSc. Finance (Strathclyde); PGD (Fin. Mgt) (IFM); ADB (IFM).
2. **Director of Academic Affairs** **Mrs. Linnah E. Tumwidike (Acting):**
MBA (MU)ADBA (MM) (IDM)
3. **Director of Support Services** Mr. Zodo M. Zodo (Acting)
MA (Political Science) (Bangalore University) (India) BA (Aligarh, Muslim University) (India)
4. **Director of Business Development** Mr. Mzee H. Boma
CSP (T); MSc. PPSD (Turin University); MBS (UCD- Dublin); B.Com (Hons) (UDSM).

2.3 Campus Managers

1. **Singida** Mr. Emmanuel W.M. Kingu
MBA – Finance (UDSM); BSc. (Ed.) (Hons) (UDSM);
2. **Mtwara** Mr. Matei E. Mapunda
MSc (Econ) (Project Plan. & Mgt) (MU); BSc (Econ); Dip Ed
3. **Mbeya** Mr. Adolf A.M. Mwakinyuke
(MBA) (UDSM); B.Com (Hons); Dip (Computer) (Germany)
4. **Mwanza** Ms. Luciana Hembe
MBA (F&B) (MU). B Com (Accounting) (UDSM)
5. **Kigoma** Mr John V.L. Boneka
(MBA) (UDSM); PGDF (IFM); B Ed (Sc.) (UDSM)

2.4 Heads of Independent Departments

1. **Legal Services Unit** Mr. Said B.M Mayunga
LLM (MU) ADHA (IDM), LL.B (Hons) (UDSM),
Advocate (HCT)
2. **Quality Assurance Unit** Mr. Bruno A. Ng'ingo
MSc (HRM) (MU): Adv.Dip.in Adult Edn. & Cert. Ed. (TCC-
Marangu), Com. Dev. (IAE)
3. **Internal Audit Unit** Mr. Elias D. Msabi
CPA (T); MBA (UDSM); ADCA (IDM)
4. **Procurement Management Unit** Mr. Vicent Maramoko
CPSP(T); MBA(LM) (CU); ADPS (TIA)

2.5 Heads of Functional Departments:

1. **Head of Admission** Mr. Baraka H. Kamwela (Acting)
MBA-CM (MU); BA. Edn (Hons)(UDSM)
2. **Head of Examinations** Mr. Wallace A. Mbago
MPA (Antwerp) B.Com (UDSM); DPP (Antwerp)
3. **Head of Students Affairs (Dean of Students)** Ms. Lucina Lazaro Comino
MPA (MU); ADHRM (ISW); Dip. Ed (Monduli TC)
4. **Head of Finance and Accounts** Mr. Burkad P.Haule
CPA (T); MSc. Acc & Fin (MU); ADA (AIA)
5. **Head of Human Resource** Ms. Witness S. Mbura (Acting)
MSc. HRM (MU):BPA-HRM (MU),
6. **Head of Planning** **(Vacant)**
7. **Head of Budgeting & Monitoring** Ms. Noelia N. Wankali
CPA (T); MBA (MU); ADCA (IDM)

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| 8. Head of Information Technology | Mr. Monkyaro N. Minja
MSc (IT- Mgt Avinashilingam) BSc. (Computer Science) (UDSM) |
| 9. Marketing and Public Relations | Mrs. Lillian Mpanju - Rugaitika
MBA (UDSM) B.Com (Hons) (UDSM); DBA (CBE) |

2.6 Academic Officers

- | | |
|-------------------------|--|
| 1. Dar es salaam | Mr. Mugisha Kamala
MBA (Finance) (TIU-London); BA (PS &PA)(UDSM) |
| 2. Singida | Mr. John Mwaipopo
MA (Linguistics) (UDSM); BA (Hons) |
| 3. Mbeya | Mr. William Mkiramweni
MA. Ed (UDSM) Bsc.Ed (UDSM) |
| 4. Mtwara | Mr Geophrey D Shipela
CPSP (T); MSc.PSM (MU); BBA (P&LM) (SAUT) |
| 5. Mwanza | Mr Idd S Marugujo
MSc.(Acc&Fin)(MU); BSc(Agric.Eng.)UDSM-SUA
BAF(MU) |
| 6. Kigoma | Mr. Robert .M. Alila
CPA (T); MBA (F) (UDSM); B.Com (Accounting) (UDSM) |

2.7 Heads of Academic Departments

2.7.1 Accounting

- | | |
|-------------------------|---|
| 1. Dar es salaam | Mr. Samuel E. Fulgence
ACPA-PP (T); MSc (Acc & Fin) (London); BAF (PSAFI) (MU) |
| 2. Singida | Mr. Abbas Evaristo Sanga
CPA (T); MSc Acc & Fin (MU); ADA (TIA) |
| 3. Mbeya | Mrs. Maria .M.N. Lemeirut
CPA (T); MBA (Finance) (UDSM) |

4. **Mtwara** Ms. Salima S. Nalinga
MSc. Acc & Fin (MU); ADA – TIA
5. **Mwanza** Mr .Gabinus E Nkwera
CPA (T); MBA (F&B) (MU); ADA (TIA)
6. **Kigoma** Mr. Kephass P.O Ugula
BA.PS & PA (UDSM), LLB (OUT)

2.7.2 Procurement and Logistics Management

1. **Dar es salaam** Mr. Hemed J. Msuya
CPSP (T); MBA (Logistics Mgt) (Coventry); BBA (PLM)(MU)
2. **Singida** Mr. Shisalalyandumi. P. Ulomi
CSP (T); MBA (PLM) (MU)
3. **Mbeya** Mr. Nyandwi Murihano
MSc. PSCM (MU); ADPS(TIA)
4. **Mtwara** Mr Geophrey D. Shipela
MSc.(PSCM)(MU):BBA (P&LM) (SAUT)
5. **Mwanza** Mr. Richard P. Lemama,
MA (PPA) (ISS – The Hague); BA (Hons) (UDSM)
6. **Kigoma** Mr. Kephass P.O Ugula
BA.PS & PA (UDSM), LLB (OUT)

2.7.3 Business Administration

1. **Dar es salaam** Mr. Lucas M. Ng'webeya
MSc (IT Mgt) Avinashilingam); ADCS (IFM); FTC (DTC)
2. **Singida** Ms. Seba. Ernest Alila
MSc. (Acc. & Fin.) (MU); ADA (TIA)
3. **Mtwara** Mr. Stephene .E. Nnunduma
MPA BED (UDSM); Dip.Ed

4. **Kigoma** Vacant

2.7.4 Human Resource Management

1. **Dar es salaam** Ms. Pendo Oweru

MARM (University of Botswana); BPA-PSM (MU)

2. **Singida** Mr. Bahati Shagama

MPA (HRM) (MU); ADPA (IDM)

3. **Mtwara** Mr Lawrence J. Lubigili

MSc.(HRM)(MU); Bd (HRM) (ISW DIP Ed, (Maths &Geog)

4. **Kigoma** Vacant

2.7.5 Public Sector Accounting and Finance

1. **Dar es salaam** Ms. Agnes Joseph

MSc. Mathematical Modelling (UDSM); Bsc. Education (UDSM)

2. **Mbeya** Vacant

2.7.6 Marketing and Public Relations

1. **Dar es salaam** Mr. Lucas M. Ng'webeya

MSc (IT Mgt) Avinashilingam); ADCS (IFM); FTC (DTC)

2. **Mbeya** Vacant

2.7.7 Postgraduate and Evening

1. **Dar es salaam** Vacant

2. **Mbeya** Mr. Mashaka S. Mbugi

MSc (Local Govt Mgt) (MU); ADA (TIA); Cert. (GG) (Hombolo)

2.7.8 Evening Programmes Coordinators

1. **Dar Es Salaam** Mr. Mugisha Kamala

MBA (Finance) (TIU-London); BA (PS &PA)(UDSM)

2. **Mbeya** Mr. Mashaka S. Mbugi
MSc (Local Govt Mgt) (MU); ADA (TIA); Cert. (GG) (Hombolo)
3. **Singida** Mr. Mayila .M. Ntabo
MBA(CM) (MU); B. Com (Hons) (Finance) (UDSM)

2.8 Academic Staff

1. Dr. Joseph M. Kihanda DBA (Finance), UK; MSc. Finance (Strathclyde); PGD (Fin. Mgt) (IFM); ADB (IFM).
2. Mrs. Linnah E. Tumwidike MBA (B&F) (MU); ADDBA(MM)(IDM)
3. Mr. Mzee .H. Boma CSP (T); MSc. PPSD (Turin University); MBS (UCD- Dublin); B.Com (Hons) (UDSM)
4. Mr. Emmanuel W.M. Kingu MBA – Finance (UDSM); BSc. (Ed.) (UDSM)
5. Mr. Adolf A.M. Mwakinyuke MBA(UDSM); B.Com (Hons) (UDSM); Dip (Computer) (Germany)
6. Mr. William F. Mkiramweni MA. Ed (UDSM); BEd (Sc.) (Hons) (UDSM)
7. Mr. Wallace A. Mbago MPA (Antwerp); B. Com (UDSM); DDP Antwerp)
8. Mr. Mugisha Kamala MBA (Finance) (TIU-London); BA (PS&PA)(UDSM).
9. Mr. John V.L. Boneka (MBA)(UDSM); PGDF (IFM); BEd (Sc.) (UDSM)
10. Mr. Evans B. Zera MSc (Finance) (IFM); PGDF (IFM); ADDBA (IDM)
11. Mr. Robert .S. Nzingula CPSP (T); CPA (T); MBA (UDSM); ADCA (IDM)
12. Mr. Idd .S. Marugujo MSc (Acc& Fin) (MU); BSc (Agric. Eng) (UDSM-SUA); BAF (MU)
13. **Mr. Aniceth K. Mpanju MBA (MU); ADEP (IDM)
14. Mr. Richard P. Lemama MA (PPA) (ISS – The Hague); BA (Hons) (UDSM)
15. **Mr. Gorah A. K. Abdallah CPA (T); MBA (MU); ADA (IFM)

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| 16. | **Mr. Kalakwana F.D. Nyirenda | MSc (Agric. Econ)(University of London); BSc(Agric. Econ) |
| 17. | **Mrs. Momole Kasambala | MSc (Agric. Econ) (SUA); BSc. (Agric. Econ) (SUA) |
| 18. | **Mr. Mayila M. Ntabo | MBA (CM)(MU); B. Com (Hons)(Finance) (UDSM) |
| 19. | Ms. Luciana .S. Hembe | MBA (F&B) (MU); B. Com (Accounting) (UDSM) |
| 20. | Mr. Jumanne M. Magayane | MBA (F&B) (MU); BAF (MU) |
| 21. | Mr. John Mwaipopo | MA (Linguistics) (UDSM); BA (Hons) (UDSM) |
| 22. | Mr. Lucas M. Ng'webeya | MSc (IT Mgt); (Avinashilingam) ADCS (IFM); FTC (DTC) |
| 23. | Mrs. Maria M.N. Lemeirut | CPA (T); MBA (Finance) (UDSM) |
| 24. | Mr. Shisalalyandum P. Ulomi | CSP (T); MBA (Proc.&Logistics Mgt) (MU) |
| 25. | **Mr. Criph G.Swallo | MBA (Finance) (OUT); MSc (Acc & Fin) (MU); MARLA (MU-Germany/UDSM/ITA; PGD (Tax Mgt) (IFM); ADA (TIA) |
| 26. | Mr. Wilfred .M. Kilasara | MBA (HRM) (UDSM); PGDA (IFM); ADA (SAUT); Cert. in Law (UDSM) |
| 27. | Mr. Robert .M. Alila | CPA(T); MBA (Finance) (UDSM); B.Com (Accounting) (UDSM) |
| 28. | **Mr. Bajjet S. Naresho | CPSP(T); ADPS (TIA); MSc (PSCM) (MU) |
| 29. | Mr. Samuel E. Fulgence | MSc (Acc & Fin) (London); BAF (PSAFI) (MU); ACPA –PP (T) |
| 30. | Mr. Mashaka S. Mbugi | MSc (Local Govt Mgt) (MU); (Hombolo); ADA (TIA); Cert. (GG) |
| 31. | Mr. Gerald Petro | CPSP (T); MSc (PSCM); ADMM (IDM); Dip. Ed |
| 32. | **Mr. Modest Assenga | CPA (T); MBA (F&B) (MU); ADA (TIA) |

