PROSPECTUS 2019/2020

The Open University of Tanzania

PROSPECTUS 2019/2020

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SENIOR OFFICERS OF THE OPEN UNIVERSITY OF TANZANIA

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Nelly G. M. Moshi (Advocate): LL.B (UDSM), LL.M (OUT)

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Dr. Damasen P. Ikwaba: B.Sc.Maths/Physics: M.Sc. Physics (UDSM); Ph.D. Physics (Ulster UK)

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INTRODUCTION TO THE OPEN UNIVERSITY OF TANZANIA

The Open University of Tanzania was established by the Act of Parliament No. 17 of 1992. The Act became operational on 1st March, 1993 by publication of Notice No. 55 in the Official Gazette. The First Chancellor was officially installed in a full ceremony on 19th January, 1994. Act No. 17 of 1992 has now been replaced by The Open University of Tanzania Charter, effectively from January 1st, 2007, which is in line with the Universities Act No. 7 of 2005.

The Open University of Tanzania is an open and distance learning institution offering certificates, diplomas, degrees and postgraduate courses. Educational delivery is attained through various means of communication such as broadcasting, telecasting, Information and Communication Technologies (ICT), correspondence, enhanced face to face, seminars, elearning (blended) delivery modes or the combination of any two or more of such means.

At the moment The Open University of Tanzania consists of the following faculties, institutes and directorates: The Faculty of Arts and Social Sciences; Faculty of Education; Faculty of Science, Technology and Environmental Studies; Faculty of Law, Faculty of Business Management, Institute of Continuing Education; Institute of Educational and Management Technologies, The Open University of Tanzania Consultancy Bureau (OCB); Directorate of Undergraduate Sudies, Directorate of Quality Assurance and Control, Directorate of Postgraduate Studies, Directorate of Research and Publications, the Directorate of Communications and Marketing and Directorate of Library Services. More faculties and institutes may be established according to procedures indicated in the new Open University of Tanzania Charter that guide its operations. The Open University of Tanzania Charter was signed by H.E. the President of the United Republic of Tanzania on 28th March, 2007.

The Open University of Tanzania conducts its operations through Regional Centres and Study Centres. Currently there are 32 Regional Centres and 81 Study Centres which fall under a Deputy Vice Chancellor (Learning Technologies and Regional Services). There are two coordination centres in Kenya, one at Egerton University and the other at the College of Human Resource Management (CHRM) in Nairobi. The University has coordination centres at Triumphant College in Namibia, as well as at the Malawi College of Distance Learning in Blantyre. The Open University has signed agreements with institutions of higher learning in various countries through which OUT expects to run coordination centres with effect from 2017/18 academic year as follows: Uganda Management Institute (UMI); Zambian Texilla American University (TAU) in Zambia; Distance Power House University (DPHU) in DRC, University of Juba (UoJ) in South Sudan, and Lawel Open University in Ghana. The Open University of Tanzania temporary Headquarters are located along Kawawa Road in Kinondoni Municipality. Permanent headquarters are being planned to be built at its site at Bungo, Kibaha, in the Coast Region.

This Prospectus combines the Undergraduate as well as the Postgraduate Programmes. It puts together general and specific regulations governing the programmes under the Faculties of Arts and Social Sciences, Business Management, Education, Law, Science Technology and Environmental

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Studies, as well as the Institutes of Continuing Education and the Institute of Educational and ManagementTechnologies.

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY

University Programmes for which Certificate, Diploma, Degree and Postgraduate Courses are offered

I*nformation for specific programme click the link below*

Faculty of Arts and Social Sciences

Bachelor of Arts in Tourism Management *(B.A. Tourism)*
Bachelor of Arts in Sociology *(B.A. SO)*
Bachelor of Social Work *(BSW)*
Bachelor of Arts in Social Psychology *(B.A. PS)*
Bachelor of Arts in Journalism *(B.A. Journalism)*
Bachelor of Arts in Mass Communication *(B.A. MC)*
Bachelor of Arts in Economics *(BA Econ)*
Bachelor of Arts in English Language & Linguistics *(B.A. ELL)*
Bachelor of Arts in Literature (B.A. LIT)
Bachelor of Arts in Kiswahili & Creative Studies *(B.A. KCS)*
Bachelor of Library & Information Management *(BLIM)*
Bachelor of Arts in History and Cultural Heritage *(B.A. Hist)*
Bachelor of Community Economic Development *(BCED)*
Bachelor of Arts in Natural Resources Management *(B.A. NRM)*
Bachelor of Arts in Population and Development *(B.A. PD)*
Bachelor of Arts in Public Administration *(B.A. PA)*
Bachelor of Arts in International Relations *(B.A. IR)*
Bachelor of Library Information Management *[BLIM]*
Postgraduate Diploma in Policy Studies *(PGDPS)*
Post Graduate Diploma in Social Work *(PGDSW)*
Masters of Social work *(MSW)*
Masters of Arts in Gender Studies *(M.A. GS)*
Masters of Science in Economics *(M.Sc. Economics)*
Masters in Community Economic Development *(MCED)*
Masters of Arts in Monitoring and Evaluation *(M.A. M&E)*
Masters in Tourism Planning and Management *(MTPM)*
Masters of Arts in History (*M.A. HIST)*
Masters of Arts in Natural Resource Assessment and Management *(MANRAM)*
Masters of Arts in International Cooperationand Development *(MA ICD)*
Masters of Arts in Governance and Leadership *(M.A. GL)*
Master of Humanitarian Action, Cooperation and Development *(MHA CD)*
Masters of Arts in Kiswahili (*M.A. Kisw)*
Masters of Arts in Linguistics *(M.A. Ling)*
Master of Arts in Geography (*M.A. Geogr)*
Masters of Arts in Mass Communication *(M.A. MC)*
Masters of Arts in Journalism *(MA Journalism)*
Masters of Library Information Information Management *(MLIM)*
Doctor of Philosophy *(Ph.D.)*

I*nformation for specific programme click the link below*

Faculty of Business Management

Basic Technician Certificate in Entrepreneurship (NTA Level 4)
Bachelor of Business Administration in Accounting *(BBA ACC))*
Bachelor of Business Administration in Finance *(BBA FIN)*
Bachelor of Business Administration in Human resourceResource Management *(BBA HRM)*

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Bachelor of Business Administration in International Business *(BBA IB)*
Bachelor of Business Administration in Marketing *(BBA MKT)*
Bachelor of Human Resource Management *(BHRM)*
Postgraduate Diploma in Business Studies *(PGDBS)*
Master of Business Administration *(MBA)*
Master of Human Resource Management *(MHRM)*
Master of Project Management *(MPM)*
Doctor of Philosophy *(Ph.D.)*

I*nformation for specific programme click the link below*

Faculty of Education

Certificate in Early Childhood Education *(CECE)*
Diploma in Early Childhood Education (*DECE)*
Bachelor of Education *Special Education*
Bachelor of Education *(Teacher Education)*
Bachelor of Education *(Adult and Distance Learning)*
Bachelor of Education *(Policy and Management)*
Bachelor of Arts with Education (*B.A. Ed)*
Bachelor of Business Administration with Education (*BBA ED)*
Post Graduate Diploma in Education *(PGDE)*
Post Graduate Diploma in Curriculum Design and Development **(***PGDCDD***)**
Master of *Education (M.Ed)*
Master of Education in Administration, Planning and Policy Studies *(M.Ed. APPS)*
Master of Education in Open and Distance Learning (*M.Ed. ODL)*
Master of Education in Curriculum Design and Development **(***MED CDD***)**
Doctor of Philosophy *(PhD*)

I*nformation for specific programme click the link below*

Faculty of Science, Technology and Environmental Studies

Certificate in Poultry Production and Health *(CPPH)*
Basic Certificate in Computing and IT Level 4
Technician Certificate Programme in Computer Science – NTA Level 5
Diploma in Poultry Production and Health *(ODPPH)*
Ordinary Diploma in Computer Science NTA Level 6
Bachelor of Science general *(B.Sc.)*
Bachelor of Science in Data Management *(B.Sc. DM)*
Bachelor of Science *(B.Sc.)*
Bachelor of Science with Education *(B.Sc. Ed) Conducted jointly with the Faculty of Education*
Bachelor of Science in Environmental Studies (*BScES*)
Bachelor of Science in Food, Nutrition and Dietetics *(BSc FND)*
Bachelor of Science in Energy Resources *(BSc ER)*
Master of Science in Biology *(M.Sc. Bio)*
Master of Science in Mathematics (*M.Sc. MAT)*
Master of Science in Chemistry *(M.Sc. Chem)*
Master of Science in Physics *(M.Sc. Phy)*
Master of Science in ICT *(M.Sc. ICT)*
Master of Science in Human Nutrition *(M.Sc. HN)*
Master of Science in Food Science (*M.Sc. FS*)
Master of Science in Applied Biotechnology *(M.Sc. AB)*
Master of Science in Environmental Science *(M.Sc. ES)*
Doctor of Philosophy *(Ph.D.)*

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I*nformation for specific programme click the link below*

Faculty of Law

Bachelor of Laws *(LL.B)*
Bachelor of Laws (LL.B) Executive
Postgraduate Diploma in Law *(PGDL)*
Master of Laws *(LL.M)*
Master of Law Information Communication Technology *(eLL.M ICT)*
Master of Law in International Criminal Justice *(LL.M ICJ)*
Doctor of Philosophy *(Ph.D.)*

I*nformation for specific programme click the link below*

Institute of Continuing Education

Certificate in Foundation Programme (OFP)
Certificate in Youth work (CYW)
Certificate in Hairdressing and Beauty Therapy (CHBT)
Certificate in Library and Information Studies (CLIS)
Certificate in Distance Education(CDE)

Commonwealth Youth Programme Diploma in Youth in Development Work, jointly with the Commonwealth Secretariat *(CYP)*
Diploma in Distance Education and Open Learning (DDEOL)
Diploma in Library and Information Studies (CLIS)
Diploma in Primary Teacher Education (DPTE)

I*nformation for specific programme click the link below*

Institute of Educational and Management Technologies

Basic Certificate in Computing and IT NTA Level 4
Technician Certificate Programme in Computing and IT NTA Level 5
Ordinary Diploma in Computer Science NTA Level 6

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ADMISSION REGULATIONS

1. The Open University of Tanzania (OUT) is an open and distance learning higher education institution, which offers various certificates, diplomas, and degrees in a wide range of fields. Information on available programmes can be found on the university's web page http://www.out.ac.tz. For detailed information on admission please contact:

    The Deputy Vice Chancellor (Academic),
    The Open University of Tanzania,
    P.O. Box 23409, Dar Es Salaam, Tanzania.
    Tel. +255 22 2668820
    Fax. +255 22 2668759
    E-mail: dvcac@out.ac.tz
    Website: http://www.out.ac.tz

2. An Application for admission must be made by using Online Application System (OAS) of the OUT. The OAS can be accessed at www.out.ac.tz. Applicant should complete all sections of the online application system carefully. Online Application user manual is available at (http://196.216.247.5:8090/uploads/stepbystep.pdf) and should be carefully read before applying online. The application may also be done by filling an application form available at any OUT regional centre or directly online through the website www.out.ac.tz. The duly signed application form should be sent directly to any nearest OUT Regional centres available all over the country and at designated centres outside Tanzania. Application for admission at OUT is free of charge.

3. Registration: Once student is selected is required to report at any nearest OUT regional centre where shall be issued admission letter and registration number. The Registration can only be considered if the University receives convincing evidence that the candidate will be adequately financed during his or her study at the University. Applicants from other countries who are in need of financial assistance to meet fees and other expenses are advised to apply for bursaries from their respective Governments, employers or other sponsoring agencies
    Registration procedures for newly selected students:
    i)   Student shall be required to pay Tshs 30,000 for local student and 30 USD for International students as registration fee. The payment shall be made at the bank in the accounts prescribed in admission letter and submit bank slip at the OUT office where will be issued official receipt.
    ii) Upon payment, student will be issued with an account (user name and password) in the Student Academic Records Information System (SARIS) to use for registration. The OUT officials at all OUT regional centres will guide students on how to use SARIS account.
    iii) Student shall be required to register courses for the programme selected in the SARIS available at thttp://sis.out.ac.tz/z . Upon registration student must confirm and print invoice. Before registration of courses, students must make sure that have read the OUT prosectus available at www.out.ac.tz and at all OUT regional centres.
    iv) At this stage a newl admitted student shall be considered as officially registered tudent at the open University of Tanzania.
    Student shall be required to pay varios University fees within given period as prescribed in the invoice.

    4.   Annual Registration
    i)   All continuing and newly admitted OUT students are mandated to re-register using the online portal. A student who fails to re-register shall not be recognized as a bonafide student of OUT for that academic year, and may not be able to access the Student Academic Records Information System (SARIS) for examination registration.
    ii) During annual re-registration, students must register the courses of study for that year as well as graded coursework asessment and Annual Examinations that they plan to attempt as well as any special or supplementary tests and/or Exams.

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      iii) At least One month before the beginning of attending any field practice or practical sessions and Exams, students are required to register online for all these sessions. Those who register will be able to obtain an Examination Hall Ticket (EHT) that allows them entry to the examination hall, once endorsed by the Director of the Regional Centre.

      iv) It is necessary to note that all services: Assignments, Tests, Practicals, Face to Face Sessions and even provision of any financial assistance shall be directed only to those students who are dully registered in that material academic year.

5. Fees once paid will not be refunded for continuing students. In extremely exceptional circumstances consideration of refund of the fees paid may only be made to those who have withdrawn from studies, graduated and paid excess fees. Where this is applicable, the approval of refund shall be made subject to a charge of 15% ofthe amount refunded. The percentage deduction rate shall be set, announced and reviewed by University from time to time. However, no refund for any student who voluntarily reuests to withdraw from studies at the Open University of Tanzania.

6. New undergraduate, non degree and postgraduate students for 2018/2019 academic year will be admitted in four cyles. The first admission cyle is in October. Other three admission cycles will be in 2019 in January, April and July respectively. Applicant selected to study in the given admission cycles will be admitted according to dates approved by Tanzania Commission for Universities (TCU). Postgraduates doing Masters and Ph.D. by Thesis will be admitted at any time of the year.

7. Change of programme: Registered student is allowed to change programme to another provided that has entry qualification of the programme he/ she wish to study. The change of programme must be done within two weeks of registration period as required by TCU. Deadline for course registration for all students will as be indicated in the OUT Almanac. A fee of Tsh 30,000 for local students and USD 30 or its equivalent to International students will be charged for any request to change programme. The student wish to change programme must follow the following procedures.

    i) Student should read entry qualification available in prospectus and on OUT website carefully to establish whether is qualifying for programme wishing to study. If admitted student does not qualify into new programme, should not apply for change of programme.

    ii) If student qualifies, must write an application letter requesting change of programme to Deputy Vice Chancellor Academic, routed through the Director of Undergraduate Studies, Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania. The application letter should clearly state names as appears in form four certificate, current programme student admitted, new programme which student wish to study, reasons for change of programme. The letter should be accompanied by the followings:- First, all relevant academic certificates and AVN numbers for the Diploma holders. Second official receipt of Tshs 30, 000 for local and USD 30 for international students. The documents may also be sent through dugs@out.ac.tz.

    iii) Once the documents have received by DUGS, will be internally processed and submitted to TCU for approval.

    iv) Student will only BE informed of the change of programme status after the approval of TCU.

    v) No change of programme is allowed for continuing students.

8. Students may be allowed to change subject combinations after consultation with designated Deans and Directors of The Open University of Tanzania.

9. A candidate who has been discontinued on academic grounds at one of the accredited universities in Tanzania may be allowed to apply in another discipline or to restart the same programme without consideration of any credit transfer.

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

11. Students gaining admission to this university as transfer cases from accredited universities can transfer their grades only after getting approval from the Senate. Such admissions will take into consideration the regulations of the sister universities in Tanzania. The transferred credits shall not exceed one third of all the credits in the programme. A fee of Tsh. 80,000 for local credit transfer and US$ 100 for international credit transfer will respectively be charged to any applicant before consideration is given to the request.

12. Credit transfer: Student who intendsto transfer for purposes of accumulating credits on a specific subject, module or course or part of it shall be required to fulfil the following conditions:-

   i) Must have been registered in the programme to which the credit will be accumulated,
   ii) The subject course of module for credit accumulation must be relevant to the programme to which the student is registered.
   iii) The subject, course or module has been successful completed before the credit can be earned.
   iv) Transfer of credits takes place within a period not exceeding five years from the time they were earned.
   v) The transfer student should have cleared all his/her supplementary examination from realising Institution but can transfer carryovers.
   vi) Students discontinued on disciplinary action are not allowed to transfer their credit. However, those wishing to continue in programmes they were discontinued from they will have to wait until a lapse of three years.
   vii) Students discontinued on disciplinary grounds are not allowed to transfer their credit. Those wish to continue with university education will have to wait until a lapse of three years.
   viii) A student, who intends to transfer for purposes of graduating in a receiving institution, shall be required to earn at least 50% of the total credits from that institution's core courses.
   ix) The rules primarily apply for both for undergraduate and postgraduate programmes
   x) Credits for dissertation and final year project shall not be transferred
   xi) No credit may be transferred in practical based or field based subjects
   xii) Credit earned more than 5 years shall not be transferred.

   The Procedure for Credit Transfer at OUT
   (i) Before being considered for transfer credit to OUT, the student must meet the admission criteria of the OUTas approved by TCU.
   (ii) If student qualifies, has to write an application letter requesting credit transfer to Deputy Vice Chancellor Academic, UFS, Director of Undergraduate Studies, Open University of Tanzania, P. O Box 23409, Dar es Salaam, Tanzania. The letter should be accompanied by the followings: First, academic transcript and releasing letter showing reasons for transfer from releasing University. Second, all relevant academic certificates and AVN numbers for the Diploma holders. Third, official receipt of Tshs 80, 000 for local and USD 100 for international students. The documents may also be sent through dugs@out.ac.tz .
   (iii) Once the documents have been received by DUGS, will be internally processed and submitted to UGSC and Senate for approval subsequently to TCU for final approval.
   (iv) Student will only be informed of the credit transfer status after the approval of TCU.
   (v) Credit transfer can only be done during course registration at any new academic year. No transfer of credits in the mid of academic year allowed.

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13. Change of names by students after registration is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land. Students should register in the names that appear in their certificates. The official order of names during registration will be; Surname, First Name, Middle Name(s). Where a candidate has only two names in his or her certificates, then only those two names shall be used and accordingly the second name in the list will be taken as his/her surname. Notably, only names as they are in form four certificates will be consistently used.

14. Students from OUT or any other accredited University discontinued due to any examination irregularities may only be considered for admission after three years since being discontinued. No credit transfer is allowed for such students.

15. Student Identity Cards: Once a student is registered in to any programme and paid various university fees as per invoice, is entitled to get student identity card (ID). The procedure for obtaining the ID is as follows:-

   i) Student should register courses and print an invoice.
   ii) A copy of invoice with a photo (passport size with blue background) written full name and registration number at the back should be left at the regional centre for unternal processes.
   iii) The regional centre will record and send invoice to the office of DUGS for processing through dugs@out.ac.tz or redords.dugs@out.ac.tz or admission@out.ac.tz. For international students their invoice should be sent to iso@out.ac.tz .
   iv) Upon completion of production of the IDs at the Head office, the office of DUGS will sent back produced IDs to respective regional centres either through office of DVC (RS&LT) or directly from DUGS office or Directorate of International Affairs.
   v) Students will collect their IDs from respective regional centres or international centres.

Students' ID should be carried with the student whenever s/he visits OUT offices and in examination rooms. Any loss of Identity card must be reported to the Directorate of Undergraduate Studies through Director of the regional centre where student is registered. A new student ID will be issued only upon submission of relevant evidence of the loss of ID. Where the office of DUGS is satisfied with tendered evidence, student shall pay Tshs. 20,000 for local students and USD 20 for International students as fee for re processing of Identity Card

16. The minimum duration for completion of an undergraduate degree programme is THREE YEARS. Students who complete before that period must be cleared by Senate before they can be allowed to graduate. The maximum registration period for an undergraduate degree is EIGHT YEARS while for diploma and certificate programme is 3 and 2 years respectively. A non-refundable fee of Tsh. 50,000 or USD 50 (for international students) will be charged for any request to extend registration period.

17. Foreign certificates: Applicants with foreign certificates must attach their equivalence translation of the certificates during application. The equivalence can be obtained from National Examination Council of Tanzania (NECTA) for form four equivalent; National council for Technical Education (NACTE) for ordinary Diploma and certificates; Tanzania Commission for Universites for Degrees. The equivalence can be obtained through online of the relevant authorities. It should be clearly understood that responsibility and cost of obtaining equivalent translation for foreign certificate is solely vested on applicants. The OUT is not responsible in anyway in that processes. Any application with foreign certificate without equivalence Tanzanian translation will not be processed.

Annual Registration
1. All continuing and newly admitted OUT students are mandated to re-register using the online portal. A student who fails to re-register shall not be recognized as a bonafide student of OUT

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for that academic year, and may not be able to access the Student Academic Records Information System (SARIS) for examination registration.

2. During annual re-registration, students must register the courses of study for that year as well as graded coursework asessment and Annual Examinations that they plan to attempt as well as any special or supplementary tests and/or Exams.

3. At least One month before the beginning of attending any field practice or practical sessions and Exams, students are required to register online for all these sessions. Those who register will be able to obtain an Examination Hall Ticket (EHT) that allows them entry to the examination hall, once endorsed by the Director of the Regional Centre.

It is necessary to note that all services: Assignments, Tests, Practicals, Face to Face Sessions and even provision of any financial assistance shall be directed only to those students who are dully registered in that material academic year.

18. Entrance Requirements for First Degree Courses
Applicants should fulfill the following conditions:

OPTION I
Minimum admission direct entry requirements
Minimum Admission Entry Qualifications for applicants with Form Six for 2018/2019 academic year shall be as follows:

Sn	Category of applicants	Minimum admission entry qualifications
1.	Category of Applicants	

1.	Completed A Level studies before 2014	**Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme:** where A = 5; B = 4; C= 3; D = 2; E = 1; S=0.5.
2.	Completed A Level studies in 2014 and 2015	**Two principal passes (Two Cs) with a total of 4.0 points from Two Subjects defining the admission into the respective programme:** where A = 5; B+ = 4; B = 3; C = 2; D = 1; E = 0.5.
3.	Completed A Level studies from 2016	**Two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme:** where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5.

AND
At least four O-Level passes ("D"s and above) or NVA Level III with less than four O-Level Passes or equivalent foreign qualifications as established by either NECTA or VETA.

OPTION II; EQUIVALENT ENTRY
(i) Minimum Entry Requirements for Equivalent Applicants – Diploma Holders

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	Ordinary Diploma, FTC and Equivalent Qualification Applicants	At least four passes ('D's and above) at O' Level or NVA Level III with less than four O' Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND
		i) At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6); OR
		ii) Average of "C" for Full Technician Certificate (FTC) (where A = 5, B = 4, C = 3, and D = 2 points); OR
		iii) Average of 'B' Grade for Diploma in Teacher Education; OR
		iv) Average of 'B+' Grade for Health related awards such as Clinical Medicine and others; OR
		v) A Distinction for unclassified Diplomas and certificates OR
		vi) Upper Second Class for classified non-NTA Diplomas

OPTION III
An applicant with degree or Advanced Diploma awards from other Institutions of Higher Learning will be considered on their own merit

OPTION IV
An applicant with an average of 3.0 GPA in foundation programme offered at the Open University of Tanzania**.**

Additional Requirements for Different Degree Programmes
Bachelor of Arts with Education
Two principal passes in any Arts subjects. **OR**
Diploma in Education (Arts) Curriculum design and Development, Business education, Open and Distance learning, Curriculum Design and Development with an average of **'B' or GPA of 3.0** with not less than four passes at O' Level.

Bachelor of Arts in Journalism
Two principal passes in any two Arts subjects and a credit pass in English at O'level. OR
Diploma in Journalism or Mass Communication with an average of **'B' or GPA of 3.0** with not less than four passes at O' Level.

Bachelor of Arts in Mass Communication
Two principal passes in any two Arts subjects and a credit pass in English at O'level. OR
Diploma in Mass Communication or Journalism with an average of **'B' or GPA of 3.0** with not less than four passes at O' Level.

Bachelor of Arts in Sociology
Two principal passes in any two Arts subjects. OR
Diploma in Sociology or social work or any other related Diploma with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Arts in Social Work
Two principal passes in any two Arts subjects.OR
Diploma in Social Work or Sociology with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Arts in Tourism
Two principal passes in any subjects OR
Diploma in Tourism with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

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Bachelor of Business Administration with Education
Two principal passes in any subjects OR
FTC/Diploma in Business Administration with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Education in Special Education
Two principal passes in any subjects
 OR Diploma in Education with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Law
Two principal passes in any subjects and a credit pass in History and English at O level. OR
Diploma in Laws or Law Enforcement with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Science General
Two principal passes in Biology, Chemistry, Physics, Mathematics or Geography. OR
Diploma in Education with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Science Environmental Studies.
Two principal passes in Biology, Chemistry, Physics, Mathematics, Economics, History or Geography.OR
Diploma in Environmental Studies or Education with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Science with Education
Two principal passes in any science subjects.OR
Diploma in Education (science), Curriculum design and Development, Business education, Open and Distance learning, Curriculum Design and Development, with an average of **'B' or GPA of 3.0** with not less than four passes at O' Level.

Bachelor of Science in Information Communication Technology
Two principal passes of which one must be in advanced mathematics or any two science subjects at a pass level with mathematics as a subsidiary. OR
Diploma in Information and Communication Technology with an average of **'B' or GPA of 3.0** including pass in Mathematics at O'Level.

Bachelor of Business Administration (Accounting)
Two principal passes in any subjects, pass in mathematics at A' level or O' level credit pass. OR
Diploma in Business Administration, Accounting, Banking and Financing, Commerce or Economics with at least a **'B' average or GPA of 3.0**

Bachelor of Business Administration (Finance)
Two principal passes in any subjects, pass in mathematics at A' level or O' level credit pass.OR
Diploma in Business Administration, Accounting, Banking and Financing, Commerce or Economics with at least a **'B' average or GPA of 3.0**

Bachelor of Business Administration (Marketing)
Two principal passes in any subjects, pass in mathematics at A' level or O' level credit pass. OR
Diploma in Business Administration, Accounting, Banking and Finance, Commerce, Marketing or Economics with at least a **'B' average or GPA of 3.0**

Bachelor of Business Administration (Human Resource Management)
Two principal passes in any subjects, pass in mathematics at A' level or O' level credit pass. OR
Diploma in Business Administration, Accounting, Banking and Financing, Commerce, Economics or Human Resource Management, with at least a **'B' average or GPA of 3.0**

Bachelor of Business Administration (International Business)
Two principal passes in any subjects, pass in mathematics at A' level or O' level credit pass. OR

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Diploma in Business Administration, Accounting, Banking and Financing, Commerce, International Business or Economics with at least a **'B' average or GPA of 3.0**

Bachelor of Human Resource Management
Two principal passes in any subjects, pass in mathematics at A' level or O' level credit pass. OR
Diploma in Human Resource Management, Public Administration or Office Management and Secretariat Services with an average of **'B' or GPA of 3.0**

Bachelor of Education in Teacher Educator
Two principal passes in any subjects. OR
Diploma in Education, Curriculum design and Development, Business education, Open and Distance learning, Curriculum Design and Development or Teacher Educator , with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Education in Adult and Distance Learning
Two principal passes in any subjects.OR
Diploma in Education (Arts and Science) Curriculum design and Development, Business education, Open and Distance learning, with an average of **'B' or GPA of 3.0** with not less than four passes at O' Level.

Bachelor of Education in Educational Policy and Management
Two principal passes in any subjects.OR
Diploma in Education (Arts or Science) Curriculum design and Development, Business education, Open and Distance learning, Curriculum Design and Development, Teacher educator with an average of **'B' or GPA of 3.0** with not less than four passes at O' Level.

Bachelor of Arts in Economics
Two Principal passes, one must be Economics. OR
Diploma in Economics with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level.

Bachelor of Arts in English Language and Linguistics
Two principal passes in any Arts subjects, one of which must be English Language.OR
Diploma in Education, languages   with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Arts in Kiswahili and Creative Studies
Two principal passes in any Arts subjects, one of which must be Kiswahili. OR
Diploma in Education, languages   with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Arts in History
Two principal passes in any Arts subjects, one of which must be History. OR
Diploma in Education with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Arts in Natural Resource Management
Two principal passes in any two Arts subjects. OR
Diploma in Natural Resource Management with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Arts in Population and Development
Two principal passes in Arts subjects. OR
Any Diploma with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Arts in Public Administration

Two principal passes in Arts subjects.OR
Diploma in Public Administration or Human Resource Management with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

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Bachelor of Arts in International Relations
Two principal passes in Arts subjects.OR
Diploma in International Relations or Diplomacy with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Library & Information Management
Two principal passes in any subjects. OR
Diploma in Library & Information Management   with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Community Economic Development
Two principal passes in any subjects. OR
Diploma in Community Economic Development, Economics with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Science in Energy Resource
Two principal passes in any science subjects. If one of the principle pass is not Physics an applicant must have a pass in physics at O' level. OR
Diploma in Energy Resources with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Science in Food, Nutrition and Dietetics
Two principal passes in science subjects. OR
Diploma in Food Nutrition with an average of **'B' or GPA of 3.0** with not less than four passes at O'Level

Bachelor of Science in Data Management
Two principal passes in science subjects or other relevant subjects which are Geography, economics, commerce and accountancy. OR
Diploma in Data Management or Computer Sciences with an average of **'B' or GPA of 3.0** with not less than four passes at O 'Level

Entry requirements for certificate and diploma courses/programmes

1.   FOUNDATION PROGRAMME (OFP) NTA LEVEL 6
Applicants who do not straightaway qualify under the degree programme requirements may register for Foundation Programme by which one is awarded a certificate. This is a pre-university entry programme offered by the Institute of Continuing Education to suit requirements of various faculties.

Entry Requirements
   i)   Advanced Certificate of Secondary Education Examination (ACSE)   with at least 1.5 points from TWO subjects; with not less than four passes at O level obtained prior to the ACSE. **OR**

   ii)   An Ordinary Diploma from a recognized institution with a GPA of at least 2.0 **OR**

   iii)   NTA Level 5 or Professional Technician Level II Certificate with not less than four passes at O level.
       Passes in Religious and General Studies are not counted

2.   DIPLOMA IN EARLY CHILD HOOD

   i)   Grade A teaching Certificate or Basic Certificate in Teaching NTA 4. **OR**

   ii)   Certificate in Early Childhood Education) with an average pass of not less than B grade PLUS at least 4 passes in Certificate of Secondary Education.

   iii)   Admission to the programme will be to candidates who are **IN-SERVICE TEACHERS** only

3.   DIPLOMA COURSE IN POULTRY HEALTH AND PRODUCTION

i)   Advanced Certificate of Secondary Education with a minimum of one or more principal pass or three subsidiaries in science subjects with four passes at O level. Such candidate must have passed Biology and Chemistry at O level. **OR**

ii)   Basic Certificate in Animal Health with an average pass of not less than B grade PLUS at least 4 passes at O level. Such candidate must have passed Biology and Chemistry at O level. **OR**

iii)   Basic certificate in Animal production or any relevant field from a recognized Institution with an average pass of not less than B grade PLUS at least 4 passes at O level. Such candidate must have passed Biology and Chemistry at O level

4.   COMMONWEALTH YOUTH PROGRAMME DIPLOMA IN YOUTH DEVELOPMENT WORK

i)   Advanced Certificate of Secondary Education with a minimum of one principal pass or three subsidiaries. **OR**
ii)   Basic Certificate in Youth Work or any relevant field from a recognized Institution with Certificate of Secondary Education with at least 4 passes

5.   DIPLOMA IN OPEN AND DISTANCE LEARNING
i)   Advanced Certificate of Secondary Education with a minimum of one principal pass or three subsidiaries. **OR**
ii)   Basic Certificate in Distance Education or any relevant field from a recognized Institution with Certificate of Secondary Education with at least 4 passes

6.   DIPLOMA IN PRIMARY TEACHER EDUCATION
i)   At least Grade A teaching Certificate (or Basic Certificate in Teaching NTA 4 or

ii)   Certificate in Early Childhood Education with an average pass of not less than B grade PLUS at least 4 passes in Certificate of Secondary Education.
iii)   Admission to this programme will be to candidates who are IN-SERVICE TEACHERS only.

7.   DIPLOMA IN COMPTER SCIENCE NTA LEVEL 6
i)   Level 5 Certificate in Information Technology, Information and Communication Technology (ICT), Computer Science, Computing, Computer Engineering, Information Systems, Information Systems Security Management, Data Management, Telecommunication, Business Information Technology (BIT), Computer Studies, Information Systems and Network Technology or Electronics Engineering with GPA 2.0 and above with Certificate of secondary education examination with at least four passes **OR**

ii)   Advanced Certificate of Secondary Education Examination (ACSE)   with at least one principle pass and one subsidary with not less than four passes at O level.

8.   DIPLOMA IN LIBRARY AND INFORMATION STUDIES
i)   Advanced Certificate of Secondary Education with a minimum of one principal pass or three subsidiaries. **OR**
ii)   Basic Certificate in Library and Information Studies (NTA level 4) or any relevant field from a recognized Institution with Certificate of Secondary Education with at least 4 passes

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9.   CERTIFICATE IN YOUTH WORK
    i)   Certificate of Secondary Education with at least 4 passes OR
    ii)   National Vocational Award (NVA) Level 3.

10.   **CERTIFICATE IN LIBRARY AND INFORMATION STUDIES**
    i)   Certificate of Secondary Education with at least 4 passes OR
    ii)   National Vocational Award (NVA) Level 3 in related field.

11.   **CERTIFICATE IN DISTANCE EDUCATION**
    i)   Certificate of Secondary Education with at least 4 passes **OR**
    ii)   National Vocational Award (NVA) Level 3.

12.   **CERTIFICATE IN POUTRY HEALTH AND PRODUCTION**
    i)   Certificate of Secondary Education with at least 4 passes in which two of them must be Biology and chemistry or agriculture. **OR**
    ii)   National Vocational Award (NVA) Level 3 in agriculture, animal health and production.

13.   **CERTIFICATE IN EARLY CHILDHOOD EDUCATION**
    i)   Certificate of Secondary Education with at least 4 passes **OR**
    ii)   National Vocational Award (NVA) Level 3.

14.   **TECHNICIAN CERTIFICATE IN COMPUTER SCIENCE NTA LEVEL 5**
    i)   Certificate of secondary education examination with at least four passes **Plus** Basic Certificate in Information Technology, Information and Communication Technology (ICT), Computer Science, Computing, Computer Engineering, Information Systems, Information Systems Security Management, Data Management, Telecommunication, Business Information Technology (BIT), Computer Studies, Information Systems and Network Technology or Electronics Engineering with GPA 2.0 and above. **OR**
    ii)   Advanced Certificate of Secondary Education with a minimum of one principal pass or three subsidiaries

15.   **BASIC CERTIFICATE IN COMPUTING AND INFORMATION TECHNOLOGY LEVEL 4**
    i)   Certificate of Secondary Education with at least 4 passes **OR**
    ii)   National Vocational Award (NVA) Level 3 in Information Technology related field.

16.   CERTIFICATE IN HAIRDRESSING AND BEAUTY THERAPY
    i)   Certificate of Secondary Education with at least 4 passes **OR**
    i)   National Vocational Award (NVA) Level 3 in Hairdressing and Beauty Therapy, Cosmetology or related field

17.   BASIC TECHNICIAN CERTIFICATE IN ENTREPRENEURSHIP
    (i)   Certificate of Secondary Education with at least four (4) passes. OR
    (ii) National Vocational Award (NVA Level 3) in any field from an institution recognized by VETA.

General Guidelines on Mode of Study for Undergraduate Courses

1   The courses leading to the bachelor degree are divided into three levels. Each level is equivalent to one academic year in a conventional University. The three levels are identified through subject codes with series 100, 200, and 300 for level 1, 2 and 3 respectively.

2   All undergraduate degree programmes are taught by elearning (blended) mode of delivery, except for some programmes such as B.Sc. (ICT) which may have enhanced short face to face sessions to complement elearning. The main medium of instruction is through moodle platform with printed study materials for some courses with stocks of hard copies. Most materials are also available in CD-ROMs. All courses are available on OUT website under the e-Learning Management Information System (eLMS) with all the

reading materials uploaded for each course. The use of ICT has recently been mainstreamed as main OUT's teaching and learning facility for all its programmes.