33. **Mr. Matei E Mapunda MSc (Econ) (Project Plan & Mgt) (MU); BSc (Econ); Dip Ed
34. **Mr. Elimeleck .P. Akyoo BSc (Agric. Ed & Ext) (SUA); PGD (Poverty Analysis- ISS) (Hague); MCED (OUT) MA (Mgt-Development) (VHLU)
35. **Mr. Dionis .M. Myinga MPA (HRM) (MU); BA Ed (UDSM)
36. Mr .Gabinus E Nkwera CPA (T); MBA (F&B) (MU); ADA (TIA)
37. **Mr Anthony B. Mzurikwao LLM (UDSM); LLB(Hons)(UDSM); Advocate (HTC)
38. **Mr. Bahati Shagama MPA (HRM) (MU); ADPA (MU)
39. Ms. Mary G. S. Tigwera LLM (UDSM); LLB (UDSM)
40. Mr. Aspenas M. Mwira B.Com (UDSM)
41. *Mr. Benedict A. Ndelele BA. Ed (UDSM)
42. **Mr. Sosthenese J. Mapuli CPA (T); MBA (UDSM); B.Com (Acct) (UDSM)
43. Mr. Shaaban .T. Shaaban MEED(UDSM); B.Com (Accounting) (UDSM)
44. Mrs. Shukrani Mgaya MPA (General) (UDOM); BA (Public Admin) (MU)
45. Mr. Albert R. Moshi MBA (IT Mgt) (Coventry University); ADIT (IAA)
46. *Mr. Wilson P. Mwakyusa MBA (IT Mgt); PGDIT (UDSM); PGDISD (HUAS-Netherlands); BSc. Ed (UDSM)
47. **Mr. Florence W. Sitima MSc. (Econ) (Eco. Policy & Planning) (MU); BA.Ed (UDSM); Dip-Ed (Monduli).
48. Ms. Salima S. Nalinga MSc. (Acc & Fin) (MU); ADA (TIA)
49. **Mr. Ephraim S. Nnunduma MPA (MU); B. Ed (Hons) (UDSM); Dip Ed
50. Ms. Seba .E. Alila MSc.(Acc & Fin) (MU); ADA (TIA)
51. Mr. Arnold Lambert MBA (Corporate)(MU); PGDIT (AMITY); BSc. (Computer Science) (UDSM)
52. Mr. Lawrence J. Lubigili MSc(HRM) (MU); Bd (HRM)(ISW); Dip Ed (Monduli TTC)

53. Mr. Hemed J. Msuya CPSP (T); MBA (Logistics Mgt) (Coventry); BBA (PLM)(MU)
54. Mr. Geophrey D. Shipela CPSP (PSPTB); MSc. (PSCM)(MU); BBA (P&LM) (SAUT)
55. Mr .Tubeti Mwita MSc. PSCM (MU); ADPS (TIA)
56. **Mr. Honest. Kimario CPSP (PSPTB); MSc. PSCM (MU); BA (PSM)(MUCCOBS)
57. **Mr. Bruno A. Ng'ingo MSc (HRM) (MU); Adv.Dip.in Adult Ed; Cert. Ed. (TCC- Marangu) & Com. Dev. (IAE)
58. **Mr. Kelvin M. Njunwa MSc.-HRM (MU); MSc. Dev Mgt University of Agder); PGD Leaderships & Mgt - (ESAMI); BA (Hons) (UDSM)
59. Mr. Victor W. Bwachele MBA (UDSM); BBA(SAUT); FTC (Civil Engineering)(DIT)
60. Mr. Kagulu Mtogo MSc. (HRM)(MU); B.Com (HRM)(UDOM)
61. *Mr. Mwinula A. Lumelezi BPA(MU)
62. Mr. Vincent F. Maramoko CPSP (T) (PSPTB); MBA(LM) (CU); ADPS(TIA)
63. Mr. Godwin Mollel LLM (MU); LLB(MU); Dip. Law (MU); Advocate (HTC)
64. Mr. Baraka Hebron Kamwela MBA (Corporate Mgt) (MU); BA (Ed)(Hons) (UDSM)
65. Mr. Lucas Daud Sagenge MBA (Log. Mgt)(Coventry); B.Com (Acc)(UDSM); BA.Ed (Hons)(UDSM)
66. Mr. Nyandwi Murihano MSc. PSCM (MU); ADPS(TIA)
67. Mr. George Stephen Makune MA (Linguistics) (UDOM); BA (Ed)(SAUT); Dip. Ed (BTC)
68. Mr. Stanslaus Augustine Shilemba CPSP (T)(PSPTB); MSc.(PSCM),(MU); ADPS(SAUT);

69. Mr. Isaya Raphael Mwanyamba MIB (UDSM); BBA(KIU)
70. Mr. Hussein I. Ndossa MSc.(Mktg)(SNHU), USA; BBA (Tumaini Univ.)
71. Mr. Kenani Mwaknemela MSc.(Fin & Investment) (IAA & Coventry University); BA (Econ)(SAUT)
72. Mr. Baltazar Charles Mwita MBA-Econ (UDOM); BSc. (ed)(UDSM)
73. Mr. Lucas Charles Magoti CPA(T); BAC (TIA); Dip.(Ed)(BTC)
74. Mr. Ernest B. Mbasya MSc. A & F(MU;)ADA (CBE)
75. Ms. Agnes Joseph MSc. Math-Modelling (UDSM); BSc. Ed (UDSM)
76. Mr. Justine Augustine MBA (UDOM); BA – Marketing Mgt (MU)
77. Mr. Alex Marwa MBA-Marketing Mgt (MU); ADBA (CBE)
78. Mr. Silverio Nyaulingo MSc. Ac & F (MU); BAF(MU); Dip. Ed (DTTC)
79. Mr. Martin D. Mnyili CPA (T); MSc. A &F (MU); BAF (MU)
80. Ms. Aisia Z. Lawuo MBA-CD (La Trobe Univ. Australia); PGDRP (IRDP); ADRP(IRDP)
81. Mr. Mutaju Marobhe CPA(T); MBA (UDSM); BBA-Accounting (TUICO)
82. * Mr. Kephaz Ugula BA.PS & PA (UDSM), LLB (OUT)
83. Mr. Harid Mwambula M.A .Linguistics (UDOM); BED MATH. (TEKU); BEL (TEKU); Dip. Edn (MTTC), Cert Edn (Tukuyu TTC).
84. Mr. Godfrey E. Mpogolo MSC.MATH SC.(AIMS, University of Stellenbosch-US); BED MATH. (TEKU); Dip.Ed. (Tukuyu TTC)
85. Mr. Daudi Mashauri MSc. Eng Info. Sec (HUST, Hubei – China); BSc.ESC (Hons) (UDSM)
86. Mr. Fadhili B. Mahenge MSc. A&F (MU); ADA (TIA)
87. Mr. Francis S. Msangi CPSP (T); MSc. PSCM (MU); ADPS (TIA)
88. Mr. Albert Lazer Kaunda MSc. PSCM (MU); ADPSM (CBE)
89. Mr. Tumsifu William Naboti MBA-IAA (Coventry University); PDED (CFR); ADIT (IAA)
90. Mr. Franco Daudi Sinkamba BSc IEM (UDSM), MSc. Engineering Mgt. (UDSM)
91. Mr. Abbas Evaristo Sanga CPA (T); MSc Acc & Fin (MU); ADA (TIA)
92. Mr. Daniel Salvatory Mgonja Msc. Math. Modeling (Cowas); BSc Ed. MwengeUniversity); Dip Ed, (Kleruu –TTC)

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|------|--------------------------------|--|
| 93. | Mr. Imani Alinanuswe Mwang'eka | M.A Linguistics (UDOM); B. Ed Language (Tengeru) |
| 94. | Ms. Imelda Maiko Mzokolo | MBA –HRM (St. John's University); BBA – HRM St. John's University; Dip Diplomacy & International Relations (CFR) |
| 95. | Mr. Pankras U. Kandengukila | M. Eng. Computer Applied Tech, (South West Dighton University);
B.Techn. in IT (St. Joseph Colleg of Eng. & Tech) |
| 96. | Mr. Prosper Proches Tegemaisho | LLM (ICU-Turin); LLM (SAUT); LL.B (RUCO) |
| 97. | Mr. Vicent Msigalah | MSc. Eco. (MU); BA Eco. (UDOM), Cert (TRACIDI) |
| 98. | Mr. Everest Edward Kasheshi | MSc. A &F (MU); B. Acct-(MU) |
| 99. | Ms. Damari Justus Tandas | MSc Mkt Mgt (MU); BA Mkt. (MU); Cert. Acct – (MU). |
| 100. | Mr. Joseph Peter | MBA (IFM); ADVANCE DIPLOMA –IT (IFM); Dip Auto Mobile Eng. (NIT); Cert. Geo. Information System (Ardhi) |
| 101. | Ms. Diana Lucas Kayamba | MSc. A & F (MU); BBA Acct. St. John's University |
| 102. | Mr. Amos Joseph Manyama | LL.M (SAUT); LL.B (SAUT) |
| 103. | Mr. Charles W. Merengo | MSc-PSM (MU); ADPS(TIA); NSC-NBMM(T) |
| 104. | Ms. Upendo S. Ole | MSc-Finance (St. John University of Tanzania);
Dip.Edn (Korogwe T.T.C), BAF (St.John University of Tanzania) |
| 105. | Ms. Pendo Oweru | BPA – PSM (MU), MARM (University of Botswana) |
| 106. | Mr. Emalieza S. Chilemeji | MBA Marketing (UDSM); BA.Statistics (UDSM) |

Key:

*Masters Programme

** PhD Programme

3.0 ACADEMIC ORGANS

3.1 The Academic Board

The Institute has an Academic Board with the following composition: -

1. Rector	Chairperson
2. Director of Support Services	Member
3. Director of Business Development	Member
4. Head of Quality Assurance	Member
5. Campus Deans / warden of Students	Member
6. Admission Officer	Member
7. Examination Officer	Member
8. Campus Managers	Member
9. Academic Officers	Members
10. Campus Students' Organization representatives	Member
11. Director of Academic Affairs	Secretary

3.1.1 Functions of the Academic Board

The Academic Board is the governing Board on academic affairs of the Institute:

1. To plan, develop and implement academic strategies, policies, procedures, regulations and rules of the Institute;
2. To approve new programmes.
3. To receive, deliberate and approve students' admission and registration reports.
4. To receive, deliberate and approve Academic reports from Campuses.
5. To approve and announce end of semester and supplementary/special examinations results.
6. To receive, deliberate and give decisions on students' appeals.
7. To receive and recommend the names of graduates of all TIA programmes for MAB approval.

3.2 Academic Committee

The Institute has an Academic committee with the following composition: -

1. Director of Academic Affairs	Chairperson
2. Examination Marking Center Leaders	Members
3. Head of Quality Assurance	Member
4. Heads of Academic Departments	Member
5. Admission Officer	Member
6. Academic Officers	Members
7. Examination Officers	Secretary

3.2.1 Functions of the Academic Committee

The Academic Committee is the governing committee on academic affairs of the Institute:

1. To deal with curriculum development and review and enrolment planning
2. To review examination rules and regulations.
3. To deal with appointment of part-time lecturers, development of lecturers and manpower planning for teaching staff.
4. To check accuracy and compilation scores for submission to the Academic Board
5. To deal with students' appeals on remarking of examination answer scripts and submit a report to Academic Board
6. To receive appeals on examination irregularities and submit a report to the Academic Board for decision.