3. The main modules for each of the subjects are called units. Each unit shall cover content materials equivalent to thirty-fiveone-hour lecture materials or three-hour lecture per Semester. Most of OUT Units are now being converted into Credits to conform to the University Qualification Framework (UQF) published by TCU. For the purpose of conversion, one OUT unit is equivalent to ten credits under UQF.

4. Support services for the students are in the form of face-to-face teaching, ICT based electronic platforms, audio cassettes, compact discs (CDs), Internet (where available), library services and other teaching/learning media. The face to face teaching includes residential sessions for orientation and continuous tutoring and counseling. As for B.Sc., B.Sc. (Ed), and B.Sc. (ICT), academic programmes, laboratory exercises are organized at designated institutions/locations.

5. Every student must fill in the Student Progress Portifolio (SPP) online, for courses registered to be allowed to write the annual examination. SPPs must be presented online to course instructors before, during or immediately after Knowledge Area six of the course is covered.

6. To qualify for the award of a degree, a candidate must clear all the three parts of the degree course. A fast student may cover more units and thus be able to finish the course in less than the specified average period for obtaining a degree. The minimum duration for completion of an undergraduate degree programme is THREE YEARS. The maximum registration period for an undergraduate degree in EIGHT YEARS.

Guidance in the use of Credits and Notional Hours in Course Design

(i) Credits

In academic setting, credit is used as means of quantifying and recognizing learning whenever and wherever it is achieved, i.e. used as an indicator of volume of teaching and learning or the amount and depth of learning undertaken to complete a course or module. A credit is also referred as credit points or credit weighing. In curriculum design, the credits therefore indicate the volume of learning is likely to be necessary to achieve the intended outcomes. Thus credits do not reflect performance, but the time expected of a student to meet the requirements of the course/module.Credits are thus arrived at by working out how many 'notional hours' a student should engage in, in order to achieve competence in the knowledge and skills expected of him/her. This is not simply 'time-learning', but an indication of how learning was planned and managed.

(ii) Notional Hours

On the other hand, notional hours is the number of hours which is expected that a learner will spend, on average, to achieve the specified learning outcome, it includes the time spent in any activities in which a student is involved that relates to their mastering of an outcome eg. This may include contact hours, self study, seminar presentation, writing examinations and test, practical/laboratory session, group work, visit the online learning management system (MOODLE) etc.

For example: Worldwide, the standard of TEN notional hours equaling ONE credit has been adopted. For instance, TCU requires that, a student completes a 3- year Bachelor degree for minimum of 360 credits. Practically this means a student must complete 120 credits per year. In terms of notional hours this means that a three year Bachelor's degree should be planned around 3,600 Hours of teaching and learning or 1,200 Hours per year. During curriculum design, each course must clearly indicates the

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teaching and learning hours/Notional hours as indicated in the table below (see step 3). So, credits and notional hours can have several advantages to lecturers and students as follows

- Provide guidelines to plan distribution of activities in a particular course eg. contact hours, on-line learning, self directed learning, etc
- Using such guidelines we can estimate the workload for lecturers and students.
- Assist students to be aware on the level of competence expected from them in terms of both time management and utilization and also important to determine the distribution of activities in self managed learning as one progresses through a degree.

(iii) Determining workload in relation to Credits and Notional Hours

As part of planning for completion of a study program, OUT calculates the workload in relation to credits and notional hours for each course. It is important to note that, notional hours look at workload from the students' perspective and not how much content we would like to teach but at how much time it takes the average student to achieve deep learning of the knowledge, skills, attitudes and values that are embodied in a particular course. The formulation acknowledges that it is impossible to treat all students equal, hence the concept of the 'average student'. Students vary in innate abilities, background, educational achievements, etc. Each student will thus spend a different amount of time on a course but should be encouraged to move at a pace that meets the lecturer's expectations of the amount of work that should be completed by a certain stage of the module, and in this case, an average student is expected to complete a bachelor's degree in 3 years.

Proposed distribution of activities for a 20 credit course, estimated time and maximum score for each activity involved in the course

Month	Topic	Activities	Time allocation (hrs)	Maximum scores (%)
December	Knowledge Area One	Listening to tape or viewing video	3	-
		Visit MOODLE/private study	10	-
		Participate in one online discussion forum	1	1
		Completing one online assignment	1	2
December	Knowledge Area Two	Listening to tape or viewing video	3	-
		Visit MOODLE/private study	10	-
		Participate in one online discussion forum	1	1
		Completing one online assignment	1	2
January	Knowledge Area Three	Listening to tape or viewing video	3	-
		Visit MOODLE/private study	10	-
		Participate in one online discussion forum	1	1
		Completing one online assignment	1	2
February	Knowledge Area Four	Listening to tape or viewing video	3	-
		Visit MOODLE/private study	10	-
		Participate in one online discussion forum	1	1
		Completing one online assignment	1	2
March	Knowledge Area Five	Face to Face session	2	10
		Study/career counseling	1	-
		Participate in one online discussion forum	1	1
April	Knowledge Area Six	Listening to tape or viewing video	3	-
		Visit MOODLE/private study	10	-
		Participate in one online discussion forum	1	1
		Completing one online assignment	1	2
May	All Knowledge Areas	Independent Study	60	-
		Revision	57	-
		Online Portfolios Assessment	1	4
At any moth of the year	All Knowledge Area	Research/Project/Practical/Field/Laboratory work	Total Hours as per credits	
June	All Knowledge Area	Annual examinations in a traditional way	3	
TOTAL HOURS and Total Marks for Formative Assessment			**200 HRS**	**30%**

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| Total Marks for Annual Examinations – Summative Assessment | | 70% |
| GRAND TOTAL | | 100% |

GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR UNDERGRADUATE COURSES

1. Assessment

1.1 All courses shall be examined during the academic year in which they are studied. The assessment shall consist of an online coursework assessment and where needed a two hour written test may be administered prior to sitting for a three-hour annual examination, at the end of the academic year. The coursework assessment will contribute 30% while the annual examination will contribute 70% to the final grade.

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

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

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

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

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

1.7 A candidate who fails to appear for examination, for any certified reason, must inform the DVC Academic prior to the commencement of the examinations period. Students requesting to appear for special examinations without prior authorization by the DVC Academic will be required to pay examination fees for the session.

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

2. Registration for Examinations

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

3. Eligibility for Examinations

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

3.2 Each candidate will be required to fill in the Student Progress Portfolio (SPP) as part of the coursework assessment and it which will be assessed online through elearning platform to determine his/her preparedness for final examinations

3.3 In the Student Progress Portfolio (SPP), the student is expected to summarize, in one page, for each subject, the description of what he/she considers to be the most important knowledge and skills gained from the subject. This part must only be filled when the student thinks he/she is ready to attempt the examination.

3.4 Some marks will be awarded for the SPP, and each student will be expected to keep the SPP entries made for each course into own programme SPP composing all course entries in safe

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storage devices till graduation. A student may be called to present the portfolio anytime, for the sake of verification of his/her studentship status.

3.6   A candidate shall be permitted to participate in practical/filed sessionsor in online course assessment after having paid at least 50% of all the requisite tuition fees and examination fees.

3.8   A candidate shall be permitted to sit for the Annual Examination (AE) that are usually held in after covering learning objectives in all the 6 Knowledge Areas of each course and after having paid 100% of all requisite tuition and examination fees.

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

4   The Examinations Syndicate

The Open University of Tanzania has established an examination syndicate responsible for overseeing compilation of exam papers, printing, distribution, invigilation, and issuing of transcripts and certificates.   Departments in the Faculties/Institutes are responsible for setting exam questions, marking and recording of student marks in the Academic Records Management Information System (ARMIS).

5   Dates of Examinations

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

6   Admission to Examinations

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

6.2   Candidates who have met all requirements for examination admission will be issued Examination Hall Tickets (EHT), by the Examination Syndicate. Usually, EHT application forms will be readily accessed from the web-based Student Academic Records Information System (SARIS) online.

7   Conduct of Examinations

The university examinations shall be conducted through the Examinations Syndicate under the control of the Deputy Vice Chancellor (academic) or such officer of the University appointed by him/her.

8.   Examination Malpractices and Irregularities Regulations

8.1   Malpractices in Relation to Coursework

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

Penalty

Any student/candidate found guilty of the offence under Regulation 8.1 above shall be liable to:
  ❖   Cancellation of his/her assignment, or
  ❖   Suspension from his/her studies for a period of one academic year.

8.2   Fraud in Relation to Coursework

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

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Penalty
Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Regulation. 8.2 above shall be liable to:
- ❖ Cancellation of his/her coursework, or
- ❖ Suspension from his/her studies for a period of one academic year, or
- ❖ Discontinuation from the University.

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

Penalty
Any student/candidate found guilty of contravening Regulation 8.3 above, shall be liable to:
- ❖ Cancellation of the relevant examination, or
- ❖ Suspension from the University for a period not exceeding two years, or
- ❖ Discontinuation from the University.

A student/candidate who contravenes Rule 8.3(e) apart from other penalties as specified above shall be liable to a fine to be determined by the Irregularities Committee.
Any student/candidate found guilty of contravening Rule 8.3(h) above shall be discontinued from the University.

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

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Penalty

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

❖ Cancellation of the relevant examination, or
❖ Suspension from the University for a period not exceeding two years, or
❖ Discontinuation from the University.

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

8.5   Fraud in Examinations/Timed Tests

It shall be an offence for a student/candidate or any other person involved in an examination to:

(a)   Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
(b)   Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
(c)   Falsify or alter marks awarded on an examination script/booklet.
(d)   Impersonate another student/candidate.
(e)   Procure or induce another person to sit for him/her.
(f)   Presentfalse document(s) in relation to eligibility to sit for University examinations.
(g)   Sit or attempt to sit an examination without authority.
(h)   Fraudulently receive examination papers/questions which have been illegally procured or made available.
(i)   Fraudulently access or attempt to access examination questions before the examination is due.
(j)   Pay or induce another person to illegally procure or make available examination questions/papers.
(k)   View examinations questions prior to sitting for the exams
(l)   Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
(m)   And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate or any other person found guilty of fraudulent conduct as defined in Regulation 8.5 above shall be liable to the following penalties:

❖ Any student/candidate found guilty of contravening Rule 8.5(a), (b), (h), (i), (j), and (k) above shall be discontinued from the University.
❖ Any student/candidate found guilty of contravening Rule 8.5(c), (d), (e), (f), (g), and (l) above shall be suspended from the University for a period not exceeding two academic years, or discontinuation from the University.

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

8.6   Offences Relating to the Conduct of Irregularities Hearing

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

(a)   Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Irregularities Committee or any other body hearing the irregularities or appeal.
(b)   Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
(c)   Destroy evidence relating to an alleged irregularity.
(d)   Forge or utter false documents in relation to an alleged irregularity.
(e)   Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.

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      (f)   Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

      (g)   Refuse to sign irregularity form after been asked to so by the invigilator.

      (h)   And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate or any OUT staff found guilty of interference with the conduct of an irregularity hearing as defined in Regulation 8.6 above shall be liable to:

❖   Cancellation of the relevant examinations, or

❖   Suspension from the University for a period of one academic year, or

❖   Payment of fine which will be determined by the Irregularities Committee.

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

Any student/candidate found guilty of contravening Rule 8.6 (e) above shall be discontinued from the University and reported to The Prevention and Combating of Corruption Bureau.

If OUT staff is found guilty he/she will be liable for payment of fine and to any other disciplinary action in accordance with the prevailing University disciplinary procedures.

8.7   Guidelines on Apprehension of a Suspect

When a student/candidate is suspected to be engaging in examination irregularities or malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

      (a)   A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.

      (b)   Body searches should be done in the presence of another person of the same sex.

      (c)   The materials should be taken away as soon as they are found and kept as exhibits.

      (d)   Identity of the suspect and possible witnesses should be recorded immediately.

      (e)   A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty provided that his presence does not disrupt the tranquility in the examination room.

8.8   Procedure for Hearing of Malpractice Cases

8.8.1 Hearing of examination malpractices and irregularities shall be done by the Irregularities Committee appointed by the Undergraduate Studies Committee with approval of Senate.

8.8.2 The Irregularities Committee shall forward its findings and recommendations to the Undergraduate Studies Committee which shall discuss the findings and recommendations and forward them to the Senate for approval.

8.8.3 In the handling of examination irregularities and malpractices, the Irregularities Committee or any other body hearing the case shall take into account the following principles of natural justice:

      (a)   Fair and equal treatment of all students/candidates,

      (b)   The opportunity to enter a plea of guilty or not guilty,

      (c)   Fair hearing accorded to all students/candidates,

      (d)   Right of students/candidates to appear and to defend themselves,

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

      (f)   Consistency in punishments.

8.9   Appeals against Examination Irregularities

8.9.1 The Senate shall form Senate Appeals Sub-Committee which shall be composed of members who in one way or another were not involved in hearing the case appealed against at the first instance. The Chairman of Senate Appeal Sub-Committee shall be a member of the University Council with experience in academic administration in Higher Institutions and not a staff of the University.

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

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

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

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

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

8.9.7 In hearing the appeal, the Senate Appeals Sub-committee shall take into account the principles set out under Regulation 8.8.

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

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

9 Progress from Year to Year
9.1 Candidates are required to clear all units they registered for in the year of study.
9.2 Units which are passed shall be recorded.
9.3 Units that are not passed shall be cleared after sitting for supplementary Examination done during ODEX sessions.

10 Classification of Degrees
10.1 In the classification of degrees a FIVE points system will be used in averaging the final grades:
10.2 The letter grades will be assigned the following points:

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

10.3 Courses given for each degree have to be appropriately weighted by the units.
10.4 To get the score for each course, multiply the points, as in 10.2 by the appropriate weights, as obtained in 10.3 e.g. getting a B in a 2 unit course the score shall be 3 x 2 = 6.
10.5 The total score for the degree will be the total scores for all courses taken for the final, computed as in 10.4.
10.6 The average score for the degree will be computed by dividing the Total Score in 10.5 by the total weight obtained under 10.3.

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

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

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

10.9   The range of marks will be as follows:

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A	Excellent	(70% - 100%)
B+	Very Good	(60% - 69%)
B	Good	(50% - 59%)
C	Satisfactory	(40% - 49%)
D	Marginal Fail	(35% - 39%)
E	Absolute Fail	(0% - 34%)

11   Aegrotat Degree

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

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

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

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

11.4   *Status of an aegrotat degree*

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

12   Loss of Certificates

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

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

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

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

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

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

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

12.7   In case of DAMAGE/DESTRUCTION, the requirements of paragraph 12.6 (b), (c) are unnecessary

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

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

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

12.11 The certificate issued shall be marked "DUPLICATE COPY" across it.

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

13   Appeal

13.1   Students' appeals on academic grounds other than examination irregularities and malpractices shall be directed to DVC ACAD.

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

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13.3 Students appealing for remarking will be requied to pay the for cost for searching the scripts, remarking, processing results, transportation of scrpts to the examiners, and general administration costs. A fee of Tsh. 80,000 is applicable until when further reviewed by Senate. Faculties will have to seek approval of the DVC Academic for remarking, if they are satisfied with the presented appeal case, after the candidate has paid a fee as set and approved by Senate.

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

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

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

14.3 *Examining Body (Senate)*
The following guidelines apply to an examining body (University Senate) in its request for a posthumous award:
i) The Senate may award an unclassified degree in cases where there is string evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate, provided that:
   a) for a UQF leve 8 degree programme, the study completed by the candidate is greater than the amount normally associated with the UQF leve 7 (Higher Diploma); and
   b) for other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.

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

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

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

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

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

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

16   Conduct of Examinations: Notes to Students
16.1   Candidates shall be required to appear for the examinations at the centres under which they are registered or any other centre holding such examination following granting of permission for the later.

16.2   An invigilator appointed by the University shall be responsible for the proper conduct of the examination. The Invigilator will submit signed declaration that the regulations have been duly observed throughout the examination.

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

16.4   Candidates shall be required to observe any general instructions that may be given by an Invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.

16.5   Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the times specified. As regards the duration of the question papers, the time confirmed by the invigilator of the paper shall have to be followed where contradictions arise.

16.6   Candidates shall be required to be in their places at least thirty minutes prior to the time prescribed for the commencement of any examination. Candidates will have to satisfy themselves that they are in possession of the correct question papers.

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

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

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

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

16.12 Question papers for any given examination shall not be taken out of the examination room until the time for that examination paper expires.

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

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

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16.15 Cellular or mobile phones are strictly prohibited in the examination room.

17   **Notes to Invigilators**
17.1 Procedure in the examination room before the examination:
       17.1.1 Invigilators should be present in the Examination Room at least thirty minutes before the commencement of the examination.

       17.1.2 Invigilators should check if the responsible Director of the Regional Centre or the Chief Invigilator has prepared a sitting plan for the examination room.

       17.1.3 Invigilators will be provided with the following items by the University Examinations Officer or his/her Representative:

       (i)   Sealed envelopes containing question papers must be personally collected by each Invigilator from the strong rooms at most thirty minutes before the examinationsession
       (ii)   Attendance register showing a list candicates for each examinationto be attempted in the examination room. This will be distributed to Invigilators in advance in a form of a master timetable for the University examinations.

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

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

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

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

17.6 During these ten or fifteen minutes, the Invigilator should:
       17.6.1   Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

       17.6.2   Call attention to any rubric at the head of the paper which seems to require attention.

       17.6.3   Announce to the candidates when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

       17.6.4   Not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

18   **Practices during the Examination**
18.1 At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.

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18.2 At the end of the first half hour the total number present should be noted down and a sitting plan prepared. Invigilators should then collect all the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for returning to the Internal Examiner.

18.3 During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.) Candidates may be permitted to do rough work on the left hand margin of the scripts on the understanding that this is crossed out at the end of the examination. No candidate should be permitted to leave his place during the examination except to leave the examination room.

18.3.1 A candidate who contravenes these regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the examinations officer or regional centre director or any other person designated by the university for that purpose.

18.3.2 Invigilators shall enter the number of examination scripts collected from the candidates on the Attendance Sheet provided by the office of the Dean at the time of collecting the Examination paper. Invigilators shall sign the said Attendance Sheet before they hand over all the scripts to the Internal Examiners who must be present in the examination rooms. On receipt of the scripts Internal Examiners will check them and sign on the collection form. The attendance Sheets must be handed to the Examinations Officer at the end of each session.

18.4 **General**
18.4.1 Invigilators are required to attend in the examination rooms at the commencement of each session to assist the Chief Invigilators and to collect the scripts. Instructions in the examination roomshall be announced by the Chief Invigilators.

18.4.2 Cases of illness during the examination sessions should be reported to the Chief Invigilators or Directors of Regional Centres as soon as possible.

18.4.3 Invigilators shall have the authority to confiscate any unauthorized material, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate that creates a disturbance.

18.4.5 Academic staff who are suspected of involvement in leakage of examination, or for assisting students to cheat in any way, shall be sent to the Staff Disciplinary Committee.

19 Regulations Governing the Position and Conduct of Internal Examiners
The Director of the Examinations Syndicate (DES) shall co-ordinate all examination matters for the whole Institution and shall be directly answerable to the Deputy Vice-Chancellor (Academic).

19.1 The annual University examinations shall be conducted under the control of the Deputy Vice-Chancellor (Academic) with the Director of the Examinations Syndicate.

19.2 The DES will liaise with the Deans of Faculties/Heads of Academic Departments and issue invigilation guidelines for the examination in the courses at the University.

19.3 No Tutorial Assistant will be approved to be an internal examiner, unless conditions are such that such a Tutorial Assistant has proven to have some exceptional capabilities to warrant him or her to be permitted to set and mark examinations as an internal examiner.

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19.4 An internal examiner, examination officer or any other officer connected with the preparation of the examinations who conducts himself or herself in such a manner as to cause leakage of examination question(s), shall be disqualified of the responsibilities entrusted to him or her and disciplinary action shall be taken against him or her.

20 **External Examiners**

The Dean or Director shall propose names of recognized academicians and professionals of the course(s) taught at the University to be external examiners. The names of the external examiners shall be approved by the Senate together with those of the internal examiners. For each course there shall be at least one external examiner who shall be an academician or a practitioner.

20.1 On the first appointment of any external examiner such person so appointed shall provide the office of the Deputy Vice Chancellor (Academic) with his/her curriculum vitae and the same shall be communicated to the Senate for approval of the appointment.

20.2 The appointment of the external examiner shall be limited to three consecutive academic years though such person is liable for re appointment after another three consecutive academic years have elapsed.

20.3 The office of the Deputy Vice Chancellor (Academic) shall ensure that as soon as practicable, relevant draft examination questions are sent to the appointed external examiners for moderation and where required, comments of the external examiner are incorporated in the examination questions before delivery to the data base of examinations for permanent storage.

20.4 The internal and external examiners when marking the answer books will have to use red marking pens. Pencils are prohibited.

20.5 After the panel marking of examinations, the external examiners, will be invited to make sampled marking and check the overall marking process. The External examiners shall prepare a report, which shall be presented to the Faculty Board. The report so prepared must take note of the extreme cases, that is, the highest and lowest cases, standards of examinations, consistency in marking and performance pattern.

21 **Academic offences for which a student can be charged**
21.1 All cases of alleged examination irregularities shall be referred to the Undergraduate Studies Committee. The Committee shall have the power of summoning students and members of staff or any other person as it deems necessary to testify before it. The Chairman shall submit a report of the Committee's findings and recommendations to the Senate for further action.

21.2 The integrity of University life and the degrees that the University confers is dependent upon the honesty and soundness of the learning process as well as that of the evaluation process. Conduct that adversely affects this relationship or process is considered a serious academic offence.

21.3 Misrepresenting or aiding another person to misrepresent material facts for the purpose of gaining admission, enrollment or academic advantage.

21.4 Committing or aiding another person or persons to commit an act designed to misrepresentation applicant's academic status or eligibility for admission or enrolment or for receiving transfer credit.

21.5 Submitting the words, ideas, images or data of another person as one's own in any Academic writing, essay, thesis, research, project or assignment in a course programme of study. Any plagiarism that exceeds 30% of the total volume of the work will be rejected outright.

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21.6 Obtaining or attempting to obtain information from another student or other unauthorized source or giving information to another student or knowingly possessing, using or attempting to use any unauthorized materials in the course of an examination.

21.7 Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of an examination, preparation of a paper or other similar activity.

21.8 Submitting in any course or programme of study without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research, report, project or assignment for which credit has been   previously obtained or which has been or is being submitted in another course of study in the University elsewhere.

21.9 Submitting in any course or programme of study any academic writing, essay or thesis, research project or assignment containing a statement of fact known by the student to be false or a reference to a source which has been fabricated.

21.10 It shall be an offence knowingly to procure, distribute or receive any confidential academic materials such as pending examinations, tests, assignments or laboratory results from any source.

21.12 Any appeal pertaining to the conduct of any University examinations and marking of scripts must be lodged with the appropriate university authorities within three years from the date of publication of the results by or under the authority of the Senate.

22   Issue of Certificates and Transcripts
22.1 Certificates, Diplomas, and Degrees for awards approved by Senate shall be issued after being conferred at the official graduation ceremonies, for candidates who complete the clearance process.

22.2 Transcripts for all university awards may be issued by the office of DVC Academic upon request, as soon as the results have been approved by Senate.

22.3 Fees for the printing and collection of transcripts shall be set by Senate and announced from time to time.

22.3 Replacement of certificate may be done subject to approval by the Chairman of Senate, after the relevant replacement fees have been paid.

23   Regulations for issuance of certificates
23.1. The subsequent regulations shall be observed when issuing various certificates offered by the Open University of Tanzania.

23.2. The certificates declared in these regulations shall include the following:-
    (i)   Degree certificates
    (ii)   Academic transcripts
    (iii)   Postgraduate diploma certificates
    (iv)   Diploma certificates
    (v)   Foundation programme certificates
    (vi)   Provisional results/statements of results

The University may issue certificates other than those prescribed in Article 23.2with the approval of the University Senate.

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23.3. (a) The regulation for signature, seal and number of issue of copies for the above certificates mentioned in section 23.2 shall be as follows;

S/N	Name of Certificate	Signature	No. of Copies	Seal
1	Degree certificate	VC, DVC(AC)	1	OUT Seal
2	Academic transcripts	DVC(AC), Dean/DICE/DIEMT	Unlimited	DVC(Ac) and Dean/DICE/DIEMT stamps
3	Postgraduate diploma certificates	VC, DVC(AC)	1	OUT Seal
4	Diploma certificates	VC, DVC(AC)	1	OUT Seal
5	Foundation programme certificates	VC, DVC(AC)	1	OUT Seal
6	Certificate in distance education	VC, DVC(AC)	1	OUT Seal
7	Certificate in teachers education	VC, DVC(AC)	1	OUT Seal
8	Provisional results	DES	Unlimited	DES Stamp

    (b) The DVC (Ac) may certify and/or authenticate copies of the above certificates as true copies of the original document only upon written request from the applicant.

23.4. Certificates that do not comply with the regulations for signature and seal as described in section 23.3 shall be deemed invalid.

23.5. Application for certificates shall be made either in person or by postal mail. Application by phones, email electronic, or alternatives means shall not be permissible.

23.6. Application made in person shall be by completion of the prescribed application form for issuance of various certificates
    (a) A dully filled application form must be accompanied by the following documents:-
        (i) A document which recognize the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)
        (ii) Evidence of receipt of payment of the compulsory fee as revised time to time and indicated in the prescribed application form.
        (iii) A clearance form

    (b) Certificates will only be issued in the name the applicant used to gain admission to the University or changed during the duration of the programme and the same had been presented and accepted by the University. No certificate will be issued in a name that is not reflected in the University's records.

23.7. In case an application is made through a third party, a special power of attorney duly prepared by a registered advocated of the High Court of Tanzania must be presented. The authorization must bear the name and signature of the giver of such power of attorney. In additional the applicant shall also comply with section 23.6 above.

23.8. Application by Post:
    (a) Application by postal mail shall be by completion of the prescribed application form for issuance of various certificates
    (b) Present document which identify the applicant and provide proof of payment of application fee as described in section 23.6.
    (c) The applicant shall meet the cost of delivery

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23.9. Applicants who need to be issued certificates not mentioned in section 23.3 shall apply separately.

23.10. Certificates shall be issued to the applicant after the University has sternly verified the information offered in the application form by comparing with those existed in University's records.

23.11. The University shall re-issue a new correct certificate to the applicant in case of technical mistakes such as incorrect spelling or identification information in the original one; for this to happen the original certificate must be returned to the University.

23.12. All application must be forwarded to the Directorate of Examinations Syndicate, Open University of Tanzania, P. O. BOX 23409, Dar es Salaam.

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DIRECTORATE OF POSTGRADUATE STUDIES

The Directorate of Postgraduate Studies (DPGS) under the office of the Deputy Vice Chancellor has and continues to coordinate postgraduate matters at the university. This is done through a close collaboration with other faculties and directorates in the process of administering the admissions, supervision and examination arrangements. The Directorate continues to ensure students comply with the TCU quality assurance general guidelines and minimum standards, University policies and regulations and procedures relating to admissions of postgraduate students, maintain records of applicants and students, build capacity of supervisors, monitoring the progress of Postgraduate Research Students (PhD and Master by Thesis) and organize oral examinations for dissertations and viva voce for PhD and Master by thesis. The Directorate is headed by the Director who is assisted by the Associate Director Director Postgraduate Studies and three heads of departments namely Admissions and records, Supervisions, Examinations and Quality Assurance. Whereas the directorate mainly deals PhD and Master by Thesis, it also provides an overall administrative support for the postgaduate programmes under different faculties. Detailed information on various programmes is available on OUT website, www.out.ac.tz, or in this prospectus under the respective academic units as well as in the Postgraduate hand book of The Open University of Tanzania.

GENERAL REGULATIONS AND GUIDELINES FOR HIGHER DEGREES AT THE OPEN UNIVERSITY OF TANZANIA

1.   How to Apply

A postgraduate program you are applying for may have a specific requirement which is not presented here. Kindly see the details regarding the programmes of your choice at the Open University and related issues in our current University Prospectus which is available on our website www.out.ac.tz or at the OUT Centre closest to you. All the same, the general admission procedures are hereunder.

i)   Collect an application forms at the Open University of Tanzania Headquarters or at OUT Centre which is closest to you. Alternatively, download the application form from our website at http://www.out.ac.tz/   You can also ask DPGS or OUT Regional Coorinator for guidance on how to apply ONLINE

ii)   Fill in the application form (mentioned in (i) above).

iii)   Photocopy your academic certificates and transcripts and take the copies alongside their originals to a notary or a magistrate for certification.

iv)   Attach the certified copies of your certificates/transcripts (as in item 4) to the first application form, and uncertified copies of your certificates/transcripts to the second application form. In case you studied outside Tanzania, seek certification of authenticity service from the Tanzania Commission for Universities (TCU), upon which, attach the resulting document and its copy with your application.

v)   Attach a concept note or a proposal if you are applying for a master's degree by thesis or for a Ph.D.

vi)   Send your application to the Director of Postgraduate Studies by email (If you are sending your application by email, all documents composing the package must be merged in one PDF file). The address is:

Director of Postgraduate Studies,
The Open University of Tanzania,
P. O. Box 23409,
Dar es Salaam,
TANZANIA.
or Email to: dpgs@out.ac.tz

vii)   Alternatively, send the package of your application to the Director of Postgraduate Studies by handing it in at OUT Centre which is closest to you.

viii)   Check our website after a month time to see if you are selected to join the program of your choice.

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    ix)   If selected and advertised on our website, collect your admission letter at Postgraduate Admission Office at OUT headquarters (Block B Building, First Floor – Right wing) or at any OUT centre which is closest to you.

    x)   Receive detailed program requirements, handouts and time table from your programme coordinators (their contacts are always provided in your admission letter)

    xi)   Register for the courses of the programs into which you are admitted at OUT regional centre which is close to you and begin your studies with immediate effect.

Classification of Masters and PhD thesis

1.1 For the purpose of the final classification of Masters and PhD by thesis degrees, a five point system shall be used from the final grade as follows

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

1.2 The assessment shall consider ten categories in student's thesis with marks distributed in each of the following category **(Appendix vi);** (i) Background information (ii) Statement of the problem (iii) Research objectives and research questions/hypothesis (iv) Literature review (v) Methodology (vi) Data presentation, analysis and discussion (vii) Conclusion and recommendations (viii) Mastery of fundamental knowledge in the area of research (ix) Imagination and originality of thought and (x) Ability to draw reasoned conclusions from a body of knowledge (10%)

1.3 The scores in 1.2 shall be the average marks from the internal and external examiner

1.4 The average score from each category in 1.2 will be summed up to get the final mark and Grade Point of the thesis as follows

Grade	Marks	Grade Point	Quality
A	70-100%	5.0	Excellent
B+	60-69%	4.0	Very Good
B	50-59%	3.0	Good/Pass
C	40-49%	2.0	Marginal fail
D	35-39%	1.0	Fail
E	0-34%	0.0	Absolute fail

1.5 The grade point shall be used to determine the final thesis classification as follows

Distinction A (Grade Point 5.0)

Merit B+ (Grade Point 4.0)

Pass B (Grade Point 3.0)

Fail C, D and E

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2. Postgraduate Diplomas

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

2.2 *Mode of Study*
Candidates registered for a Postgraduate Diploma shall carry out studies by coursework, examinations and independent study.

2.3 *Duration of the Programme*
Completion of the study will depend on individual study efforts but the maximum period a candidate is allowed is three years; the minimum period required varies from programme to programme Any extension beyond the recommended maximum duration must be approved by Senate. A charge of Tsh. 50,000 will be paid by the student prior to approval by Senate.
(i)   The number of units to be taken by a candidate will be determined by each Faculty/Institute and is shown in appropriate pages of this Prospectus.

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

3 Admissions into Master's Degree

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

3.2 Coursework Delivery for Masters Programmes
OUT has been running its postgraduate courses through distance mode, evening mode and executive mode. Nonetheless, all OUT programmes will be offered through a blended/hybrid mode (a blend of distance and executive modes of delivery) from From 2016/2017 academic year. Blended mode of delivery gives more students access to education and reduces learning costs to both students and the university. Further, the mode eases communication among students and their lecturers irrespective of their locality and further gives students' opportunity to learn through multimedia. The mode also caters for the needs of students whose duties could not allow attending evening or executive classes. The mode allows for the possibility of learning offline and series of face to face seminars are expected to change students' attitudes on learning through the mode.

3.3 How Blended Delivery Mode works
In this blended mode, students learn through e-learning platform called MOODLE. Through this platform, students are registered into the system and a lecturer for each course uploads documents to be read in one week. In week 2, a lecturer posts a discussion question and appoints two students to propose a model answer. Other students do discuss online by posting their

comments on the model answer. To complete one course there will be six parts (Knowledge Areas) equaling to 12 weeks of learning for each course. There will be three modules (trimesters) of about 12 weeks each required to complete the coursework. For example, if the programme has 6 taught courses in total, for each module, there could be two courses (ie two lecturers). For each course there is take home term paper (assignment) to be given to students in the second half of the respective trimester); and final comprehensive examination at the end of trimester. The online discussions weigh 20%, term paper 30% and final exam 50%. The lecturers do monitor accuracy of contributions each student makes when discussing to constitute the 20%. The examination is done by students at any regional centre when they are ready. Students are highly recommended to participate in the discussions for all the 6 parts of the course in the MOODLE platform for them to be pass final examinations with ease.

The final examination is done after short Face to Face sessions after consultations with students. There will be two face to face sessions. The first one is done once, this is for orienting new students before the programme starts. The objective is to officially launch the programme and orient students on how to use MOODLE and how to register and modify their profiles in MOODLE platform. This takes about 2-4 days, normally on/around weekend in Dar es Salaam or at any regional centre with required minimum number of participants in the respective programme. If students can't afford to come to Dar, they are advised to visit any of OUT's regional centres where we have ICT technical staff who can register them into MOODLE system and orient them on how to use the MOODLE platform. In the first face to face, all lecturers are encouraged to be around but most of the orientation is done by the programme coordinator and the HoD. The second F2F is done at the end of each trimester where the lecturers involved in the trimester do meet with students whereby each lecturer spends about 2 days hence 4 days for the two courses. The second Face to Face sessions are optional for students. During Face to Face sessions lecturers do respond to difficult areas encountered during reading the documents and also during the discussions. It is also the time lecturer may insist or clarify on some academic issues that are of interest to students. The Face to Face sessions (first or second) can be conducted in any regional centre with at least 10 students. This implies that one does not have to leave workstation to do this course (and other OUT courses).

3.4   Registration for Master's Degree by Thesis
3.4.1   Candidates who intend to do their Masters Degree by thesis will have to observe the following procedures:

(a)   Registration as a student after satisfying the admission requirements for degree programme (**Appendix I**)
(b)   Submission of a substantive and comprehensive research proposal, within six months of registration to the relevant Faculty/Institute. The research topic and supervision arrangements must then be tabled in the RPPC for onward transmission to Senate for approval. Once Senate approves, the student becomes a candidate for the award of the degree sought.
(c)   Guidelines on the writing of the detailed Research concept note and research Proposal are detailed in **Appendix II(A) and Appendix II (B)**

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

3.4.3   Upon admission, such a thesis candidate shall be assigned a supervisor(s) appointed by Senate on recommendation of the Postgraduate Studies committee. The supervisor(s) will guide the candidate in his/her research and shall submit periodic reports once every six months on the candidate's progress. The format of the progress forms is shown in **Appendix VII**.

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3.4.4 Candidates doing masters by thesis may from time to time be required to give seminar presentations, before they submit their final document for examination by internal and external examiners.

3.4.5 Other regulations on duration of registration, submission of dissertation/thesis, examination of dissertations/thesis are the same as those which appear below in the section dealing with Masters Degree by coursework and dissertation.

3.5 Registration for Master's Degree by Coursework and Dissertation

3.5.1 Candidates shall be registered for the Master's Degree by coursework followed by a research leading to a dissertation. No student shall be registered prior to payment of fees or without producing a written commitment of payment of the required fees.

3.5.2 Each candidate shall be assigned a supervisor(s) appointed by Senate on the recommendation of the postgraduate studies committee of Senate before the end of the coursework. The supervisor(s) will guide the candidate in his/her research and shall submit to the Dean/Director of the relevant Faculty/Institute periodic reports (once every six months) on the candidate's progress.