3.3 Examiners Meeting:

The Institute has Centers Examiners Meeting with the following composition: -

- | | |
|----------------------------------|-------------|
| 1. Campus Manager | Chairperson |
| 2. Heads of Academic Departments | Members |
| 3. Examiners | Members |
| 4. Academic Officer | Secretary |

3.3.1 Functions of Examiners Meeting:

Handling of examination complaints, check accuracy of compilation of scores and report the same to the Academic Board.

4.0 PROGRAMMES OFFERED

4.1 BASIC TECHNICIAN CERTIFICATES: NTA LEVEL 4

4.1.1 Basic Technician Certificate in Accountancy (BTCA)

a) Purpose of qualification

This qualification is intended for a person who will perform routine accounting and financial duties, communicate properly and apply basic computer knowledge in accounting duties.

b) Summary of Modules NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	20	Core
BAT04102	Basic Commercial Knowledge	1	1	10	Fundamental
GST04101	Elementary Business Mathematics	1	1	10	Fundamental
GST04102	Introduction to Business Communication	1	1	10	Fundamental
PLT04101	Basic Store Keeping	1	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
ACT04202	Book-keeping	1	2	12	Core
ACT04202	Elements of Cost Accounting	1	2	10	Fundamental
ACT04204	Elements of Taxation	1	2	10	Fundamental
ACT04205	Elements of Auditing	1	2	10	Fundamental
GST04204	Introduction to Computer Applications	1	2	10	Fundamental
10 Modules					

4.1.2 Basic Technician Certificate in Procurement and Logistics Management (BTCPLM)

a) Purpose of qualification

This qualification is intended for a person who will perform routine procurement and logistic duties, communicate properly, apply basic computer knowledge in his/her duties.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	20	Core
BAT04102	Basic Commercial Knowledge	1	1	10	Fundamental
GST04101	Elementary Business Mathematics	1	1	10	Fundamental
GST04102	Introduction to Business Communication	1	1	10	Fundamental
ACT04101	Basic Store Keeping	1	1	10	Fundamental
GST04204	Introduction to Computer Applications	1	2	10	Fundamental
GST04205	Elements of Business Law	1	2	8	Core
	Introduction to Freight Clearing and				
PLT04202	Forwarding	1	2	8	Core
PLT04203	Elements of Logistics Operations	1	2	22	Core
PLT04204	Introduction to Procurement Principles	1	2	8	Core
10 Modules					

4.1.3 Basic Technician Certificate in Business Administration (BTCBA)

a) Purpose of qualification

This qualification is intended for a person who will perform routine business administration and sales duties, communicate properly, apply basic computer knowledge in performing business duties, preparing simple reports, recording stores/sales receipts, maintaining records and documents, managing own business and address emerging social economic challenges.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04101	Basic Commercial Knowledge	1	1	12	Core
BAT04105	Elements of Business Administration	1	1	15	Core
GST04101	Elementary Business Mathematics	1	1	14	Fundamental
GST04102	Introduction to Business Communication	1	1	10	Fundamental
BAT04203	Elements of Marketing	1	2	12	Core
BAT04204	Introduction to Small Business Management	1	2	10	Core
GST04203	Office Practice and Records Management	1	2	12	Core
GST04204	Introduction to Computer Applications	1	2	12	Fundamental
GST04205	Elements of Business Law	1	2	13	Core
10 Modules					

4.1.4 Basic Technician Certificate in Human Resource Management (BTCHRM)**a) Purpose of qualification**

This qualification is intended for a person who will perform routine human resource management duties including safe keeping of employee records, deal with incoming and outgoing mails, use computer application to collect/retrieve, process and disseminate information and assist in human resource management activities

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
GST04101	Elementary Business Mathematics	1	1	10	Fundamental
GST04102	Introduction to Business Communication	1	1	10	Fundamental
HRT04101	Human Resources records Management	1	1	10	Core
HRT04102	Introduction to Organization Psychology	1	1	8	Core
MPT04105	Elements of Public Relation	1	1	10	Fundamental
GST04204	Introduction to Computer Applications	1	2	8	Fundamental
GST04206	Introduction to Labour Law	1	2	8	Core
HRT04203	Elements of Organization Behaviour	1	2	8	Core
HRT04204	Introduction to Industrial Relations	1	2	8	Core

Code	Module Title	Year	Semester	Credit	Category
HRT04205	Elements of Human Resources Management	1	2	12	Core
10 Modules					

4.1.5 Basic Technician Certificate in Marketing and Public and Relations (BTCMPR)

a) Purpose of qualification

This qualification is intended for a person who will perform routine Marketing and Public Relations duties, communicate properly and apply basic computer knowledge in business duties.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04102	Basic Commercial Knowledge	1	1	12	Fundamental
GST04103	Commercial Arithmetic	1	1	14	Fundamental
GST04104	Introduction to Communication Skills	1	1	10	Fundamental
MPT04105	Elements of Public Relations	1	1	14	Core
MPT04206	Introduction to Marketing	1	2	13	Core
PLT04206	Elements of Procurement and Logistics	1	2	13	Fundamental
GST04207	Office Practice and Records Management	1	2	12	Core
GST04209	Introduction to Computer Applications	1	2	12	Fundamental
BAT04210	Small Business Management	1	2	10	Core
10 Modules					

4.1.6 Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF)

a) Purpose of qualification

This qualification is intended for a person who will perform routine accounting and financial duties, communicate properly, apply basic computer knowledge, store rules and customer care in accounting duties.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04102	Basic Commercial Knowledge	1	1	12	Fundamental
GST 04103	Commercial Arithmetic	1	1	10	Fundamental
GST 04104	Introduction to Communication Skills	1	1	10	Fundamental
PLT04105	Basic Store Keeping	1	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
PST 04206	Elements of Public Sector Accounting	1	2	18	Core
PST 04207	Elementary Public Finance and Taxation	1	2	12	Core
GST 04208	Introduction to Customer Care and Ethics	1	2	10	Fundamental
GST 04209	Introduction to Computer Applications	1	2	10	Fundamental
PST 04210	Elementary Cooperative Accounting	1	2	12	Core
10 Modules					

4.1.7 Admission requirements

Admission into NTA Level 4 requires holders of either form IV with at least four passes or National Vocational Award 2 (NVA2). Successful completion of NTA Level 4 entitles one to either proceed to the Technician Certificate level (NTA Level 5) or exit and be awarded a Basic Technician Certificate of the discipline under study.

4.1.8 Overall Structure and Programme Duration

The **NTA Level 4** curriculum consists of ten (10) modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

4.1.9 Assessment of Performance

In order to make genuine assessment of student's performance, he/she must have attended at least 75% of the lectures.

Continuous Assessment	50
Final examination	50
Total	100
Pass Mark	50

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination. The student must score a minimum of one third ($\frac{1}{3}$) marks for each module in a semester examination. However a student must pass at "C grade" and or above in at least three modules in the first semester in order to be allowed to register in the second semester.

4.1.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1.	80 – 100	A	EXCELLENT
2.	65 – 79	B	GOOD
3.	50 – 64	C	AVERAGE
4	40-49	D	POOR
5.	0 – 39	F	FAILURE

4.1.11 Classification of Awards

Grades for the different score ranges are assigned points as follows:

A – 4	D – 1
B – 3	F – 0
C – 2	

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	3.5 to 4.0
SECOND CLASS	3.0 to 3.4
PASS	2.0 to 2.9

An award shall be given to a candidate who satisfies the following conditions:

- Candidate must have successfully completed and passed all modules for which the award is to be made; and
- Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to Pass, which will be calculated using the NACTE's mathematical model.

4.2 DIPLOMA PROGRAMMES

Diploma programmes consists of two levels of study, the Technician Certificate (NTA level 5) and Diploma (NTA level 6).

4.2.0 Diploma (NTA Level 5)

4.2.1 Diploma in Accountancy (DA I) – NTA Level 5

a) Purpose of qualification

This qualification is intended for a person who will perform operational accounting duties including preparation of financial statements, simple payroll, and budget, perform bank reconciliation and use accounting computer packages to perform accounting tasks.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
ACT05101	Book-keeping and Accounts	1	1	10	Core
GST05102	Business Mathematics and Statistics	1	1	10	Fundamental
BAT05103	Commercial Knowledge	1	1	10	Fundamental
GST05104	Communication Skills and Office Practice	1	1	10	Fundamental
ACT05105	Elements of Costing and Procurement and Supply	1	1	10	Core
ACT05206	Principles of Accounts	1	2	10	Core
ACT05207	Principles of Government & Cooperative Accounting	1	2	10	Core
GST05208	Principles of Economics	1	2	10	Fundamental
GST05209	Elements of Computer Applications	1	2	10	Fundamental
ACT05210	Principles of Auditing	1	2	10	Core
10 Modules					

4.2.2 Diploma in Procurement and Logistics Management (DPLM I)

a) Purpose of qualification:

This qualification is intended for a person who will perform routine and non-routine procurement and logistics duties including preparation of simple stock reports, stores accounting schedules and apply computer skills.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
BAT05103	Commercial Knowledge	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	10	Fundamental
GST05104	Communication Skills and Office Practice	1	1	10	Fundamental
PLT05101	Procurement Principles	1	1	10	Core

Code	Module Title	Year	Semester	Credit	Category
PLT05105	Stores Administration	1	1	10	Core
ACT05205	Principles of Financial Accounting	1	2	10	Fundamental
BAT05210	Introduction to Entrepreneurship	1	2	10	Fundamental
GST05209	Elements of Computer Applications	1	2	10	Fundamental
PLT05207	Stock Control	1	2	10	Core
PLT05208	Introduction to Transport and Distribution	1	2	10	Core
10 Modules					

4.2.3 Diploma in Business Administration I (DBA I)

a) Purpose of qualification

This qualification is intended for a person who will perform routine and non-routine business duties including assisting in procurement, selling and storage functions, preparing reports, processing and recording business related information, handling customers and assist in human resource and public relations.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
GST05101	Communication Skills	1	1	12	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
BAT05103	Commercial Knowledge	1	1	15	Core
ACT05104	Principles of Accounting and Costing	1	1	12	Fundamental
PLT05106	Procurement and Supply	1	1	10	Fundamental
GST05206	Public Relations and customer Care	1	2	10	Fundamental
GST05209	Elements of Computer Applications	1	2	14	Fundamental
GST05210	Introduction to Principles of Management	1	2	10	Fundamental
BAT05210	Introduction to Entrepreneurship	1	2	15	Core
ACT05211	Introduction to Business Finance	1	2	10	Fundamental
10 Modules					

4.2.4 Diploma in Human Resource Management I (DHRM I)

a) Purpose of qualification

This qualification is intended for a person who will perform routine human resource duties including maintaining personnel records, collect data necessary for staff training and

development, use computer applications to prepare various office documents and assist in human resource management duties.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
GST05101	Communication Skills	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	10	Fundamental
BAT05103	Commercial Knowledge	1	1	10	Fundamental
ACT05104	Principles of Accounting and Costing	1	1	10	Fundamental
HRT05105	Public Relations and Customer Care	1	1	10	Core
HRT05207	Introduction to Human Resource Management	1	2	10	Core
HRT05208	Introduction to Organizational Behaviour	1	2	10	Core
GST05209	Elements of Computer Applications	1	2	10	Fundamental
BAT05210	Introduction to Entrepreneurship	1	2	10	Fundamental
GST05210	Introduction to Principles of Management	1	2	10	Fundamental
10 Modules					

4.2..5 Diploma in Marketing and Public Relation (DMPR I)

a) Purpose of qualification

This qualification is intended for a person who will perform routine and non-routine Marketing and Public Relations duties including basic marketing and sales, purchasing, accounting transactions, use computer applications to collect/retrieve, process and disseminate information