3.5.3 Deadline for registration shall be the end of the fourth week of the new academic year.

3.6 Coursework Evaluation for Master's Degree

3.6.1 Candidates registered for a coursework and dissertation programme shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Examination Syndicate.

3.6.2 The coursework portion shall consist of a minimum of 12 units (120 credits) of postgraduate courses including all the core courses, specified by each Faculty. Candidates whose first degree is considered deficient may be required to take one or more undergraduate courses in addition to the minimum postgraduate requirements.

3.6.3 Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course work part. Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses designated for the respective degree programmes.

3.6.4 The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass is below the indicated average grade above, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.

3.6.5 Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) in the coursework part shall be discontinued from studies.

3.6.6 A candidate failing in not more than two papers and has a GPA of 3.0 or more, shall be required to do supplementary examination.

3.6.7 Candidates failing supplementary examinations shall be required to repeat the course

3.6.8 Grading system for examination in all Faculties and Institutes shall be:

Grade	Marks	Grade Point	Quality
A	70-100%	4.4 - 5.0	Excellent
B+	60-69%	4.0 - 4.3	Very Good
B	50-59%	3.0 - 3.9	Good/Pass
C	40-49%	2.0 - 2.9	Marginal Fail

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D	35-39%	1.0 - 1.9	Fail
E	0-34%	0 - 0.9	Absolute Fail

In calculating the final GPA the total grade points of all subjects is divided by the total units. GPA will be rounded to the nearest single decimal as explained in section 10.8 of the undergraduate examinations regulations.

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

(a)   In its opinion it is unsuitable in contents; and

(b)   The conditions under which the candidate proposes to work are unsatisfactory.

3.6.10 All cases of alleged examination irregularities shall be referred to the Postgraduate Studies Committee of Senate. The Committee shall have powers of summoning students and members of staff as it deems necessary. The Committee shall submit a report of its findings and recommendations to Senate for approval, prior to any action. Any Candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.

Plagiarism

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

3.7   Submission of Dissertation
3.7.1   Candidates who qualify to continue with the research after the coursework part shall be required to submit, in partial fulfillment of the Master's Degree requirements a dissertation before the expiry of the registration period.

3.7.2   Three months before submitting a dissertation a candidate shall, through his Supervisor and Faculty/Institute, give notice in writing to the Chairman, Postgraduate Studies Committee of Senate, showing his/her intention to submit the dissertation. Examination arrangements proposed by the relevant Faculty/Institute should accompany the notice. (**See Appendix VIII A**).

3.7.3   The dissertation shall contain a statement of copyright by the author as follows:
"No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or the Open University of Tanzania in that behalf".

3.7.5   A dissertation submitted for the Master's degree must be satisfactory as regards the format and literary presentation. The abstract shall indicate the problem investigated, the procedures followed, the general results obtained and the major conclusions reached. (**See Appendix V**).

3.8   Examination of Dissertations for a Master's Degree Award
3.8.1   Every dissertation submitted shall be examined by at least two specialists approved by relevant Faculty/Institute Board and by Senate. At least one of the examiners must be the supervisor(s) of the candidate or a competent member of The Open University of Tanzania.

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3.8.2 The examiners shall be required to submit their reports about the dissertation within a maximum period of two months from the date of receipt. If the reports are not received within **TWO** months, a **REMINDER LETTER** shall be written giving the examiner another **ONE** month. If the month given in the reminder letter elapses without any report being submitted, the dissertation shall be withdrawn and given to another examiner.

3.8.3 Each examiner shall be required to summarize his report about the dissertation with definite recommendation for one of the following actions (**see Appendix VI A**).
    i)   The degree be awarded to the candidate unconditionally
    ii)   The degree be awarded subject to typographical correction/minor revisions.
    iii)   The degree be awarded subject to substantial corrections and reversion as indicated in the examination report.
    iv)   The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination.
    v)   The dissertation be rejected outright.

3.8.4 A dissertation or thesis passes unconditionally must be submitted for degree award within one month from the date of the examination.

3.8.5 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within two months from the date of the examination.

3.8.6 A dissertation or thesis passed subject to substantial corrections and revisions as indicated in the examination reports must be submitted for degree award within three months from the date of examination. A small committee of three members (e.g. internal examiner, head of the department and one academic from the panel) will be formulated by the Chair of the panel to oversee and verify the corrections.

3.8.7 A dissertation or thesis not accepted as it is but the candidate be allowed to revise and resubmit it for re-examination must be re-submitted within nine months from the date of the examination.

3.8.8 Where the examiners are not in agreement in the overall recommendations, Senate's Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
    (i)   The recommendation of the External Examiner(s) be adopted.
    (ii)   An additional independent examiner be appointed.
    (iii)   The relevant Faculty/Institute be requested to establish a panel from amongst the experts available to examine the candidate orally.

3.8.9 Submission of corrected dissertations shall be within 3 months after approval of results by Postgraduate Studies Committee.

3.8.10 Work rejected by examiners after re-submission shall not be accepted for re-examination at The Open University of Tanzania.

3.8.11 Failure of a candidate to resubmit a corrected dissertation accompanied by an error-free certificate within three months after being allowed to incorporate corrections shall mean discontinuation from studies.

3.8.12 Candidates are free to appeal to Senate against any decisions regarding awards of higher degrees.

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

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above from the external examiners report 3.8.2. Candidates allowed to sit for oral examination will be examined in the following aspect
(i)   The originality of the candidate's work,
(ii)   Full grasp of the candidates' broader subject area and,
(iii)   Weak areas of the dissertation (if any) which need further   improvement

3.9.2   The oral examination shall comprise at least four examiners appointed by the Senate. The composition of the panel shall be as follows:
(i)   At least two specialists lecturers with specialized knowledge in the areas of study,
(ii)   Two examiners from the Directorate of Postgraduate Studies who also will be responsible for examining the candidates, to take notes of examination proceedings, and coordinating, monitoring and enabling environmental for quality examination process. All members should be Ph.D. holders.

3.9.3   The oral examination panelists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least three days before the date of the oral examination.

3.9.4   At the end of the oral examination, the panel members shall sign oral examinations results form giving a specific recommendation on the candidate's performance with a definite recommendation for one of the following actions:
i)   The Candidate PROVED to own the work;
ii)   The Candidate FAILED to prove that he/she owns the work recommend accordingly according to nature of the failure, including discontinuation from studies altogether as stipulated in Appendix VI of this prospectus.

3.9.5   The Chairperson of the panel shall also submit to DPGS a report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.

3.9.6   Where there is disagreement between the recommendations of the dissertation examiners and those of the orals examination panellists, paragraph 3.6.5 of this prospectus will be applied.

3.10 Examination of Masters by Thesis
3.10.1 The examination of Masters Thesis will be conducted in a similar manner to the examination of thesis described in section 3.6.

3.10.2 In addition, candidates submitting theses, following conclusion of their research, will be required to defend their work orally, through a viva voce examination.

3.10.3 The member of the viva voce examination will comprise the following
(i)   The chairperson appointed by the senate
(ii)   External examiner
(iii)   Internal examiner
(iv)   Supervisor
(v)   Head of the department or representative
(vi)   Faculty Dean or representative
(vii)   Representative from DPGS office

All examiners (i-vii) must be Ph.D. holders
4   Doctor of Philosophy Degree (Ph.D.)
4.1   Entry Qualifications for Ph.D. Studies
4.1.1   A candidate for admission to the Ph.D. degree programme of the Open University of Tanzania shall hold a relevant Master's Degree of the Open University of Tanzania or relevant Master's Degree of equivalent standing from another approved University.
4.1.2   Candidates with only the first degree but with First Class or Upper Second Honours or holders of a distinction or a credit in the relevant subject in the case of unclassified degree may also be

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considered for Ph.D. registration after initially registering for the Master's Degree and doing at least one full year's postgraduate training, if they have been authorized by Senate on recommendation of the relevant Faculty/Institute Board to upgrade their registration to Ph.D. candidacy.

4.2.1 The registration of Ph.D. candidates shall follow a similar process as prescribed for Master's Degree by thesis candidates.

4.2.2 Candidates shall be registered for Ph.D. degree programme on meeting the minimum entry qualifications mentioned under Section 1 above, and it will be with effect from the beginning of the session during which the registration procedure is completed and study commences. Every student must complete a registration form (Appendix I) and pay the necessary fees.

4.2.3 Failure to submit a comprehensive research proposal approved by the relevant Faculty/Institute Board and Senate within a maximum period of nine months shall mean discontinuation from studies.

4.2.4 The Registration status will also be reviewed in subsequent years as appropriate.

4.2.5 A candidate registered for the Ph.D. degree programme may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to his field of study, as prescribed by his supervisor(s).

4.2.6 Each registered Ph.D. candidate shall be assigned a supervisor(s) appointed by Senate on the recommendation of the relevant Faculty/Institute Board. The supervisor(s) will guide the candidate in his research and shall submit periodic reports (once every six months) to the Dean/Director or relevant Faculty/Institute on the candidate's progress.

4.2.7 The Duration of the registration period shall not exceed six years including the 6 months for attending and passing compulsory research skills enhancement courses preparing the research proposal. Failure of a candidate to complete the Ph.D. degree programme within this period shall mean his/her deregistration from programme unless extensions are granted by his/her relevant Faculty/Institute and Senate. The maximum duration of the registration period (including extensions) shall not exceed eight years.

4.2.8 All Ph.D. candidates are expected to make Seminar presentations of their work prior to submission of Thesis for examination. Such candidates must also publish at least two papers in local journals or refered conference proceedings or one paper in an international journal or refered conference proceedings.

4.3 Submission of Thesis for Ph.D. Studies
4.3.1 The Ph.D. degree examination requires submission of a thesis by the candidate, based on the results of his/her research (**see Appendix V**).

4.3.2 No candidate may be permitted to submit a thesis for the Ph.D. degree in less than three academic years from the date of registration.

4.3.3 At least three months before the thesis is submitted, the candidate shall, through his/her Supervisor, give notice of his/her intention to submit the thesis by filling the form in Appendix VIII of this Prospectus.

4.3.4 Every thesis for the Ph.D. degree of The Open University of Tanzania must be accompanied by a declaration by the candidate stating that it is the candidate's original work and that it has neither been submitted nor concurrently being submitted in any other institution. The thesis must be submitted in four hard copies with a CD ROM lsbelled correctly.

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4.3.5   The thesis shall contain a statement of copyright by the author.

4.3.6   A thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its formal and literary presentation (**See Appendix V**). The thesis must contain an abstract of not more than 350 words and this shall concisely indicate the problem investigated, the procedures and research methods employed, the general results and new contributions made, and the major conclusions reached.

4.4   Examination of Thesis for Ph.D. Degree Award
4.4.1   The examination process will comprise two parts, namely,
(i)   Examination of thesis
(ii)   Oral examination

4.4.2

4.4.2 For every Ph.D. candidate the Senate shall appoint, on the recommendation of the relevant faculty/Institute Board and the Postgraduate Studies Committee, two qualified examiners, one of whom shall be external to the Open University of Tanzania and one shall be internal who have not supervised the candidate.
4.4.6
(iii)   Give the candidate an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.

(iv)   Enable the candidate to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the candidate's broader knowledge of the field or discipline within which the thesis falls.

4.4.7   (c)

(i) Independent Chair (with non- voting power)

(ii) External Examiner or his/her representative

(iii) Appointee of the faculty dean

(iv) Appointee of the head of department

(v) Internal Examiner (who have not supervised the candidate)

(vi) Supervisor (Observer)

(vii) DPS or representative (observer)

4.4.8   A Supervisor shall attend the viva voce examination but all the times must act as a salient observer and shall under no circumstances participate in the examination process,

4.4.9   Faculty dean and head of department shall appoint members of viva voce examination who are specialist in the discipline where the research was carried out. They can also attend provided the also specialist in the subject matter

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4.4.10 Candidate shall not make presentation of their work; examiners will raise questions to the student in spoken form. The student is expected to answer the questions in such a way as to demonstrate sufficient knowledge of the subject to pass the exam.

4.4.11 After viva voce examination, panelist members shall discuss student's presentation and how he/she managed to respond to the questions

4.4.12 After deliberation on candidate's performance during viva voce examination, the examiners shall agree upon a final joint report (**see appendix VI**) giving their recommendation on the outcome of the examination and their comments on the thesis and candidate's performance at the oral examination. Also, while it is expected that all examiners will each contribute to the examination process but the external examiner shall take the lead role including giving priority to his/her prior verdict on the thesis.

4.4.13 Just before the oral examination on the day of viva voce, there shall be a pre-viva meeting which shall normally not exceed ten minutes which will allow the examiners to agree the broad strategy for the oral examination – who will ask which questions and in what order

4.4.14 A dissertation or thesis passes unconditionally (no additional corrections in the thesis are required) must be submitted for degree award within one month from the date of the examination.

4.4.15 A dissertation or thesis passed subject to minor corrections and revisions as detailed in the external and internal examiners as well in the viva voce proceedings must be submitted for degree award within two months from the date of the examination.

4.4.16 A dissertation or thesis passed subject to substantial corrections and revisions as indicated in the examination reports must be submitted for degree award within six months from the date of examination. The internal examiner shall verify the corrections.

4.4.17 A dissertation or thesis not accepted as it is but the candidate be allowed to revise and resubmit for re-examination must be re-submitted within twelve months from date of examination.

4.4.18 The Chairman of the viva voce panel shall submit to Senate's Postgraduate Studies Committee the recommendation of the panel and a comprehensive report approved by the oral panelists.

4.4.18 Submission of an error-free certificate accompanying the corrected thesis shall be within three months after viva voce. Upon submission, an error-free certificate will be issued by the supervisor or Head of Department.

4.4.19 The final decision on the award of the PhD shall be made by Senate on recommendation of the Postgraduate Studies Committee.

5.0   Guidelines on the Supervision of Higher Degree Candidates
5.1   General Duties and Responsibilities of Supervisors
5.1.1 The supervisor is the University's agent in ensuring that: -
    (i)   A particular higher degree candidate is maintaining satisfactory progress.

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      (ii)   The candidate receives adequate advice and encouragement on the thesis/dissertation research project;

      (iii)   The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

5.1.2 From the University's point of view, a positive attitude and relationship between the supervisor and the candidate is essential in order to:

      (i)   Ensure that the candidate completes the research work he/she has started.

      (ii)   Be able to identify difficult problems on inadequate work early enough to avoid unnecessary frustrations for the candidate.

5.1.3 Since the Supervisor is the agent of the University to ensure that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself with all the University's Higher Degree Regulations. He/she also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have, and in details.

5.1.4 The Supervisor should know the distinction between his/her expected role when supervising Master's research candidates as compared to Ph.D. candidates. Thus he/she understands that:

5.1.5 The Master's Research Programme is designed primarily as a training course by means of which the candidate will:

      (i)   Be exposed to the fundamentals of research

      (iv)   Acquire certain new skills and techniques

      (v)   Learn how to present the results of research in a scholarly manner.

      (vi)   Make some important contribution to knowledge even though it may not be very original.

      Because he/she lacks previous research experience the Master's degree candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also at the time of thesis writing or when undertaking to present the results of research in a scholarly manner for the first time.

5.1.6 The Ph.D. in contrast, is recognition of successful postgraduate research experience. Here the supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate. What is expected of the Ph.D. candidate is thus far much more than what has been outlined above for the Master's candidate. Here the Supervisor expects the candidate to:

      (i)   Make a distinct contribution to new knowledge of facts and/or theory.

      (ii)   Produce considerably more original work than required for the Master's programme.

      (iii)   Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate.

      (iv)   Be more critical in his/her analysis of the data he/she has collected.

      (v)   Exercise more initiative in his/her research than for the Master's degree research candidate.

      After the first or second year the Ph.D. candidate should be able to work independently and to be guided rather than directed by his/her Supervisor. Still it is the responsibility of his/her Supervisor to guide the candidate in the right direction.

5.1.7 The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project. The proposed research topic must be approved by the relevant Boards (i.e. Faculties and Senate's Postgraduate Studies Committee) and Senate before the candidate commences the research.

5.1.8 The Supervisor has the responsibility to focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work. He/She should be capable of seeing, through his previous research experience, whether or not the candidate will

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get meaningful data within one to three years of research, whether or not the proposed research problem is a long term one not fit as a higher degree research topic, etc. Supervisors must have this kind of insight in order to significantly reduce the common problem of "students wasted efforts" to a minimum.

5.1.9 The Supervisor has the responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/she can be kept in close touch with the student's research progress:

5.1.9.1 Requesting the candidate to submit periodic reports about his research findings. The reports may well constitute drafts of the final thesis. In reviewing them the Supervisor should take the opportunity to advise the candidate on matters of presentation and if necessary, to give suggestions where modifications are required.

5.1.9.2 The Supervisor should use such reports as a basis for writing his/her own report to the Research, Publications and Postgraduate Studies Committee on the Candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master's to Ph.D. programme, or if need be recommending him/her for discontinuation from studies

5.1.9.3 Regular consultation between the candidate and the supervisor to discuss the research work is advised. Frequent consultations help to make the Supervisor aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.

5.1.9.4 Organizing seminar presentations by the candidates. A seminar presentation by the candidate to the relevant Department about his/her research work gives him/her an opportunity to think more critically about his/her work, and also a unique opportunity of being criticised by others while standing on his/her own. The supervisor should thus ensure that his/her higher degree candidate delivers at least one seminar during the first year of his/her research undertaking.

5.1.10 The Supervisor also has the responsibility to ensure the candidate has given an appropriate title to his/her thesis work at the end of the dissertation/thesis research and when submitting a notice to submit the thesis/dissertation for examination.

5.1.11 The Supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the Supervisor's responsibility to ensure that the student submits a thesis of a standard which is acceptable for the degree for which it is intended.

5.1.12 In order to avoid unnecessary embarrassments to the candidate, to the supervisor and to the University on rejected thesis the following remedial measures are suggested:

5.1.12.1 The Supervisor should be accessible, should show interest and enthusiasm in the candidate's research work, and should have a positive and friendly relationship with the candidate.

5.1.12.2 The Supervisor should discuss the thesis drafts with the candidate all along. In order to save the student's time, the Supervisor should undertake to meet the candidate and to discuss his/her thesis draft within two weeks of receiving the thesis manuscript.

5.1.12.3 The Supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved.

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5.1.12.4 The Supervisor should advise the candidate on what details should be placed in the main body of the thesis; what should better be in appendices; what should better be expressed by illustrations; how to write the Bibliography, etc.

5.1.12.5 In the end, the Supervisor should read the entire final draft and satisfy himself and the Head of Department that the thesis is ready for examination.

5.1.13 The Supervisor also has the responsibility of recommending to the head of the Department Potential External Examiners for the Candidate's thesis.

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

5.2   Other Recommendations on Supervisor's Duties/ Candidate's Progress
5.2.1   It is evident also from the preceding account that frequent consultation between the higher degree candidate and his/her Supervisor is necessary to ensure that the candidate does not go astray in his/her research. Where the main supervisor is away from the University for more than three consective months an acting supervisor will be appointed.

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

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

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

5.2.3   When such a situation occurs, it is recommended that both the Supervisor and the Candidate report the problem, in writing to the Head of the Department. The Head should study the nature of the problem and recommend to the Faculty's and subsequently to Senate's Postgraduate Studies Committee one of the following actions:
(i)   The candidate be warned in writing, about his weakness (if it is established that he/she is the cause of the problem).
(ii)   The candidate be transferred to another department (where possible and where necessary).
(iii)   The Supervisor be told of his/her weakness (if it is established that he/she is the cause of the problem), but continue to supervise the candidate.
(iv)   A small advisory panel be established by the Head of the Department to guide the candidate if there is no other single person in the Department who has the expertise to supervise the candidate.
(v)   Any other reasonable action, including discontinuation of the candidate.

5.2.4   Since, from what has been outlined above, it is evident that the Supervisor's responsibility for the candidate is a great one and since the job of supervision is time-consuming and laborious on the part of the supervisor, it is recommended that:

5.2.4.1   In order to ensure that the candidates are adequately supervised, the Department should control the number of candidates a single staff member can supervise at a time.

5.2.4.2   The staff member's supervision responsibilities should be taken into consideration by the head of department when assigning his/her teaching load.

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5.2.4.3   As a token of appreciation for the supervisor's guidance to the candidate, the fourth copy of the candidate's thesis/dissertation should be returned to the supervisor as his permanent record of the work he/she supervised.

5.2.5   In case of the Supervisor finishing contract with The Open University of Tanzania and:

5.2.5.1   The student is in the final stages of his/her studies, arrangements should be made in such a way that the supervisor leads the student to completion of studies.

5.2.5.2   The student is just beginning his/her research; another supervisor should be appointed.

5.3   General Responsibilities of the Candidate

5.3.1   It is the responsibility of the candidate to be conversant with all the Higher Degree Guidelines and Regulations and to follow them.

5.3.2   It is the candidate's responsibility to complete his research on schedule and to write up the thesis/dissertation as stipulated in the relevant general Faculty guidelines.

5.3.3   It is the candidate's responsibility to discuss problems stemming from his research with his supervisor and Head of Department.

5.3.4   It is the candidate's responsibility to ensure that progress reports are submitted on time as stipulated in these regulations.

5.3.5   It is the candidate's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of The Open University of Tanzania must contain a statement that the work is based on a thesis or a dissertation submitted to a degree of the University.

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5.4 Regulations Pertaining to Freezing and Discontinuation of Higher Degree Studies

5.4.1 Under normal circumstances, a candidate who has just embarked on data collection can be allowed to freeze studies for not more than 2 years in case of Masters Studies and not more than 3 years in case of Ph.D. studies.

5.4.2 No candidate will normally be allowed to freeze studies after he/she has completed data collection and has started data analysis or is in write up stage, except for medical reasons.

5.4.3 The year under freezing will not be counted as part of the registration period of the candidate.

5.4.4 A candidate will not be allowed to freeze studies more than once.

5.4.5 Candidates who shall abandon their studies or break communication with their supervisor or head of the relevant department shall be discontinued from studies.

5.5 Honorary Degrees
5.5.1 Definition

5.5.1.1 An honorary degree of the Open University of Tanzania is the degree of Doctor *Honoris causa.*

5.5.1.2 The award is granted under Part V, clause 35(3) b of the University Act No. 7 of 2005 as well as Section (5) c of OUT Charter and Rules (2007) which makes it legal for Senate following consultantions with Council and with the approval of the Chancellor, to confer upon any person who in its opinion, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

5.6 Nomination of Candidates for the Award of Honorary Degree
5.6.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.

5.6.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

5.7 Procedure for the Evaluation of Candidates for the Award of an Honorary Degree
5.7.1 Upon receiving a proposal for the award of an honorary degree the Vice Chancellor shall refer such a proposal to the Postgraduate Studies Committee (RPPC) for consideration.

5.7.2 The RPPC shall study all facts submitted to it and based on an affirmative two thirds secret ballot majority of all members of the Committee, recommend award of the degree.

5.7.3 In each specific case the Dean of the Faculty in which the degree is proposed to be conferred shall be coopted to the RPPC considering the case.

5.7.4 Any recommendation made by RPPC for the conferring of any honorary degree shall be dealt with in the following manner:

5.7.4.1 The recommendation shall be made separately to Council and to Senate. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.

5.7.4.2 An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for award of an honorary degree.

5.7.4.3 The results of the ballot shall be announced immediately in the same meetings of Council and Senate.

5.7.4.4 The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.

5.7.4.5 The Chancellor's approval shall be required before conferring an honorary degree.

5.7.5 The Vice Chancellor shall nominate a distinguished University academician to serve as the University Orator for every honorary degree graduate of the University.

5.7.6 Honorary degrees shall, as a rule, be conferred only in the presence of the recipient. Worthy cases of individuals who are no longer alive may also be considered for the award of an honorary degree post humously.

5.8 Honorary Degrees Approved by the Council.
  (i)   Doctor of Laws (LL.D)
  (ii)   Doctor of Letters (D.Litt)
  (iii) Doctor of Education (D.Ed)
  (iv)   Doctor of Science (D.Sc.)

6.0   Soft Skills Enhancement Courses for Postgraduate Students
This is a new programme containing series of short soft skills which is mandatory for all postgraduate students doing Masters by thesis and Ph.D. The purpose of the course is to instil research and publication soft skills to postgraduate students undertaking research and writing their reports. The short courses shall be offered from 2016/17 academic year through a blended mode comprising both MOODLE and short face to face sessions. A candidate shall be required to attempt and pass at least 5 (five) such short courses before being allowed to present research proposal. Students registered at OUT wont pay extra tuition fee if they learn the courses through elearning platform. However the courses will also be running in form of executive intensive wokshops where one course will be covered in one weekend ie Saturday and Sunday. The executive workshops will be run at the Head quarters but also at regional centres and all participants will be contributing some token to cover for refreshments and materials. Registered students have options of attending either online or a paid workshop trainings.

The summary of the short courses

Course Code and Name	Descriptions
OSD 600: Proposal Writing Skills	Formulation of a research title, component of proposal, writing an introduction, problem statement, research objectives, research questions/hypotheses, significance of a study, Proposal presentation skills.
OSD 601: Academic writing skills	This course will instil students with ability on how to use the functionalities in Word effectively to structure the dissertation contents. The module will cover the techniques required to for the presentation software and basic presentation skill.
OSD 602: Critical Literature review in academic writings	The course will provide students with the meaning of academic and peer reviewed articles and the methods for identifying relevant articles and conducting literature search Conceptual definitions. This will include, Theoretical Literature review, Empirical Literature review, Identification of knowledge gap, Theoretical Framework Overview of peer reviewed articles etc.
OSD 603: Development of personalised digital library for students based on their research topics	The course will provide student's skills to create personalised digital libraries to guide them throughout literature review and thesis writing. Students will also be able to systematically arrange the libraries (conference and journal articles, books, reports, etc.) topic-wise and according to their needs.
OSD 604: Research Designs, Samling Methods and tools	This course will describe research designs, sampling methods, sample selections, sample size, methods of data collections and how to design questionnaires.

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OSD 605: Qualitative data analysis	This course will describe qualitative data analysis methods, particularly Computer Assisted Qualitative Data Analysis (CAQDA) methods such as QDA Miner Lite and Aquad (which are open source and freeware). Students will also be made aware of other available software for data analysis based on their needs.
OSD 606: Quantitative data analyis	This course will describe quantitative data analysis methods and techniques by which students could use to convert data to numerical forms and subject them to statistical analysis in order to generate meaningful results. This lecture will also cover quantitative data analysis methods: Excel, SPSS, STATA
OSD 607: Language skills for academics	Academic writers often make simple language mistakes such as capitalization or use of wrong tenses and coordinators in their work. This module highlights key linguistic areas in which academic writers often makes mistake to help focus in their productions.
OSD 608: Dissemination of Research findings	This module is going to describe how research finding are disseminated. Dissemination of research findings is a critical part of the research process. Further the module will deal with how to publish a journal article, how to write a text book, Target relevant journal for your paper, how publish in Non-refereed publications, How to upload research findings in web pages, how to publish in other media such as digital repositories, how to become a good discussant

Students shall be required to complete at least five courses before being allowed to do research proposal presentation.

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DIRECTORATE OF RESEARCH AND PUBLICATIONS AND INNOVATIONS

1.0   Directorate's overview
Until the end of 2016, Research and Publications matters were coordinated under the former Directorate of Research, Publications and Postgraduate Studies (DRPS). However, the Directorate of Research Publications (DRP) is now fully operational. DRP is one of the directorates under the Deputy Vice Chancellor (Academic). The general function of DRP is to administer and coordinate Research and Publication at The Open University of Tanzania (OUT). The directorate is divided into two main parts namely, the Department of Research and the Department of Publications.

Research and publications are among the core functions of the University. In understanding the importance of research, publications and consultancy, the University has put in place the Directorates of Research and Publications and Consultancy Bureau. The directorate and the bureau are mandated to coordinate all research and consultancy activities at the University. Through these two organs, currently there are several research and consultancy projects at various stages. Besides students, staff of the university are also engaged in various research projects some of which are funded by the university through small research grant.

2.0   University Journals
Research output are published both in local and international journals including journals by the University namely
(i)   *HURIA* Journal,
(ii)   Journal on Issues and Practices in Education (JIPE),
(iii)   Law Journal,
(iv)   African Journal in Economic Review,
(v)   Pan African Journal of Business Management and
(vi)   The African Resource Development Journal.

In order to make research output emanating from OUT visible, the journals are available in full text through the University website at www.journals.ac.tz and from African Journal online (AJOL) (http://www.ajol.info). Research outputs from students are published as theses and dissertations, all these research outputs are available in full text through the university institutional repository. Users can access them online regardless of time and geographical location.

3.0   Research Bulletin
OUT issued a research bulletin which highlights bibliographical information of the intellectual contribution to the society; this bulletin is available at www.out.ac.tz. Also printed copies have been circulated to sister Universities and ministries in East Africa.

4.0   Research Policy and Agenda
The OUT has put in place the Research Policy and Agenda and Operational Procedures. The aim of the document is to provide priority themes for research which also reflect the national needs. The document is also used to guide on the type of research themes to be researched.

5.0   Research teams
All faculties, institutes and directorates have research teams. The teams can be accessed online in OUT website.

6.0   Institutional Repository
In order to make research output generated by the University visible and accessible, OUT has in place an Institutional repository. This is online archive for collecting, processing and disseminating digital copies of the intellectual output of OUT. Currently there are documents which are available online. The most important thing to note here is that the system is powered by Google scholar. Through this repository scholarly work from OUT are visible and cited worldwide.

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7.0 Policies and Guidelines

For smooth running of research, publications and consultancy the University has put in place several policies. These include:
i)   Research Policy and Agenda
ii)   Learning and Teaching materials Development and Management Policy
iii)   Research Ethics Guidelines
iv)   Consultancy Policy
v)   Intellectual Property Rights (IPR) policy
vi)   Collaborative Research Guidelines
vii)   OER Policy
viii)   Publishing and Printing Policy

8.0 Research approval process

Operational procedures of the research include among other things the process of development and implementation of the research and thus reflect efficiency, effectiveness and relevance of research output. These procedures have particular aim of standardization of operations and state the procedures of operations, approval and control of all research proposals of the Open University of Tanzania as follows:

i.   Approval by the Directorate of Research Publications
        All draft proposals shall first be submitted to the Directorate of Research and Publication, for initial technical evaluation.

ii.   **Scrutinisation by the Faculties/Departments/Institutes**
        The research proposals will then be forwarded to the relevant faculties/department/institutes for scrutinisation/technical reviews in regard of its objectives, methodology, time schedule etc.

iii. Evaluation of Research Proposal by the RPPC
        The research proposals shall be directed to the Research Publication and Postgraduate Committee (RPC) from the relevant Faculties/Departments/Institutes for consideration after being satisfied of the relevance, needs soundness and financial budgets.

iv.   Registration and Approval
        The Directorate of Research and Publications shall be responsible to receive and register all research projects of the Open University.

v.   Research Contract and Funding at OUT
        Research proposal that has been approved shall be eligible for funding once the researcher(s) has signed contract with appropriate officers; these actions may be done at Faculties/Institutes/ Directorates or at the University level where funding is sourced.

vi.   Interim Reports
        At each end of the phase the researchers are obligated to produce tentative progress reports that show research findings. Such reports must be channelled through the respective departments to the RPC.

vii. Internal Quality Control
        The RPPC shall be responsible to identify an independent reviewer to check on the quality and authenticity of the research report. This will ensure the researcher observes ethics, maintain integrity and honesty and sustain academic standards in both research process and report writing.

vii. Final Research Report
        The Final Research Report will be submitted in the format approved by RPC. Such format must include date, results and findings collected during the implementation of research project.

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9.0   Research Ethics and Integrity in Research
Ethics in researches need to be seriously observed to maintain the integrity of the profession. Ethics also need to be closely observed to maintain intellectual honesty, confidentiality, acceptability of research results, conflict of interest, observation and avoiding offending respondents. The operational procedures of the research gave the policy statement and the operational procedure. This has been strengthened by the research ethics guidelines which became operational in September, 2015.

9.1   How to cope with sponsored projects and sponsored research services; conflicts of interest, conflict of commitment, and research misconduct
These are stipulated in the research ethics guidelines which came in operation in **September, 2015.** The guidelines were developed to promote research integrity and in so doing inform evidence based decision making to transform socioeconomic development.

The Open University of Tanzania recognizes that its image, reputation, and competitiveness, depend on the range and quality of its research performance. It is for this reason the university recognize that fostering greater research integrity is a global concern and it is reflected within the scientific community and research funders, and for the general public the concern centres on the social value of scientific research.

9.2   Conflict of Interest and Commitment
A conflict of interest may arise when activities or situations place an individual or institution in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests.

9.3   **Institutional and Researcher Conflict of Interest**
Institutional conflict of interest: Institutions involved in research hold trust relationships with participants, research sponsors, researchers and society. These institutions may have financial or reputational interests including, but not limited to, the provision of education and the promotion of research that conflict with the institution's obligations to protect and respect human dignity as characterized by the core principles of the Policy. Researchers and research students hold trust relationships, either directly or indirectly, with participants, research sponsors, institutions, their professional bodies and society. These trust relationships can be put at risk by conflicts of interest that may compromise independence, objectivity or ethical duties of loyalty.

The Open University of Tanzania through its Research Ethics Policy and Guidelines for Collaborative Research stipulate clearly how they will handle and resolve these conflicts.

10.0   Policy on undergraduate and graduate research
The Open University of Tanzania regards undergraduate research as a core subject in most of its programmes. An exception is found in education programmes where students carry out teaching practice instead of research projects. Undergraduate research projects allow undergraduate students to conduct an independent research project under the supervision of Senior Academic staff in the faculty. The research projects contain a significant research component that requires substantial independent work by students. The key is that the project produces some original work. There are many benefits to undergraduate research including; research and professional experience, and better relationships with faculty and peers. Students learn to work and think independently, to take responsibility for their own learning, and to take initiative to solve problems on their own rather than relying on experts for the answers. In addition, OUT finds value in promoting undergraduate research to recruit and retain students and to prepare them for graduate studies. OUT prospectus provides clear guidelines for both undergraduate and graduate research.

Graduate research is conducted in post graduate programmes this could be in form of dissertation research or thesis research. Hard and soft copies of undergraduate research projects, dissertations reports and theses are available as evidence.

10.1 Policy on Supervision and research risk compliance

OUT has no policy on supervision in place for the time being but the DRPS has been organizing workshops for supervisors where issues concerning supervision are discussed. Research risk compliance is well articulated in Research ethics guidelines and Collaborative research Guidelines.

10.2 Policy on Environmental Health and Safety

OUT has a policy on Risk management and Operational procedures. The general objective of the Risk Management policy and procedures of OUT is to ensure that the University has a formal process of involvement of staff and other stakeholders in the continuous identification, assessment, management and control of potential risks and hazards that can impact or threaten safety of people and properties. In addition OUT has a Health Policy which was formulated in 2008. The university is in the process of revising it.

10.3 Research development Fund Policy

OUT staff has reputable expertise in doing research and consultancy services in both the national and international arena. OUT has a Small Grant Research Fund for small projects. The funds are provided to staff who writes researchable proposals. The proposal must be approved by the DRP and the funds are provided by the respective faculties/institutes and directorate of the staff. The funds do not exceed T.Sh. 2,500,000. In addition OUT Research Policy clearly states that for every successful external research grant proposal 10% must be remitted to Research Development Fund

10.4 Policy on the protection of human subjects in research

The University is responsible for implementing the regulations for the Protection of Human Subjects and for providing guidance on the requirements for complying with the regulations. The regulations define **research involving human** as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalisable knowledge." It includes activities which meet this definition, whether or not conducted under a program considered "research" for other purposes. This is not clearly shown in the research ethics guidelines which became operational in **September, 2015** instead they consider the animals, non human, hazardous material.

10.5 Research quality and research assessment

Quality assurance and assessment play many important roles in the research community. They inform crucial decisions on the funding of projects, teams and whole institutions, on how research is conducted, on recruitment and promotion, on what is published or disseminated, and on what researchers and others choose to read. They underpin trust in the work of the research community.

BURSARIES AND FEES

1. The Application, Tuition and Other Fees

1.1 The Open University of Tanzania (OUT) has the right to change tuition fees in line with the average annual inflation rate announced by the Bank of Tanzania. Any change of annual fees will be announced by the Council of The Open University of Tanzania, before the commencement of the academic year.

1.2 At the beginning of every academic year, all students of OUT will be required to meet their financial obligations, before they can be registered.