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
ACT05104	Principles of Accounting and Costing	1	1	12	Fundamental
BAT05103	Commercial Knowledge	1	1	15	Core
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
GST05105	Principles of Economics	1	1	10	Fundamental
PLT05106	Procurement and Supply	1	1	10	Fundamental
GST05209	Elements of Computer Application	1	2	14	Fundamental
GST05210	Introduction to Principles of Management	1	2	10	Fundamental
GST05214	Communication Skills & Office Practice	1	2	8	Fundamental
MPT05207	Public Relations and Advertising	1	2	19	Core

Code	Module Title	Year	Semester	Credit	Category
MPT05208	Principles of Marketing	1	2	18	Core
10 Modules					

4.2.6 Diploma in Public Sector Accounting and Finance (DPSAF I)

a) Purpose of qualification

This qualification is intended for a person who will perform operational public sector accounting, local government and cooperative accounting duties including preparation of financial statements, simple payroll, and budget, perform bank reconciliation and use accounting computer packages to perform accounting tasks.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
ACT05101	Bookkeeping and Accounts	1	1	14	Core
BAT05103	Commercial Knowledge	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics I	1	1	10	Fundamental
GST05105	Principles of Economics	1	1	8	Fundamental
PST05105	Introduction to Public Sector Accounting	1	1	14	Core
PST05106	Introduction to Public Assets Management and Valuation	1	1	11	Core
ACT05210	Elements of Auditing	1	2	10	Core
GST05209	Elements of Computer Applications	1	2	10	Fundamental
GST05214	Communication Skills and Office Practice	1	2	8	Fundamental
PLT05210	Principles of Public Procurement and Supply Chain	1	2	11	Fundamental
PST05207	Introduction to Public Finance and Taxation	1	2	12	Core
PST05208	Cooperative Accounting	1	2	12	Core
11 Modules					

4.2.7 Admission requirements

NTA Level 5 is open for holders of NTA Level 4 qualification or NVA 3 qualification or holders of advanced certificate of secondary education with at least three subsidiaries for a candidate set prior to 2014 or at least two D, or one C. at Advanced Certificate of Secondary Education for candidates who set thereafter in any subject except religious subjects. Successful completion of

the NTA Level 5 entitles one to either proceed to NTA level 6 (Diploma) or to exit and be awarded a Technician Certificate of the discipline understudy.

4.2.8 Overall Structure and Programme Duration

The **NTA Level 5** curriculum consists of 10 to 12 modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

4.2.9 Assessment of Performance

In order to make genuine assessment of student's performance, he/she must have attended at least 75% of the lectures.

Continuous Assessment	50
Final examination	50
Total	100
Pass Mark	50

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination. The student must score a minimum of one third ($\frac{1}{3}$) marks for each module in a semester examination. However a student must pass at "C grade" and or above in at least three modules in the first semester in order to be allowed to register in the second semester.

4.2.1.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	80 – 100	A	EXCELLENT
2	65 – 79	B	GOOD
3	50 – 64	C	AVERAGE
4	40-49	D	POOR
5	0 – 39	F	FAILURE

4.2.11 Classification of Awards

Grades for the different score ranges are assigned points as follows:

A – 4	D – 1
B – 3	F – 0
C – 2	

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	3.5 to 4.0
SECOND CLASS	3.0 to 3.4
PASS	2.0 to 2.9

4.3.0 DIPLOMA TWO (NTA LEVEL 6)

4.3.1 Diploma in Accountancy II (DA II)

a) Purpose of qualification

This qualification is intended for a person who will perform non routine accounting duties including preparation of financial statements, departmental budget, perform auditing, taxation and manage small enterprise

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
ACT06101	Business Accounting	2	1	14	Core
ACT06102	Principles of Taxation	2	1	9	Core
GST06103	Business Mathematics and Statistics	2	1	14	Fundamental
GST06104	Introduction to Business Law	2	1	10	Fundamental
GST06105	Communication Skills	2	1	10	Fundamental
ACT06206	Introduction Cost Accounting	2	2	9	Core
GST06207	Introduction to Entrepreneurship	2	2	10	Fundamental
GST06208	Introduction to Principles of Management	2	2	10	Fundamental
ACT06209	Introduction to Financial Management	2	2	12	Core
GST06210	Introduction to Information and Communication Technology	2	2	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GST06211	Project Paper	2	2	12	Fundamental
11 Modules					

4.3.2 Diploma in Procurement and Logistics Management II (DPLM II)

a) Purpose of qualification

This qualification is intended for a person who will perform non-routine procurement and logistic duties including procuring goods, works and services, warehousing and distribution of goods, manage small enterprises and supervise subordinates.

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
BAT06106	Introduction to Entrepreneurship	2	1	10	Fundamental
GST06104	Introduction to Business Law	2	1	14	Fundamental
PLT06101	Public Procurement	2	1	10	Core
PLT06102	Freight Clearing and Forwarding	2	1	10	Core
PLT06103	Procurement Contract Management	2	1	12	Core
ACT06207	Principles of Costing	2	2	10	Fundamental
GST06206	Principles of Economics	2	2	10	Fundamental
GST06208	Introduction to Principles of Management	2	2	12	Fundamental
PLT06201	Introduction to Logistics Management	2	2	19	Core
PLT06202	Introduction to International Procurement	2	2	20	Core
GST06211	Project Paper	2	2	12	Fundamental
11 Modules					

4.3.3 Diploma in Business Administration II (DBAII)

a) Purpose of qualification

This qualification is intended for a person who will perform non routine business administration duties including collect and process data for/on business operations, assist in planning and preparing budgets at sectional or departmental level, supervise business operations and prepare periodic reports.

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
ACT06101	Business Accounting	2	1	12	Fundamental
BAT06102	Principles of Marketing	2	1	15	Core
BAT06104	Production Management	2	1	10	Core

Code	Module Title	Year	Semester	Credit	Category
GST06104	Introduction to Business Law	2	1	10	Fundamental
PLT06105	Stores Administration and Inventory Control	2	1	15	Fundamental
BAT06205	Entrepreneurship	2	2	12	Core
PLT06207	Transportation and Distribution	2	2	10	Fundamental
GST06206	Principles of Economics	2	2	12	Fundamental
ACT06209	Introduction to Financial Management	2	2	12	Fundamental
GST06209	Introduction to Business Informatics	2	2	12	Fundamental
GST06211	Project Paper	2	2	12	Fundamental
10 Modules					

4.3.4 Diploma in Human Resource Management II (DHRM II)

a) Purpose of qualification

This qualification is intended for a person who will perform human resource management duties including assisting in acquiring, rewarding, maintaining human resource and preparation of departmental budgets, staff training programs and human resource plans.

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
HRT06101	Human Resource Management	2	1	15	Core
HRT06102	Labour Law	2	1	12	Core
HRT06103	Industrial Relations	2	1	12	Core
HRT06104	Human Resource Recruitment	2	1	11	Core
HRT06105	Occupational Health and Safety	2	1	12	Core
GST06207	Introduction to Entrepreneurship	2	2	12	Fundamental
GST06206	Principles of Economics	2	2	12	Fundamental
HRT06208	Staff training and Development	2	2	12	Core
HRT06209	Management Information Systems	2	2	10	Core
HRT06210	Human Resource Planning	2	2	12	Core
GST06211	Project Paper	2	2	12	Fundamental
10 Modules					

4.3.5 Diploma in Marketing Public Relations (DMPR II)

a) Purpose of qualification

This qualification is intended for a person who will perform non routine Marketing and Public Relations duties including assisting in managing small business, perform marketing and public relations activities and assist in managing events

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
GST06102	Principles of Office Practice and Records Management	2	1	10	Fundamental
MPT 6103	Integrated Marketing Communication	2	1	12	Core
MPT 6104	Buyer Behaviour and Consumerism	2	1	12	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental
GST06106	Business Information Technology	2	1	14	Fundamental
MPT 6206	Introduction to Public Relations Campaign	2	2	12	Core
MPT 6207	Introduction to Entrepreneurship Development	2	2	11	Core
MPT 6208	Sales Management	2	2	12	Core
MPT 6209	Introduction to Customer Relations Management	2	2	13	Core
MPT 6210	Introduction to Events Management	2	2	14	Core
GST06211	Project Paper	2	2	12	Fundamental
10 Modules					

4.3.6 Diploma in Public Sector Accounting and Finance II (DPSAF II)

a) Purpose of qualification:

This qualification is intended for a person who will perform non routine accounting duties including preparation of public sector and private sector financial statements, departmental budget, perform auditing, taxation and manage small enterprise.

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
PST 06101	Principles of Public Sector Accounting	2	1	11	Core
ACT06102	Principles of Public Finance and Taxation	2	1	9	Core
GST06103	Introduction to Corporate Business Law	2	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
BAT 06105	Introduction to Project Planning and Management	2	1	11	Core
HRT 06106	Introduction to Public Service Management	2	1	9	Core
GST 06106	Introduction to Resources Governance in Rural and Urban	2	1	9	Core
ACT06206	Introduction Cost Accounting	2	2	9	Core
PST 06212	Principles of Financial Accounting	2	2	12	Core
PST 06209	Principles of Internal Audit and Control Systems	2	2	11	Core
PST 06210	Introduction to Public Sector Financial Management	2	2	11	Core
PST 06211	Introduction to Public Sector Financial Reporting	2	2	12	Core
GST06211	Project Paper	2	2	12	Fundamental
GST 06212	Principles of Marketing and Entrepreneurship	2	2	8	Fundamental
13 Modules					

4.3.7 Admission Requirements

NTA Level 6 is open for holders of the NTA Level 5 qualifications only. Successful completion of the NTA Level 6 entitles one to either proceed to bachelor degree or exit or be awarded a Diploma of the discipline under study.

4.3.8 Overall Structure and Programme Duration

The **NTA Level 6** curriculum consists of ten to thirteen (10-13) modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations. Students shall be allowed to register in the second semester after attempting at least three modules of the first semester.

4.3.9 Assessment of Performance

In order to make genuine assessment of student's performance, he/she must have attended at least 75% of the lectures.

Continuous Assessment	45
Final examination	55
Total	100
Pass Mark	45

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination. The student must score a minimum of one third ($\frac{1}{3}$) marks for each module in a semester examination. However a student must pass at “C grade” and or above in at least three modules in the first semester in order to be allowed to register in the second semester.

4.3.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	75 – 100	A	EXCELLENT
2	65- 74	B+	VERY GOOD
3	55 – 64	B	GOOD
4	45 – 54	C	SATISFACTORY
5	35 – 44	D	POOR
6	0 – 34	F	FAILURE

4.3.11 Classification of Awards

Grades for different score ranges are assigned points as follows:

A – 5	C – 2
B+ - 4	D – 1
B – 3	F – 0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	4.4 to 5.0
UPPER SECOND CLASS	3.5 to 4.3
LOWER SECOND CLASS	2.7 to 3.4
PASS	1.0 to 2.6

An award shall be given to a candidate who satisfies the following conditions:

- a) Candidate must have successfully completed and passed all modules for which the award is to be made; and
- b) Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to Pass, which will be calculated using the NACTE's mathematical model.

4.4 DEGREE PROGRAMMES

Bachelor Degree Programmes comprise of two levels of study, Higher Diploma (NTA 7) and Bachelors Degree (NTA 8).

4.4.1 Bachelor Degree in Accounting (BAC)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- i). Prepare and analyze corporate financial statements, perform taxation, internal and external audit duties.
- ii). Manage corporate finance operations, human and physical resources, cost products, works and services.
- iii). Conducting research and consultancy.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will prepare advanced financial statements, carryout audit and assurance services and manage international financial operations.

c) Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07101	Introduction to Financial Accounting	1	1	20	Core
GSU07101	Business Mathematics and Statistics	1	1	13	Fundamental
GSU07102	Information Technology	1	1	12	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GSU07108	Communication Skills	1	1	10	Fundamental
ACU07205	Financial Accounting	1	2	24	Core
GSU07206	Statistical Analysis	1	2	10	Fundamental
GSU07207	Business Law	1	2	13	Fundamental
GSU07208	Principles of Economics	1	2	14	Fundamental
PSU07209	Public Sector Accounting	1	2	16	Core
ACU07311	Corporate Finance	2	3	19	Core
ACU07312	Taxation	2	3	20	Core
GSU07313	Operational Research	2	3	13	Fundamental
GSU07314	Research Methodology and Consultancy	2	3	22	Fundamental
GSU07315	Entrepreneurship	2	3	21	Fundamental
ACU07416	Cost Accounting	2	4	20	Core
ACU07417	Intermediate Financial Accounting	2	4	30	Core
ACU07418	Auditing	2	4	25	Core
ACU07419	Advanced Taxation	2	4	15	Core
GSU07420	Marketing Theory and Practice	2	4	13	Fundamental
20 Modules					

d) Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
ACU08103	International Finance	3	1	15	Core
ACU08105	Advanced Financial Accounting	3	1	15	Core
GSU08102	Management Principles	3	1	10	Fundamental
GSU08103	Business Ethics and Good Governance	3	1	12	Core
HRU08106	Human Resource Management	3	1	10	Fundamental
ACU08206	Auditing and Assurance Services	3	2	10	Core
ACU08207	Management Accounting	3	2	15	Core
GSU08202	Managerial Economics	3	2	10	Fundamental
GSU08203	Environmental Management and Social Accounting	3	2	10	Fundamental
GSU08204	Strategic Management	3	2	10	Fundamental
GSU08212	Project Paper	3	2	15	Core
10 Modules					

4.4.2 Bachelor Degree in Procurement and Logistics Management (BPLM)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- i). Perform broad range of complex technical procurement and logistics activities including preparation of departmental budget, planning and management of inventory.
- ii). Manage physical, human and financial resources.
- iii). Conducting research and consultancy.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform wide and unpredictable management of national and international procurement and logistics activities, formulation of policies and resolution of disputes.

Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07102	Financial Accounting	1	1	12	Fundamental
GSU07101	Business mathematics and statistics	1	1	12	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental
GSU07108	Communication Skills	1	1	11	Fundamental
PLU07101	Procurement Principles and Practices	1	1	10	Core
GSU07207	Business Law	1	2	12	Fundamental
GSU07208	Principles of Economics	1	2	12	Fundamental
MPU07202	Marketing Management	1	2	10	Fundamental
PLU07202	Logistics Management	1	2	12	Core
PLU07203	Store Management and Stock Control	1	2	15	Core
ACU07318	Cost and Management Accounting	2	3	12	Fundamental
GSU07301	Information System	2	3	10	Core
PLU07302	Supply Chain Management	2	3	15	Core
PLU07303	Freight Clearing and Forwarding	2	3	10	Core
PLU07305	Procurement of Works Contract	2	3	12	Core
GSU07401	Research Methodology and Consultancy	2	4	10	Fundamental
GSU07404	Quantitative Methods	2	4	15	Fundamental
PLU07401	Procurement and Supplies Audit	2	4	12	Core
PLU07402	Public Procurement	2	4	15	Core
PLU07403	Warehouse Management	2	4	15	Core
20 Modules					

c) Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
GSU08103	Business Ethics and Good Governance	3	1	13	Core
GSU08102	Management Principles	3	1	10	Fundamental
PLU08102	International Procurement	3	1	14	Core
PLU08103	Procurement Negotiation Skills	3	1	13	Core
ACU08108	Financial Management	3	1	10	Core
PLU08205	Contract and Project Management	3	2	15	Core
PLU08206	Procurement Management	3	2	15	Core
PLU08207	Inventory Management	3	2	15	Core
PLU08208	Strategic Procurement	3	2	15	Core
GSU08208	Entrepreneurship	3	2	15	Core
GSU08212	Project Paper	3	2	15	Core
10 Modules					

4.4.3 Bachelor Degree in Business Administration (BBA)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will perform broad range of complex technical administrative business activities, manage resources as well as conduct research and consultancy.

b) Purpose of qualification: - NTA Level 8

This qualification is intended for a person who will perform Business Management and Administration duties including formulation of policies, project appraisal, preparation of strategic plans and manage business contracts

c) Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07102	Financial Accounting	1	1	9	Fundamental
BAU07101	Business Organization and Management	1	1	12	Core
GSU07101	Business Mathematics and Statistics	1	1	9	Fundamental
GSU07107	Principles of Management	1	1	12	Core
GSU07108	Communication Skills	1	1	6	Fundamental
GSU07109	Business Environment	1	1	7	Core
ACU07203	Costing Theory and Practice	1	2	9	Fundamental
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	12	Core
GSU07211	Business Informatics	1	2	7	Fundamental
MPU07202	Marketing Management	1	2	14	Core
PLU07210	Procurement and Supply Techniques	1	2	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
BAU07313	Management Information System	2	3	8	Core
BAU07316	Corporate Governance	2	3	11	Core
GSU07314	Research Methodology and Consultancy	2	3	8	Fundamental
GSU07318	Quantitative Methods	2	3	9	Fundamental
HRU07315	Organizational Behaviour	2	3	11	Core
HRU07317	Human Resources management	2	3	14	Fundamental
ACU07420	Business Taxation	2	4	8	Fundamental
ACU07421	Financial Management	2	4	9	Fundamental
ACU07422	Risk Management	2	4	14	Core
BAU07419	International Business	2	4	12	Core
BAU07423	Small Business Management	2	4	12	Core
BAU07424	Operations Management	2	4	13	Core
24 Modules					

d) Summary of Modules - NTA Level 8 (Third year)

Code	Module Title	Year	Semester	Credit	Category
BAU08101	Strategic Management	3	1	10	Fundamental
BAU08102	Marketing Research	3	1	10	Core
BAU08103	Business Contract management	3	1	10	Core
BAU08105	Service Marketing	3	1	12	Core
GSU08103	Business Ethics and Good Governance	3	1	9	Core
PLU08104	Supply Chain Management	3	1	11	Fundamental
ACU08208	Managerial Accounting	3	2	8	Fundamental
BAU08208	Project Management	3	2	8	Core
BAU08209	Entrepreneurship	3	2	9	Core
BAU08210	Management Control System	3	2	9	Core
BAU08211	E-Commerce	3	2	10	Core
GSU08212	Project Paper	3	2	15	Fundamental
12 Modules					

4.4.4 Bachelor Degree in Human Resource Management (BHRM)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will perform human resource management activities including preparation of departmental budget, human resource plan, training programme and management of performance appraisal systems.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform Human Resource Management duties including formulating policies, appraising projects, preparing strategic plans and managing Occupational Health and Safety programs, Nationally and Internationally.

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
GSU07101	Business Mathematics and Statistics	1	1	8	Fundamental
GSU07103	Development Studies	1	1	10	Fundamenta
GSU07107	Principle of management	1	1	12	Core
GSU07108	Communication Skills	1	1	10	Fundamental
HRU07101	HRM Principles & Practice	1	1	10	Core
ACU07206	Principles of Accounting	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	8	Fundamental
HRU07202	Administrative Law	1	2	10	Core
HRU07203	Local Government Management	1	2	10	Core
HRU07204	Organization Psychology	1	2	12	Core
ACU07317	Principles of Financial Management	2	3	8	Fundamental
BAU07313	Management Information System	2	3	8	Fundamental
BAU07316	Corporate Governance	2	3	12	Fundamental
GSU07314	Research Methodology and Consultancy	2	3	8	Fundamental
HRU07315	Organizational Behaviour	2	3	11	Core
HRU07318	Advanced Human Resources Management	2	3	12	Core
GSU07419	Entrepreneurship	2	4	8	Fundamental
HRU07420	Industrial Relations and labour Law	2	4	11	Core
HRU07421	Principles and Practice of Human Resources Management Planning	2	4	12	Core
HRU07422	Managerial Skills and Leadership	2	4	12	Core
HRU07423	Organizational Development	2	4	12	Core
23 Modules					

d) Summary of Modules - NTA Level 8 (Third year)

Code	Module Name	Year	Semester	Credit	Category
GSU08104	Decision Making Techniques	3	1	12	Fundamental
HRU08101	Human Resource Training and Development	3	1	13	Core

Code	Module Name	Year	Semester	Credit	Category
HRU08102	Performance Management	3	1	12	Core
HRU08103	Human Resource Information System	3	1	12	Core
HRU08105	Strategic Human Resource Management	3	1	12	Core
BAU08208	Project Management	3	2	10	Fundamental
GSU08202	Managerial Economics	3	2	10	Fundamental
GSU08206	Public Policy	3	2	10	Core
GSU08207	Occupational Health and Safety Services	3	2	10	Core
HRU08206	International Human Resource Management	3	2	12	Core
GSU08212	Project Paper	3	2	15	Fundamental
10 Modules					

4.4.5 Bachelor Degree in Marketing and Public Relations (BMPR)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- i). Perform broad range of complex technical marketing and public relations activities including applying Marketing management and consumer behaviour skills
- ii). Manage Events and Public Relations
- iii). Conducting Advertising and promotion as well as research and consultancy.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform a wide range of strategic managerial duties including: - Managing Crisis, handling corporate public relations issues, service marketing, national and international marketing and managing organization resources.

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
GSU07104	Communication Skills and Report Writing	1	1	6	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental
GSU07101	Business Mathematics and Statistics	1	1	9	Fundamental
BAU07105	Business Environment	1	1	7	Core
MPU 7105	Public Relations	1	1	10	Core
MPU 7106	Business and Media Law	1	1	12	Core
MPU 7207	Corporate Social Responsibility	1	2	12	Core
GSU07209	Principles of Management	1	2	10	Fundamental
MPU 7208	Marketing Management	1	2	8	Core
MPU 7210	Customer relationship Management	1	2	12	Core

Code	Module Name	Year	Semester	Credit	Category
MPU 7211	Public Relations Writing	1	2	10	Core
MPU 7212	Public Relations Campaign Management	1	2	10	Core
GSU07315	Entrepreneurship	2	3	21	Fundamental
ACU07313	Business Accounting and Costing	2	3	12	Fundamental
GSU07313	Operational Research	2	3	13	Fundamental
GSU07314	Research Methodology and Consultancy	2	3	8	Fundamental
BAU07313	Management Information System	2	3	8	Core
HRU07315	Organisational Behaviour	2	3	11	Core
MPU 7419	Consumer Behaviour	2	4	10	Core
MPU 7420	Media Relations	2	4	10	Core
MPU 7422	Advertising and Promotion	2	4	14	Core
MPU 7423	Events Management	2	4	16	Core
MPU 7424	Public Relations Strategies	2	4	10	Core
ACU07421	Financial Management	2	4	9	Fundamental
24 Modules					

d) Summary of Modules - NTA Level 8

Code	Module Name	Year	Semester	Credit	Category
GSU 08101	Strategic Management	3	1	8	Fundamental
GSU 08106	Human Resource Management	3	1	8	Fundamental
MPU 08102	Marketing Research	3	1	12	Core
GSU 08103	Business Ethics and Good Governance	3	1	9	Fundamental
MPU 08103	Corporate Public Relations	3	1	12	Core
MPU 08105	Service Marketing	3	1	12	Core
MPU 08207	Contemporary Issues in Marketing and Public Relations	3	2	10	Core
GSU08202	Managerial Economics	3	2	10	Fundamental
MPU 8208	International Marketing	3	2	10	Core
MPU08210	E-Marketing and E-Public Relations	3	2	12	Core
MPU 08209	Issues and Crisis Management	3	2	9	Core
GSU08212	Project Paper	3	2	8	Fundamental
11 Modules					

4.4.6 Bachelor Degree in Public Sector Accounting and Finance (BPSAF)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- i). Prepare and analyze Public Sector, Cooperative and corporate financial statements, perform taxation, internal and external audit duties.
- ii). Manage corporate finance operations, Public policy, human and physical resources, cost products works and services.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will prepare Public Sector advanced financial statements, carryout audit and assurance services and manage international financial operations