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1.3 In addition to tuition and examination fees, students will be required to buy essential reference books and stationeries, pay for residential face to face sessions, and related costs for attending practical sessions, projects and field trips.

1.4 A non-refundable application fee of Tsh. 30,000 must be paid by all Tanzanian applicants, while non Tanzanians have to pay USD 30.

1.5 All student fees must be paid in the respective bank account, as shown in Table 1. The university does not accept cash payments.

2. Fees Structure For Undergraduate Studies 2016/17 Academic Year

2.1 All continuing students will pay tuition fees according to the same levels used during the 2015/16 academic year.

    (a) Any student having a 'Repeat' subject must pay in full the subject's fees according to the Rates approved by Council, shown in the Table 1, below this section.

    (b) The amount of Tsh. 5,000 is to be paid as examination fee for every paper registered for exams or TT. Students who were admitted before 2012/13 academic year, should evaluate the cumulative amount of fees that they have paid since beginning studies at OUT, then subtract this from the PROGRAMME FEE, to know how much they still need to pay at the level that they have reached. For most programmes, those wishing to advance to Level 2 (200 series) must have paid at least Tsh. 720,000; those moving to level 3 (300 series), must have paid at least Tsh. 1,440,000. Before graduation, one must have paid at least Tsh. 2,160,000. This does not include fees for REPEAT subjects. Students who still lag behind in fees are advised to complete the gap in fees paid before being allowed to continue with the next level. DRCs will be there to check and advice students accordingly. Evidence of previous payments made must be presented and copies must be attached to the registration form.

    (c) Students are allowed to pay 50% of the fees due by the end of the registration period Announced by DES. A penalty of Tsh. 20,000 ($20 for international students) will be levied to those who fail to pay by the deadline, as approved by Council as as announced by the Directorate of Examinations Syndicate

    (d) The final installment of fees for this academic year, must be paid by March, 2017. Students paying fees after that date will also have to pay the penalty for late payment, of Tsh. 20,000 and $20 for international students.

    (e) Fees once paid, cannot be refunded until after the expiry of the registration period. The refund will be made after deduction of 5% administration costs, on the excess amount to be refunded.

2.1 All New students will pay all their fees according to the new rates approved by Council. The students must note the following:

    (a) Having registered for some courses, you are expected to pay the respective 50% of the total fees required by the deadlines as announced by DES. Paying after that deadline means you will also pay in addition, the penalty for late payment of fees, i.e. Tsh. 20,000.

    (b) The tuition fees for practical/field courses for this academic year, must be paid before end of January 2017 or else such students won't be supervised nor be allowed to participate in the field. Students paying fees after that will also have to pay the penalty for late payment, of Tsh. 20,000.

2.2 Below are additional guidelines for continuing students who wish to pay fees in annual instalments:

2.3.1 The various fees for students who registered before 2012/13 academic year are shown in the Table 4 under this section. What is shown is the annual and total programme fee. Students or the sponsor may negotiate to pay this amount by installments annually.

2.3.2 Students who are sponsored through the Higher Education Student Loan's Board (HESLB) or any other sponsor, will not be considered for registration until when their fees have been remitted to the University by the sponsor. In order for them not to miss the registration deadline,

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students will be required to pay half of the requisite fees for that level, which will be refunded upon the university receiving full payment of their fees from the HESLB or any other sponsor. HESLB demands that students signs the fee remittance notices; hence it is upon the sponsored students to ensure that the relevant notices have been signed. Failure to sign the remittance forms may lead to HESLB cancelling the sponsorship/loan.

2.3.3 All students must pay an examination fee as stipulated, to be eligible for main examinations. Students who for one reason or another, have been allowed to attend special examinations, will not need to pay again for the special examinations. Students who wish to appear for special examinations without prior authorization, will be required to pay the fees for that examination session.

2.3.4 Students or their sponsors are allowed to pay the whole amount of programme tuition fees at the beginning of studies. In case of any subsequent rise in fees from the time of the initial payment and completion of the programmes, the student will be required to settle the calculated difference, in order to be allowed graduation.

2.3.5 Payments of fees by Cheque or by Telegraphic Money Orders is not acceptable

2.3.6 Students who deposit their fees through the banks must present their deposit slips to the Directors of Regional Centre, who will issue them with a receipt. We discourage submission of deposit slips to the Finance office at the HQ. This receipt must be kept in a safe and secure place for future reference.

2.3.7 Apart from Tuition fees, students and sponsors must also meet personal costs for books stationery, practical and field visits, field research work, teaching practice, and attendance of tests and examinations.

2.3.8 Students who decide to change their programme of study after a period of two weeks from the date of the orientation will be required to pay a penalty of Tsh. 30,000 (USD 30) before the change can be implemented.

2.3.9 Students who lose their identity cards may be given another one after paying a processing cost of Tsh. 20,000 (USD 20)

2.3.10 The University Council has power to revise the various fees charged for all OUT activities. Prior notification will be given to students, before commencement of the academic year.
2.3.11 Every candidate, who successfully completes his/her course, shall be allowed to graduate, only after having paid all fees due to the university. The university further deserves the right to withdraw its certificate from any candidate, who fails to honour his/her financial obligations to the university.

2.4 Student Union Fees
All students must pay the stipulated student organization fees to the Open University Student Organization (OUTSO) account

2.5 SADC and EAC Students
According to SADC and EAC Protocols, students from member countries are to pay the equivalent of local fees. These fees shown in Table 2 and Table 3 do not include additional costs such as transportation of study materials, invigilation and freight of examinations, hire of examination halls, etc. Additional costs will be negotiated through coordination centres and individual students.

Table 1: Bank Accounts for Various Student Fees

Type of Payment	Bank	Account No.

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Tuition fees (local) Tuition fees (local)	NBC, Corporate NMB, Bank House	011103002558 2011100105
Registration, ID and Examination fees	As above	As above
Tuition fees (foreign)	NBC, Corporate Branch	011105000670
Tuition, Postgraduate students (Local)*	NBC Corporate Branch	011101015604
Tuition, FASS Postgraduate students**	MA Social Work a/c CRDB Kijitonyama	01J1014596800
Tuition, FASS Postgraduate students***	OUT MAST PROG a/c CRDB Kijitonyama	01J1013485700
Tuition, FBM Postgraduate Students	OUT FBM Acc CRDB Kijitonyama	01J1013375900
Tuition, FED Postgraduate students	OUT FED Acc NBC Bank	081103001251
Tuition, FSTES PG students, B.Sc. ICT & B.Sc. Data Management (F2F Programs)	OUT FSTES NMB BANK	22610005366
Tution, Faculty of Law, Executive Bank Account	Faculty of Law Executive Bank account No. 011103036556, **NBC BANK, CORPORATE BRANCH**	011103036568
Tuition, Registration, ID and Examination fees, Foreign Students (foreign)	NBC Corporate Branch SWIFT CODE: NLCBTZTX P. O. BOX 9062 DSM, Tanzania	011105000670
RWANDA based students	KCB Bank, Kigali Branch Swift code: KCBLRWRW	4401310896
Student Union fees	NMB, Msasani Branch	22610006685

* for Ph.Ds and Masters degrees by thesis
**for MSW, MA GS, PGD SW, MA KISW, MA NRAM, MA HIST, MA JOUR, MA MC
***for MA Tour, MCED, MSc Econ, MA M&E, MA LG, MAGL, MSc HACD, MA ICD; PGDPS

Table 2a: General Fees for Non-Degree Programmes

NO	Item	Local (Tsh.)	EAC/SADC (USD)	Non-SADC/EAC (USD)
1	Registration Fees	30,000	30	30
2	Examination fees paid per paper (Test & Exam)	10,000	20	40
3	Student Organization fees (annually)	20,000	20	20
4	Student Identity card	20,000	20	20
5	Quality Assurance Fee (annually)	20,000	20	40

Table 2b: Tuition Fees per Unit (or per 10 credits) For Non Degree courses

S/N	Item	Local (TSh.)	EAC/SADC (USD)	NonSADC (USD)
1	Theoretical course by distance mode	40,000	40	80
2	Theoretical Course by Face to face	90,000	60	120
3	Field Practice	100,000	70	140

4	Teaching practice	100,000	70	140
5	Science Laboratory	150,000	100	240
6	Project/dissertation	100,000	70	140

Table 3a: General Fees for Bachelor Degree Programmes

NO	Item	Local (Tsh.)	EAC/SADC (USD)	Non-SADC/EAC (USD)
1	Registration Fees	30,000	30	30
2	Examination fees paid per paper (Test & Exam)	10,000	20	40
3	Student Organization fees (annually)	20,000	20	20
4	Student Identity card	20,000	20	20
5	Quality Assurance Fee (annually)	20,000	20	40

Table 3b: Tuition Fees per Unit (or per 10 credits) for Bachelor Degree Programmes

S/N	Item	Local (TSh.)	EAC/SADC (USD)	NonSADC (USD)
1	Theoretical course by distance mode	60,000	40	80
2	Theoretical Course by Face to face	90,000	60	120
3	Field Practice	100,000	70	140
4	Teaching practice	100,000	70	140
5	Science Laboratory	150,000	100	240
6	Project/dissertation	100,000	70	140

Students should make sure that they obtain receipts for all payments made from our Regional Centre Offices. A part from total Fees paid to the University, students or their sponsors have to incur the following additional expenses (indicative only):

Table 4: Other Student Direct Costs

Purchase of books & Stationery	Tsh. 250,000 (US $ 250)
Science and Geography Practicals	Tsh. 260,000 (US $ 260)
Research paper	Tsh. 750,000 (US $ 750)
Teaching Practice	Tsh. 150,000 (US $ 150)
Attending Tests & Examinations	Tsh. 450,000 (US $ 450)
Total	Tsh. 1,860,000 (US $ 1860)

3.   Fee Structure for Postgraduate Programmes

A: Non Tuition Fees

Table 5: Fees for Postgraduate Diploma and Masters Programmes by Coursework and Dissertation (Unless Otherwise Stated)

DESCRIPTION	LOCALS (Tsh.)	EAC/SADC (USD)	NON SADC/EAC (USD)
Registration fee	50,000	100	100
ID processing	20,000	20	20
Student Organization fee (paid annually)	20,000	20	20
Quality assurance fee (paid annually)	20,000	20	40
Coursework Examination fee per paper	20,000	40	60
Plagiarism fee	20,000	20	20

B: Mode of Study and Tuition Fee per Unit (I Unit = 10 Credits)
Table 6 Unit Tution Fee for Taught Masters Programmes

S/N	Mode Of Delivery	LOCALS (Tsh.)	EAC/SADC (USD)	NON EAC/SADC (USD)
1	All delivery modes (evening, executive and blended)	180,000	100	200
2	Facilitation fee		50	50
3	Dissertation fee	180.000	100	200

Note: Facilitation is meant to cater fortaxes, levies, postage cost, courrier services, and phone call charges.**This fee is also paid by Tanzanians residing outside Tanzania.**

Table 7:   Units of the offered programs by course work

FACULTY OF EDUCATION (FED)	
Programme	**Units**
Postgraduate Diploma in Education (PGDE), Stream A	20
Postgraduate Diploma in Education (PGDE), Stream B	26
Postgraduate Diploma in Education (PGDE), Stream C	32
Masters of Education in Open Distance Learning (M.Ed. ODL)	18
Masters of Education in Administration, Planning and Policy & Studies M. Ed (APPS)	18
Postgraduate Diploma in Curriculum Design and Development (PGDCDD)	12
Masters in Curriculum Design and Development (MEDCDD)	18
FACULTY OF LAW (FLAW)	
Programme	**Units**
Postgraduate Diploma in Law(PGDL)	18
Master of Law by Course Work & Dissertation (LLM)	18
Master of Law by Thesis (LLM)	18
Master of Laws in Information and Communication Technology Laws (eLLM in ICT)	18
Master of Law in International Criminal & Justice (LLM ICJ)	18
FACULTY OF SCIENCE, TECHNOLOGY & ENVIRONMENTAL STUDIES (FSTES)	
Programme	**Units**
Master of Science in Environmental Studies – Management (MES)	18
FACULTY OF BUSINESS MANGAGEMENT (FBM)	
Programme	**Units**
Postgraduate Diploma in Business Studies (PGDBS)	16
Masters of Business Administration (MBA)	24
Master of Business Management Transport and Logistics Management (MBA T & LM)	24
Masters of Human Resource Management (MHRM)	18
Masters in Project Management (MPM)	22
FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)	
Programme	**Units**
Master of Social Work (MSW)	18
Master of Science in Economics (MSc. Economics)	18
Masters in Community Economic Development (MCED)	18
Master of Arts in Tourism Studies (MATS)	18
Masters of Arts in History (MA History)	18
Master of Arts in Natural Resource Assessment and Management (MANRAM)	18
Master of Arts in International Development and Cooperation (MA ICD)	18
Masters of Science in Humanitarian Action, Cooperation &Development (MSc HACD)	18
Master of Arts in Governance and Leadership (MA GL)	18
Master of Arts in Kiswahili (MA Kiswahili)	18
Post Graduate Diploma in Social Work- (PGDSW)	12
Master of Arts in Monitoring and Evaluation (MA M&E)	18
Master of Arts in Gender Studies (MA GS)	18
Master of Arts in Mass Communication (MA Mass-Com)	18
Master of Library and Information Technology (MLIM)	18

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Table 8a: Other Recommended Direct Student Cost For Postgraduate Diploma Students

ITEM	LOCALS (Tsh.)	FOREIGN STUDENTS (USD)
Books	250,000 .00	300
Stationery Independent Study, Report	50,000.00	100
Production	50,000.00	150
Travel for consultation etc.	80,000.00	100
SUB-TOTAL	430,000.00	650

Table 8b: Other Recommended Direct Student Cost For Masters by Coursework/Dissertation Students

ITEM	LOCALS (Tsh.)	FOREIGN STUDENTS (USD)
Research/Field Costs & Consultations	1,500,000	1,000
Books	300,000	300
Stationery	100,000	100
Dissertation production	300,000	300
TOTAL	2,200,000	1,700

Table 8c: Other Recommended Direct Student Cost For Masters by Research/Thesis Students

ITEM	LOCALS ((Tsh.)	FOREIGN STUDENTS (USD)
Books	700,000.00	450.00
Stationery	150,000.00	100.00
Independent study/ research	3,000,000.00	2,450.00
Thesis production	600,000.00	400.00
Total direct student cost	**4,450,000.00**	**3,400.00**

Table 9a: Fees for Doctorate Candidates from EAC/SADC

DESCRIPTION	FEES		
	LOCAL S (Tsh.)	EAC/SADC (USD)	NON EAC/SADC (USD)
Registration fee	50,000	100	100
ID processing	20,000	20	20
Antiplagiarism annual licence fee (Turnitin)	20,000	20	20
Student organization fee	60,000	40	40
Quality Assurance fee	60,000	40	40
Tuition fee	1,700,000	940	3,500
Examination fee	1,850,000	1,050	1.500
Supervision fee	2,900,000	920	1,800
TOTAL (A)	**6,690,000**	**3.160**	**7,050**

Note: Student organization fee and quality assurance fee can be paid annually, $20 each year for international students and Tshs. 20,000 each year for local students

Table 9b: Other Recommended Direct Student Cost For Doctorate Students

DESCRIPTION	LOCALS (Tsh.)		FOREIGN STUDENTS (USD)	
	Life/Physical Sciences	Social Sciences	Life/Physical Sciences	Social Sciences
Books	1,000,000.00	1,000,000.00	700	700
Stationeries	1,000,000.00	1,000,000.00	700	700
Research/Field costs/Consultations	7,000,000.00	5,000,000.00	5,000	3,500
Thesis production	1,000,000.00	1,000,000.00	700	700

TOTAL (B)	**10,000,000.00**	**8,000,000.00**	**7,100**	**5600**
TOTAL PROGRAMME COST (A + B)	**16,690,000**	**14,690,000**	**EAC/SADC 10.260 NON EAC/SADC 11,400**	**EAC/SADC 8,760 NON EAC/SADC 9,900**

Note: For all programmes, Faculties/Institutes may have special additional requirements.

Table 10: Fees for Masters by Research /Thesis

Description	LOCALS (Tsh.)	EAC/SADC (USD)	NON EAC/SADC (USD)
Registration fee	50,000	100	100
ID processing fee	20,000	20	20
Antiplagiarism annual licence fee (Turnitin)	20,000	20	20
Student organization fee	40,000	40	80
Quality assurance fee	40,000	40	40
Examination fee	1,600,000	1,120	1,500
Thesis supervision fee	1,400,000	340	1,000
Tuition fee	1,200,000	800	3,500
TOTAL	**4,400,000**	**2,510**	**6,250**

Note: Student organization fee and quality assurance fee can be paid annually, $20 each year for EAC/SADC, $40 for non EAC/SADC and Tsh. 20,000 each year for local students

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DIRECTORATE OF FINANCE AND ACCOUNTS

The Directorate of Finance and Accounts is the custodian of all monetary transactions of The Open University of Tanzania. He/she is responsible for maintaining proper accounting for the University Headquarters and Regional Centres.

Budget and Revenue Section

This section deals with the preparation of University annual estimates and follow-up of government quarterly allocation of funds to the University. It also receives and banks all the money paid to the University; including grants. All cheques to the University should be payable to The Open University of Tanzania. This section also keeps financial records of the University, prepares Bank Reconciliation statements and carries several other related functions.

Expenditure Section

This section deals with all University expenditure payments except salary payments. This section maintains records of all creditors, advances, imprests, petty cash transactions etc. Writing of cheques is also carried out in this section.

Salaries Section

It handles all salary payments for the University employees.

Students Section

This deals with all students' financial matters such as payment for tuition, study materials, examination fees, registration etc.

Supplies, Clearing and Forwarding Section

This section is responsible with purchasing of stationery, clearing materials, storage and distribution of the same to the Open University of Tanzania Headquarters, Regional Centres and Study Centres. Also clearing of the Open University and staff goods from overseas; liaison with Commercial Banks and the Central Bank for imports. Foreign purchasing (Open letter of credit), deals with all exemptions with shipping firms and releases bills of lading etc.

REGIONAL CENTRES

Knowing that the various programmes offered have students scattered all over Tanzania and outside the country, the Open University of Tanzania has decentralized its organizational structure by setting up Regional Centres where students can get support services close by.

Each Regional Centre will be equipped with appropriate facilities to enhance efficiency of services to students.

The functions of the Regional Centres will include the following:
- Tutoring and counseling the Open University students,
- Provide teaching and learning facilities,
- Organizing public lectures, discussion groups, workshops and seminars,
- Disseminating information about the Open University Programmes,
- Coordinating Open University activities with resource centres and study centres, and
- Organizing training for part-time tutors

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

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Current Regional/Coordination Centres (2017/2018)

1.	Arusha Regional Centre P.O. Box 19 ARUSHA Tel. 027 2545097 DRC: 0714 244956 & 0788 803761 *Location:* TANROADS Building. e-mail: drcarusha@out.ac.tz	2.	Coast Regional Centre P.O. Box 30420 KIBAHA Tel. 023 2402811 DRC: 0712 447241 *Location:* Kibaha Education Centre (Library Building) e-mail: drccoast@out.ac.tz
3.	Dodoma Regional Centre P.O. Box 1944, DODOMA. Te. 026 2322346 DRC: 0754 430075/0712 966608 *Location:* Former Dodoma Rural District Offices e-mail: drcdodoma@out.ac.tz	4.	Geita Regional Centre P.O. Box 417 GEITA Tel. : DRC : 0764 234 821/ 0717 759 554 *Location*: Opposite to District Commissioner, District & Regional Court and near Geita District Council/Bayport the office e-mail : drcgeita@out.ac.tz
5.	Ilala Regional Centre P.O. Box 21745 Dar es Salaam Tel. 022 2150116 DRC : 0753 038039 *Location:* Institute of Adult Education e-mail: drcilala@out.ac.tz	6.	Iringa Regional Centre P.O. Box 1458 IRINGA Tel. 026 2700163 DRC: 076707607 *Location:* OUT Building at Former TRC Workshop (Gangilonga Area) e-mail: drciringa@out.ac.tz
7.	Kagera Regional Centre P.O. Box 1954, BUKOBA Tel. 028 2220271, DRC: 0713 544 216 & 0765 549996 *Location:* Kyanyi Nshamba (Along Kashozi Road) e-mail: drckagera@out.ac.tz	8.	Katavi Coordination Centre, P.O. Box 662, MPANDA Tel. 025 2820463 OR 0736 502730 DRC: 0754 531034 & 0787 664766 *Location:* Near Mpanda Post Office e-mail: drckatavi@out.ac.tz
9	Kigoma Regional Centre P.O. Box 566, KIGOMA Tel. 028 2802981 DRC: 0715 OR 0754 613562 *Location:* NHC Building e-mail: drckigoma@out.ac.tz	10	Kilimanjaro Regional Centre P.O. Box 517, MOSHI Tel. 027 2753472 DRC: *Location:* Former PEHCOL Yard, Majengo e-mail: drckilimanjaro@out.ac.tz
11	Kinondoni Regional Centre P.O. Box 13224, DAR ES SALAAM. Tel. 022 2460971 DRC: 0784 454320 *Location:* Kinondoni B area e-mail: drckinondoni@out.ac.tz	12.	Lindi Regional Centre P.O. Box 742, LINDI Tel. 023 2202725 DRC: 0717 213005 *Location:* NHC Building Amani Baraza Area (Makonde St) e-mail: drclindi@out.ac.tz

13.	Manyara Regional Centre P.O. Box 271, BABATI Tel. 027 2530319 DRC: 0789 875633 *Location:* Regional Block e-mail: drcmanyara@out.ac.tz	14.	Mara Regional Centre P.O. Box 217, MUSOMA Tel. 028 2620401 DRC: 0754 630011 OR 0754 261995 *Location:* Musoma Municipality e-mail: drcmara@out.ac.tz
15.	Mbeya Regional Centre P.O. Box 2803, MBEYA Tel. 025 2502895 DRC: 0656 252 551 0784 802 534 0784 367 641 0712 949 748 *Location:* Former CRDB Building (Forest Area) e-mail: drcmbeya@out.ac.tz	16.	Morogoro Regional Centre P.O. Box 2062, MOROGORO Tel. 023 2613303 DRC: 0786 330 032 0713 454 296 *Location:* Plot 680 Block J, Barracuda - Mazimbu e-mail: drcmorogoro@out.ac.tz
17.	Mtwara Regional Centre P.O. Box 322, MTWARA Tel. 023 2333977 DRC: 0754 800 789 *Location:* Former Blantyre Pub (Near MNARANI ROUND ABOUT) e-mail: drcmtwara@out.ac.tz	18.	Mwanza Regional Centre P.O. Box 2281, MWANZA Tel. 028 2500516 DRC: 0786 035084 *Location:* PPF Plaza, Kenyatta Avenue e-mail: drcmwanza@out.ac.tz
19.	Njombe Coordination Centre, P.O. Box 938 NJOMBE Tel. 026 2782191 DRC: 0755 573911 *Location:* DC Compound e-mail: drcnjombe@out.ac.tz	20.	Pemba Coordination Centre, P.O. Box 277, CHAKECHAKE Tel. 024 2452072 DRC: 0777 866234 *Location*: Mr. Ally Seif Hemed Building. e-mail: drcpemba@out.ac.tz
21.	Rukwa Regional Centre, P.O. Box 255 , SUMBAWANGA, Tel. 025 2801079, DRC: 0758 921 393 *Location:* OUT Buildings at Former RUKWA-RETCO Ltd. Workshop e-mail: drcrukwa@out.ac.tz	22.	Ruvuma Regional Centre, P.O. Box 338, SONGEA. Tel. 025 2602062 DRC: 0655 317617 *Location:* Behind TCC in town e-mail: drcruvuma@out.ac.tz
23.	Simiyu Regional Centre P.O. Box 269, BARIADI Tel. 028 2700123 DRC: 0715 030242 *Location:* Bomani (Former HASHI Offices) e-mail: drcsimiyu@out.ac.tz	24.	Singida Regional Centre P.O. Box 617, SINGIDA Tel. 026 2502451 DRC: 0787 947953 *Location:* Makumbusho Building (Boma Road) e-mail: drcsingida@out.ac.tz

25.	Shinyanga Regional Centre P.O. Box 1203, SHINYANGA Tel. 028 2763290, DRC: 0754 574864 *Location:* NSSF Building e-mail: drcshinyanga@out.ac.tz	26.	Tabora Regional Centre, P.O. Box 1204, TABORA. Tel. 026 2605519 DRC: 0754 460988 *Location:* Railway Training College, Tabora e-mail: drctabora@out.ac.tz
27.	Tanga Regional Centre, P.O. Box 5467, TANGA Tel. 027 2644348 DRC: 0718 997780 *Location:* TUCTA Building e-mail: drctanga@out.ac.tz	28.	Temeke Regional Centre, P.O. Box 42729, DAR ES SALAAM. Tel. 022 2850605 DRC: 0714 256501 *Location*: DITF (Saba Saba Grounds) drctemeke@out.ac.tz

29.	Zanzibar Coordination Cenre,
	P.O. Box 2599, ZANZIBAR
	Tel. No. 024 225 0113
	DRC: 0713 660492
	Location: State University of
	         Zanzibar, Nkrumah
	         College.
	e-mail: drczanzibar@out.ac.tz
		30	Songwe Regional Centre
			Location: Songwe District, Mbeya
			e-mail: drcsongwe@out.ac.tz

Centres Outside Tanzania			
1.	Egerton OUT Centre, Centre for Continuing and Distance Education, Egerton University, P.O. Box 536-20115, Egerton, KENYA Tel. +254 51 2217849 Fax: +254 51 2217849	2.	College of Human Resource Management (CHRM), Ufundi Co-Op Plaza 4th Floor Moi Avenue P.O. Box 4322-00200, Nairobi, KENYA Tel. +254(0) 202217490/ +254 (0) 20 221 7979 +254 (0) 20 224 8095 Fax: +254(0) 202244557 e-mail: college@chrm.or.ke
3.	Kibungo Coordination Centre C/o P.O. Box 1 Ngoma District Tel. 0658 319997 RWANDA	4.	Triumphant College P.O. Box 6506, Windhoek NAMIBIA
5	Uganda Management Institute P.O. Box 20131 Kampala, UGANDA Tel.+256 774 386820 +256 752 259722		

The following Centres serve students resident outside Tanzania
1) Mwanza: Students in Uganda and further North
2) Bukoba: Students in Rwanda, Burundi
3) Kigoma: Students in Burundi and the Democratic Republic of the Congo
4) Mbeya: Students in Zambia and further South
5) Mtwara: Students in Mozambique and Indian Ocean Islands
6) Egerton Centre in Nairobi: Students from Kenya
7) Dar es Salaam: Students from other countries.

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STUDY CENTRES

At each Regional Centre there are study centres to service distance study students. Several institutions with adequate facilities within each region have been identified to serve as study centres. For example, these will be in Secondary Schools, Colleges and Institutes. However, the final choice of the study centre will depend on the concentration of the Open University degree students and their accessibility. Study centres serve as general points for project work, interaction with other students, attending seminars and tutorials, practical work and demonstrations and for using reference materials.

They also provide counselling and tutoring services for The Open University students as well as physical facilities such as classrooms, libraries and laboratories.

STUDENT WELFARE

The organizational structure of OUT provides for a department of Student Administration headed by the Dean of Students to cater for non academic aspects of students' life in matters relating to their welfare and conduct. The office of the Dean of Students maintains regular counselling services to students individually or in groups. The aim is to provide them with the opportunity in being realistic about themselves, their potentiality and their career interests.

It is envisaged that meetings will be organised for representatives from different public and private institutions, governments and firms at the regional and study centres to address students on career opportunities. This is expected to be the best opportunity for students intending to change careers after graduation.

Provision for Accommodation

The Open University of Tanzania will depend on Private and Public Institutions to provide accommodation to its students when attending residential sessions, examinations or any other activity organised by the University. Students are expected to make their own payment arrangements to the Financial Officers of the Institutions providing the accommodation*Students Organization*

The OUTSO national leaders are:
> President and the spokes man of OUTSO: Ereneus Francis Mwesigwa
> Vice President: Agness Michael
> Secretary General: Dastan Edward Komba:

The 2007 Charter of the Open University of Tanzania, Part IV Section 24 provides for the establishment of the student organisation whose objects and purposes shall be to:

(a) Stimulate and promote meaningful discussion amongst the students on matters of academic and social interest.

(b) Sponsor social and other functions for the purpose of enhancing intellectual and cultural development of the University and

(c) Cooperate with the other organs of the University in matters of general interest to the University Community

Membership of OUTSO

Every student admitted and registered at OUT shall become a member of OUTSO as provided in the Charter of OUT. Every member of OUTSO shall pay an annual subscription fee as may be prescribed from time to time by University Students' Representative council and approved by the university council.

The affairs of the University Student Organization shall be conducted in accordance with its constitution which was approved by the Council on 6th September, 1996 and the Chancellor on 28th October, 1996 and as amended on 12th October, 2001. The name of the organisation was gazetted as Government Notice Number 234 and published in the official gazette 20th June 1997.

For the benefit of students, their organization is already functioning. For details, contact the Dean of students at the e-mail address: dos@out.ac.tz, or the Student government: outso@out.ac.tz.

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Students are encouraged to form academic and professional organs consonant with the objects and functions of the University.

FACULTY OF ARTS AND SOCIAL SCIENCES
Undergraduate Degree Programmes
At undergraduate level, FASS currently offers 17 programmes through Open and Distance Learning (ODL) mode of delivery. These include:

- Bachelor of Arts in Tourism Management (BATM): Host Dep't., T&H
- Bachelor of Arts in Sociology (BASO): Host Dep't., SOSW
- Bachelor of Social Work (BSW): Host Dep't., SOSW
- Bachelor of Arts in Social Psychology (BASP): Host Dep't., SOSW
- Bachelor of Arts in Journalism (BAJ): Host Dep't., JMS
- Bachelor of Arts in Mass communication (BAMC): Host Dep't: JMS
- Bachelor of Community Economic Development [BCED]: Host Dep't., CECED
- Bachelor of Arts in Economics [BA ECON]: Host Dep't., CECED
- Bachelor of Arts in Natural Resource Management [BA NRM]: Host Dep't., GEOG
- Bachelor of Arts in Population and Development [BA PD]: Host Dep't., GEOG
- Bachelor of Arts in Literature [BA LIT]: Host Dep't LLS
- Bachelor of Arts in Kiswahili and Creative Studies [BA KISW]: Host Dep't., LLS
- Bachelor of Arts in English Language and Linguistics [BA ELL]: Host Dep't., LLS
- Bachelor of Library Information Management [BLIM]: Host Dep't., HPRS
- Bachelor of Arts in History and Cultural Heritage [BA HIST]: Host Dep't., HPRS
- Bachelor of Arts in Public Administration (BAPA): Host Dep't., PSPA
- Bachelor of Arts in International Relations (BAIR): Host Dep't., PSPA

BA (General) and BA Education programmes
The BA General programme which used to be offered by FASS has already been phased out. It will no longer be offered by FASS. BA Gen. students who were willing to graduate with a BA General Degree were given up to 2 years from the academic year 2013/14 to wind up. Other continuing students pursuing BA General may wish to relocate/migrate to the newly established specific programme such as BA in Economics, BA in English Language and Linguistics, BA in History etc. In order to increase efficiency in delivery and educational quality of the OUT's graduate teachers, the Bachelor of Arts with Education (BA ED) programme is now offered by the Faculty of Education (FED) with effect from academic year 2013-2014. Thus all BA ED students are now hosted by FED, but FASS continues participating in the preparation of relevant study materials for BA ED programme as may be needed by FED. Thus FASS will concentrate in offering the above 17 programmes in Arts and Social Sciences.

NON DEGREE PROGRAMMES
FASS offers the following five certificate programmes:

- Certificates in Project Monitoring and Evaluation
- Certificate Course in Journalism: evening and executive mode of delivery
- Certificate in Tour Guiding: evening and executive mode of delivery
- English Proficiency course: Online
- Certificates in French: online Kiswahili for foreigners; evening

1.   REGULATIONS FOR THE BACHELOR DEGREES,
1.1   Examination Regulations
1.1.1   The regulations shall apply from the first year to the last years of the B.A., Examinations in the Faculty.

1.1.2   The Course shall have three parts, divided into 6 subparts. Each subpart shall comprise work equivalent to one half of an academic year for a full-time student in a conventional university.

1.1.3   All candidates are required to take a minimum of thirty six units. Each unit covers content materials equivalent to thirty five one hour lecture materials. Students are expected to spend a

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minimum of seventy hours studying each unit spread over ten weeks in order to successfully complete the requirements of the unit.

1.1.4   The overall performance in a degree programme shall be given the following grades: A, B+, B, C, D, and E. For averaging purposes those grades shall have the values of 5, 4, 3, 2, 1, 0 points respectively.   The Pass mark in each of the courses shall be "C". The mark for "absolute" fail shall be "E".

1.1.5   Courses shall be weighted by multiplying the final grade of a given course by the number of its course units and a candidate's overall performance will be found by dividing the total course units into weighted total for all courses taken.

1.1.6   All marks for course units and written examinations shall be adjusted before amalgamation, such adjustment being made by the departments concerned.

1.1.7   A candidate failing in not more than half of full course shall be required to supplement, provided the overall average is not less than 1.6.

1.1.7.1 A candidate shall be discontinued from studies at the University if she/he fails in more than half of full course at D or E grades or if she/he attains an overall average below 1.6.

1.1.8   Continuing students may be required to repeat a year if they fail supplementary examinations.

1.1.9   Students can proceed to the next part in the subjects they have passed while they are clearing the subjects they have not passed.

1.1.10   The final degrees shall be graded as first class, upper/lower second class and pass (third class). These categories shall be awarded as follows:

1.1.10.1   First Class to a candidate who obtains an overall average of 4.4 or higher.

1.1.10.2   Upper second class to a candidate who obtains an overall average in the range of 3.5 - 4.3.

1.1.10.3   Lower second class to a candidate who obtains an overall average in the range of 2.7 - 3.4.

1.1.10.4   Pass degree to a candidate who obtains an overall average in the range of 2.0 - 2.6.

1.1.10.5   In each case the average point shall be calculated on the basis of rounding off to one decimal place, e.g. 3.39 shall be taken as 3.4.

2.0   CODING OF THE COURSES
2.1   Each subject starts with an "O" which stands for The Open University of Tanzania. It is followed by the subject alphabet and code numbers. The code numbers used will be in the series of 100 for Part One, 200 for Part Two and 300 for Part Three.

The Following are the subject codes:
CED   -   Community Economic Development
FRA   -   French
ODS   -   Development Studies
OEC   -   Economics
OGE   -   Geography
OHA   -   Humanitarian Action
OHI   -   History
OIR   -   International Relations
OJO   -   Journalism
OLL   -   English Language and Linguistics

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OLM	-	Library and Information Management
OLT	-	Literature
OMC	-	Mass Communication
OPA	-	Public Administration
OPD	-	Human Population and Development
OPR	-	Philosophy and Religious studies
OPS	-	Political Science and Public Administration
ORM	-	Natural Resource Assessment and Management
OSP	-	Social Work Studies
OSS	-	Sociology and Social Work Studies
OSW	-	Kiswahili
OTM	-	Tourism Management
OTS	-	Tourism Studies
SPS	-	Social Psychology

3.0 CENTRE FOR ECONOMICS AND COMMUNITY ECONOMIC DEVELOPMENT (CECED)

CECED is comprised of two departments namely Economics and Community Economic Development. CECED offers two undergraduate programs namely BA Economics (BA ECON) and Bachelor of Community Economic Development (BCED). The details of the programme are as given below:

3.1 DEPARTMENT OF ECONOMICS

3.1.3 BACHELOR OF ARTS IN ECONOMICS (BA ECON)

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

Educational Objectives

By the end of the programme, a student will be able to:

i. To provide an in-depth knowledge of economics and to enable students to apply the knowledge and understanding gained in this subject area.
ii. To enable students to study and apply the principles of economics to different types of practical situation that will be useful for future employment.
iii. To encourage ongoing critical, evaluative and strategic ways of thinking in all areas.
iv. To recognize the importance of the industry – education relationship and to offer opportunities for learning in other environments.
v. To enable students to undertake relevant postgraduate study.
vi. To provide successful graduates of the programme with an educational and training profile that will equip them for employment in a range of sectors.

Admission Requirements

Minimum Entrance Requirements

Candidates for BA ECON will only be admitted on the basis of The Open University of Tanzania's rules and regulations which govern the admission process.