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
ACU 07101	Introduction to Financial Accounting	1	1	19	Core
GSU 07101	Business Mathematics and Statistics	1	1	12	Fundamental
GSU 07103	Development Studies	1	1	10	Fundamental
GSU 07104	Communication Skills and Report Writing	1	1	10	Fundamental
PSU 07102	Information Technology and Computerized Accounting	1	1	10	Fundamental
PSU 07104	Public Sector Accounting	1	1	24	Core
ACU07210	Financial Accounting	1	2	24	Core
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
PSU 07210	Public Finance and Taxation	1	2	14	Core
PSU 07211	Public Sector Auditing and Control Systems	1	2	16	Core
PSU 07212	Corporate Governance and Social Responsibility	1	2	20	Core
ACU07311	Corporate Finance	2	3	19	Core
ACU07312	Taxation	2	3	20	Core
GSU07303	Entrepreneurship and Marketing	2	3	10	Fundamental
GSU07313	Operational Research	2	3	13	Fundamental
GSU07314	Research Methodology and Consultancy	2	3	22	Fundamental
PSU 07313	Public Assets Management and Valuation	2	3	10	Core
ACU07416	Cost Accounting	2	4	20	Core
ACU07417	Intermediate Financial Accounting	2	4	30	Core

Code	Module Name	Year	Semester	Credit	Category
ACU07419	Advanced Taxation	2	4	15	Core
ACU07422	Risk Management	2	4	14	Core
PLU07417	Public Procurement	2	4	10	Fundamental
PSU 07411	Intermediate Public Sector Accounting	2	4	21	Core
24 Modules					

d) Summary of Modules - NTA Level 8

Code	Module Name	Year	Semester	Credit	Category
ACU08103	International Finance	3	1	15	Core
ACU08105	Advanced Financial Accounting	3	1	15	Core
GSU08102	Management Principles	3	1	10	Fundamental
HRU 08107	Public Service Management	3	1	9	Core
HRU08105	Strategic Human Resource Management	3	1	12	Fundamental
PSU 08101	Resources Governance in Local Government Authorities	3	1	11	Core
ACU08206	Auditing and Assurance Services	3	2	10	Core
ACU08207	Management Accounting	3	2	15	Core
PSU 08208	Advanced Local Government Accounting & Reporting	3	2	10	Core
PSU 08209	Advanced Public Sector Accounting & Reporting	3	2	11	Core
PSU 08210	Contemporary Issues on Public Sector Accounting	3	2	10	Core
PSU 08211	Public Policy and Programme Evaluation	3	2	16	Core
GSU08212	Project Paper	3	2	8	Fundamental
12 Modules					

4.4.7 Admission Requirements

a) NTA Level 7

NTA Level 7 is open for holders of NTA Level 6 qualification or holders of:

- i). Advanced certificate of secondary education with at least two (2) Principal passes (in appropriate subjects and with total points not below 3.5. In addition candidates must have passed **MATHEMATICS** at "O" or "A" level for accounting and procurement and logistics programmes.
- ii). FTC with at least C grade in relevant modules/subject

- iii). Diploma with at least B grade in relevant subjects
- iv). Any equivalent certificate to be evaluated by NACTE

b) NTA Level 8

The NTA Level 8 is open for holders of the NTA Level 7 qualifications only.

4.4.8 Overall Structure and Programme Duration

a) NTA Level 7

The **NTA Level 7** contain a number of modules which vary from one programme to another and are spread over four semesters in two academic years. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

b) NTA Level 8

The **NTA Level 8** contain a number of modules which vary from one programme to another and are spread into two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

4.4.9 Assessment of Performance

In order to make genuine assessment of student’s performance, he/she must have attended at least 75% of the lectures.

Continuous Assessment	40
Final examination	60
Total	100
Pass Mark	40

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination. The student must also score a minimum of one third ($\frac{1}{3}$) marks for each module in a semester examination. However a student must pass at “C grade” and or above in at least three modules in the first semester in order to be allowed to register in the second semester.

4.4.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	70 – 100	A	EXCELLENT
2	60 – 69	B+	VERY GOOD
3	50 – 59	B	GOOD
4	40 – 49	C	SATISFACTORY
5	35 – 39	D	POOR
6	0 – 35	F	FAILURE

4.4.11 Classification of Awards

Grades for the different score ranges are assigned points as follows:

A – 5	C - 2
B+ – 4	D - 1
B – 3	F - 0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	4.4 to 5.0
UPPER SECOND CLASS	3.5 to 4.3
LOWER SECOND CLASS	2.7 to 3.4
PASS	2.0 to 2.6

An award shall be given to a candidate who satisfies the following conditions:

- Candidate must have successfully completed and passed all modules for which the award is to be made; and
- Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

5.0 Computation of Cumulative GPA for all Programmes

- The GPA of all programmes (NTA levels 4-8) will be computed by using the NACTE

Computation formula

$$\text{i.e. Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where **P** represents a grade point assigned to a letter grade scored by the candidates in a module and **N** represents the number of credits associated with the module.

- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point only.

6.0 POSTGRADUATE PROGRAMMES

a) General Purpose of the Programme

The general purposes of the programme are to:

- i). Develop analytical skills to a level commensurate with strategic decision- making.
- ii). Promote critical thinking and a strategic perspective in Accounting and Procurement and Logistic Management areas.
- iii). Cultivate competence in Accounting, Procurement and Logistic Management fields.

b) Summary of Modules – Postgraduate Diploma in Accounting (PGDA)

Code	Module Name	Year	Semester	Credit	Category
ACC410	Performance management	1	1	10	Core
ACC411	Financial Accounting	1	1	10	Core
ACC412	Auditing Principles and Practice	1	1	10	Core
ACC413	Public Finance and Taxation I	1	1	10	Core
ACC414	Financial Management	1	1	10	Core
ACC425	Management, Governance and Ethics	1	2	10	Core
ACC426	Corporate Reporting	1	2	10	Core
ACC427	Auditing and Assurance	1	2	10	Core
ACC428	Business and Corporate Finance	1	2	10	Core
ACC429	Public Finance and Taxation II	1	2	10	Core
10 Modules					

c) Summary of Modules – Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

Code	Module Name	Year	Semester	Credit	Category
MGT440	Research Methodology	1	1	10	Core
PSM441	Public Procurement	1	1	10	Core
PSM444	Project and Contract Management	1	1	10	Core

Code	Module Name	Year	Semester	Credit	Category
PSM446	Strategic Procurement	1	1	10	Core
MGT443	Project Paper	1	2	10	Core
PSM440	Supply Chain Management	1	2	10	Core
PSM442	International Procurement	1	2	10	Core
PSM445	Procurement and Supplies Audit	1	2	10	Core
PSM447	Public Procurement 2	1	2	10	Core
9 Modules					

6.1 Assessment of Performance

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination. The student must score a minimum of one third ($\frac{1}{3}$) marks for each module in a semester examination. However a student must pass at “B grade” and or above in at least three modules in the first semester in order to be allowed to register in the second semester. In order to make genuine assessment of student’s performance, he/she must have attended at least 75% of the lectures.

6.2 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	70 – 100	A	EXCELLENT
2	60 – 69	B+	VERY GOOD
3	50 – 59	B	GOOD
4	0 – 49	F	FAILURE

6.3 Admission Requirements (Minimum entry requirements)

6.3.1 Postgraduate Diploma in Accounting (PGDA)

- Advanced Diploma or Bachelor Degree Accounting or Business Administration, or
- Module E/intermediate stage of NBAA

6.3.2 Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

- Advanced Diploma or Bachelor degree from any reputable institution, or
- PSPTB CPSP intermediate stage or other related professional qualifications.

6.4 Overall Structure and Programme Duration

Postgraduate programmes curriculum consists of nine to ten (9-10) modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

6.5 Computation of Cumulative GPA for Post graduate Diploma

The final standing of a candidate will be determined by a weighted average for all subjects taken

7.0 RESEARCH & CONSULTANCY

A part from offering academic programmes, our Institutes undertakes research in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and other business related fields. Our institute offers consultancy services in areas of writing and updating Accounting Books, Stocktaking, writing of Stores and Purchasing Procedures manuals, Small Business Establishment and Tax related issues. The institute also conducts both local and international tailor made courses, short courses, seminars and workshops.

8.0 GENERAL INFORMATION

8.1 Admission and Registration Procedures

8.1.1 Admission of Students

TIA programmes are open to both local and foreign applicants. Applicants are required to meet minimum qualifications for the applied programme.

8.1.2 Admission Process

a) Certificate, Diploma, Degree and Postgraduate Programmes

The Institute invites applications for admission to its programmes from January to July for the following academic year, which starts in early August of each year. However, degree applicants need to channel their applications through NACTE for Diploma holder or TCU for holder of Advanced Certificate of Secondary Education

b) Short Courses

Short Courses applicants have to fill forms depending on the date(s) and venue as it will be shown in the advertisement.

8.1.3 Academic Documents

Confirmation of admission is conditional upon satisfactory verification of the academic qualifications of each student. Students' registration involves a thorough check of academic documents. Only original certificates and academic transcripts are accepted during registration.

8.1.4 Medical Examination

A candidate is required to be examined by a recognized Medical Officer and its medical report be brought to the Institute for admission purpose.

8.1.5 Immigration Formalities

Foreign applicants must secure their Residence Permit from the Director of Immigration Services, Tanzania.

8.1.6 Transfer of Students

Transfer of students from one programme to another will only be considered during registration process for new comers. Once a student is registered for a programme there will be no room for **change**. Transfer from one Institute to TIA will only be considered on the weight of each case.

8.1.7 Mode of Application

Application forms can be downloaded from the Institute's website, www.tia.ac.tz. Dully filled forms attached with photocopies of relevant academic certificates and original bank pay in slip should be sent to **THE Chief Executive Office, TANZANIA INSTITUTE OF ACCOUNTANCY, P.O. BOX 9522, DAR ES SALAAM, TANZANIA**; or to a nearest TIA campus.

8.2 Fee Structure

Fee is payable in two installments, seventy percent (70%) shall be paid in the first semester; the remaining thirty percent (30%) shall be paid in the second semester. **Fee once paid shall not be refunded.**

8.2.1 FEE STRUCTURE BASIC CERTIFICATES AND DIPLOMA PROGRAMMES FOR ACADEMIC YEAR 2016/2017

	BASIC	DIPLOMA	
	CERTIFICATES	First Year	Second Year
	Year One		
	Sh.	Sh.	Sh.
REGISTRATION FEE	30,000	30,000	20,000
NACTE EXAMINATION FEE	15,000	15,000	15,000
STUDENTS ORGANIZATION FEE	10,000	10,000	10,000

8.2.2 FEE STRUCTURE FOR DEGREE PROGRAMMES ACADEMIC YEAR 2016/2017

ITEMS	DEGREE PROGRAMMES			
	Course	First year Sh.	Second year Sh.	Third year Sh.
TUITION FEE	BAC	1,335,000	1,135,000	1,335,000
	BPLM	1,235,000	1,035,000	1,235,000
	BBA	1,235,000	1,035,000	1,235,000
	BHRM	1,235,000	1,035,000	1,235,000
	BPSAF	1,235,000	1,035,000	1,235,000
	BMPR	1,235,000	1,035,000	1,235,000
REGISTRATION FEE		30,000	20,000	10,000
NACTE EXAMINATION FEES		20,000	20,000	20,000
STUDENTS ORGANIZATION FEE		10,000	10,000	10,000

8.2.3 FEE STRUCTURE FOR POSTGRADUATE DIPLOMA ACADEMIC YEAR 2016/2017

ITEMS	AMOUNTS SH.
TUITION FEE	1,835,000
REGISTRATION FEE	30,000
FIELD WORK (Dip.II & Bachelor II) PROJECT PAPER (PGD)	200,000
STUDENTS ORGANIZATION FEE	10,000

8.2.4 RECOMMENDED ALLOWANCES PAID DIRECT TO STUDENTS (TSH)

ITEM	BASIC CERTIFICATE TSH.	DIPLOMA TSH.	BACHELOR TSH.	POST GRADUATE DIPLOMA TSH.
BOOK ALLOWANCES	150,000	270,000	390,000	250,000
CACULATORS	75,000	75,000	75,000	75,000
MEAL ALLOWANCES	2,500,000	2,500,000	2,500,000	5,000,000
FIELD WORK/PROJECT PAPER	-	200,000(Dip.II) (Field work)	200,000 (Field work)	200,000 (Project paper)
FIELD ALLOWANCE	-	300,000	600,000	1,800,000
MEDICAL ALLOWANCE	150,000	150,000	150,000	150,000
ACCOMMODATION*				

*Hostels facilities are limited and payment will be done after one has acquired a room on the basis of first come first served. Accommodation fees Tshs.430, 000 are payable at the beginning of each year in full for Dar es Salaam campus and Tshs.250, 000 for Mbeya, Singida and Mtwara campuses. However, for Kigoma and Mwanza Campuses accommodation arrangements need to be made by individual student. Annual accommodation fee once paid shall not be refunded.