Programme Structure

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

Level I

Code	Course Title	OUT Units	TCU credits	Core/Elective/ Compulsory
OEC 130	History of economic thought	2	20	Core
OEC 131	Introduction to Microeconomics	2	20	Core
OEC 132	Introduction to Macroeconomics	2	20	Core
OEC 133	Basic mathematics and statistics for Economists	2	20	Core
OEC 134	Social science Research methods	2	20	Core
OFP 017	Communication Skills	1	10	Compulsory
OCP 100	Introduction to Computers	1	10	Compulsory
TOTAL UNITS		**12**	**120**	

Level II

Code	Course Title	OUT Units	TCU credits	Core/Elective/ Compulsory
OEC 230	Intermediate Microeconomics	2	20	Core
OEC 231	Intermediate Macroeconomics	2	20	Core
OEC 232	Development Economics	2	20	Core
OEC 233	Quantitative methods for Economists	2	20	Core
OEC 234	Econometrics	2	20	Core
OEC 235	Corporate Finance and Investments	2	20	Core
TOTAL UNITS		**12**	**120**	

Level III

Code	Course Title	OUT Units	TCU credits	Core/Elective/
OEC 330	Monetary Economics	2	20	Core
OEC 331	International Economics	2	20	Core
OEC 332	Public Economics	2	20	Core
OEC 333	Industrial Economics	2	20	Core
OEC 334	Labour Economics	2	20	Core
OEC 335	Agricultural Economics	2	20	Core
TOTAL UNITS		**12**	**120**	

NOTES:

Please select at least ONE (1) elective course in level III so as to complete total units required to graduate.

3.2   DEPARTMENT OF COMMUNITY ECONOMIC DEVELOPMENT

DEVELOPMENT STUDIES (DS)

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

Level 1		OUT Units	TCU Credits	Status
ODS 101 A:	Concepts/Theories of Social Development	1	10	(elective)
ODS 101 B:	Political Economy	1	10	(elective)
ODS 101 C:	Political and Social Development in Africa	1	10	(elective)
ODS 102 A:*	Issues in Development	1	10	(elective)
ODS 102 B:*	Social Services and Development	1	10	(elective)
OFP 017:	Communication Skills	1	10	(core)
OCP 100:	Introduction to Computer	1	10	(core)

Level 2

ODS 201 A:*	Tanzania's Development Experience	1	10	(elective)
ODS 201 B:*	Alternative Development strategies	1	10	(elective)
ODS 202 A:*	Society, Technology and Environment (For Humanities only)	1	10	(elective)
ODS 202 B:	Environment, Technology and Development (For Natural Sciences and Technology)	1	10	(elective)

* Courses not offered in this academic year.

3.2.1 BACHELOR OF COMMUNITY ECONOMIC DEVELOPMENT (BCED)

Community Economic Development (CED) is a participatory process by which communities initiate and generate their own solutions to economic problems leading to positive concrete changes in communities through: creating employment; stabilizing local economies; reducing poverty; contributing to the health of the natural environment; building local resources and capacities; and increasing community control. CED is understood in its widest sense as an emerging, diverse field of practice accompanied by analysis of the social-economic context. The BCED programme seeks to provide a unique opportunity to students who wish to develop their career in CED.

Objectives of the Programme

The main objectives of the Bachelor of Community Economic Development are to:
- train Community Economic Development practitioners to work in the government, private sector and with communities;
- generate knowledge and information that will permit leaders in government, private sector and in communities to make informed decisions;
- encourage a high degree of local participation in making well informed economic choices;
- assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices;
- build capacity among practitioners working with communities.
- equip students with sufficient knowledge, skills and attitude that will enable them to work competently as economists in the government, international organizations, financial sector, business sector, etc.

Entry Qualifications

Candidates for BCED will be admitted on the basis of the Open University of Tanzania's rules and regulations which govern the admission process.

Duration

The course shall be completed in three years in all modes. However a student can extend to a maximum of six years for a distance mode.

Programme Structure

The programme structure has three levels. Each level is equivalent to two academic years, assuming an average learner. Details of the courses in each level are provided in the table below:

Level One				
Code	Title of the course	OUT Units	TCU Credits	Core/Elective
CED 101	Principles of CED	2	20	Core
CED 102	Economics for CED	2	20	Core
OAF 111	Principles of Accounting	2	20	Core
OEC 133	Basic Mathematics and Statistics for Economists	2	20	Core
CED 103	SMEs and Development	2	20	Core
OCP 100	Introduction to Computers	1	10	Core
OFP 107	Communication Skills	1	10	Core
Total		12	120	
Level two				
		OUT Units	TCU Credits	Core/Elective
CED 201	Microfinance Management	2	20	Core
CED 202	Resource Mobilization and Management for CED Projects	2	20	Core
CED 203	Poverty Analysis and Intervention	2	20	Core
CED 204	CED Project Management	2	20	Core
CED 205	Organizational Management for CED	2	20	Core

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OME 312	Entrepreneurship and Business Planning	2	20	Core
	Total	**12**	**120**	
Level Three				
		OUT Units	**TCU Credits**	**Core/Elective**
CED 301	Project Monitoring and Evaluation	3	30	Core
CED 302	Community Needs Assessment	3	30	Core
CED 303	Sustainable Responses to Environmental problems	2	20	Core
CED 304	Development as a tool for Conflict Resolution *	2	20	Elective
OEC 305	Development Economics*	2	20	Elective
CED 305	Rural Livelihoods and Sustainable Development*	2	20	Elective
CED 306	Gender Issues in CED*	2	20	Elective
Total		**12**	**160**	
Grand total		**36**	**340**	

*Candidate to select at least TWO of these courses

Award
Upon completion and passing of all the courses, Community Needs Assessment (CNA), a student will be awarded a Bachelor of Community Economic Development degree of the Open University of Tanzania.

Programme Delivery
The programme is delivered through hybrid delivery mode Academic year starts in October by an orientation week. During orientation, among other things, students will be oriented on how hybrid delivery mode works and they will get time to practice the use of moodle platform.

3.3   DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES
The department of Linguistics and Literary Studies deals exclusively with language oriented courses. To accomplish this purpose, the department has introduced three new bachelor programs, ie; Bachelor of English Language and Linguistics (**BA ELL)**, Bachelor of Kiswahili and Creative Studies **(BA KISW);** and Bachelor of Arts in Literature **(BALIT).**

UNDERGRADUATE PROGRAMMES
i.   BACHELOR OF ARTS IN ENGLISH LANGUAGE AND LINGUISTICS
    (BA ELL)
This programme aims to introduce students to the nature, structure, and uses of language and; develop an understanding of descriptive and applied linguistic knowledge.
Candidates are required to take at least 36 units

Programme organization
The following are subjects offered for Bachelor of Arts in English Language and Linguistics

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

	Course Name	TCU Credits	OUT Units	Status
OLL 131	Introduction to Language and Linguistics	20	2	Core
OLL 132	English Structure	20	2	Core
OLL 134	Language in Contact	20	2	Elective
OLL 135	Language Acquisition Theories	20	2	Core
OLL 136	History and Development of English	20	2	Core

	Language			
OFP 017	Communication Skills	10	1	Core
OCP 100	Introduction to Computer	10	1	Core

LEVEL II The candidate shall take all core courses (OLT 234 inclusive) and one elective, making a total of 12 units

Course code	Course name	TCU Credits	OUT Units	Status
OLL 231	Discourse Analysis	20	2	Elective
OLL 232	Morphology	20	2	Core
OLL 233	Introduction to Syntax	20	2	Core
OLL 234	Historical and Comparative Linguistics	20	2	Elective
OLL 235	Phonetics and Phonology	20	2	Core
OLL 236	Applied Linguistics	20	2	Core
OLL 237	Translation Theory and Practice	20	2	Elective
OLL 238	Lexicography	20	2	Elective

Note * OLT 234 is a core course borrowed from Literature

LEVEL III The candidate shall take all core courses and three electives, making a total of 12 units

Course code	Course name	TCU Credits	OUT Units	Status
OLL 331	Contemporary Linguistic Theories	20	2	Core
OLL 332	Language and Gender	20	2	Elective
OLL 333	Sociolinguistics	20	2	Elective
OLL 335	Semantics and Pragmatics	20	2	Core
OLL 336	Advanced English Syntax	20	2	Core
OLL 337	Research Project in Linguistics	20	2	Elective

ii.   BACHELOR OF ARTS IN LITERATURE (BALIT)

The Bachelor of Literature Programme aims at providing a basic literature knowledge foundation as well as training in academic research and creative writing, and also prepares students for careers in academia, the general private sector or publishing entreprises (or to even establish their own). It will enable students to contribute to the advancement of research and literary output.

Course structure
The following are subjects offered for Bachelor of Literature (BA LIT)

LEVEL I
The candidate shall study all core courses and two level I electives, making a total of 12 units.

Course code	Course name	TCU Credits	OUT Units	Status
OLT 131	Literary Theory and Criticism	20	2	Core
OLT 132	Studies in African Literatures	20	2	Core
OLT 133	Language and Literature	20	2	Core
OCP 100	Communication Skills	10	1	Core
OFP 017	Introduction to the Computer	10	1	Core
OLT 134	Creative Writing for Fiction, Drama and Poetry	20	2	Elective
OLT 135	Introduction to Drama	20	2	Elective
OLT 136	African Women Writers	20	2	Elective

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LEVEL II
The candidate shall study all core courses and one elective, making a total of 12 units

Code	Course name	TCU Credits	OUT Units	Status
OLT 231	Literary Stylistics	20	2	Core
OLT232	Poetry	20	2	Core
OLT 233	Folklore and Oral Literature	20	2	Core
OLT234	Research Methodology	20	2	Core
OLT 235	Rise of the Novel	20	2	Core
OLT 236	Contemporary Trends in African Literature	20	2	Elective
OLT 237	Introduction to Film Studies	20	2	Elective

LEVEL III
The candidate study all core courses and two electives, making a total of 12 units

	Course name	TCU Credits	OUT Units	Status
OLT 331	Comparative Literature	20	2	Core
OLT 332	African American Literature	20	2	Core
OLT 333	Studies in European Literature	20	2	Core
OLT 334	Gender and Literature	20	2	Core
OLT 335	The Short Story	20	2	Elective
OLT 336	Research Project	20	2	Elective
OLT 337	Creative Writing Project	20	2	Elective

iii.   BACHELOR OF ARTS IN KISWAHILI AND CREATIVE STUDIES (BA KISW.)
The Kiswahili and Creative Studies programme is divided into THREE levels: 100 series, 200 series and 300 series. At level 100 series the courses acquaint students with both the background and other major linguistics and literary theories. Application of these theories in critically analysing Kiswahili language and literary works

The two remaining Levels (200 - 300 series) of the programme provide instruction on a more advanced level in a broad range of core subjects and therefore enable a student to choose from a range of optional courses which might form the basis of specialization in their future career and studies. The programme is concluded by testing students' research skills. Those who scored B+ in research methodology (OSW 225) will be given an opportunity to demonstrate their acquaintance in research methods and methodology by registering OSW 336 Research Project in Kiswahili.

All candidates are required to take at least 36 OUT units which is equivalent to 360 TCU credits, each unit covering content materials equivalent to thirty five one hour lecture materials.

Programme organization
The following are subjects offered for Bachelor of Kiswahili and Creative Studies

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

Code	Course	TCU Credits	OUT Units	Status
OSW131	Introduction to language and linguistics	20	2	Core
OSW I32	History of Kiswahili and Dialect	20	2	Core
OSW133	Kiswahili Literature: Theories and Criticism	20	2	Core
OSW134	Theory and Practice of Translation	20	2	Core
OCP 100	Introduction to Computer	10	1	Core
OFP 017	Communication Skills	10	1	Core

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

Code	Course	TCU Credits	OUT Units	Status
OSW 231	Kiswahili Grammar and Syntax	20	2	Core
OSW 232	Kiswahili Phonetics and Phonol	20	2	Core
OSW 233	Kiswahili Morphology	20	2	Core
OSW 234	Kiswahili Oral Literature	20	2	Core
OSW 235	Research Methods in Language Studies	20	2	Core
OSW 236	Kiswahili Semantics	20	2	Core
OSW 237	Creative Writing and Screen Writing	20	2	Elective
OSW 238	Lexicography	20	2	Elective
OSW 239	Comparative Literature 2	20	2	Elective

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

Code	Course	TCU Credits	OUT Units	Status
OSW331	Kiswahili Novels	20	2	Core
OSW332	Kiswahili Drama	20	2	Core
OSW333	Kiswahili Poetry	20	2	Core
OSW334	Film Criticism	20	2	Core
OSW335	Sociolinguistics	20	2	Elective
OSW336	Research Project in Kiswahili	20	2	Elective
OSW337	Literary Stylistics in Kiswahili	20	2	Elective

iv.   CERTIFICATE IN FRENCH
Department of Languages and Literary Studies offers the French certificate modules leading to an award of certificate of French at different levels. These modules are divided in three levels as follows: French for Beginners, Intermediate Level and Advanced Level. A graduate of the program can satisfactorily perform language tasks in accordance with the level acquired. These levels are chained up whereby the completion of one level qualifies one for an advanced level. The certificates in French will allow one to join the Open University of Tanzania foundation programe. Each certificate level is offered for duration of nine months.

3.0   DEPARTMENT OF GEOGRAPHY
The Department has new undergraduate programmes called Bachelor of Arts in Natural Resource Management BA (NRAM); and Bachelor of Arts in Population and Development BA (PD). They are paralleled by old programmes which are offered by the Department in collaboration with education programs.

3.1   BACHELOR OF ARTS IN NATURAL RESOURCES MANAGEMENT (BA NRM)
The Bachelor of Arts in Natural Resources Management aims at equipping graduate students seeking qualifications for planning sustainable development, with practical approaches, knowledge and skills necessary for meeting challenges of sustainable use of natural resources. At the end of the programme, learners will be expected to have acquired competences in natural resource assessment, monitoring and management, coupled with poverty analysis and social development planning. Ultimately, the programme will produce competent professionals who can plan for sustainable use of natural resources.

Programme structure:
 It consists of 14 core courses and 4 electives. Each course (core and elective) is 2 units 2 compulsory cross cutting courses on offer (computer and communication skills) @ 1 unit.

A student is required to complete 36 units in order to qualify for a BA in Natural Resources Management.This shall be made of all core courses in each level whereby at each level a student shall

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be required to accomplish a minimum of 12 units. For example in level 1 a student will be required to undertake 8 units from the core courses as indicated in this prospectus and select any 2 elective courses listed here. In level 2 students shall be required to accomplish all 5 core courses which make up 10 units and select a minimum of one course from the elective courses. In level 3 students shall be required to accomplish all the 4 core courses which make 8 units and select a minimum of 2 elective courses.

LEVEL 1: ONE HUNDRED SERIES (FIVE CORE AND ONE ELECTIVE)

Code	Course title	OUT Units	TCU Credits	Status
ORM 101	Background to Natural Resources	2	20	Core
ORM 102	Introduction to Population, Resources and Environment	2	20	Core
ORM 103	Introduction to Geographic Techniques	2	20	Core
ORM 104	Climatology	2	20	Core
ORM 105	Introduction to Human Geography	2	20	Elective
ORM 106	Gender and Natural Resource Management	2	20	Elective
OFP 017	Communication Skills*	1	10	Core
OCP 100	Introduction to Computer*	1	10	Core
	Total	**12**	120	

* 2 compulsory courses@1 unit = 2 units included

LEVEL 2: Two Hundred Series (Five Core and One Elective)

Code	Course title	OUT Units	TCU Credits	Status
ORM 201	Minerals and Energy Resources	2	20	Core
ORM 202:	Remote Sensing and Geographic Information System	2	20	Core
ORM 203	Social Research Methods in Geography	2	20	Core
ORM 204	Field Practical	2	20	Core
ORM 205	Environmental hazards and natural disaster management	2	20	Core
ORM 206	Population and Poverty Studies	2	20	Elective
ORM 207	Urban Planning and Management	2	20	Elective
ORM 208	Principles of Ecology	2	20	Core

LEVEL 3: Three Hundred Series (Five Core Courses and One Elective)

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

3.2   *BACHELOR OF ARTS IN POPULATION AND DEVELOPMENT (BA PD)*

The Bachelor of Arts in Population and Development aims at equipping graduate students seeking qualifications for planning social development, with practical approaches, knowledge and skills necessary for meeting challenges of sustainable use of environmental resources. At the end of the programme, learners will be expected to have acquired competences in poverty analysis and social development planning. Ultimately, the programme will produce competent professionals who can plan for sustainable use of environmental resources for the benefit of human beings.

Programme Structure:
BA (PD) consists of 15 core courses and 8 electives. Each course (core and elective) is 2 units 2 compulsory cross cutting courses on offer (computer and communication skills) @ 1 unit.

This shall be made of all core courses in each level whereby at each level a student shall be required to accomplish a minimum of 12 units. For example in level 1 a student will be required to undertake 10 units from the core courses as indicated in this prospectus and select any 2 elective courses listed here. In level 2 students shall be required to accomplish all 5 core courses which make up 10 units and select a minimum of one course from the elective courses. In level 3 students shall be required to accomplish all the 4 core courses which make 8 units and select a minimum of 2 elective courses.

COURSE STRUCTURE AND LEVELS
LEVEL 1 (Six Core Courses and One Elective)

Course Code	Course Title	OUT Unit	TCU Credits	Status
OPD 101	Introduction to Population Studies	2	20	Core
OPD 102	Introduction to Family Life Education	2	20	Core
OPD 103	Introduction to Reproductive Health and Sexual Health	2	20	Core
OPD 104	Medical Geography	2	20	Core
OCP 100	Introduction to Computer	1	10	Core
OFP 017	Communication Skills	1	10	Core
	One elective course	2	20	Elective
		12	120	

LEVEL 2 (Five Core Courses and One Elective)

Course Code	Course Title	OUT Units	TCU Credits	Status
OPD 201	Dynamics of Population Structure	2	20	Core
OPD 202	Gender and Development	2	20	Core
OPD 203	Basic Demographic Methods	2	20	Core
OEC 124	Social Science Research Method	2	20	Core
ORM 209	Field Practical	2	20	Core
	An elective course	2	20	Elective
		12		

LEVEL 3 (Five Core Courses and One Elective)

Course Code	Course Title	OUT Units	TCU Credits	Status
OPD 301	Gender, Health and Family Planning	2	20	Core
OPD 302	GIS and Population Studies	2	20	Core
OPD 303	Population, Policy and Development	2	20	Core
OPD 304	Population, Migration and Development	2	20	Core
OPD 305	Family Resources Management	2	20	Core
	An Elective course	2	20	Elective
	ELECTIVES			
OPD 306	Urban Systems, Planning and Management	2	20	Elective
OPD 307	Population, Environment and Development	2	20	Elective
OPD 308	Nutrition for Health	2	20	Elective
OPD 309	African Environment and Development	2	20	Elective
OPD 310	Rural Settlement and Development	2	20	Elective
ODS 101A	Concepts and Theories of Social Development	1	10	Elective
		12	120	

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4.0 DEPARTMENT OF HISTORY, PHILOSOPHY AND LIBRARY STUDIES
4.1 BACHELOR OF ARTS IN HISTORY (BA HISTORY)
This programme is designed to prepare students for careers in academics, administration and management, cultural heritage management in museums, archaeological sites and historical towns, tourism industry, law and other disciplines that require knowledge of how the past affects the present and future. It also gives a wide variety of fields that utilize creativity, critical thinking, profession at reading and writing skills and the ability to adapt and continue learning in a rapidly changing world.
A history degree teaches students to read intelligently, think analytically, write clearly, accurately asses past trends, rationally predict future developments and understand the real world.

Requirements
B.A History students must complete a total of 36 units of which 20 units must be history courses to be awarded the B.A. in History. BA History students must take OHI 121, 122, 123, 124, 125, 221 and OPR 121. While following courses OHI 222, 223, 225, 226, 332, 333 and Dissertation will be elective. In addition history majors may opt courses from departments of eg political science, Linguistics, Development Studies, Philosophy and Religious studies.

B.A with education and BED students are required to take OHI 131, 132, 133, 134, 135 and 231 as compulsory courses.

Level 1

Code	Titles	Status	Units	Credits
OHI 131	Introduction to African History	Core	2	20
OHI 132	History of Tanzania	Core	2	20
OHI 133	Theory and Practice in Africa History	Core	2	20
OHI 134	The Political History of Zanzibar	Core	2	20
OHI 135	Themes in African Prehistory	Core	2	20
OHI 136	Development of Political Philosophy	Elective	2	20
OPR 121	Introduction to Critical Thinking and Argumentation	Core	2	20
OFP 017:	Communication Skills	Core	1	10
OCP 100:	Introduction to Computer	Core	1	10

Level 2

Codes	Titles	Status	Units	Credits
OHI 231	History of East Africa	core	2	20
OHI 232	History West Africa	Elective	2	20
OHI 233	Europe since the 19th Century	Elective	2	20
OHI 234*:	Globalization and African History	Core	2	20
OHI 235	History of South Africa to Recent Past	Elective	2	20
OHI 236	History of USA	Elective	2	20
OHI 237	Development of Political Philosophy	Elective	2	20
OPR 222	History and Development of African Philosophy	Elective	2	20

Not on offer in this academic year.

Level 3

Codes	Titles	Status	Units	Credits
OHI 331B	The Black Diaspora in the Indian Ocean	Core	2	20
OHI 332	History of Central Africa	Core	2	20
OHI 333	History of North Africa	Elective	2	20
OHI 335*:	The History of Africa and World Religions	Core	2	20
OHI 336*:	Dissertation	Elective	2	20

Not on offer in this academic year.

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4.2   *BACHELOR OF LIBRARY AND INFORMATION MANAGEMENT (BLIM)*

Rationale

Bachelor of Library and Information Management has been developed in response to the demand for a large number of trained personnel in libraries, documentation and information centres. Another reason is due to repeated requests by practitioners in the Library Science profession who need further training opportunities through a distance-learning mode o f delivery that is both flexible and affordable.

Programme Overview

The Bachelor of Library and Information Management Programme is offered through distance learning mode. The main medium of instruction will be through print materials and ICT supported e-materials. To qualify for the award of a degree, a candidate must clear all the three levels of the degree course. The maximum duration of study is eight years but the teaching and learning process is flexible enough to allow fast learners to complete the programme earlier. A fast learning student may cover more units in a year; hence be able to complete the courses in less than the specified average period for obtaining a degree which currently is three years.

Philosophy

The Bachelor of Library and Information Management Programme is designed to provide student with a combination of theoretical and practical knowledge and with abilities to apply the same in various functional areas of library and information science. Graduates from the programme are expected to develop attitudes associated with progressive information services and to develop an understanding of the value, role and application of modern technology as it relates to library operations and the transfer of knowledge.

Management of the Programme
i.   Programme Duration
      The duration of the programme is three (3) years and maximum of 8 years.

ii.   Programme Requirement
      (a)   The programme requires a student to complete a minimum of 38 OUT units, including Practicum to graduate.
      (b)   A student will have to study at least 12 units for each academic year. Core courses are compulsory for all students. Beyond the required core courses, students have the option of crafting a program of study specific to their interests and career goals in order to fill the gap so as to have 12 units as a minimum; there is no restriction in studying electives.
      (c)   A student wishing to contemporarily suspend his/her studies must apply for a leave. The leave becomes effective only after endorsement by the University Senate.
      (d)   English shall be used as the medium of instruction.

Programme Structure

LEVEL I

Code	Course Name	OUT Units	TCU Credit
OCP 100	Introduction to Microcomputer Studies and Information Technology	1	10
OFP 017	Communication Skills	1	10
OLM 101	Introduction to Library and Information Sciences	2	20
OLM 102	Information sources and references services	2	20
OLM 103	Information Society	2	20
OLM 104	Organization of Knowledge	2	20

LEVEL II

Code	Course Name	Units	Credit
OLM 201	Information Technology and its Applications in LIS	2	20
OLM 202	Records Management and Archives Administration	2	20

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OLM 203	Collection Developments and Management	2	20
OLM 204	Research Methods in Library and Information Sciences	2	20
OLM 205	Publishing and Book Trade Industry	2	20
OLM 206	Practicum	2	20

ELECTIVES
Students should select at least one optional course at this level

Code	Course Name	Units	Credit
OLM 207	Information Systems Design Analysis and Analysis	2	20
OLM 208	Multimedia Studies	2	20

LEVEL III

Code	Course Name	Units	Credit
OLM 301	Information and Knowledge Management	2	20
OLM 302	Management of Libraries and Information Centres	2	20
OLM 303	Legal Issues and Professional Ethics	2	20
OLM 304	Entrepreneurship and Information Marketing	2	20
OLM 305	Digital Libraries	2	20
OLM 306	Research Project	2	20

ELECTIVES
Students should select at least one optional course at this level

Code	Course Name	Units	Credit
OLM 307	Sectoral Information Systems and Services for Users with Special Needs	2	20
OLM 308	Database Management and Information Retrieval	2	20

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

5.0   Department of Political Science and Public Administration
The Department of Political Science and Public Administration offers undergraduate degree programmes to cater for the demand in the labour market. These programmes are Bachelor of Arts in Public Administration (BAPA) and Bachelor of Arts in International Relations (BAIR). Candidates who are currently pursuing BA (General) are allowed to migrate to new programmes if they so wish.

Bachelor of Arts in Public Administration (BAPA)
Rationale
The programme caters for the badly needed competencies and skills to manage both government and private affairs at government and personal levels. The cadre that undertakes the programme is expected to occupy various positions of administrative nature as supervisory and middle level managers, either as administrators, personnel officers, human resources officers and several others. This cadre is needed to strengthen the capacity of the government at local and central levels to deliver services to its clients for effective and efficient operations of those offices. The fact that the government structure and systems are undergoing remarkable changes requires employees who have been well nurtured and groomed to acquire those attributes of dynamism, innovativeness, creativity and commitment towards the services in their country and in the region as a whole. The fact that Public Administration, which forms part of Political Science has not been well streamlined in the Political Science and Public Administration stream, not only in our University but also in other old universities where Public administration is taught as part of political science programme. As such under this programme Public Administration as a discipline and a profession is more focused and thus enables

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the trainees to be well-versed with the methods and approaches in the management of governmental affairs

The specific objectives of this programme are to:
   i.   Train students to acquire professional qualifications so that they can serve in different administrative and managerial positions in public and private sector organizations
  ii.   Produce graduates who can fit well in the career of public administrators and able to make contribution to the dynamics of administration of public and private organizations;
 iii.   Equip students with knowledge and skills to enable them to address the complex problems and pressures that surround public organizations and explore viable solutions within those organizations
  iv.   Equip students with the requisite qualifications for enrolling into Masters programme in this University and others within the country and outside the country
   v.   Equip students with competences and skills that will make them compete well in the labour market, within the country and in the world as a whole.

Assessment Strategy
All courses are examined during the academic year in which they are studied. The examinations consist of written Tests, demonstrations, Practical projects and written Annual examination at the end of each part based on percentage guides. Tests account for 30% while the written final examination account for 70% of total marks. The pass mark for both continuous assessment and annual examination is 40%. A candidate who fails to attain the pass mark is allowed to write a supplementary examination. A candidate who fails in a supplementary examination will be required to repeat the course. Repeating a course means doing the test and annual examination.

Programme structure
It should be born in mind that the Bachelor of Arts in Public Administration covers both theoretical and practical knowledge that enable students become better performers of the public service. The programme is detailed here under:

Course Codes	Course Title	Status	Units	Credits
LEVEL ONE				
OFP 017	Communication and Study Skills	Core	1	10
OCP 100	Introduction to Microcomputer studies and information Technology	Core	1	10
OEC 134	Social Science Research Methods	Core	2	20
OPA 101	Introduction to Public Administration	Core	2	20
OPA 102	Organization Theory and Public Bureaucracies	Core	2	20
OPA 103	Local Government Administration in Tanzania	Core	2	20
OIR 101	Introduction to the Study of Politics	Core	2	20
OIR 102	Political Thought	Elective	2	20
OPS 122	Government and Politics in Africa	Elective	2	20
LEVEL TWO				
OPA 201	Administrative Law	Core	3	30
OPA 202	Decision Making and Public Policy Analysis	Core	2	20
OPA 203	Management of Human Resources	Core	3	30
OPA 204	Organization Behavior	Core	2	20
OIA 200	Field Work/Industrial Attachment	Core	2	20
OIR 201	Theories and Issues in International Relations	Elective	3	30
LEVEL THREE				
OPA 301	Budgeting and Financial Control in the Public Sector	Core	3	30
OPA 302	Leadership and Governance	Core	3	30
OPA 303	Industrial Relations	Core	3	30

OPA 304	Strategic Management	Elective	3	30
OPA 305	Comparative Public Administration	Elective	3	30
OPS 320	Democracy and Human Rights	Elective	2	20
OIR 302	Contemporary Issues in Global Politics	Elective	3	30

Registration for level three courses is subject to successful completion of Industrial Attachment and submission of a written report and a logbook duly signed by the officer in charge of the institution to which the student undertook his/her industrial attachment. The logbook is posted on the university website, and students are required to print their personal copies for submission to the institution they will be attached to.

Candidates are required to take all core units in levels I, II and III plus any elective units to attain at least the required minimum total units/credits. The following table gives a summary of units candidates are required to take to qualify for graduation in BAPA degree:

Levels	Units/Credits to be Taken & Status				Grand Total	Equivalent TCU Credits
	Core Units	Equivalent TCU Credits	Elective Units	Equivalent TCU Credits		
Level I	12	120	02	20		
Level II	12	120	03	30		
Level III	09	60	11	110		
Minimum Requirement	**33**	**330**	**03**	**30**	**36**	**360**

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

Bachelor of Arts in International Relations (BAIR)

Rationale
A complex pattern of interactions and cross-border transactions in the contemporary international system point to a need to develop training curricula that will cater for current and future needs of University students to build their capacities to cope with and address the challenges associated with a broadly extended international issues. For example the dramatic change in the modus operandi of the transnational corporations brings about a problem of maneuvering the harmonized rules and principles of equity shares of the gains and losses between partner-states. The Bachelor of Arts in International Relations degree programme is designed to equip students with modern skills and competencies, and to prepare them to become responsible international citizens who can act firmly and aggressively in the international arena. The programme is designed to produce qualified and practically competent practitioners in the area of International Relations and Diplomacy who can match theory and practice and demonstrate an impact in the management of foreign affairs. The Bachelor of Arts in International Relations programme is designed to provide students with a combination of theoretical and practical knowledge and with ability to apply the same in the various capacities and levels. Graduates from the programme are expected to have:

- ✓ Analytical capacity on international affairs
- ✓ A high level of communication skills
- ✓ The ability to identify and analyze problems and opportunities and collect pertinent data
- ✓ A sensitivity to controversies of cross-border nature
- ✓ An ability to act as change agents and manipulator of various foreign affairs

These characteristics will enable graduates of the programme accomplish the goals by working with and through people in political settings of both, national and international levels.

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Student Profile
The programme targets local and international individuals who meet the OUT's minimum admission criteria, irrespective of age, gender, race, physical abilities and other individual situations. Offered through the Open and Distance Learning mode, student enrolment in the programme is unlimited.

Programme Structure
The programme is designed and implemented in 3 sequential levels: 100 Level (Level One) which is an introductory to key concepts and theories; 200 Level (Level Two) which imparts detailed knowledge, understanding and develops appropriate intellectual skills; and 300 Level (Level Three) which further enhances professional, practical and transferable key skills through research, field visits and internship and synthesis. The three levels can be completed in three years, but average learners can cover the same in not more than six years.

Course Codes	Course Title	Status	Units	Credits
LEVEL ONE				
OCP100	Introduction to Computer	Core	1	10
OFP 017	Communication Skills	Core	1	10
OIR 101	Introduction to the Study of Politics	Core	2	20
OIR 102	Political Thought	Core	2	20
OEC 134	Social Science Research Methods	Core	2	20
OIR 103	Africa in the Global Context	Core	2	20
OIR 104	International Organizations	Core	2	20
OPS 122	Government and Politics in Africa	Core	2	20
OPA 101	Introduction to Public Administration	Elective	2	20
LEVEL TWO				
OIR 201	Theories and Issues in International Relations	Core	3	30
OIR 202	International Political Economy	Core	3	30
OIR 203	Public International Law	Core	2	20
OIA 200	Field Work/Industrial Attachment	Core	2	20
OPA 202	Decision Making and Public Policy Analysis	Elective	2	20
FRA1 or FRA 2	French for Beginners OR Intermediate French	Elective	2	20
LEVEL THREE				
OIR 301	Global Governance	Core	3	30
OIR 302	Contemporary Issues in Global Politics	Core	3	30
OIR 303	Regional Integration	Core	3	30
OIR 304	The Political Economy of Conflict Resolution	Elective	3	30
OPS 320	Democracy and Human Rights	Elective	2	20
OPA 302	Leadership and Governance	Elective	3	30

Candidates are required to take all core units in levels I, II and III plus any elective units to attain at least the required minimum total units/credits. The following table gives a summary of units candidates are required to take to qualify for graduation in BAIR degree:

Levels	Units/Credits to be Taken/Status				Grand Total	Equivalent TCU credits
	Core Units	Equivalent TCU Credits	Elective Units	Equivalent TCU Credits		
Level I	14	140	02	20		
Level II	10	100	04	40		
Level III	09	90	08	80		
Minimum Requirement	**33**	**330**	**03**	**30**	**36**	**360**

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Criteria for Admission
The criteria for admission are in line with the admission requirements of the OUT as clearly covered earlier in under general admission criteria in the OUT Prospectus.

6.   DEPARTMENT OF TOURISM AND HOSPITALITY
6.1   BACHELOR OF ARTS IN TOURISM MANAGEMENT (BATM)

The Bachelor of Arts in Tourism Management (BATM) is a revised programme of the old BA Tourism studies. It prepares competent graduates for career in the tourism and travel industries. It has been designed to give students a solid foundation to both disciplines in order to prepare them for leadership in tourism sector. Increasingly, employers prefer university graduates with analytical as well as practical skills for management positions. This programme is aimed at producing informed and knowledgeable graduates with a critical awareness of tourism as one of the most powerful forces in the globalized world of today. They should be in a position to demonstrate a theoretically based and practically sound level of competence for employment as tourism officers, tourism marketers, analysts, tourism planners, travel agents, managers, researchers, educators, policy-makers, and tourism entrepreneurs.

Objectives of the Programme
  i.   To equip students with basic skills in Tourism Management,
 ii.   To expose students to the geographical, ecological and cultural diversity of the world especially that of Tanzania,
iii.   To foster an understanding and appreciation of the role and contribution of tourism to socio-economic development and job creation in the country
 iv.   To enable students become active participants in the promotion of alternatives form of tourism
  v.   To produce and promote a more competent work force in tourism industry within and outside east Africa region

The Bachelor of Tourism Management programme is divided into THREE levels: 100 series, 200 series and 300 series. Each level of the Bachelor of Tourism Management degree includes a skills component which forms part of the degree programme and which provides students generic practical skills such as problem solving, analysis, research and communication skills. All candidates are required to take 36 units.

Programme Organization
The following are subjects offered for Bachelor of Arts Tourism Management (BTM):

LEVEL ONE

Corse Code	Course Description	Status	Units	Credits
ORM 101	Introduction to Tourism	Core	2	20
OTM 102	Introduction to Wildlife Ecology	Core	2	20
OTM 103	Integrated Hospitality Operations	Core	2	20
OTM 104	Special Interest Tourism	Elective	1	10
OTM 105	Leisure and Recreation Tourism	Core	2	20
OMK 300	Customer Care	Core	1	10
OFP 017	Communication Skills	Core	1	10
ORM	Background to Natural Resources	Elective	2	20
		SUB-TOTAL	**13**	**130**

LEVEL TWO

Corse Code	Course Description	Status	Units	Credits
OTM 201	Cultural and Heritage Tourism	Core	2	20
OTM 202	Tourism Economics	Core	2	20
OTM 203	Tourism Policy & Planning	Core	2	20
OTM 204	Tourism Marketing and Promotion	Core	2	20
OTM 205	Sustainable Tourism Development	Core	2	20

OCP 100	Introduction to Computer	Core	1	10
OEC 124	Social Sciences Research Methods	Core	2	20
OPR 121	Critical Thinking and Argumentation	Elective	1	10
OME 311	Organization Behavior	Elective	1	10
		SUB-TOTAL	**15**	**150**

LEVEL THREE

Corse Code	Course Description	Status	Units	Credits
OTM 301	Events Planning and Management	Core	2	20
OTM 302	Travel and Tour Operations Management	Core	2	20
OTM 303	Tourism Entrepreneurship	Core	2	20
OTM 305A	Tourism field Study	Core	1	10
OTM 305 B	Tourism Internship	Core	1	10
OTM 305 C	Special Project (Dissertation)	Core	2	20
		SUB-TOTAL	10	100

1.2 *BACHELOR OF TOURISM STUDIES(OLD- CURRICULUM)*

I. Level ONE

Course Code	Course Title	Status	Units	Credits
OTS 101	Introduction to Tourism: Concepts, Theories and Systems	Core	2	20
OTS 102	Tourism, Environment and Development	Core	2	20
OTS 103	Tourism Economics	Core	2	20
OTS 111	Tourism Marketing and Promotion	Core	2	20
OTS 112	Principles of Wildlife Ecology and Management	Core	2	20
OGE 121	Background to Physical Resources	Core	2	20
ODS 101 A	Concepts/Theories of Social Development	Elective	1	10
OMK 300	Customer Care and Services	Elective	1	10
		SUB-TOTAL	14	140

II. Level TWO

Course Code	Course Title	Status	Units	Credits
OTS 202	Cross Cultural Communication	Core	2	20
OTS 204	Museum Monuments and Heritage	Core	2	20
OTS 210	Culture, Leisure and Recreation	Core	2	20
OEC 124 (former OTS 211)	Social Sciences Research Methods	Core	2	20
OCP 100	Communication Skills	Core	1	10
OFP 017	Introduction to Computer	Core	1	10
OFN 200	Introduction to Financial Management	Elective	1	10
OMI 100	IT and Computer application	Elective	1	10
		SUB-TOTAL	12	120

III. Level THREE

OTS 301	Hospitality Management	CORE	2	20
OTS 302	Tourism Travel Literature	CORE	2	20
OTS 304	Community Based Tourism	CORE	2	20
OTS 305A	Tourism Research Project 1: Field Study/trip	CORE	1	10
OTS 305B	Tourism Research Project 1: Internship (8Weeks)	CORE	1	10

OTS 305C	Dissertation	CORE	2	20
		SUB-TOTAL	12	120

OTM 305 A *TOURISM FIELD STUDY*
- i) Tourism field study will be done by all second years' students (after completion of 200 series course). This is a compulsory field study to all BATM students.
- ii) The aim of tourism field study is expose tourism students with practical knowledge and skills from various destinations. The field study carries one (1) unit.
- iii) The destination to be visited each year will be selected by the department of tourism and hospitality in collaboration with deans and DVC academic offices.
- iv) The duration of the field study ranges from seven (7) days to 1(12) days
- v) At the end of the trip students are required to write a comprehensive field study and submit it after a month following decommission of the trip.
- vi) Tourism field study is cost sharing; students are required to contribute costs related to meals, accommodation, transport to and from the meeting destination and other associated costs upon the arrangements. The University will cover organization costs and any other charges as stipulated in cost sharing policy of University

OTM 305 B *TOURISM INTERNSHIP*
- i) Tourism students are advised to attach themselves in one of the tourist service providers such as national parks, hotels, travel and tour companies, Museum etc.
- ii) The duration of the internship is eight (8) weeks
- iii) The main aim of the tourism internship are:
  - a) To enable our students to integrate theory with practice
  - b) To introduce students to work culture and industrial practices
  - c) To provide opportunity for students to work with industrial practitioners
  - d) To expose students to potential employers
- iv) It is strictly prohibited for a student to attach themselves in their area of employment.
- v) Students can obtain introductory letter for internship from DRC's offices.
- vi) After student has been attached, a letter of confirmation must be sent to Tourism Department.

OTM 305 C *TOURISM RESEARCH PROJECT (DISSERTATION)*
- i) Students are advised to propose three titles of their interest and email them to the Tourism Department there after the department will review the titles and give you feedback as either accepted/ accepted with few amendments/rejected and required to re-send.
- ii) Supervisors will be allocated to you immediately after your title have been accepted

1.3   CERTIFICATE COURSE IN TOUR GUIDING

The Certificate in Tour Guiding course is professionally self sustainable, that is, a graduate of the programme can satisfactorily perform professional duties bound by the level acquired. At the same time, it is academically chained up with the advanced programmes such as Diploma and degree such that good performance at certificate level qualifies one for a diploma course which in turn leads one to a degree programme as BA Tourism as well as other relevant degrees to be identified in the future.

Entry Qualifications

Minimum entry qualification for the certificate course is:-
a) O-Level Certificate with at least 5 passes.
b) O-Level Certificate with at least two years of working experience in tourism and hospitality sector

Course Duration
This course lasts for nine months divided into three trimesters as follows: three months (trimester one) of classroom instructions and examinations; three months (trimester two) of classroom instructions and examinations, and last three months (third trimester) of classroom instructions and practical training.

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The course is offered once a year, starting in October and ending in June, and graduating in November of each year as per OUT academic calendar.

Students' Workload (Unit Weight)
For the student to successfully complete the Certificate in Tour Guiding, she/he will be required to have a total of 14 units in the end of the course. Specifically, the student will be required to take a minimum of 17 units. The students are required to take three core courses in the first trimester, with each course having 2 units. In Trimester two, they must take four core courses, and have 1 elective course if they wish. Out of the four courses, one has 1 unit; three have 2 units and one elective with 1 unit. The last trimester (Trimester Three) will require the student to take 3 core courses, one core and elective with both 1 units and practical training with 3 units.

Course Contents

Course Code	Course Name	Status	Unit	Trimester 1	2	3
OCT 001	Basic Concepts in Tourism	core	2	▓		
OCT 002	Principles of Animal Ecology	core	1	▓		
OCT 003	Introduction to Plant and Animal Taxonomy	core	1	▓		
OCT 004	Tour Guide Skills and Technique	core	2		▓	
OCT 005	Basic Concept in Travel and Tour Operations	core	2	▓		
OCT 006	Customer Relations and Visitor Handling	core	2			▓
OCT 007	Verbal and non verbal communication	core	1		▓	
OCT 008	Cultural Awareness and Heritage	core	1		▓	
OCT 009	Introduction to French language	elective	1		▓	
OCT 010	English for beginners	elective	1		▓	
OCT 011	Field Practical	core	3			▓

Programme Matrix: Minimum Unit for Graduation Agreed Are 17 (16 Core + 1 Elective)

TRIMESTER	CORE COURSE UNIT	ELECTIVE COURSE UNIT	TOTAL UNIT
One	3	0	6
Two	5	1	6
Three	4	1	5
CERTIFICATE COURSE IN TOUR GUIDING			17

Fees for the Certificate Course in Tour Guiding
Direct University Costs (Payable to the University)

Item	Tsh	US $
Tuition	1,080,000	640
Application Fee	20,000	30
Examination Fee	30,000	20
Identity Card	20,000	20
Total Direct Cost to the University	**1,150,000**	**7010**

7.   DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK
Introduction
Until 2011/2012 The Department offered two sister programmes: Bachelor of Arts in Sociology and Bachelor of Arts in Social Work which were considered two in one degree programme whereby students graduated either as social workers or as sociologists. The degree programmes were designed in such a way that, in the first two years, all students took the same subjects. From third year, students selected either to opt for Social work studies or for Sociology studies, hence the difference in the output. From the academic year 2012/2013, following a review of the Social work component of the

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two in one degree, Bachelor of social work became a standalone degree. The Bachelor of Arts in Social Work Degree (BASW) is being phased out. This will take two years time to allow those students who joined Social Work prior to 2012 academic year to finish up their degree. No new social work students shall study under the OSS codes ie BASW as from 2012/13 onwards. Students wishing to study A Bachelor of Social Work degree must sign up for BSW with OSP codes.

The Department of Sociology and Social Work has recently reviewed the Bachelor of Sociology programme for TCU approval. The programme has been designed focusing on specializations including Medical, Social Welfare Administration and Rural Sociology to suit the current social demand. This motivated the need to establish Master of Sociology which is highly in demand by the stakeholders. The ground work for the Master of Sociology was established and the Master of Arts in Sociology degree program document has also been sent to TCU for approval.

The department has also recently established two new programmes namely Bachelor of Arts in Social Psychology which has been approved by TCU and will be commencing this academic year. The second programme to commence this academic year is M.A Gender Studies (MAGS) which is in its final stages of approval by TCU.

1.2 Entry Qualification for the Bachelor Degrees
Candidates for Social studies will be admitted on the basis of the University regulations, which govern admission process.

1.3 Subject Combination and Units Coverage for the Bachelor Degree
There are 18 core courses for each field of study. Each of these courses has two units. The core courses thus accounts for 36 units. An addition of 4 units can be obtained from elective courses opted from various course including their respective departments. A total of 40 units will have to be covered by a student in order to qualify to graduate.

Besides opting for elective courses from their respective departments, students can also take courses from the following recommended courses: ODS (101A Concepts of Social Development), Faculty of Business Administration labour Law and Business Law) and within FASS department of Political Science (Public Administration and ODS (Concepts of Social development).

1.4 Assessment Procedure for undergraduate programmes
1.4.1 Course work accounts for 30% which includes one main timed test (MTT). The Annual Examination accounts for 70%, thus making a total of 100% score.

1.4.2 Students Field Practice
After successful completion of the first level courses, students will participate in field practice in second and third levels respectively. Part I and Part II field practice will be counted as one course each carrying 50%, thus making a 100% score for the two.

7.1 *BACHELOR OF ARTS IN SOCIOLOGY (BASO PHASING OUT)*
The phasing out Courses structure for Bachelor of Arts in Sociology and Bachelor of Arts in Social Work Programmes are as shown in the table below:

Level 1

Course Code	Course Title	Status	OUT Units	TCU Credits
OSS 101	Introduction to social work	Core	2	20
OSS 102	Introduction to sociology and anthropology	Core	2	20
OSS 103	Introduction to field instruction and practice	Core	2	20
OSS 104	Social aspects of population and gender	Core	2	20
OSS 105	Social Psychology	Core	2	20
OSS 106	Social welfare services	Core	2	20
OSS 107	Guidance and Counseling	Core	2	20

OSS 108	Social Research Methods and Computer Application	Core	2	20
OFP 017	Communication Skills	Core	1	10
OCP 100	Introduction to Computer	Core	1	10

SOCIAL WORK OPTION

Level 2

Course Code	Course Title	Status	OUT Units	TCU Credits
OSS 201	Social Work theories and Methods	Core	2	20
OSS 202	Youth, Development and Entrepreneurship	Elective	2	20
OSS 203	Social Work Professional Ethics, Morals and Field Work Practice	Core	2	20
OSS 204 I	Block field Practice 1	Core	1	10
OSS 205a	Youth, Crime and Deviance	Core	2	20
OSS 206a	Population Health and Development	Core	2	20
OSS 207	Social Aspect of Criminology	core	2	20

Level 3

Course Code	Course Title	Status	OUT	TCU Credits
OSS 204 II	Block field Practice 1I	Core	1	10
OSS 301 a	Gender Power and Development	Core	2	20
OSS 302	Family Law	Elective	2	20
OSS 303	Social Change Welfare and Aging	Core	2	20
OSS 304	Social Policy Planning and Evaluation	Core	2	20
OSS 305 a	Social Research Project Paper	Elective	2	20

SOCIOLOGY OPTION

Level 2

Course Code	Course Title	Status	OUT Units	TCU Credits
OSS 205b	Youth, Crime and Deviance	Core	2	20
OSS 206b	Population, Health and Development	Core	2	20
OSS 208	Rural and Urban Sociology	Core	2	20
OSS 209	Cultural Anthropology	Core	2	20
OSS 210	Field Practice I	Core	1	10
OSS 211	Industrial Sociology	Core	2	10
OSS 212	Community and Cooperative theory and Development	Elective	2	20

Level 3

Course Code	Course Title	Status	OUT Units	TCU Credits
OSS 210 II	Field Practice II	Core	1	10
OSS 301b	Gender Power Development	Elective	2	20
OSS 306	Medical Sociology and Anthropology	Core	2	20
OSS 307	Anthropological analysis of East African Population	Elective	1	20
OSS 308	Globalization and Current Social Problem	Core	2	10
OSS 305b	Social Research Project Paper	Core	2	20
OFP 017	Communication Skills	Core	1	20
OCP 100	Introduction to Computer	Core	1	10

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Bachelor of Arts in Sociology and Bachelor of Arts in Social work degree under OSS code above are in the process of being **phased out**. These two are no longer the two in one degree courses they used to be; they have been separated right from level one. Students who are already registered to study under this mode will continue with their programme until completion. Students pursuing this program will require 40 units to graduate. From academic year 2015/16 the department will offer the newly revised Bachelor of Arts in Sociology degree as a standalone programme subject to TCU approval.

7.2 BACHELOR OF ARTS IN SOCIOLOGY (NEW)

LEVEL I

Course Code	Course Title	Core/Elective	Units
OSS 121	Introduction to Sociology	Core	2
OSS 122	Introduction to Social Science Research Methods	Core	2
OSS 123	Classical Sociological Theory	Core	2
OSS 124	Introduction to social Psychology	Core	2
OSS 125	Critical thinking and argumentation	Core	2
OCP 100	Introduction to computer	Core	1
OFP 017	Communication skills	Core	1
TOTAL			12

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

LEVEL II

Course Code	Course Title	Core/Elective	Units
OSS 221	Contemporary Sociological Theory	Core	2
OSS 222	Social Science Research Methods	Core	2
OSS 223 a	Field Practice I	Core	1
TOTAL			5

LEVEL III

Course Code	Course Title	Core/Elective	Units
OSS 321	Sociology of knowledge	Core	2
OSS 322	Poverty, wealth and inequality	Core	2
OSS 323	Globalization and social problems	Core	2
OSS 223 b	Field practice II	Core	1
TOTAL			7

NOTE: *The three specialization courses A, B and C from which to choose from are asvfollows;*

(A) MEDICAL SOCIOLOGY SPECIALIZATION COURSES

LEVEL II

Course Code	Course Title	Core/Elective	Units
OSS 224	Cultural Anthropology	Core	2
OSS 225	Medical Sociology	Core	2
OSS 226	Population and Development	Core	2
TOTAL			6

LEVEL III

Course Code	Course Title	Core/Elective	Units
OSS 325	Health systems in Tanzania	Core	2
OSS 326	Reproductive health	Core	2
OSS 330	Stratification, Class and Health	Core	2
TOTAL			6

(B) SOCIAL WELFARE AND ADMINISTRATION SPECIALIZATION COURSES

LEVEL II

Course Code	Course Title	Core/Elective	Units
OSS 227	Introduction to Social Policies	Core	2
OSS 228	Community Development	Core	2
OSS 229	Social Welfare services	Core	2
TOTAL			6

LEVEL III

Course Code	Course Title	Core/Elective	Units
OSS 327	Social policy analysis	Core	2
OSS 328	Gender and development	Core	2
OSS 329	Social planning and Evaluation	Core	2
TOTAL			6

(C) RURAL SOCIOLOGY SPECIALIZATION COURSES

LEVEL II

Course Code	Course Title	Core/Elective	Units
OSS 231	Introduction to rural sociology	Core	2
OSS 232	Sociology and rural development	Core	2
OSS 233	Peasant economy	Core	2
TOTAL			6

LEVEL III

Course Code	Course Title	Core/Elective	Units
OSS 331	Rural cooperatives	Core	2
OSS 332	Agrarian social structure and social change	Core	2
OSS 333	Rural Urban contrast	Core	2
TOTAL			6

Guide to units for BASO students

Level	OPTION A	OPTION B	OPTION C
I	ALL (12)	ALL (12)	ALL (12)
II	Level II (5) + Option A II (6)	Level II (5) + Option B II (6)	Level II (5) + Option C II (6)
III	Level III (7) + Option A III (6)	Level III (7) + Option B III (6)	Level III (7) + Option C III (6)
TOTAL	36	36	36

*(C) Rural Sociology Specialization = NOT ON OFFER

7.3 BACHELOR OF SOCIAL WORK (BSW)

The Bachelor of Social Work (BSW) is a new social work professional degree**.** This degree began in the academic year 2012/2013. This option is only for Bachelor of Social Work entrants from the 2012/2013 academic year. Students taking Bachelor of Social Work degree program require 36 units to graduate as indicated below.

LEVEL ONE

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

LEVEL TWO

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

LEVEL THREE

Course Code	Course Title	OUT Units	TCU Credits	Status
OSP 301	Social Welfare Policy Analysis and Evaluation	2	20	Core
OSP 302	Social Work Research Methods II	2	20	Core
OSP 303	Social Work Research Project	2	20	Core
OSP 304 II	Field Practice II (Block)	1	10	Core
		7	70	

7.4   BACHELOR OF SOCIAL PSYCHOLOGY (BA PS)

The Courses for Bachelor of Arts in Social Psychology Programmes are as shown in the table below:

LEVEL I

Code	Course	TCU Units	OUT Units	Status
SPS 101	Introduction to Psychology	20	2	Core
SPS 102	Biopsychology	20	2	Core
SPS 103	Theoretical Approaches on behavior	20	2	Core
SPS 104	Psychology Specializations	20	2	Core
SPS 105	Fundamentals of Psychological Research	20	2	Core
OFP 017	Communication Skills	10	1	Core
OCP 100	Introduction to Computer Studies	10	1	Core

LEVEL II

Code	Course	TCU Units	OUT Units	Status
SPS 201	Introduction to Social Psychology	20	2	Core
SPS 202	Social Perception	20	2	Core
SPS 203	Social Cognition	20	2	Core
SPS 204	The Self Concept in the Social Context	20	2	Core
SPS 205	Field Practice I	20	2	Core
SPS 206	Introduction to Statistics for Psychologists	20	2	Core

LEVEL III

Code	Course	TCU Units	OUT Units	Status
SPS 301	Attitude and Persuasion	20	2	Core
SPS 302	Social Influence on Behavior	20	2	Core
SPS 303	Social Relations	20	2	Core
SPS 304	Social Interaction	20	2	Core
SPS 305	Applied Social Psychology	20	2	Core
SPS 205	Field Practice II	20	2	Core

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* This program will be suspended in the academic year 2017/18 until further notice.

8. DEPARTMENT OF JOURNALISM AND MEDIA STUDIES

Introduction

The Department of Journalism and Media Studies offer both undergraduate and postgraduate degree programmes. Details for postgraduate programmes are provided under item 9.1 and 9.2 below. The undergraduate programmes include BA Journalism and BA Mass communication. These degree programmes are designed in such a manner that during the first year of the studies, all students i.e. those taking B.A Journalism and those pursuing BA MassCommunication follow the same subjects though with different code numbers. At the second and third level, however, the students taking Journalism undertake some courses which Mass Communication students do not take and vice versa, hence the difference in their output. Thus at the end students will graduate as Journalists or as Public Relations Officers/Corporate Secretaries.

Entry Qualification

Candidates for Journalism and Media Studies will only be admitted on the basis of The Open University of Tanzania's rules and regulations which govern the admission process.

Subject Combination

There are 23 core and 2 elective subjects for BA Journalism and 25 core and 2 elective subjects for BA MassCommunication. A total number of 39 units have to be covered by all students of Journalism and Mass Communication respectively in order to graduate.

Assessment Procedure

Timed Tests (for third level students) or discussion questions (for first and second level students) account for 30% and Annual Examination 70% to the BA Journalism and BA Mass Communication course work, thus making atotal of 100% score.

Students Field Work/Practicum

All students will be required to undertake practicum every year. The practicum includes publication of features and news stories and field attachment. At each level the student must publish four news stories and four feature stories on local or international mass media (Radio or TV or Newspaper or Newsletter or a combination of two or more media). At the end of level three the student will have published and submitted to the Department for assessment 12 news stories and 12 feature stories. In his/her second and third level the student will also be required to attend a field attachment (internship) in any media house or advertising agency or any organization with public relations or communication unit or department. The practicum will enable students to fetch one units at each level (3levels x 2units = 6units).

Dissertation

The Dissertation (OJO 325N) for BA Journalism and OMC 325 for BA Mass communication is a core course. The staff in the Department who supervises the students undertaking the course in their final level (level three) have experienced that the vast majority of them fail to complete their work (final research report) on time. This follows the fact that most of the students have never done the course before, hence they lack the necessary skills required to carry out the work i.e. proposal writing skills; literature review techniques; citation skills and style; methodology skills; data analysis, presentation, interpretation and discussion skills etc. Therefore, although the course is in their third level the department strongly advises students to start preparing their proposals at their second level so that they may inalize their work at least two months before the graduation ceremony.

8.1   BACHELOR OF ARTS IN JOURNALISM (BA JOURNALISM)

LEVEL ONE

Course Code	Course Name	Status	OUT Units	TCU Credit
OJO 121	Introduction to Journalism and Mass	Core	2	20

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	Communication			
OJO 122	News Reporting I	Core	2	10
OJO 123	Introduction to Media Law and Ethics	Core	2	20
OJO 124	Practicum	Core	1	10
OJO 125	English for the Media	Elective	1	10
OJO 126	Kiswahili kwa Wanahabari	Elective	1	10
OCP 100	Introduction to Computer	Core	1	10
OFP 017	Communication Skills	Core	1	10
OPR 121	Critical Thinking and Argumentation	Core	1	10
ODS 101 A	Concepts and Theories of Social Development	Core	1	10
TOTAL UNITS FOR THIS LEVEL			**11**	**110**

LEVEL TWO

Course Code	Course Name	Status	OUT Units	TCU Credit
OJO 220	Practicum	Core	1	10
OJO 221	News Reporting II	Core	2	20
OJO 222	Features and Opinion Writing	Core	2	20
OJO 223	Photo Journalism	Core	1	10
OJO 224	Media Law and Ethics	Core	2	20
OJO 225	Editing, Layout and Graphics	Core	1	10
OJO 226	Media Research	Core	2	20
OJO 227	Broadcasting: Radio, Television	Core	2	20
OJO 228N*	Specialized Reporting: HIV & AIDS, Environment.	Core	1	10
TOTAL UNITS FOR THIS LEVEL			**14**	**140**

LEVEL THREE

Course Code	Course Name	Status	OUT Unit	TCU Credit
OJO 320	Practicum	Core	1	10
OJO 321N*	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting	Core	2	20
OJO 322	New Media Technologies	Core	2	20
OJO 323	Media Management	Core	2	20
OJO 324N	Investigative Journalism	Core	2	20
OJO 325N	Dissertation	Core	5	50
TOTAL UNITS FOR THIS LEVEL			**14**	**140**

*N = new course

NOTE: From academic year (2013/2014) course codes for the BA Mass communication Programme have changed from "OJO" to "OMC" for all series as indicated in the table bellow to reflect the name of the programme.

8.2   BACHELOR OF ARTS IN MASS COMMUNICATION (B.A. MASS COM)
LEVEL ONE

Course Code	Course Name	Status	OUT Unit	TCU Credit
OMC 121	Introduction to Journalism and Mass Communication	Core	2	20
OMC 122	News Reporting I	Core	2	20
OMC 123	Introduction to Media Law and Ethics	Core	2	20
OMC 124	Practicum	Core	2	20
OMC 125	English for the Media	Elective	1	10
OMC 126	Kiswahili kwa wanahabari	Elective	1	10
OCP 100	Introduction to Computer	Core	1	10

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OFP 017	Communication Skills	Core	1	10
OPR 121	Critical Thinking and Argumentation	Core	1	10
ODS 101 A	Concepts and Theories of Social Development	Core	1	10
TOTAL UNITS FOR THIS LEVEL			**12**	**120**

LEVEL TWO

Course Code	Course Name	Status	OUT Unit	TCU Credit
OMC 220	Practicum	Core	2	20
OMC 221	News Reporting II	Core	2	20
OMC 222	International Issues in Mass Communication	Core	1	10
OMC 223	Advertising I	Core	1	10
OMC 224	Media Law and Ethics	Core	2	20
OMC 225	Editing, Layout and Graphics	Core	1	10
OMC 226	Media Research	Core	2	20
OMC 227	Broadcasting: Television and Radio	Core	2	20
OMC 228	Specialized Reporting: HIV & AIDS, Environment or Local Government.	Core	2	20
OMC 229	Public Relations I	Core	1	10
TOTAL UNITS FOR THIS LEVEL			**16**	**160**

LEVEL THREE

Course Code	Course Name	Status	OUT Units	TCU Credit
OMC 320	Practicum	Core	2	20
OMC 321	Specialized Reporting: Edutainment, Court Reporting Political Reporting and Business Reporting	Core	2	20
OMC 322	New Media Technologies	Core	2	20
OMC 323	Media Management	Core	2	20
OMC 324	Public Relations II	Core	2	20
OMC 325	Dissertation	Core	5	50
OMC 326	Advertisement II	Core	1	10
TOTAL UNITS FOR THIS LEVEL			**16**	**160**

FACULTY OF ARTS AND SOCIAL SCIENCES HIGHER DEGREE PROGRAMMES
The Faculty offers the following postgraduate studies programmes:
1.0   MASTERS DEGREES AND POSTGRADUATE DIPLOMAS
1.1   There are two broad categories of Master of Arts Degrees:
1.1.1 Master of Arts Degree by Thesis
1.1.2 Master of Arts Degree by Coursework (Evening and Hybrid Executive Modes).

Masters degrees and postgraduate diplomas to be offered by FASS during the 2015/16 academic year
i)   Masters of Social Work *(MSW)*: *Hybrid Executive*
ii)   Masters of Arts in Gender Studies *(MA GS): Thesis, Evening & Hybrid Executive*
iii)   Masters of Science in Economics *(MSc. Economics)*: *Evening and Hybrid Executive*
iv)   Masters in Community Economic Development *(MCED): Hybrid Executive, evening*
v)   Masters of Arts in Monitoring and Evaluation *(MA M&E): Evening & Hybrid Executive*
vi)   Masters in Tourism Planning and Management *(MTPM): Thesis, Evening & Hybrid Executive*
vii)   Masters of Arts in History *(MA HIST): Thesis, Evening and Hybrid Executive*
viii)   Masters of Arts in Natural Resource Assessment and Management *(MANRAM)- Evening and Hybrid Executive*

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ix) Masters of Arts in International Cooperationand Development *(MA ICD): Evening and Hybrid Executive*

x) Masters of Arts in Governance and Leadership (*MA GL): Evening and Hybrid Executive*

xi) Master of Humanitarian Action, Cooperation and Development *(MHACD): Evening and Hybrid Executive*

xii) Masters of Arts in Kiswahili (*MA Kisw): Thesis, Evening and Hybrid Executive*

xiii) Masters of Arts in Linguistics *(MA Ling): Thesis*

xiv) Master of Arts in Geography (*M.A. Geogr) -Thesis*

xv) Masters of Arts in Mass Communication *(MA MC) - Evening and Hybrid Executive*

xvi) Masters of Arts in Journalism *(MA Journalism) - Evening and Hybrid Executive*

xvii) Masters in Libarary Information Managmenet *(MLIM) - Hybrid Executive)*

xviii) Post Graduate Diploma in Social Work- *(PGDSW) - Hybrid and distance*

Note: Any of the listed executive programmes can be run at any regional centre with at least 10 students

1.3 Owing to some expected problems of staffing and other course management difficulties, there is a likelihood that some of the courses shown above will be offered in alternate years.

1.4 Minimum Entry Qualifications
These will be as specified in the General Regulations Governing Masters Degrees.

1.5   Registration

1.5.1 Candidates will be registered to the distance Masters Degree by either coursework study followed by research leading to a dissertation: or by

1.5.2 Research leading to a thesis without a prescribed coursework component.

1.5.3 A candidate intending to do his/her Masters by thesis will have to abide by the following procedures:
  • Register as a provisional student after satisfying the admission requirements for the programme;
  • Submit an acceptable statement of a research topic to the faculty to obtain stage I registration;
  • Acquire full registration (stage II) after submitting within a period of nine months a proposal approved by the Faculty Board, Postgraduate Studies Committee and Senate;

1.5.4 Candidates registered for the Master's degree programme *by thesis* research, may on recommendation of the faculty be required to undertake some formal courses relevant to their subjects of study.

1.5.5 A *thesis* candidate shall upon admission be assigned a supervisor(s) appointed by the Senate on recommendation of the faculty. The supervisor(s) will be responsible for guiding the candidate in his or her research and shall periodically submit reports on the candidate's progress.

1.5.6 Candidates registered for the coursework and dissertation programme shall proceed to the dissertation phase after they have successfully completed at least two thirds of their coursework.

1.5.8 Candidates who qualify to continue with dissertation research after the coursework part shall be required to submit, in partial fulfillment of the Masters Degree requirements, a dissertation.

2.0   Department of Political Science and Public Administration
The Department of Political Science and Public Administration offers three postgraduate degree programmes. These programmes are Master of Arts in Governance and Leadership (MAGL), Master of Arts in International Cooperation and Development (MICD), and Master of Humanitarian Action, Cooperation and Development (MHACD).

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MASTER OF ARTS IN GOVERNANCE AND LEADERSHIP (MAGL)
Rationale
The rationale behind establishing the Master of Arts Programme in Governance and Leadership is based on the environing political and economic crises in Tanzania in particular and Africa in general, which are indicative of the lack governance and leadership skills herein. The recurrence of intra- and inter-ethnic clashes, clashes within the communities and political organizations, cases of graft and corruption, and mismanagement of public resources have been very rampant. The Department therefore finds it imperative to intervene and contribute to alleviating those socio-political and economic anomalies in terms of research and training by offering a Master of Arts program in Governance and Leadership (MAGL).

Educational Aims of the Programme
The objectives of the programme are to:
- ✓ Train (potential) leaders and managers on the best and participatory way to work in the government and communities
- ✓ Generate knowledge and information that will permit local leaders to make informed decisions
- ✓ Encourage a high degree of local participation in making well informed economic choices
- ✓ Assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices
- ✓ Build capacity among practitioners working in communities

Admission Requirements
Candidates holding the following qualifications are eligible for admission into the MA-GL Programme:
(i)   An Honors degree in any field of study.
(ii)   An advanced diploma from any recognized institution with second class or above with working experience of at least two years in community economic development related fields.

Programme Design
Master of Arts is an 18–month, 18 units (180 TCU credits) programme. Each student is required to undertake four (4) core courses and at least two (2) elective courses. The program is offered through a cycle of three trimesters. Each trimester is composed of two courses with six parts each to be covered in twelve weeks. The course undertaking in a trimester depends on the teaching timetable, but students are advised to start doing their research works in the secondtrimester during which the Advanced Research Methodology course is taught, and have another four months to work on a dissertation.

Programme Structure

Code	Course Title	Units	Status
OPS 601	Advanced Political Theory	2	Core
OPS 602	Leadership, Governance and Development	2	Core
OPS 603	Advanced Research Methodology	2	Core
OPS 604	Leadership Ethics and Public Accountability	2	Core
OPS 605	Political Parties, Democracy and Elections	2	Elective
OPS 606	Organization Behaviour	2	Elective
OPS 607	Advanced Public Policy Analysis	2	Elective
OPS 608	Strategic and Human Resource Management	2	Elective
OPS 609	Advanced Public Administrative Law	2	Elective
OPS 699	Masters Dissertation	6	Core
Total Units		**18**	

Levels	Units to be taken/Status				Grand total	Equivalent TCU credits
	Core	Equivalent TCU credits	Elective	Equivalent TCU credits		
Trimester I	04	40	-		04	40

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Trimester II	02	20	02	20	04	40
Trimester III	02	20	02	20	04	40
Dissertation	06	60	-	-	06	60
Total	**14**	**140**	**04**	**40**	**18**	**180**

Mode of Delivery

The programme is offered through blended/hybrid mode based on the analysis of theoretical texts, cases, and interactive face-to-face and e-learning platform known as Modular Object Oriented Dynamic Learning Environment **(MOODLE).**

Assessment Strategy

Students are assessed through a term paper, participation in MOODLE discussion fora, and Final Examination. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

Assessment Regulations

The following regulations apply for the assessment of the programme:

a) Each course will be evaluated as follows:

Term Paper (Individual Assignment)	30%
Participation	20%
Final Examination	50%
Total	**100%**

(b) The pass mark for this programme is 50% (B)

Dissertation

The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to Governance and Leadership under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfillment of the award of Master of Arts degree in Governance and Leadership. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

Grading system

GRADE	MARKS	GRADE POINT	QUALITY
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

NOTE:
- ✓ A Candidate who fails in only one of the courses undertaken in a trimester is allowed to sit for supplementary examination.
- ✓ A candidate who fails in a repeated subject will be deregistered from the MA GL.
- ✓ A candidate whose overall grade point is below a "B" (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

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Final Award/Graduation Requirements

The minimum pass mark for any course is "B" or 50%. Candidates, who successfully complete the required units and dissertation, qualify upon approval by Senate of the Open University of Tanzania, for the award of Masters of Arts in Governance and Leadership (MAGL) degree. The MAGL degree is not classified.

Fee Structure

The fee for all university programmes is published in the relevant section in this prospectus.

MASTERS OF ARTS IN INTERNATIONAL COOPERATION AND DEVELOPMENT (MICD)

The Masters programme in International Cooperation and Development (MICD) is a three trimester's programme that benefits from the experience of a high qualified team of lecturers who are specialized in various areas of international cooperation and Development such as Development Aid, International and Development Economics, Political Science, International Security and International Law. The programme is highly motivating for those who intend to work either in NGOs or enterprises with international activities or in the framework of multilateral institutions.

Educational Aims of the Programme

The objectives of the programme are:
- ✓ To instill current and future international practitioners with the best working tools in this sovereignty-sensitive international community;
- ✓ To generate knowledge, information and analytical capacity on international affairs that will permit international practitioner to make informed decisions both at home and abroad;
- ✓ To implant actors with an ability to act as change agents and manipulator of various foreign affairs, and encourage a high degree of international participation in making well informed political, social and economic choices;
- ✓ To assist in reaching out sustainable international agreements that will ensure equitable sharing of the benefits of global resources; and
- ✓ To build capacity among candidates on how to deal with controversies of cross-border nature, and minimize the possibilities of conflicts and war; hence stabilized international peace and security.

Admission Requirements

Candidates holding the following qualifications are eligible for admission into the MICD Programme:
(iii)   An Honors degree in any field of study.
(iv)   An advanced diploma from any recognized institution with second class or above with working experience of at least two years in community economic development related fields.

Programme Design

Master of Arts is an 18–month, 18 units (180 TCU credits) programme. Each student is required to undertake five (5) core courses and at least one (1) elective course. The programme is offered through a cycle of three trimesters. Each trimester is composed of two courses with six parts each to be covered in twelve weeks. The course undertaking in a trimester depends on the teaching timetable, but students are advised to start doing their research works in the secondtrimester during which the Advanced Research Methodology course is taught, and have another four months to work on a dissertation.

Programme Structure

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

		Total Units			18	

Levels	Units to be Taken/Status				Grand total	Equivalent TCU credits
	Core	Equivalent TCU credits	Elective Units	Equivalent TCU credits		
Trimester I	02	20	02	20	04	40
Trimester II	04	40	-	-	04	40
Trimester III	04	40	-	-	04	40
Dissertation	06	60	-	-	06	60
Total	16	160	-	20	18	180

Mode of Delivery
The programme is offered through blended/hybrid mode based on the analysis of theoretical texts, cases, and interactive face-to-face and e-learning platform known as Modular Object Oriented Dynamic Learning Environment **(MOODLE).**

Assessment Strategy
Students are assessed through a term paper, participation in MOODLE discussion fora, and Final Examination. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

Assessment Regulations
The following regulations apply for the assessment of the programme:
a) Each course will be evaluated as follows:
Term Paper (Individual Assignment)   30%
Participation   20%
Final Examination   50%
Total   100%

(b) The pass mark for this programme is 50% (B)

Dissertation
The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to International Cooperation and Development under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfillment of the award of Master of Arts degree in International Cooperation and Development. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

Grading system
GRADE	MARKS	GRADE POINT	QUALITY
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail

| E | 0-34% | 0.-0.9 | Absolute Fail |

NOTE:
- ✓ A Candidate who fails in only one of the courses undertaken in a trimester is allowed to sit for supplementary examination.
- ✓ A candidate who fails in a repeated subject will be deregistered from the MICD.
- ✓ A candidate whose overall grade point is below a "B" (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

Final Award/Graduation Requirements
The minimum pass mark for any course is "B" or 50%. Candidates, who successfully complete the required units and dissertation, qualify upon approval by Senate of the Open University of Tanzania, for the award of Masters of Arts in Governance and Leadership (MICD) degree. The MICD degree is not classified.