8.3 Medical Services

- a) Private and public health services to students and staff are available closer to TIA Campuses (Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma). Serious cases are referred to District, Regional and Consultancy Hospitals.
- b) Students who are not members of any medical insurance are advised to contribute Tshs. 50,400 per annum to National Health Insurance Fund (NHIF) to cater for medical expenses during the course of their studies.

8.4 Training Facilities

8.4.1 The TIA Library

Each campus has a library with adequate text books, periodicals, journals and e-journals. However, students are encouraged to buy their own books where necessary. The libraries are open to all members of staff and registered students with identity cards during these hours:

- a) Monday – Fridays 8.00 a.m. to 09.00 p.m.
- b) Saturdays – 9.00 a.m. to 1.00 p.m.
- c) The library is closed on Sundays and Public Holidays.

8.4.2 Computer Laboratory

Computer laboratories have adequate computers which connected with internet (wireless technology) installed with basic professional software packages.

8.5 Sports and Recreation

The Institute has facilities for in-door games as well as other games such as football, volleyball basketball and netball. Students and staff are encouraged to participate in sports. All sports activities are supposed to be organized through the Sports-master.

8.6 Student Organization

Tanzania Institute of Accountancy Students Organization (TIASO) is the official recognized organization representing all students at the Institute. TIASO exists, in broad terms, to provide social, recreation and cultural activities, to coordinate and to voice collective wishes of its

members (students), to negotiate with various authorities and promote the educational welfare and interest of its members. All TIASO activities are conducted in accordance to its constitutions.

8.7 HIV/AIDS PANDEMIC

Students are reminded that HIV/AIDS has no treatment. It is one's responsibility to ensure his/her health. However, TIA organizes awareness seminars to students for sensitization.

8.8 Catering Services

Cafeteria services are offered at the Institute and are open to the public, staff, and students on individual cost.

9.0 EXAMINATION REGULATIONS

Before examinations begin, the following must be observed:

- a) Students must cross-check and confirm the correctness of his/her continuous assessment in the student information system.
- b) Complaints on continuous assessment must be reported to the respective course instructor. Where the course instructor fails to resolve such complaint, the student must appeal to the head of department. If the head of department fails to resolve the complaint, the student shall appeal to the Institution Academic Appeal Committee whose decision shall be final and conclusive.
- c) Academic Officers must provide pre-conditions and arrangements of examination to student.

9.1 Eligibility and Postponement of Examinations

9.1.1 Eligibility

The student shall be eligible for the Institute examination upon fulfilling the following:

- a) He /She must be fully registered,
- b) He/She must have paid prescribed fees in full,
- c) He/She must have completed continuous assessment,
- d) He/She must attain a minimum attendance of seventy five percent (75%) of all lectures and seminars for his/her course of study.

9.1.2 9.1.2 Postponement of Examination

For valid reasons, a student may postpone (in writing) end of semester examination/test/assignment either in part or in its entirety after securing permission from the Director of Academic Affairs /Campus Manager.

9.2 CONDUCT OF EXAMINATIONS

9.2.1 Before the examination

- a) An invigilator shall be appointed by letter from the responsible office to invigilate a specific examination.
- b) The appointed Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material at least thirty minutes before the examination.
- c) Invigilators should be present in the examination room at least thirty minutes before the examination starts.
- d) Invigilators should admit candidates fifteen minutes before the examination starts and ensure that candidates are at their right places.
- e) A candidate shall not be admitted into the examination room thirty (30) minutes after the commencement of the examination session.
- f) During fifteen minutes the invigilator shall:-
 - i). Make an announcement to the effect that unauthorized materials are not allowed in
 - ii). The examination room.
 - iii). Make an announcement to the effect that candidates should satisfy themselves that
 - iv). They are in possession of the correct paper
 - v). Announce to candidates that they are allowed to read the question paper for five minutes.
 - vi). Announce to candidates when to begin writing.

9.2.2 During examination

- a) Invigilator (s) shall be the overall in charge of that examination room.
- b) Invigilator (s) must be in the examination room and invigilate throughout the examination session.
- c) Invigilator (s) may take any unauthorized material from a candidate and report to the chief invigilator for action.
- d) Invigilator (s) shall not be allowed to tear or write anything on a candidate's examination paper or answer script.
- e) Invigilator (s) shall not be allowed to practice double standards against examination rules and regulations.
- f) Invigilator (s) shall not shout or talk frequently in a manner that would disrupt candidates' examination concentration.
- g) Invigilator (s) shall not read newspaper (s), novels, electronic messages or internet surfing during invigilation session

- h) Invigilator (s) shall not be allowed to intimidate, coerce, scare, terrorize, bully, assault, beat or do any other act to embarrass or mortify or humiliate any candidate during examination.
- i) Candidates will be allowed into the examination rooms fifteen (15) minutes before the examination paper commences.
- j) No candidate shall begin the examination before being authorized by the invigilator
- k) No candidate shall continue the examination after being instructed to stop writing
- l) No candidate shall permit another candidate to copy from, or use one's script or paper
- m) No candidate shall distort or violate official examination sitting plan
- n) No candidate is allowed to refuse or fail to sign on invigilators report of facts in any irregularity discovered
- o) All candidates shall comply to examination regulations, rules, or instruction given by an invigilator
- p) It shall be an offense for any candidate to destroy any evidence related to any suspected irregularity
- q) No candidates shall be allowed to leave the examination rooms until thirty (30) minutes have elapsed from when the paper had begun.
- r) Candidates shall not be allowed to leave the examination rooms within the last thirty (30) minutes.
- s) A candidate leaving the examination room for any reason will only do so after obtaining permission from the Invigilator. An Invigilator or any other person selected for the purpose will escort such a candidate.
- t) No candidate shall be allowed to communicate with another candidate in the examination room.
- u) No candidate shall take into the examination room/hall in person or by agent any unauthorized material(s). It shall not be a defense to argue that one did not intend to use the unauthorized materials.
- v) No candidate shall omit, neglect or in any way fail to follow lawful instructions or orders issued by the invigilator.
- w) No candidate shall take out of examination room/hall answer booklet(s), used or unused.
- x) No candidate shall copy from any other candidate or exchange answers with another candidate in or outside the examination room/hall.
- y) No candidate shall aid and/or abet another candidate to copy from a script/booklet of another person.
- z) No candidate shall intimidate, coerce, scare, terrorize, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any Institute official involved in the conduct of examination during the examination process.

- aa) No candidate shall scribble in the examination question paper except for candidate with disability where such scribing will be required.
- bb) No candidate shall indulge in any disruptive conduct including, but not limited to shouting, assault of another student/ candidate, using abusive language and/or threatening language, destruction of Institute's property or the property of another student/candidate during examination.
- cc) Any candidate, who is found guilty of the acts prohibited, shall be disqualified from continuing doing the examinations and shall be discontinued from studies forthwith, subject to the approval by the Academic Board.
- dd) No candidate shall dress suspiciously in the examination room. In case of any suspicion of cheating arising from candidate's way of dressing an invigilator may make such candidate to be searched to the satisfaction of the invigilator.
- ee) No candidate shall dress indecently or in a style that is capable of facilitating cheating in the examination.
- ff) Any candidate who contravenes roman number (xvi) shall be expelled from the relevant examination.
- gg) Candidates must observe serenity and maintain examination environment in the examination room. This includes not making conversation or any act causing distraction of attention to other candidates.
- hh) Candidates shall not be allowed to enter the examination room with mobile phones, alarm clocks and alarm watches.
- ii) Any candidate who will be found cheating or to have cheated in any part of the Examination will not be allowed to continue with examinations. The invigilator will get him/her out of the examination room and report the matter to the Chief Invigilator and shall be discontinued from studies pending the decision of the Academic Board.
- jj) Authorized examination numbers/registration numbers should be written on the EXAMINATION COVER and the subsequent pages in answer booklets. Candidates should not write in answer booklets the names, initials and/ or any other marks helping to distinguish one candidate from another.
- kk) If, owing to proven illness or some other acceptable reasons, a candidate is unable to sit for the examinations, he/she should consult the Director of Academic Affairs by official letter before the examination begins for appropriate decisions. In case of sudden illness during the examination, the candidate shall report to the Chief Invigilator who will communicate the issue to the Director of Academic Affairs/Campus manager.
- ll) While examination is in progress, each candidate will sign in the attendance sheet provided.
- mm) Smoking, drinking and/or eating is not permitted in the examination rooms.

- nn) Candidates should stop writing as soon as the Invigilator declares the examination over. This applies not only to writing of answers, but also filling in examination numbers or any other written work.
- oo) Candidates are obliged to carry into the examination room an authentic Institute student Identity and Examination cards and show them to the Invigilator at the entrance and at any time when Invigilator will deem fit.

9.3 Examination Irregularities

- a) Where there is commission, by a candidate, of any examination irregularities as per TIA BY-laws, the invigilator in consultation with the chief invigilator shall stop the candidate from continuing with the respective examination. The chief invigilator shall report the matter to the academic officer for further action.
- b) All cases of alleged examination irregularities shall be referred to the Academic Officer who will submit the report of cases to the Director of Academic Affairs who will forward the cases to the Academic Board, for final action.
- c) Any candidate who will be proved to have brought unauthorized materials into the examination room or caught cheating or proved to have cheated in any part of the examination, shall be discontinued forthwith by the Academic Board.
- d) Any candidate discontinued under examinations irregularities will be barred from rejoining the institute for two years.

9.4 Release and Complaints of Examination results

9.4.1 Release of examination results

Examination results will be released through Student Information System after the approval of Academic Board; and such results shall be uploaded in students' management system not later than **36 days from the last day of examination session.**

9.4.2 Complaint on examination results

Student (s) shall be allowed to raise any examination complaints within ten (10) working days after **the release of the examination results.**

9.5 Conditions for doing Supplementary Examinations

- a) A candidate who does not pass in the first attempt shall be allowed to sit for supplementary examinations provided that the number of modules he/she has failed in a semester does not exceed more than half of the modules.
- b) A candidate who appears late in the final examination (30 minutes after commencement of final examination).

- c) Where a student has passed by virtue of a supplementary examination, his/her results shall be recorded as a passing grade of “B” for Postgraduate and “C” for other programmes.
- d) Coursework shall not be taken into account in assessing supplementary examinations results.

9.5.1 Failure in supplementary examinations

In case a student fails in supplementary examination, the following rules shall apply;

- a) A student who fails in supplementary examination shall be allowed to proceed to next level carrying the failed module(s).
- b) A student, who fails any module in their final year of study, shall be required to attend lectures of the failed modules, do assignments/tests and pay Tshs 100,000/= per module for the period of study.

9.6 Circumstances under which a Student shall be discontinued

A student shall be discontinued by the Academic Board from any programme under the following academic irregularities:

- a) Any candidate who absents himself/herself from a final/special /supplementary examination without permission or without valid reason(s).
- b) If he/she fails in more than half of the modules in a semester. However he/she will be allowed to repeat a semester in the subsequent academic year provided that he/she pays fifty percent (50%) of the programme’s annual fee. The maximum period of registration is three, four and five years for a programme that takes one, two and three years respectively.