Fee Structure
The fee for all university programmes is published in the relevant section in this prospectus.

MASTER OF HUMANITARIAN ACTION, COOPERATION AND DEVELOPMENT (MHACD)
The Master of Humanitarian Action, Cooperation and Development (MHACD) programme offers a wide approach to issues concerning humanitarian actions well as to methodological research procedures. The programme benefits from the experience of a highly qualified team of lecturers who are specialized in various areas of Humanitarian and Development Aid, such as Management of NGOs, Design and Implementation of Projects on Humanitarian Action, international and Development Economics, Political Science, International Security, and International Humanitarian Law.

Educational Aims of the Programme
The programme objective is to enhance knowledge of and develop practical competences in:
- ✓ Providing humanitarian and development professionals with the awareness and understanding of policy and practice environments essential for effective action in development and emergency contexts;
- ✓ Understanding of specific contexts of humanitarian actions, particularly violent, turbulent or conflict environments as well as the urban and built environments, and their impacts on the nature of humanitarian responses;
- ✓ Understanding a range of theories, concepts and analysis in order to investigate specific issues related to the different dimensions and challenges of humanitarian actions;
- ✓ Encouraging cooperation and dialogue between governmental, non-governmental, national and international agencies involved in humanitarian action;
- ✓ Creating effective synergy between emergency humanitarian interventions and sustainable development

Admission Requirements
Candidates holding the following qualifications are eligible for admission into the MHACD Programme:
(i) An Honors degree in any field of study.
(ii) An advanced diploma from any recognized institution with second class or above with working experience of at least two years in community economic development related fields.

Programme Design
Master of Arts is an 18 month, 18 units (180 TCU credits) programme. Each student is required to undertake four (4) core courses and at least two (2) elective courses. The program is offered through a cycle of three trimesters. Each trimester is composed of two courses with six parts each to be covered in twelve weeks. The course undertaking in a trimester depends on the teaching timetable, but students are advised to start doing their research works in the secondtrimester during which the Advanced Research Methodology course is taught, and have another four months to work on a dissertation.

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Programme Structure

Code	Course title	Units	Status
OHA 601	Crisis, Reconstruction and Development	2	Core
OHA 602	Strategic Management of NGOs and Humanitarian Missions	2	Core
OIR 601	International Cooperation and Development Policies	2	Elective
OHA 603	Public Health and Humanitarian Issues	2	Core
OIR 602	International Politics and Security	2	Elective
OPS 602	Leadership, Governance and Development	2	Elective
OPS 603	Advanced Research Methodology	2	Core
OIR 605	Public International Law	2	Elective
OIR 699	Masters Research Projects (Dissertation)	6	Core
Total Units		**18**	

Levels	Units to be taken/Status				Grand total	Equivalent TCU credits
	Core	Equivalent TCU credits	Elective	Equivalent TCU credits		
Trimester I	04	40	-		04	40
Trimester II	02	20	02	20	04	40
Trimester III	02	20	02	20	04	40
Dissertation	06	60	-	-	06	60
Total	**14**	**140**	**04**	**40**	**18**	**180**

Mode of Delivery

The programme is offered through blended/hybrid mode based on the analysis of theoretical texts, cases, and interactive face-to-face and e-learning platform known as Modular Object Oriented Dynamic Learning Environment **(MOODLE).**

Assessment Strategy

Students are assessed through a term paper, participation in MOODLE discussion fora, and Final Examination. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter.

Assessment Regulations

The following regulations apply for the assessment of the programme:
a) Each course will be evaluated as follows:

Term Paper (Individual Assignment)   30%
Participation   20%
Final Examination   50%
Total   **100%**

(b)   The pass mark for this programme is 50% (B)

Dissertation

The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate has to undertake an applied research in any area related to Humanitarian Action, Cooperation and Development under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfillment of the award of the degree of Master of Humanitarian Action, Cooperation and Development. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

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Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

Grading system

GRADE	MARKS	GRADE POINT	QUALITY
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

NOTE:
✓ A Candidate who fails in only one of the courses undertaken in a trimester is allowed to sit for supplementary examination.
✓ A candidate who fails in a repeated subject will be deregistered from the MHACD.
✓ A candidate whose overall grade point is below a "B" (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

Final Award/Graduation Requirements
The minimum pass mark for any course is "B" or 50%. Candidates, who successfully complete the required units and dissertation, qualify upon approval by Senate of the Open University of Tanzania, for the award of Master of Humanitarian Action, Cooperation and Development (MHACD) degree. The MHACD degree is not classified.

Fee Structure
The fee for all university programmes is published in the relevant section in this prospectus.

3.0   DEPARTMENT OF GEOGRAPHY
MASTER OF ARTS IN NATURAL RESOURCE ASSESSMENT AND MANAGEMENT (M.A. NRAM)
The Department of Geography offers a Master of Arts in Natural Resource Assessment and Management MA (NRAM) degree conducted though blended mode. The programme cover resource and environmental assessment, planning and management to a wide range of students with different backgrounds in social or natural sciences related to Geography. The goal is to meet the acute need for high level manpower in developing countries like Tanzania in resource and environmental assessment, planning and management for sustainable development.

Objectives of the programme
The main objective of the MA (NRAM) Programme is to equip professionals with innovative knowledge, skills and values in integrated natural resource assessment and management in order to enhance understanding of current natural resource management and environmental issues. It is intended to mainstream environmental and natural resource issues in development planning and poverty reduction. It provides training on how to link global, national and local concerns, poverty issues, and natural resource management.

Eligibility for Admission
The applicant with Bachelor's degree in Social Sciences or Education with Geography as one of the courses covered with at least a lower second class honours or its equivalent.

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Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission, if their undergraduate performance in the proposed subject of study was a B grade average or above.

Duration
MA (NRAM) by coursework shall be completed in a minimum period of 18 months

Programme Structure
Students registered for MA (NRAM) by coursework and dissertation must complete the coursework part with an average grade of 'B' (GPA of at least 3.0) before they are allowed to proceed with dissertation research phase. Students shall take a total of 18 units (14 units of coursework and 4 units of dissertation).
Students pursuing MA (NRAM) Programme by coursework and dissertation are required to take 6 core courses and 1 elective.

Core Courses

Code	Title	Units
ORM 601	Contemporary Issues in Natural Resource Assessment and Management	2
ORM 602	Economics of Environmental and Natural Resources	2
ORM 603	Climate Change and Environmental Impact Assessment	2
ORM 604	Population Dynamics and Natural Resource Management	2
ORM 605	Applied GIS and Remote Sensing for Natural Resources Assessment	2
ORM 606	Research Methodology and Techniques in Natural Resource Assessment	2
ORM 699	Dissertation	4
Total Units From Core Courses		*16*

Any One of the Electives

Code	Title	Units
ORM 607	Land Degradation and Rural Livelihoods	2
ORM 608	Sustainable Energy and Gas Resources for Developing Countries	2
ORM 609	Biodiversity Conservation and Ecosystem Management	2
ORM 610	Ecology of Tropical Natural Resources	2
ORM 611	Changes in Urban Landscape and Future of Natural Resources	2
ORM 612	Climate Change and Variability	2
Total Units From Elective Course		**2**

The minimum number of units required for completion of this programme is 18 (ie 12 from core courses,2 from elective course and 4 from dissertation). However, if the delivery mode provides room for more electives, a student may opt for more than one elective course although additional ones won't be a condition for completion but the courses will appear in the academic transcript.

Programme mode of delivery
The programme will be delivered through blended mode as explained in under Directorate of Postgrduate section in this Propspectus

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

Forum discussions and assignment.............................20%
Term Paper...30%
Examination 50%
Total...100%

The pass mark for each examinable course shall be 50%.

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Dissertation

Dissertation writing (ORM 699) is an independent study done by the student under supervision. Student will acquire research skills though research methodology course (ORM 606) which is a core course. Afterwaard students are expected to come up with their dissertation proposal in an acceptable format and make presentation before being cleared for data collection. Then each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. After a proposal duly signed, candidate shall undertake an applied research and submit a dissertation of approximately 15,000-20,000 words in partial fulfillment of the Masters Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertation shall apply.

Fees Structure

The fee for all university programmes is published in the relevant section in this prospectus.

MASTER OF ARTS IN GEOHRAPHY MA (GEOGRAPHY) By Thesis

M.A. (Geography) has been on offer since 2003. It is intended to those who aspire to specialize in Geography as professionals and intellectuals in various capacities. The maximum duration of the programme is 5 years. It is open to applicants who meet the above entry qualifications with a certified background in research methodology/work covered in undergraduate programme. In addition, they will undergo a University Research Methodology course compulsory to all postgraduate students offered by the Directorate of the Postgraduate Studies. Upon admission students are assigned supervisors and given 6 months to prepare research proposal in the topic of study according to OUT approved format. Then students present research proposals before a seminar of teaching staff. They have to incorporate comments given before they are allowed to collect data in the field, analyse and produce theses for final examination. Thesis carries 100%. Fees structure for MA (Geography) is charged the same as other Master of Arts by thesis in The Open University of Tanzania.

4.0   DEPARTMENT OF HISTORY, PHILOSOPHY AND LIBRARY STUDIES
MASTERS OF ARTS IN HISTORY (MA HISTORY)
(i)   MA (History) By thesis
(ii)   MA (History) By Coursework (Evening or Hybrid Executive)

MA programme in History open opportunities for continuous interaction between academicians within the confines of universities and those involved in day to day activities related to the teaching and supervision of History teaching. In the long run this will not only arrest the declining performance trends evident in school examinations but observe to promote interest in research and writing of local histories.

Programme Structure

The MA History will be a two years programme divided into
I.   First Year

Students are supposed to take all core courses and at least one elective course to complete coursework. Teaching book reviews and Term paper based on a selected list of topics and a final examination. The term papers are intended to lead the student into his/her potential area of research interest so that upon completion the student will already have acquired the necessary skills and knowledge base to develop and present an MA Research proposal.

II.   Second Year

Research and Dissertation

Delivery Mode

The spatial distribution of our potential students necessitates that delivery will be by Open and Distance Mode. However the evening/Executive arrangements will also be undertaken in Dar and other areas with adequate student numbers.

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Potential Career Oportunities

Other university subjects' foster skills but history puts them together in a flexible package based on facts and real life rather than abstract theory. This gives the history graduate the advantage of having skills with many practical applications in the job-market.

Careers

Graduates of this degree programme have gone on to PhD programmes or into careers in the heritage sector, journalism, teaching, media research (media, commercial, academic), and publishing.

Course Structure

Code	Course Name	Status	Units
OHI 601	Philosophy and Theory of History	Core	2
OHI 602	Contemporary Issues in African Historiography	Core	2
OH1 603	History Research Methodology	Core	2
OHI 604	Colloquim on the Economic History of Tanzania	Core	3
OHI 605	Graduate Seminar on Globalization	Core	3
OHI 612	Dissertation	Core	6
Choose one elective course			
OHI 606	African Encounter with World Religions	Elective	2
OHI 607	Spirit, Mediums, Disease and Healing	Elective	2
OHI 608	African Indigenous Knowledge Systems	Elective	2
OHI 609	Peasantry and Labour Studies in Tanzania	Elective	2
Total Units required			18

MASTER OF LIBRARY AND INFORMATION MANAGEMENT (MLIM)

Rationale

Faculty of Arts and Social Sciences and the Directorate of the Library Services are jointly managing a Master of Library and Information Management (MLIM) programme. The syllabus for the programme is designed and developed to build professional skills across the information industry and creates opportunities for specializations in a variety of disciplines. Scholars have argued that information is power and catalyst for development (Aina, 2004). Therefore, those with access to information have power over those who do not have. In essence, Master of Library and Information Management (MLIM) programme is an appropriate professional training aiming at bridging this gap by producing highly qualified information professionals who will act as key players in the information industry locally and internationally.

On completing the MLIM, students should have acquired a set of knowledge and concepts, and have developed a range of technical, personal, interpersonal, organizational and generic skills, that can be applied in various contexts, both within and beyond the industry.

Educational Aims of the Programme

The main objectives of this course are:

a) To introduce students to fundamental concepts, principles and techniques needed for effective library and information management;

b) To develop an understanding of the methodological factors that can be used for selecting, defining, planning, controlling, and library and information resources;

c) To impart knowledge of the basic concepts and analytical tools that underpins library and information management, records management and archival administration;

d) To develop an understanding of the issues and approaches to designing library and information system

e) To equip students with in-depth skills on research and statistical methods for library and information science discipline.

Admission Requirements

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Prospective applicants must possess a first degree with first class or upper second class in various disciplines from accredited universities. In addition, prospective students are envisaged to be competent in the areas of elementary library and information science.

Programme Design
Master of Library and Information Management (MLIM) degree is a 15 months course, 18 units program where each student shall be required to undertake six modules. This program is offered through a cycle of three semesters and six months for dissertation.

Course Code	Course Title	Status	OUT Units	TCU Credits
Semester One				
OLM 600	Fundamentals of Library and Information Management	Core	2	20
OLM 601	Organization of Knowledge	Core	2	20
OLM 602	Information and Communication Technology Applications	Core	2	20
Semester Two				
OLM 603	Records Management and Archival Administration	Core	2	20
OLM 604	Management of Library and Information Centers	Core	2	20
OLM 605	Research Methodology	Core	2	20
Semester Three				
OLM 606	Dissertation	Core	6	60
TOTAL			**18**	**180**

Programme duration
The Course duration will be for a minimum period of eighteen (18) months. Completion of the study will depend on individual efforts. However, the period for studying shall be extended by Senate if after 4 years (48 months) it is satisfied that there are reasonable grounds for increasing the time.

Programme mode delivery
Lectures shall be delivered through the blended learning mode that combines on-line learning through Moodle; the learning management information system and face-to-face sessions, tests, research assignments and a research project.

Assessment Regulations
Assessment of examinations and coursework is as follows;
Each module carries 100% marks. The final examination counts for 75% of the total marks. Coursework carries 25% of the total marks. A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module

Dissertation
The dissertation is an independent study done by the student under supervision. Each candidate is allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate have to undertake an applied research in any area related to Library and Information Science under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfillment of the award of Master of Library and Information Management. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation apply. The mode of evaluation for the dissertation comprises 100% and is evaluated independently.

Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

Grading system

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GRADE	MARKS	GRADE POINT	QUALITY
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

A Candidate who fails in only one of the FOUR courses undertaken in a semester is allowed to do supplementary examination.

A candidate who fails in a repeated subject will be deregistered from the MA-GL

A candidate whose overall grade point is below a "B" (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

Final Award/Graduation Requirements

The pass mark for any course shall be the attainment of grade "B" or 50%. Any candidate, who successfully completes the required modules, shall qualify upon approval by Senate, for the award of Masters of Library and Information Management of the Open University of Tanzania. If a students completes course work with the pass mark as indicated in the university prospectus and fails to complete dissertation in a stipulated time frame as specified in the university assessment regulations, this student will be categorized under an Exit Award with Postgraduate Diploma in Library and Information Management.

Fee Structure

The fee for all university programmes is published in the relevant section in this prospectus.

5.0   DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES
   M.A. KISWAHILI (COURSEWORK)

Programme Structure

(i)   Courses offered in this programme shall include two main areas of study: linguistics and literature.   A student will have the choice of majoring in any one of the two areas.

(ii)   In the first year of study, the student will attend lectures, do assignments and write term papers based on registered courses. A course in Research Methodology is especially crucial to a postgraduate student because it will give the student knowledge and skills which he/she would apply when working on his/her proposal and in thesis writing. The student is advised to identify his/her area of research during first year of study.

(iii)   In the second year of study, after having identified a topic the student will work closely with a supervisor to develop a research proposal, for eventual presentation of the same before a panel of scholars.

Programme delivery

The program will be delivered through blended mode as explained in under Directorate of Postgrduate section in this Propspectus

Evaluation of Coursework

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

Coursework: Total marks **50%**

Online forum discussions 20%

Term Paper 30%

Examination 50%

Total 100%

The pass mark for each examinable course shall be 50%.

Dissertation

Dissertation writing is an independent study done by the student under supervision. This is combined with the Research methodology course whereby face to face lectures will be conducted to the students

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after they have completed the rest of the courses. During this time the students are expected to come up with their dissertation proposal in an acceptable and complete form, and this will be assessed and would contribute 30% with the remaining 70% coming from the final dissertation. Then each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. The proposal, duly signed by both the candidate shall undertake an applied research and submit a dissertation of approximately 150,00-20,000 words in partial fulfillment of the Masters Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertation shall apply.

Admission requirements
The common regulations of OUT for eligibility to study a Masters degree shall apply. In addition an applicant must have a BA degree in Kiswahili of OUT or its equivalent from other recognized universities.

Design of the course
The student shall be required to complete a total of 14 units before embarking on proposal and thesis writing.

Total units
- The student shall be required to accumulate a total of 20 units; i.e. 14 units in course work and 6 units for the dissertation.
- Those who major in Kiswahili Literature will register for 4 core courses, 2 Elective from the same section.
- Those who major in Kiswahili Linguistics will register for 4 core courses, 2 elective from the same section.
- In addition research methodology shall be a compulsory course which carries 2 units and dissertation writing which carries 6 units.

Fee Structure
The fees for the MA Kiswahili will follow the standard fees structure for Postgraduate studies students approved by OUT Council. Students will be required to pay registration fee, tuition and examination fee, students' union fee, quality assurance fee and the cost of student identity card. The current OUT tuition fee structure is Tsh. 180,000 per course unit. One course unit equals to 10 credits.

List of courses
Below is a list of courses for both sections:

KISWAHILI LITERATURE CORE COURSES:
The candidate shall take all 4 core courses, 1 elective from this section and making a total of 10 units.

Course Code	Course Title	Status	Units
OSW 601	Classical & Modern Poetry	Core	2
OSW 602	Kiswahili Drama	Core	2
OSW 603	Kiswahili Novel	Core	2
OSW 604	Theories of Literary Criticism	Core	2

KISWAHILI LITERATURE ELECTIVE COURSES

OSW 605	A Selected Author	Elective	2
OSW 606	Oral Literature	Elective	2
OSW 607	Movie Criticism	Elective	2

KISWAHILI LINGUISTICS CORE COURSES:
The candidate shall take all core courses, 1 elective from this section making a total of 10 units

OSW 608	Kiswahili Phonology	Core	2
OSW 609	Kiswahili Morphology	Core	2
OSW 610	Kiswahili Syntax	Core	2
OSW 611	Kiswahili Semantics	Core	2

KISWAHILI LINGUISTICS ELECTIVE COURSES

*OSW 612	History of Kiswahili Dialect	Elective	2
OSW 613	Sociolinguistics	Elective	2
OSW 614	Translation: Theory and Practice	Elective	2
OSW 615	Kiswahili Lexicography	Elective	2

COMPASORY COURSES TO ALL STUDENTS IN BOTH SECTIONS

Course Code	Course Title	Status	Point
OSW 616	Research Methodology	Core	2
OSW 617	Dissertation Writing	Core	6

VIVAVOCE

Candidates shall be subjected to an oral examination (viva voce) once the dissertation has been deemed acceptable by the examiners.

EXIT AWARD

Exit award which is equivalent to Postgraduate Diploma in MA Kiswahili (EX MA Kiswahili) shall be offered to candidates who successfully complete the coursework part of the programme

6.0   CENTRE FOR ECONOMICS AND COMMUNITY ECONOMIC DEVELOPMENT

6.1   MASTER OF COMMUNITY ECONOMIC DEVELOPMENT (MCED)
Objectives
The objectives of the programme are to:
1.   Train Community Economic Development practitioners to work in the government and communities
2.   Generate knowledge and information that will permit local leaders to make informed decisions
3.   To encourage a high degree of local participation in making well informed economic choices
4.   To assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices
5.   To build capacity among practitioners working in communities

Intended learning outcomes
Students will have the ability to:
1.   Carry out basic accounting system and practices
2.   Manage small and medium sized organizations
3.   Conduct field based research
4.   Design and implement projects
5.   Provide technical assistance to community based organizations and institutions
6.   Prepare strategic plans
7.   Have a critical understanding of development finance
8.   Build and manage social and economic development programs
9.   Develop micro enterprise support initiatives
10.   Use computer based information systems and statistical packages.

Admission Requirements

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Candidates holding the following qualifications will be eligible for admission into the MCED Programme: An Honors degree in any social science and sciences field with working experience of at least two years in community economic development related fields OR holder of an advanced diploma from any recognized institution with second class or above.

Programme Content
Core Courses

Code	Course Title	Credits
CED 631	Principles and Practice of CED	20
CED 634	Advanced Research Methodology for Social Scientists	20
CED 632	Economics for Community Economic Development	20
CED 635	Project Design and Management for CED	20
CED 633	Organizational Management for Community Organizations	20
CED 636	Microenterprise Development for CED	20
CED 699	Dissertation	60
Total		**180**

Programme Mode of Delivery and Programme Duration

The programme is offered through hybrid executive mode where students learn through e-learning platform called MOODLE. Through this platform students are registered into the system and a lecturer for each course uploads documents to be read in one week. In week 2 a lecturer posts a discussion question and appoints two students to propose a model answer. Other students do discuss online by posting their emails commenting on the model answer.

Programme structure and assessment
So to complete one course there are six parts equaling to 12 weeks of learning for each course. There are three modules (trimesters) of about 12 weeks each required to complete the coursework. The programme has 6 taught courses in total, hence for each module there are two courses (ie two lecturers). For each course in a trimester there is a different assessment because they are taught by different lecturers. For each course there is take home term paper (assignment) to be given to students in the second half of the respective trimester); and final comprehensive examination at the end of trimester. The online discussions weigh 20%, term paper-30% and final exam-50%. The lecturers do monitor accuracy of contributions each student makes when discussing to constitute the 20%. The examination is done by students at any regional centre when they are ready. Students must have participated in the discussions for all the 6 parts of the course in the MOODLE platform for them to be allowed to do final examinations. The final exam is done after second F2F sessions after consultations with students.

Face to Face Sessions
There are two face to face sessions. The first one is done once only-this is for orienting students before the programme starts. The objective is to officially launch the programme and orient students on how to use MOODLE and how to register and modify their profiles in MOODLE platform. This takes about 2-4 days, normally on weekend in Dar es Salaam. If students can't afford to come to Dar, they are advised to visit any of OUT's regional centres where we have ICT technical staff who can register them into MOODLE system and orient them on how to use the MOODLE platform. The second F2F is done at the end of each trimester where the lecturers involved in the trimester do meet with students normally in Dar es Salaam each for about 2 days hence 4 days for the two courses. Lecturers do respond to difficult areas encountered during reading the documents and also during the discussions. It is also the time lecturers may insist or clarify on some academic issues that are of interest to students. The Face to Face sessions (first or second) can be conducted in any regional centre with at least 10 students. This implies that one does not have to leave workstation to do this course (and other FASS courses).

Duration of Programmes and Tuition Fees

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The duration of the programmes is about 15months (about 9 months' coursework and 6 months of dissertation) for fast learners. The fee is TSh. 440,000 for each course including dissertation, which weighs 6 units. One unit (10 credits) = TSh. 220,000- most postgraduate courses weigh 2 units (20 credits).. The minimum number of units cfior this programme is 18 ie 12 for taught courses and 6 units for dissertation. This implies that the minimum tuition fee for this programme is Tsh. 220,000 X 18 units = Tsh. 3,960,000 Note that each examination is charged Tsh. 20,000 different from the tuition fee hence students should think of allocating Tsh. 120,000 for the 6 courses hence a comprehensive total fee is Tsh. 4,080,000. The fee is paid in installments per module hence at least TShs 880,000 per trimester if two courses per trimester (module) are taught. Any additional elective course undertaken by the student will be charged separately at a rate of Tsh. 220,000 per unit.

Assessment Regulations

The following regulations shall apply:

(i)   Assessment of examinations and coursework.
   - Each module carries 100% marks. The final examination counts for 50% of the total marks, participation in discussions in the moodle carries 20% and Term paper carries 30%. A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module

(ii)   Before the candidate is allowed to start writing a project report, he/she must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core modules listed.

(iii) The mode of evaluation for the project report comprises 100% and shall be evaluated internally.

(iv)   Candidate who fails in only ONE of the TWO courses undertaken in a semester shall be allowed to do supplementary examination.

(v)   Candidate who fails in TWO courses undertaken in a semester shall be discontinued from studies.

(vi)   A candidate who fails in a repeated subject shall be discontinued from the MA programme

(vii) A candidate whose overall grade point is below a "B" in the coursework part shall be discontinued from studies.

The following Grading system shall be applied:

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

a)   A Candidate who fails in only one of the FOUR courses undertaken in a semester shall be allowed to do supplementary examination.

b)   A candidate whose overall grade point is below a "B" in the coursework part shall be discontinued from studies.

MASTER OF SCIENCE IN ECONOMICS (MSc ECONOMICS)

The Masters of Science in Economics (Msc Econ) is offered by The Open University of Tanzania through its newly established Centre of Economics and Community Economic Development. The postgraduate study in economics is extremely imperative for individuals who make top strategic economic decisions and those involved in economic policy design, analysis, appraisal and implementation. The right dose of postgraduate study in economics is, therefore, essential in order to elevate and strengthen the analytical competencies and best practices that are increasingly required to solve complex issues in this modern era of globalization.

The objectives of Master of Science in Economics (Msc Econ) are to:

1.   Equip students with sufficient knowledge, skills and attitude that will enable them to work competently as professional economists in the government, international organizations, financial sector, business sector, etc.

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2. To provide a rigorous training in advanced economics; imparting students with a deeper understanding, awareness and advanced techniques involved in applied economics.
3. To build a solid foundation for a career in economic research
4. To prepare students for advanced studies in economics at doctoral level.
5. Provide training in advanced research methods required for solving economic problems

Programme Design
1. The proposed degree is 15 months, 200 credit units program
2. Each student of Master of Science in Economics shall be required to undertake five (5) core courses and two (2) elective courses.
3. The program will be offered through a cycle of two semesters. Each semester will be composed of four months.
4. There is a four weeks break before the beginning of the next semester
5. Students will spend six months to write a dissertation.

Programme Organization and Course Structure
The MSc degree involves intensive coursework, written examination and a dissertation. Each student takes seven taught modules, three core modules in the first semester, and two core course and oneelectives in the second semester. The proposed course structure is as follows:

Core Courses		Credits
OEC 600	Advanced Microeconomics	20
OEC 601	Advanced Macroeconomics	20
OEC 602	Advanced Mathematics for Economists	20
OEC 603	Advanced Econometric	20
OEC 604	Macroeconomic Policy for Developing Countries	20
OEC 613	Advanced Research Methodology	20
OEC 699	Dissertation	60
Elective Courses(Choose at least one elective)		
OEC 610	Economics of Money, Banking and Financial Markets	20
OEC 605	International Economics	20
OEC 607	Public Economics	20
OEC 611	Environmental Economics	20
Total		**180**

The dissertation of minimum 15,000 and maximum length 20,000 words will typically be a piece of supervised research of an acceptable standard, including a brief critical review of the literature in the relevant area. It should also include an empirical analysis which employs some techniques acquired from econometric theory and/or mathematics for economists.

Assessment Regulations
The following regulations shall apply:
1. Assessment is by examinations and coursework.
2. Each module carries 100% marks. The final examination counts for 50% of the total marks. Coursework carries 50% of the total marks
3. A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module
4. Before the candidate is allowed to start writing a dissertation, he/she must successfully complete the coursework part with a mean overall grade of "B" or above in all chosen /pursued core modules listed.
5. The mode of evaluation for the thesis comprises 100% and shall be evaluated internally and by external examiners.
6. Candidate who fails in ONE or TWO of the THREE courses undertaken in a semester shall be allowed to do supplementary examination.

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7. Candidate who fails in all THREE courses undertaken in a semester shall be discontinued from studies.
8. A candidate who fails in a repeated subject shall be discontinued from the programme
9. A candidate whose overall grade point is below a "B" in the coursework part shall be discontinued from studies.

Programme Mode of Delivery and Programme Duration
The programme is delivered through blended mode just like other taught masters programmes in the Faculty of Arts and Social sciences

Minimum Entry Requirements
A first or second class honours degree in economics or statistics/mathematics from The Open University of Tanzania or the equivalent qualification from other approved higher learning institutions. Candidates with a pass degree may be considered if:
(a) They have evidence of cumulative of at least post graduation training lasting at least 6 months.

MASTER OF ARTS IN MONITORING AND EVALUATION (MA M&E)
The Master of Arts in Monitoring and Evaluation (M.A., M&E) is an academic programme which seeks to develop sound and in-depth understanding on theoretical and practical aspects of monitoring and evaluation. This programme adopts standard methods, techniques and best practices that are increasingly employed by international organizations such as the United Nations Development Programmes (UNDP) and the World Bank in conducting monitoring and evaluation of development programmes in developing countries. Such methods, techniques and practices not only expose but also equip students with sufficient knowledge, skills and attitude that are analytically and logically informed by results based outcomes and impacts in development programmes. The underlying philosophy under this programme is underpinned by the overarching objective of producing competent experts who are proficient in carrying out monitoring and evaluation assignments in large scale development programmes. The programme is designed for students who possess a first degree in any discipline seeking to develop a career in a result based monitoring and evaluation programs. It is also designed to enhance applied research skills for those aspiring to pursue advanced studies in monitoring and evaluation

Aim of the Programme
(a) To introduce students to fundamental concepts, principles and techniques needed for effective project monitoring and evaluation;
(b) To develop an understanding of the methodological factors that can be used for selecting, defining, planning, controlling, monitoring and delivering projects;
(c) To impart knowledge of the basic concepts and analytical tools that underpin planning for monitoring and evaluation;
(d) To develop an understanding of the issues and approaches to designing monitoring and evaluation system
(e) To equip students with in-depth skills on research and statistical methods for impact evaluation.
(f) To give students knowledge and skills on cost benefit analysis, risk management in monitoring and evaluation as well as environmental impact assessment.

Programme Design, Organization and Mode of Delivery
Programme Design
(a) The proposed degree is 15 month, 180 credits program
(b) Each student of Master of Arts in M&E shall be required to undertake six modules.
(c) The program will be offered through a cycle of two semesters.
(d) Students will spend six months to write a dissertation project.

Programme Organization
The MA (M&E) degree involves coursework, written examination and a dissertation. Each student takes six taught modules before writing a dissertation. The proposed course structure is as follows:

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Code	Compulsory Course (core)	Credits
OEC 620	Fundamentals of Project Planning and Management	20
OEC 621	Principles and Practices of Monitoring and Evaluation	20
OEC 622	Research Methods and Statistics for Impact Evaluation	20
OEC 623	Planning for Monitoring and Evaluation System	20
OEC 624	Designing for Monitoring and Evaluation System	20
OEC 699	Dissertation	60
Electives (Choose one course)		
OEC 625	Cost Benefit Analysis: Theory and Application	20
OEC 626	Risk Management in Monitoring and Evaluation	20
OEC 627	Environmental Impact Assessment	20
Total		**180**

Programme Mode of Delivery and Programme Duration
The programme is delivered through blended mode just like other taught masters programmes in the Faculty of Arts and Social sciences

Assessment Regulations
The following regulations shall apply:
(i)   Assessment of examinations and coursework.
▪   Each module carries 100% marks. The final examination counts for 50% of the total marks. Coursework carries 50 % of the total marks
▪   A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each module
(ii)   Before the candidate is allowed to start writing a project report, he/she must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core modules listed.
(iii)   The mode of evaluation for the project comprises 100% and shall be evaluated internally and by external examiners.
(iv)   Candidate who fails in only ONE of the TWO courses undertaken in a semester shall be allowed to do supplementary examination.
(v)   Candidate who fails in TWO courses undertaken in a semester shall be discontinued from studies.
(vi)   A candidate who fails in a repeated subject shall be discontinued from the MA programme
(vii)   A candidate whose overall grade point is below a "B" in the coursework part shall be discontinued from studies.

The following Grading system shall apply:

GRADE	MARKS	GRADE POINT	QUALITY
A	70% - 100%	4.4 - 5.0	Excellent
B+	60 - 69%	4.0 - 4.3	Very Good
B	50 - 59%	2.0 3.9	Good Pass
C	40 - 49%	2.0 - 2.9	Marginal Fail
D	35 - 39%	1.0- 1.9	Fail
E	0 - 34%	0.- 0.9	Absolute Fail

Final Award Classification /Graduation Requirements
The pass mark for any course shall be the attainment of grade "B" or 50%. Any candidate, who successfully completes the required modules, shall qualify upon approval by Senate, for the award of Masters of Arts in Monitoring and Evaluation of The Open University of Tanzania.

Admission Requirements
The prospective applicants must posses a first degree with first class or upper second class in any field from accredited universities. In addition, prospective students are envisaged to be competent in the field of elementary mathematics and statistics.

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7.0 DEPARTMENT OF TOURISM AND HOSPITALITY
7.1 MASTER IN TOURISM PLANNING AND MANAGEMENT (MTPM)

The Masters in Tourism Planning and Management (MTPM)'s main objectives are threefold; firstly is to prepare future professionals to strategically manage and make sustainable and effective decisions in placements of high responsibility in tourism institutions; secondly is to provide future professionals with an integrated knowledge of the dynamics of tourism development, the principles of sustainable management, environmental issues, the role of cultural diversity and creativity for innovation and the governance of tourism networks the quality management of customer services; and thirdly is to train future researchers in the field of tourism management. More importantly, the course aims to train students to view tourist activity from a global perspective, to meet the demands of an international environment and its effect on public organizations, private companies and research activity, within the parameter of sustainability.After successfully concluding the programme, students will:

(i)   Demonstrate knowledge and understanding within the main field, including both an overview of the area and advanced knowledge in central terms and relationships within tourism, also including a deeper insight into current research and development fields,
(ii)   Demonstrate deeper methodological and scientific knowledge of Tourism Studies,
(iii)   Have the ability through their own work to develop the integration of knowledge to deal with complex problems and to formulate judgments based on scientific approaches,
(iv)   Communicate findings and the underlying knowledge to tourism specialists and professionals as well as less technical audiences - nationally and internationally.
(v)   Have developed the ability to study independently to participate in advanced scientific research and development activities,
(vi)   Be able to apply scientific methods and approaches in response to needs for new knowledge in tourism as well as needs for development of further expertise within the field.

Programme Structure
Students registered for MTPM coursework and dissertation must complete the coursework part with an average grade of 'B' (GPA of at least 3.0) before they are allowed to proceed with dissertation research phase. Students shall take a total of 18 units (12 units of coursework and 6 units of dissertation). The MTPM focuses on the existing management staff in the Tourism Industry. It combines both vocational orientation and provision of relevant studies in the Tourism Industry to meet the pressing need of high level manpower. The programme is offered by course work and dissertation through evening classes executive and blended- distance mode. At the moment, there are three centres encompassing Dar es Salam, Arusha and Zanzibar. From October of this academic year, the programme will commence in Kigali Rwanda.

Entry qualifications:
The entry qualifications are as prescribed in the university regulations

Duration of the Programme
The Masters in Tourism Planning and Management programme will last within three modules that will consist of in depth studies in chosen fields of tourism, organized and taught in the evenings and executive mode. After the completion of course work students will start working on their research. At least students will spend 18 months to finish the programme. Note the programme will follow the university regulation and code of conduct.
The programme is delivered through blended mode just like other taught masters programmes in the Faculty of Arts and Social sciences

Course Content		Status	Units
OTM 601	Theories and Practice of Tourism	Core	2
OTM 602	Tourism Policy and Planning	Core	2
OTM 603	Approaches to Hospitality Management	Core	2
OTM 604	Tourism and Hospitality Entrepreneurship	Core	2
OTM 605	Tourism Marketing and Promotion	Core	2
OTM 606	Sustainable Tourism Development	Core	2

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OTM 698	Advanced Social Science Research Methods and Dissertation	Core	6
Total Units			**18**

Fees Structure
The fee for all university programmes is published in the relevant section in this prospectus.

8.0   DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK
8.1   MASTER OF SOCIAL WORK PROGRAMME (MSW)
Objectives
The aim of the programme is to produce social workers who are well knowledgeable, organized and professional as well as practical. They should be able to provide social work services that are necessary competent to the vulnerable sectors of the society such as children, youth, the old and most vulnerable population effectively in the community and various social settings. The Faculty Objectives are to produce grandaunts at undergraduate and post graduate levels of MSW and Ph.D.