9.7 Circumstances under which a Student shall be disqualified

- a) If he /she is caught with unauthorized material (s) / cheating during an examination.
- b) If he /she is caught assisting to bring in unauthorized material(s) / cheating during an examination
- c) If he/she has been found to have joined the Institute illegally or registered illegally
- d) If he/she has breached students By-laws.
- e) If a candidate is found guilty of cheating in examinations, tests, assignments, and/or field work or project paper; and
- f) If a candidate is found guilty of plagiarism.

NB: A student disqualified from any programme by breaching students By-laws shall not be re-admitted to the same or any other programme at the Institute before the elapse of two years.

9.8 Special Examinations

- a) A student who does not sit for the regular examination paper, either in part or in their entirety, on health grounds, provided his/her condition is authenticated by a recognized medical practitioner, or because of other genuine reasons, shall be eligible to sit for a special examination.
- b) In all cases student/candidate shall communicate/apply in writing to the Head of Academic Department within five working days prior to the commencement of relevant examination. Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission. Any student, who is sick and nevertheless decides to write an examination, takes it at his/her own risk and he/she must abide by the results of the examination.
- c) When a student is allowed to sit for a special examination, he/she shall be considered to be attempting the examination for the first time and shall therefore be accorded all the rights provided for in the examination regulations.
- d) A student who fails in a special examination in part (iii) above is supposed to do supplementary examinations in the next academic year and shall not be allowed to continue to the next level.

NOTE:

- a) Any candidate for whatever reason(s) has not sat for semester examination shall not be allowed to continue to the following or next semester; where the examination is for semester II the candidate will not be allowed to continue to the next level.
- b) Any candidate who repeats a semester for whatever reason will be required to pay normal fee as indicated in TIA fee structure.

9.9 Postponement of Studies

A student will be allowed to postpone studies if he/she applies and is granted but for a maximum of two academic years only otherwise he/she will have to start the Programme afresh.

Note: Only student(s) with genuine reason(s) supported with relevant evidence will be considered.

9.10 Appeals

- a) Candidate (s) may appeal on the examination/test results upon fulfilling the following conditions:
 - i). Filling in prescribed form accompanied by all relevant and substantive documents (if any) within ten working days (10) after the declaration of examination results.

- ii). All appeals shall be accompanied by a non-refundable appeal fee of fifty thousand only (50,000/=) per Module for final examination and twenty thousand shillings (TSh. 20,000/=) per module for test results.
 - iii). The appeal fee is subject to review by the Institute from time to time without prior notice to students.
- b) Other appeals shall be considered by the Academic Board whose decision shall be final.

9.11 The Appeals Committee

9.11.1 Appeal Committee

There shall be an Institution Academic Appeal Committee with powers to listen to student complaints concerning Examination matters.

9.11.2 Composition of the Institution Academic Appeals Committee

The committee shall be composed of five members appointed by Chief Executive Officer.

9.11.3 Procedures for conducting student's appeals

- a) The appeal shall be in writing addressed to the Director of Academic Affairs and copied to the committee stating clearly the grounds for appeal.
- b) The appellant shall lodge his/her appeal accompanied with relevant and substantive documents.
- c) Appellant shall pay prescribed appeal fee as determined by the Institute.
- d) Cases will be heard by the entire committee members. The Appeals committee shall conduct a formal hearing where students are given an opportunity to be heard.
- e) At the conclusion of the formal hearing, the Appeal committee shall enter an initial order based on the finding that hearing. That initial order shall include a written statement of the committee's decision to the chief executive officer, whose decision is conclusive. The initial order shall be provided to the student within seven (7) days of the conclusion of the hearing.

9.12 Issuing Progressive Reports, Graduation Requirements, Transcripts and Certificate

9.12.1 Rectification of error(s)

Any genuine complaints as to clerical, arithmetical, grammatical or any other errors shall be lodged to the Examination Officer/Academic Officer at any time and corrected certificates will be issued to students semi annually (June and December).

9.12.2 Issuing of Progressive Reports

Progressive reports shall be issued by Academic Officer/ Head of Academic department to students on request after 14 days from the date of release of semester examination results

9.12.3 Graduation Requirements

- a) A student must pass all module examinations as set forth by assessment of performance standards.
- b) A student must fulfill all other requirements as prescribed by TIA rules and regulations.

9.12.4 Issuing Transcripts and Certificate

Transcripts and certificates shall be issued to students after date of graduation.

9.12.5 Loss of Certificate

In case of loss or total or partial destruction of the original certificate, or a copy thereof, the office of the **Director of Academic Affairs, may issue a copy on condition that:-**

- a) The applicant has paid certificate reproduction charges that shall be determined by the institute from time to time.
- b) The certificate so issued shall be marked "COPY" across it.
- c) The replaced certificate shall not be issued until a period of twelve months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the origin certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form of manner in the applicant's home country or where the loss is believed to have taken place.
- e) Being aware of, and vigilant against, the use of unfair means;
- f) Communicating any problems/ incidents/ emergencies to the invigilator in charge of the examination;

10.0 STUDENTS RULES AND REGULATIONS

- a) It is prohibited for male students to enter female students' living cubicles and vice- verse without good course.
- b) It is strictly prohibited for students to welcome or entertain guests in living cubicles
- c) Drunkenness behavior is strictly prohibited. Any student found drunk and if his/her drinking behavior is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.
- d) Any student who destroys Institute's property or the property of another student shall be liable to fine to the extent of destruction caused;
- e) Student management System shall be used for Institutional stipulated purpose. Any violation to the system shall amount to disciplinary actions.
- f) Attendance and punctuality to classes are highly demanded by the Institute Administration.

- g) During the training period students are required to observe and maintain the laws of the country. Students who commit offenses will be taken care of by the law enforcing organs and the Institute Administration will not be bound to bail the culprits out of lawful custody.
- h) The use of mobile phones while classes are in progress is strictly prohibited.
- i) Students are at all times required to appear smart and according to TIA dressing codes.
- j) Students are supposed to take care of TIA properties. Loss or damage to Institute Properties are recoverable at replacement cost plus 75% penalty. Also students are not allowed to remove any institute furniture from its assigned place
- k) Students wishing to precede home to attend urgent family affairs will be required to seek permission from the Director of Academic Affairs through Dean of Students.

NOTE:

These students rules and regulation shall be read and applied together with all other relevant By-laws, regulations, rules and code of conduct governing students at TIA

11.0 HOSTEL RULES AND REGULATIONS

- a) Taking meals, fruits or any type of food in cubicles or around the hostels is strictly prohibited.
- b) It is strictly prohibited to prepare any food in the living cubicles.
- c) Musical instruments (high sounding) and appliances shall not be used in the student's cubicles between 12:00 midnight and 6:30 a.m.
- d) No electrical appliances other than reading lamps, electric hair razor, radio cassette may be used in students' rooms. The maximum voltage of a single appliance used in any student's room shall not exceed 150 watts. Individual bulbs should not exceed 100 watts. Such appliances if found in rooms shall be confiscated by the Dean of students until the end of semester.
- e) It is prohibited for any student to make or cause unnecessary noise or conduct himself/herself in a disorderly manner.
- f) It is strictly prohibited for a resident student to invite his/her fellow students for an intention of providing him/her with accommodation.
- g) All resident students are required to take care of the rooms they occupy. It shall be the duty of every student to clean the room he/she occupies.
- h) Balconies, windows, corridors and common areas shall not be used for drying or airing of bedding, towels or clothes.
- i) Any student, who destroys hostel's property or the property of another student in the hostel, shall be liable to fine to the extent of destruction caused.

12.0 BREACH OF RULES, DISCIPLINARY COMMITTEE AND APPEALS

12.1 Breach of rules

In breach of any rule, the Dean of Student (s) will in the first instance deal with any breach of these rules. Non-compliance with Dean of students' direction(s) by any student shall be reported to Chief Executive Officer/Campus Manager who will instruct the disciplinary committee to meet for further action.

12.2 Students Disciplinary Committee

The composition of the Students Disciplinary Committee shall be as follows:

1. Academic Officer	Chairperson
2. Dean / Campus warden	Secretary
3. Respective Head of Academic Department	Member
4. TIASO Campus President	Member
5. Head of Quality assurance	Member
6. Human Resource Officer	Member

Note:

- a) The Chairperson shall invite one staff to attend the committee in liaison with Respective Head of Department Three members shall constitute a quorum.
- b) The Disciplinary Committee shall meet within a week to consider a reported breach of rule. At such a meeting the student concerned shall be heard and the Disciplinary Committee shall have power to summon any person within the Institute community to give evidence or information or produce anything in connection with such breach to enable it to arrive to a just conclusion.

12.3 Appeals over Disciplinary Decision

Any party aggrieved by the decision and penalty imposed by the Disciplinary Committee may:-

- a) Appeal to the Chief Executive Officer within 30 days from the date the Penalty was imposed. The Chief Executive Officer will convene special meeting of the Institute's top management to deliberate on the appeal. Any such appeal shall be in writing stating out the grounds of appeal.
- b) Where an appeal has been lodged with the Chief Executive Officer, execution of any penalty imposed by the Students Disciplinary Committee shall remain intact pending outcome of the appeal.
- c) At the hearing of the appeal by the top management; the student concerned shall have the right to be heard in person. The decision of the top management shall be final and conclusive.

13.0 PENALTIES

- a) The Students' Disciplinary Committee may impose any of the following penalties in appropriate cases: -
- i). A severe warning, with a direction to have it recorded in the personal file of the student concerned.
 - ii). A fine commensurate with the nature of the offense committed.
 - iii). A suspension from classes or hostel of the student(s) involved for a period not exceeding one month at the student's own expenses.
 - iv). A dismissal from hostel of the Institute;
 - Where one has previously suffered a penalty specified in (iii) above within same academic year;
 - Where a student does not comply with the penalty provided for under (iii) by either remaining or being seen within the Institute's class or hostels; or
 - Where a student happens to commit a criminal offense.
- b) Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation for the loss or damage caused to the Institute property as stipulated under students' regulations or charges for the services of the Institute obtained illegally.

14.0 OUR PHYSICAL AND POSTAL ADDRESSES

14.1 Head Office

Located at the Junction of Kilwa/Nelson Mandela Road

Postal Address: P. O. Box 9522, Dar es Salaam.
Telephone: +255 022 2851035-6; +255 22 2850540
Fax: +255 022 2851038
E-mail: tia@tia.ac.tz
Website: www.tia.ac.tz

14.2 Campuses

Mbeya Campus

Located at the Junction of Airport/Zambia Road

Postal Address: P. O. Box 825, Mbeya.
Telephone: +255 025 2502276
Fax: +255 025 2503057
E-mail: tiambeya@tia.ac.tz

Singida Campus

Located along Sepuka Road

Postal Address: P. O. Box 388, Singida.
Telephone: +255 026 2502125
Fax: +255 026 2502844
E-mail: tiasingida@tia.ac.tz

Mtwara Campus

Located at Saba-Saba Ground

Postal Address: P. O. Box 169, Mtwara.
Telephone: +255 023 2333948
Fax: +255 023 2333948
E-mail: tiamtwara@tia.ac.tz

Mwanza Campus:

Located at Nyakato-Musoma Road

Adjacent to Buzuruga Bus Stand

Address: P.O Box 5247, Mwanza
Tel: +255282570475
Fax: +255282570075
E-mail: tiamwanza@tia.ac.tz

Kigoma Campus

The Campus manager

Located at Kigoma Ujiji area along Lumumba Road,
Tanzania Red Cross Buildings

For more information, please contact:

**THE CHIEF EXECUTIVE OFFICER,
TANZANIA INSTITUTE OF ACCOUNTANCY,
P.O.BOX 9522, DAR-ES-SALAAM.**

Tel: 2851035/6; 2850540 Fax: 2851038 E-mail: tia@tia.ac.tz Website: www.tia.ac.tz