Specific Objectives
(i) Train students in Masters of Social Work
(ii) Produce adequate graduates in social work so as to contribute to the national demand for highly trained social workers

Organization of the MSW Programme
The programme is delivered through blended mode just like other taught masters programmes in the Faculty of Arts and Social sciences

Qualifications
Applicants will be required to have a first degree in Social Work with a second class score. Applicants with advanced diploma in social work are welcome to apply. Admission can also be considered for graduates in Public administration, public health, community development, psychology, medicine, gender and other relevant fields of study.

Grading
Grading will be 75% for the course work and 25% research. The 75% for course work will include participation in class discussion for the face to face sessions of the hybrid mode of delivery, demonstrating social work practice skills during field work, writing papers, taking tests and final examination. The dissertation research activities will involve preparing a research proposal, presenting it, collecting both primary field data and secondary data, processing and analyzing data and writing report for submission with intent on dissemination for advancing evidence-based social work practice.

The Fees
The fee for all university programmes is published in the relevant section in this prospectus.

Course Structure
Courses offered for MSW include 4 core courses, field practicum and dissertation, including one elective to choose from the 4 available elective options as shown below. Elective courses will begin followed by the core courses identified on the table below. Every candidate will be required to select one elective course (it is very important that one choose an elective course which will facilitate his/her choice of fieldwork agency as well as a research topic) for effectiveness.

Course code	Course Title	OUT Units	TCU Credits
OSP 602	Advanced Clinical Social Work	2	20
OSP 603	Advanced Administrative and Community Social Work	2	20
OSP 604	Advanced Social Welfare Policy	2	20
OSP 605	Advanced Social Work Research Methodology	2	20
OSP 606	Post-Graduate Field Practicum (600 hours)	2	20
OSP 607	Dissertation	6	60

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Elective Courses (Select one course for your specialization)			
OSP 610	Leadership with Children and Families Services	2	20
OSP 611	Leadership in Health Services	2	20
OSP 612	Leadership in Development & Emergency Response	2	20
OSP 613	Leadership in Social Work Education	2	20
Total		**18**	**180**

Note: **6 courses (OSP 602 to OSP 607)** are **Core** *and the rest 4 courses are Electives. A student must accumulate a total of* **180 credits** *to graduate out of which* **80** *are for* **Practicum** *and* **Dissertation**. *The remaining* **100** *are from taught courses.*

8.2 MASTER OF ARTS IN GENDER STUDIES (MA GS)

Program overview

The purpose of the Master of Arts in Gender Studies programme is to produce scholars who are conversant to address the complex issues related to gender disparities in Tanzania, specifically, and in Africa at large. The OUT Gender Studies programme thus intends to provide professionals who can engage with the familiar yet challenging subject of how gender structures influence our world. It is hoped that a scholarly understanding of gender disparities and gender inequalities among officials in the private and governmental sectors as well as in academia would help eradicate gender imbalances through employing well researched and articulated gender mainstreaming initiatives. The programme will offer students the opportunity to work with scholars and peers who share a focus on gender as a category of analysis. The main purpose of the Master of Arts in Gender programme is to produce scholars with quality graduate qualifications to address issues of gender disparity, gender discrimination, and gender violence. In addition, MA in Gender Studies programme will have the academic ability and the competence to apply the acquired theories, research skills, and knowledge to critically evaluate and determine the quality and the validity of any women/gender mainstreaming materials, research, and or project. The graduands will also have acquired the qualifications for admission into a PhD programme in Women and/or Gender Studies. Finally, the Gender Studies programme will prepare students for virtually every career, such as journalism, education, international development, community service, social work, activism, and health, in which consciousness and analysis of gender are useful and often essential.

Student profile

The programme is open to anyone with qualifications acceptable as per 2.1 above, which stipulates the acceptable standards for The Open University of Tanzania graduate studies in the Social Sciences.

Programme objectives

By the end of the programme, a graduate student of the programme will be able to:
(i)   Demonstrate a deeper knowledge of both conceptual and empirical approaches to women and gender issues.
(ii)   Exhibit an awareness of the context and extent in which and to which gender disparities operate.
(iii) Exhibit an enhanced capacity in applying critical and analytical skills in conceptualizing the issues of women and gender;
(iv)   Demonstrate advanced ability to undertake tasks and carry out women and gender research under minimal guidance
(v)   Demonstrate highly developed skills in communication, presentation, report writing and argumentation.

Programme Design

Code	Course title	Status	Credit
OGS 600	Feminist/gender theories	Core	20
OGS 601	Principles of gender construction, deconstruction & gende mainstreaming	Core	20
OGS 602	Gender & economics	Core	20

OGS 603	Gender and Development	Core	20
OGS 604	Gender research methodology and dissertation	Core	60
Elective Courses (Select at least 2 courses)			
OGS 605	Gender, technology &education	Elective	20
OGS606	Gender language, &culture	Elective	20
OGS607	Gender, health, & social issues	Elective	20
OGS608	Legal issues in gender	Elective	20
OGS609	Gender and Environment	Elective	20
OGS610	Gender, literature, & representations	Elective	20
Total Credits			**180**

Programme duration

The Course duration will be for a minimum period of eighteen (18) months. Completion of the study will depend on individual efforts. However, the period for studying shall be extended by Senate if after 4 years (48 months) it is satisfied that there are reasonable grounds for increasing the time.

Programme mode delivery

Lectures shall be delivered through the blended learning mode that combines on-line learning and face-to-face sessions, tests, research assignments and a research project.

Evaluation of the programme

The evaluation of the programmes will be through course work, examinations, and written assignments. Except for the research project, courses will be evaluated as follows:

Term paper and assignments..30%
Main Timed Test 20%
Written end of course examinations................................50%
Total...100%

The pass mark for course work shall be 50%. A candidate who has not completed at least half of the course work shall not be allowed to proceed to research work. However students will be encouraged to start developing research proposal from the time they start course work.

8.3.   POSTGRADUATE DIPLOMA IN SOCIAL WORK (PGDSW)

The Department of Social Work and Sociology has designed a one year Postgraduate Diploma in Social Work (PGDSW) which started in 2013. This programme is offered through (hybrid mode and ODL mode). The programme provides basic knowledge to students intending to pursue a Master of Social Work (MSW) but do not have the basic knowledge. The Master of Social Work Programme (MSW)-(hybrid mode) commenced in December 2012. This replaces the previous curriculum of MA Social Work which was offered through evening and ODL modes. The MA SW programme will no longer be offered from the new academic year, 2013/2014.

Entry qualification for the Postgraduate diploma in Social Work

The programme is open to anyone with a bachelor's degree, an advanced diploma or postgraduate diploma from any field of study other than social work having a B grade Pass (from a recognized institution).

Assessment for Postgraduate Diploma in Social Work

All courses shall be examined during the academic year in which they are studied. The assessment for the programme will include timed test which carries 30% of the total marks that shall consist of a two hour written test in the middle of the academic year. At the end of the programme, a three hour examination is administered to students as a final assessment; this carries 70% of the total marks; this makes 100% total marks. A candidate must also pass field practicum which carries (100%) to be awarded Postgraduate Diploma in Social Work.

The Courses for Postgraduate Diploma in Social Work Programme are as shown in the table below:

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COURSE CODE	COURSE TITLE	STATUS	OUT Units	TCU Credits
OSP 501	Social Work Professional Ethics	Core	2	20
OSP 503	Human Behaviour and the Social Environment	Core	2	20
OSP 504	Social Work Practice with Individuals, Families and Groups	Core	2	20
OSP 506	Social Work Practice with Communities and Organizations	Core	2	20
OSP 508	Introduction to Filed Practice	Core	2	20
OSP 509	Social Welfare Policy Analysis and Evaluation	Core	2	20
OSP 510	Field Practice (Block)	Core	2	20
Total			**14**	**140**

Notes:
*Total units for the programme will be **140 (TCU Units)** which is equivalent to **14 OUT Units** being the requirement for PGDSW students to graduate.*

The Fees
The fee for all university programmes is published in the relevant section in this Prospectus.

The department will begin a Master of Arts in Sociology degree course expected to be run through executive and hybrid modes soon after obtaining accreditation from TCU.

9.0. DEPARTMENT OF JOURNALISM AND MEDIA STUDIES
9.1. MASTER OF ARTS IN MASS COMMUNICATION (MA MC)
Programme Overview
The Master of Arts in Mass communication is designed to meet the needs of labour market and educational needs of recent graduates and professionals. The program's curriculum emphasizes the integrated nature of the communication discipline. For example, the program offers education in Communication research, theories of mass communication, public opinion and media, , communication regulations, communication ethics and communication planning. Therefore, the programme aims to provides the opportunity for career enhancement and/or further graduate studies.

Programme Design
The MA Mass communication programme content is divided into three parts. One of these parts comprises of 5 core subjects while the second part comprise of a dissertation which is also core and carries 6 units. The third part entails 2 electives. The core courses run from 600 series that include **OMC 600, OMC601, OMC 602, OMC 603, OMC 604, OMC 606** and **OMC 607** each carries 2 units. In order to graduate a student must complete 18 units (equivalent to 180 TCU credits) i.e. 5 core taught courses, one elective course which shall determine the student's area of specialization and a dissertation.

Course Structure

Course code	Course title	Status	TCU Credits	OUT Units
OMC 600	Mass Communication Theories and Models	Core	20	2
OMC 601	Mass Communication Regulations	Core	20	2
OMC 602	Mass Communication Ethics	Core	20	2
OMC 603	Public Opinion and Mass Media	Core	20	2
OMC 604	Advanced Mass Communication Research Methodology	Core	20	2
OMC 605	Master's Dissertation	Core	60	6
OMC 606	Mass Communication Planning and Management	Elective	20	2
OMC 607	Strategic Corporate Communication	Elective	20	2
Total			**180**	**18**

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Elective Subjects

A candidate is obliged to take only one subject from the elective subjects. The elected subject will determine his or her area of specialization i.e. OMC 606 Mass Communication Planning and Management or OMC 607 Strategic Corporate Communication.

Programme Mode of Delivery

Candidate registered for a Master of Arts in Mass Communication (M.A. MC) shall carry out studies by using Blended Mode. The programme is delivered through blended mode just like other taught masters programmes in the Faculty of Arts and Social sciences

Programme Duration

A maximum period for undertaking the M.A. MC will be four years. However, there will be nothing to prevent a candidate from completing their courses of study within three trimestars after registration. Time for studying shall be extended by Senate if it is satisfied that there are reasonable grounds to do so.

Assessment Regulations

All courses shall be examined during the academic year in which they are studied. The assessment shall consist of participation on MOODLE discussion which will contribute 20%, term paper which will contribute 30% and a three hour annual examination at the end of the third trimester which will contribute 50% to the final grade.

9.2. *MASTER OF ARTS IN JOURNALISM (MA JOURNALISM)*

Programme Overview

The main objective of the MA Journalism Programme is to equip middle and senior professional media personnel with innovative knowledge, skills and values in news analysis, editorial writing and management. The need for the expertise in these areas arises from various factors including lack of news analysis and poorly written editorials in local media and presence of media managers who have not received training in media management.

Student Profile

The programme is open to applicants with a background of journalism and mass communication or social science subjects but preferably with a minimum of three years experience in active journalism or media related field. Applicants with a science background will also be considered admission if they meet the minimum entry qualifications. The programme will be open to relevant institutions both government and non-governmental and individual self-sponsored candidates upon proving that they are financial capable of meeting all the financial obligations demanded by the programme.

Programme Design

The MA Journalism programme content is divided into two parts. One of these parts comprises of 6 core subjects while the second part comprise of a dissertation which is also core and carries 6 units. The core courses run from 600 series that include **OJO 600, OJO 601, OJO 602, OJO 603, OJO 604, OJO 605** each of these carries 2 units and OJO 606 which carries 6 units.

Course Structure

Course code	Course title	Status	TCU credits	OUT Units
OJO 600	Editorial Writing and News Analysis	Core	20	2
OJO 601	Applied News Analysis	Core	20	2
OJO 602	Mass Media Regulations	Core	20	2
OJO 603	Mass Media Ethics	Core	20	2
OJO 604	Strategic Media Management	Core	20	2
OJO 605	Advanced Mass Media Research Methodology	Core	20	2
OJO 606	Master's Dissertation	Core	60	6
Total			**180**	**18**

Programme Mode of Delivery

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Candidate registered for a Master of Arts in Journalism shall carry out studies by using Blended Distance Mode

Programme Duration
A maximum period for undertaking the Masters of Arts in Journalism will be four years. However, there will be nothing to prevent a candidate from completing their courses of study within three trimestars after registration.

Assessment Regulations
All courses shall be examined during the academic year in which they are studied. The assessment shall consist of consist participation on MOODLE discussion which will contribute 20%, term paper which will contribute 30% and a three hour annual examination at the end third trimester which will contribute 50% to the final grade.

Fees Structure
The fee for all university programmes is published in the relevant section in this Prospectus.

Fee Payment
You must have paid the application fee of Tsh. 30,000 when applying for the program. Registration fees are paid to the university before commencement of the program. The tuition fee is payable to the Faculty of Arts and Social Science. The following is the payment modality showing the fee item, where to pay it, account number and to whom you should present your original bank pay in slip in order to obtain university official receipt.

Fee Item	BANK Details	Responsible Office At OUT
Registration OUTSO Fees Id Processing Fees	Research and consultancy Account Account NO: 01110101 5604 NBC Limited-Corporate Branch	Directorate of research and postgraduate studies
Tuition Fees	OUT MA Social Work ACCOUNT NO: **01J1014596800** CRDB BANK PLC, Kijitonyama Branch	Faculty of Arts and Social Science (FASS)

10.0 DOCTOR OF PHILOSOPHY DEGREE

10.1 Entry Qualifications
10.1.1 To obtain admission to Ph.D. degree programme of The Open University of Tanzania a candidate should hold a relevant Masters degree of OUT; or
10.1.2 The candidate should hold a relevant Master's Degree of equivalent standing from another approved University.

10.2 Registration
10.2.1 The registration of Ph.D. candidates shall follow a two stage (stage I & II) process as prescribed for Master's thesis candidates.

10.2.2 Candidates registered for the Ph.D. shall be required to register at the beginning of the first year of their studies and to renew their registration at the beginning of the subsequent years. Failure to renew registration shall mean automatic discontinuation from the studies.

10.2.3 A registered Ph.D. candidate shall be assigned a supervisor(s) appointed by the Senate on recommendation of the faculty. The supervisor(s) will be responsible for guiding the candidate in his/her research and shall, once every three months submit reports on the candidate's progress.

10.2.4 The duration of registration period shall not exceed *five years.* Failure by the candidate to complete the Ph.D. degree programme within the prescribed period shall lead to her or his

discontinuation from study, unless an extension is granted by the Senate. The maximum duration of the registration period shall not exceed *six years.*

10.3 Submission of Thesis

10.3.1 To qualify for a Ph.D. degree, the candidate must submit a thesis embodying the results of his/her research.

10.3.2 Each thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation.

10.3.3 In addition to writing a thesis, the Ph.D. candidate shall also appear for a *viva voce examination.*

10.3.4 The *viva voce examination* shall take place only after the Postgraduate Studies Committee and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of an acceptable standard.

FACULTY OF BUSINESS MANAGEMENT (FBM)

Introduction and Objectives
The Faculty of Business Management (FBM) came into existence following the Establishment Order No. 442 of 2002 as a supplement to Act No. 17 of 1992 which established The Open University of Tanzania. The Establishment Order provides for an independent and autonomous existence of the Faculty of Business Management, separate from the Faculty of Arts and Social Sciences.

The Faculty of Business Management evolved from a natural growth and expansion of OUT programmes and faculties. The Business Studies Section which formed part of the Faculty of Arts and Social Sciences (FASS), co-existed with FASS since 1994 when the first batch of students pursuing Business Studies registered with OUT. Since then, the students pursued B.Com and B.Com (Ed) programmes in the Faculty of Arts and Social Sciences and graduated in Bachelor of Commerce and Bachelor of Commerce with Education. The programmes were reviewed in 2006 leading to the awards of BBA and BBA with education and also later in 2011 leading to award of BBA degrees based on the area in which the student specialized including education. The B.Com and B.Com with education awards were allowed to coexist with the BBA programmes in a phasing out fashion. In the same year Bachelor of Human Resource Management (BHRM) was added to the undergraduate programmes portfolio. The Faculty also offers successful postgraduate programmes ranging from postgraduate diploma to Doctorate degree. From 2013/14 academic year, the BBA with education programme moved to Faculty of Education, although FBM still responsible for the teaching subjects.

Broad Objective
To enable students to acquire general business and management knowledge of both Tanzania and the World and provide them with the tools to assume middle and top level management positions for those who enter the labour market, pursue an academic career as PhD or DBA or become successful entrepreneurs in the case of those who seek self-employment.

Specific Objectives
To develop and run programmes that will expose students to modern business knowledge that will enable them to comprehend both theoretical and practical issues underpinning the operations of a business.
To develop and run programmes that will enable students acquire a wide range of transferable skills in such critical areas as business communication, research, critical thinking and creative problem solving.
To develop and run programmes that will enable students develop entrepreneurial awareness and encourage them to practice entrepreneurship.
To develop and run programmes that will enable students become competent management practitioners in the public, private and not for profit organizations - including NGOs.

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To become a centre of creating new knowledge and solutions to business problems by conducting research, publishing and disseminating such research finding which also contribute to high quality of teaching.

To organize training programmes of varied duration, including tailored programmes to fit the interests and needs of particular groups, institutions and individuals.

Undergraduate Degree Programmes

Bachelors of Business Administration (BBA)
Until 2009, the Faculty of Business Management has been offering B.Com, B.Com (with Education), BBA, and BBA (with education). In 2008, the Faculty decided to streamline its undergraduate degree programmes and also to review the content of its business studies curriculum. The review also involved a change in the coding system.

As an outcome of these processes the Faculty decided, with effect from 2010/2011 academic year, to offer only BBA in Accounting, Finance, Human Resource Management, International Business, and in Marketing. The number of courses were reduced and each course had been beefed up with more content, in many cases through merging, resulting into two units each. All students are required to do 36 units only to graduate irrespective of the BBA programme one is studying. The BBA with education programme which used to be offered jointly with Faculty of Education is now housed in the Faculty of Education. Faculty of Business Management still contributes the teaching subjects (business courses) in the programme. From the 2013/14 academic year, students in BBA with education programme must have two teaching subjects. Therefore, students registered in the BBA with Education programme from the 2013/14 onwards are advised to follow carefully details of the programme in this prospectus under the Faculty of Education and establish how these changes will affect their learning paths.

The course codes are based on departments. OAF serves for the Accounting and Finance Department courses; OME for the Marketing and Entrepreneurship Department courses; and OLG for the Leadership and Governance Department courses. Furthermore, the numeric codes have specific meaning. The first digit stands for the level of study (Levels 1, 2, and 3) while the last two digit stand for the serial number of the course in the department.

You must apply for the BBA programme in the area of your interest right from the outset; namely: BBA in Accounting, BBA in Finance, BBA in Human Resource Management, BBA in International Business, and BBA in Marketing. In addition to the business courses specified in a give programme of study, students must also do four university-wide courses, namely, ODS 101A, ODS 101C, OCP 100 and OFP 017. The first two are offered in the Faculty of Arts and Social Sciences (FASS), the third from The Faculty of Science, Technology and Evironmental Studies (FSTES), and the fourth in the Institute of Continuing Education (ICE). Students gaining admission into the BBA programmes through the Foundation Programme option are allowed to carry credits earned in OCP 100 and OFP 017 provided they passed each individually. Consequently, each BBA programme will have four university-wide units, twenty faculty-wide units and twelve units from their chosen degree programme. Successful candidates will graduate in either BBA in Accounting, BBA in Finance, BBA in Human Resource Management, BBA in International Business, or BBA in Marketing. The programme structure for each degree programme is presented hereunder.

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING (BBA ACCOUNTING)

(Department of Accounting & Finance)
Level One

C/Code	Course Name/ Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and information Technology I	1	10
ODS 101 A	Concepts and Theories of Social Development	1	10
ODS 101 C	Political and Social Development in Africa	1	10
OFP 017	Communication Skills	1	10

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OLG 111	Principles of Human Resource Management and Administration	2	20
OAF 111	Principles of Accounting	2	20
OAF 112	Business Mathematics and Statistics	2	20
OAF 121	Finance I	2	20
	Total no. of units	12	120

Level Two

C/Code	Course Name/ Title	Units	Credits
OAF 211	Intermediate Accounting	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total no. of units	12	120

Level Three:

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

Total Number of Units for BBA (Accounting) = 36

BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE (BBA FINANCE)

Level One

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

Level Two

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

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Level Three

C/Code	Course Name/ Title	Units	Credits
OAF 221	Management and Cost Accounting	2	20
OAF 313	Micro Finance Management	2	20
OAF 314	Finance III	2	20
OAF 322	International Finance	2	20
OAF 323	Financial Markets and Institutions	2	20
OBM 399	Field Practical	2	20
	Total no. of units	12	120

Total Number of Units for BBA (Finance) = 36

BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT (BBA HRM)
(Department of Leadership & Governance)

Level One

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

Level Two:

C/Code	Course Name/ Title	Units	Credits
OME 211	Principles of Marketing	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total no. of units	12	120

Level Three:

C/Code	Course Name/ Title	Units	Credits
OLG 223	Workforce Planning	2	29
OME 311	Organizational Behaviour	2	20
OLG 311	Training and Development	2	20
OLG 321	Labour Law	2	20
OLG 322	Labour Relations	2	20
OBM 399	Field Practical	2	20
	Total no. of units	12	120

Total Number of Units for BBA HRM = 36

BACHELOR OF BUSINESS ADMINISTRATION IN INTERNATIONAL BUSINESS (BBA IB)

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(Department of Leadership and Governance)

Level One:

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

Level Two:

C/Code	Course Name/ Title	Units	Credits
OME 211	Principles of Marketing	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total no. of units	12	120

Level Three:

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

Total Number of Units for BBA (IB) = 36

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (BBA MARKETING)
(Department of Marketing & Entrepreneurship)

Level One

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

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Level Two:

C/Code	Course Name/ Title	Units	Credits
OME 211	Principles of Marketing	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total no. of units	12	120

Level Three:

C/Code	Course Name/ Title	Units	Credits
OME 221	Marketing Strategy, Planning and Control	2	20
OME 311	Organisational Behaviour	2	20
OME 313	Services Marketing and Customer Care	2	20
OME 321	Sales Management	2	20
OME 322	International Marketing	2	20
OBM 399	Field Practical	2	20
	Total no. of Units	12	120

Total Number of Units for BBA (Marketing) = 36
Total Number of Units for BBA (Marketing) = 36

Entry Qualifications
Applicants should fulfill the following conditions (to be ready together with the General University Regulations)

Option I
Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with passes in FOUR approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent.
        and
        Either
Two principal Level passes in Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent where the sum of points in the two subjects must be 4.0 and above
        or
An appropriate equivalent Diploma/Certificate approved by the Senate of The Open University of Tanzania. (The sum of points in Diploma must be 3.0 and above)

Diplomas required for admission in Bachelor of degree under the Faculty of Business Management
Diploma in human resource management
Diploma in business administration
Ordinary diploma in records and archives management
Ordinary diploma in secretarial studies
Diploma in community development
Ordinary diploma in industrial relations
Diploma in public administration
Ordinary diploma in local government administration
Diploma in counselling psychology
Diploma in primary teachers education
Diploma in Education
Ordinary diploma in development planning
Ordinary diploma in community development and social work
Diploma in international business

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Ordinary diploma in freight clearing and forwarding
Diploma in business administration and procurement
Diploma in microfinance management
Diploma in economics
Ordinary diploma in procurement and logistics management
Diploma in computer science
Ordinary diploma in statistics
Ordinary diploma in procurement and supply management
Ordinary diploma in procurement and supply
Ordinary diploma in banking and finance
Ordinary diploma in business and project management
Ordinary diploma in accounting
Diploma in business administration and accounting
Ordinary diploma in records management
Ordinary diploma in information technology with accounting
Ordinary diploma in computing and information technology
Diploma in co-operative management and accounting
Ordinary diploma in banking and finance
Any other relevant Diploma

Option II
Candidates who do not qualify under options I may register for Foundation Programme (OFP) offered by The Open University of Tanzania. Those who pass examinations set at the end of the course will be eligible for registration for any of the degree programmes in Business Administration listed above, provided that they took relevant subject combination in the OFP.

Option III
Candidates with awards from other Institutions of Higher Learning will be considered on their own merit. These include a degree or an advanced Diploma in a relevant field.

2.2.   Bachelor of Human Resource Management (BHRM)
Bachelor of Human Resource Management is an independent programme from the newly streamlined BBA programme. In contrast to the BBA programmes detailed in Section 2.1, the Bachelor of Human Resource Management (BHRM) prepares students to become professional human resource managers. The programme aims to enable the students acquire knowledge and skills in human resource management and apply them in various organizational performance processes in all sectors of the economy.

Objective of the Programme
The main objectives of the BHRM include providing opportunities to acquire knowledge and skills in the area of human resource management.

Entry Qualifications
As specified in the BBA programme

STRUCTURE OF THE BACHELOR OF HUMAN RESOURCE MANAGEMENT
Level One

Code	Course Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and information Technology I	1	10
OFP 017	Communication Skills	1	10
OAF 111	Principles of Accounting	2	20
OLG 117	Performance Management	2	20
OLG 116	Labour Economics	2	20
OLG 111	Principles of Human Resource Management and Administration	2	20
****	Elective	2	20

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	Total no. of units	12	120

Level Two

Code	Course Title	Units	Credits
OLG 221	Business Research methods and philosophy	2	20
OLG 213	Strategic Human Resource Management	2	20
OLG 222	Business Law and Ethics	2	20
OLG 223	Workforce Planning	2	20
****	Elective	2	20
****	Elective	2	20
	Total no. of units	12	120

Level Three

Code	Course Title	Units	Credits
OME 311	Organizational Behavior	2	20
OLG 311	Training and Development	2	20
OLG 321	Labour Law	2	20
OLG 322	Labour Relations	2	20
****	Elective	2	20
OBM 399	Field Practical	2	20
	Total no. of units	12	120

****Electives courses
Select any four electives to cover the indicated slots in levels I, II and III

Code	Course Title	Units	Credits
OLG 115	Operations Management	2	20
OAF 121	Finance I	2	20
OLG 122	International Human Resource Management	2	20
OME 211	Principles of Marketing	2	20
OLG 216	Diversity at Workplace	2	20
OLG 217	Work Place Health and Safety	2	20
OME 312	Entrepreneurship and Business Planning	2	20
OLG 314	Strategic Leadership Governance and Conflict Management	2	20
OLG 315	Group Dynamics and Team Building	2	20

Assessment
Same as in the BBA programme

3.0 HIGHER DEGREE PROGRAMMES IN BUSINESS MANAGEMENT
3.1 POSTGRADUATE DIPLOMA IN BUSINESS STUDIES (PGDBS)
3.1.1 INTRODUCTION
The Postgraduate Diploma in Business Studies is a general business management higher diploma, which prepares graduates for a range of executive and business management careers. It is equally valuable for the person who aspires to such a role, by helping them to gain the knowledge and understanding necessary to carry it out. Above all the course is a bridge to those aspiring for masters' degree but they do not have enough qualifications.

3.1.2 GENERAL OBJECTIVES OF THE PGDBS PROGRAMME
The educational aims of the programme are:
To develop knowledge, skills and competence to the level where students can make a professional contribution to the management and administration of businesses;
To enable students to develop an understanding and knowledge of the management of businesses;
To prepare students to undertake higher and professional roles in management;
To enable students to acquire necessary skills and competence in pursuing higher degrees in business and management; and
To enable students to develop skills of investigation, analysis and presentation.

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3.1.3   ENTRY QUALIFICATIONS

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

Must have a degree of any classification of the Open University of Tanzania or have an equivalent degree from other universities or recognized/accredited higher learning institutions.

Applicants holding unclassified degrees with grades which do not qualify them for a direct entry into Masters Degree.

Applicants with an advanced diploma from any recognized institution may also be considered provided that they have passed all courses.

Applicants enrolled for professional examination e.g. CPA(T) of the NBAA and CPSP of the PSPTB will be considered provided that at the time they lodge their application they have already attained Module D of the CPA or Professional stage III of the CPSP, through sitting formal examinations, and they have in addition a pass in sixth form education

3.1.4   PGDBS PROGRAMME STRUCTURE

The programme is structured under the assumption that learners will spend one academic year to complete the programme. The programme has a total of 16 units comprising six modules, each of which has a weight of two units and a project which carries four units. Each student shall be required to undertake all units offered in the programme. However, learners shall study and pass the prescribed courses in the first place before being allowed to do their project.

MODULE I			
Module Code	Module Title	Units	Credits
OME 531	Entrepreneurship Development	2	20
OME 532	Marketing Management	2	20
OAF 531	Business Mathematics and Statistics	2	20
MODULE II			
Module Code	Module Title	Units	Credits
OLG 631	Strategic Human Resource Management	2	20
OLG 632	ICT in Business Management	2	20
OAF 632	Managerial and Financial Accounting	2	20
PROJECT:			
OBM 599	Comprehensive Business Plan	4	40

3.1.5   PROGRAMME DELIVERY

The programme is offered under blended, Evening and Executive modes

The Executive Mode

The mode is conducted in an enhanced face to face sessions, each addressing a different learning constraint. The programme shall run as per Open University academic calendar and intake size is based on class capacity in seven centres namely Arusha, Dar es Salaam, Dodoma, Mbeya, Mwanza, Shinyanga and Zanzibar and at any centre provided that the minimum number of required students are availableStudents should note that for resource optimization reasons and also depending on student numbers, (i) Module two classes are taken with MBA classes, and (ii) Module one classes may be organized at a centre other than your own chosen centre. From (i), it follows that students in this mode of study may begin learning the courses in module two first and thereafter module one courses.

There will be a two months break between modules. Each course will be covered in five days. The assessment plan for the executive mode will be as follows:

1Term papers submitted through moodle e-learning platform - 30%

Moodle participation-20%

Final Examination - 50%

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Orientation related to the preparation of Business plan will be conducted immediately after doing the final examinations for Module II which will be conducted at the centres, unless otherwise communicated and students are expected to end up with a draft of a Business Plan. Students will be assigned a supervisor to guide in finalizing the plan and produce the Comprehensive Business Plan for examination.

The Evening Mode

The evening mode of delivery may appeal to any centre with minimum number of the required students. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks and thereafter students will break for two weeks.

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

1Term papers submitted through moodle e-learning platform - 30%

Moodle participation-20%

Final Examination - 50%

After a brief break, the second module courses will be taken up in the second semester. Also students in this mode should note that for resource optimization reasons and due to student numbers, they may be required to take module two courses first with the MBAs and thereafter module one courses, after completion of all courses, students will be oriented on the preparation of Business plan in a face to face session where they will come up with a draft of a Business Plan. Students will be assigned a supervisor to guide them in finalizing the plan and produce the Comprehensive Business Plan for examination.

Blended Mode

Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to adopt the blended model. This mode follows the Open and Distance Learning (ODL) mode and moodle platform which is the mainstay of OUT. Students will start the academic year in every quarter by an orientation week whereby they will also register themselves online. After paying the required fees, students will be provided with SARIS accounts and proceed to study the registered courses. They will also be required to register for examinations in the courses registered as directed by the Directorate of Examinations Syndicate (DES) as per the University's examination calendar.

Assessment

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

1Term papers submitted through moodle e-learning platform - 30%

Moodle participation-20%

Final Examination - 50%

3.2.   MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAMME

3.2.1   INTRODUCTION

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

3.2.2   GENERAL OBJECTIVES OF THE MBA PROGRAMME

The main objective of the MBA programme is to prepare and equip graduates with general training in cross-organizational perspectives of business and specialised training in career–oriented management areas such as Finance, Human Resources Management, Marketing, Leadership and Governance, and Transport and Logistics.

For this reason, the programme will specifically enable participants to:

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acquire the requisite general and specialised knowledge and understanding of the business processes and their environment;
develop both theoretical and practical skills for effective management;
acquire analytical skills and competencies in assessing business opportunities and challenges;
acquire the spirit of entrepreneurship for business development and job creation; and
acquire tools for analysis and skills for research.

3.2.3   ENTRY QUALIFICATIONS
The programme is open to candidates with a variety of background and interests in either general or specific management functional area. However, prospective candidates must satisfy the following minimum requirements:
Must have a first or second class honours degree of the Open University of Tanzania, or
Must have an equivalent honours degree from other universities or recognized /accredited higher learning institutions.
Applicants holding unclassified degrees (e.g. M.D.) must have at least a B grade average
Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.7; have worked for at least 2 years in an organisation, after graduation and have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board
Applicants with recognized professional qualifications, e.g. CPA, CPSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition:
A pass in sixth form education;
Have worked for at least 2 years in an organisation, after graduation; and
Have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.

3.2.4   MODES OF DELIVERY
The Faculty of Business Management offers the MBA programme by thesis and by coursework. MBA by Thesis is offered to candidates with business education and strong verifiable research background. Candidates will have the opportunity to specialize in, Finance, Marketing, Human Resource Management, Leadership and Governance and Transport and Logistics. Other areas of specialization will be added later on depending on the level of demand. The MBA by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes. The MBA (evening) programme may appeal mainly to residents of Dar es Salaam or any centre with a minimum number of required students. The MBA executive mode is offered in 5 centres in the country, namely; Dar es Salaam, Arusha, Mbeya, Mwanza, and Zanzibar or any other centre with minimum number of students. Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MBA blended programme. This mode is available anywhere in Tanzania and abroad. Current centres are in Nairobi (at Egerton University), Namibia (at Triumphant College, Windhoek) and Rwanda.

MBA PROGRAMME STRUCTURES

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

Strengthening Capacity
This particular activity is rationalised on the different learning environment associated with distance mode of learning. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes. Students must contact their nearest Regional Centre offices for details,

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timing and venues. The purpose of the part-time residential classes is to minimise the potentially negative impact of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on one's needs. Students must register with Director of Regional Centres so that they are not missed out in any communication.

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

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

3.2.5.2   MBA by Coursework and Dissertation
The MBA programme has also undergone a major review. The number of courses has been reduced and the codes have been reviewed to follow the departmental codes. The dissertation part has been merged with the research methodology course and its weight reduced to a total of six units. All students will have an opportunity to specialize in one of the five areas; namely, finance, marketing, leadership and governance, human resource management and transport and logistics. The latter was introduced a new in the academic year 2011/2012 and it is run jointly with the National Institute of Transport (NIT). The Open University of Tanzania is the awarding authority. As a result of this review, the Faculty expects that students will spend lesser time on coursework and more on the dissertation. The delivery schedules will also vary as detailed hereunder.

Programme Structure
The programme consists of six (6) core courses, three (3) courses from one's area of specializaion which carry a weight of two (2) units each and Research methodology course with an academic dissertation which carries six (6) units to make a total of twenty-four (24) units to complete the programme. Core units provide a foundation of knowledge and understanding. Electives units allow in-depth study and reflection and provide a student with an opportunity to enhance and deepen knowledge and skills in areas of particular interest, and that are relevant to future career. The electives we offer vary depending on current faculty research agenda and relevance to business which includes Finance, Marketing, Leadership and Governance, Transport and Logistics and Human Resource options.

The Core Units Code Title	Units	Credits
Module I:		
OLG 631 Strategic Human Resource Management	2	20
OLG 632 ICT in Business Management	2	20
OAF 632 Managerial and Financial Accounting	2	20
Module II:		
OME 631 Strategic Marketing	2	20
OAF 631 Financial Management	2	20
OLG 635 Management Decision Making Processes	2	20
The Electives (Module III)		
Specializations (students have to take all three)		
Finance		
OAF 641 Financial Markets and Institutions	2	20
OAF 642 International Business Finance	2	20
OAF 643 Advanced Corporate Finance	2	20

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Marketing OME 641 Sales Management OME 642 International Marketing OME 643 Services Marketing	2 2 2	20 20 20
Human resource OLG 636 Employment Law and Employee Relations OLG 639 International Human Resource Management OLG 641 Human Resource Planning and Development	2 2 2	20 20 20
Leadership and Governance OLG 645 Public Administration OLG 646 Corporate Governance OLG 647 Leadership and Human Rights	2 2 2	20 20 20
Transport and Logistics OME 646 Transport Systems Management OME 647 Public Transport & Transportation OME 648 Global Logistics Management	2 2 2	20 20 20
Dissertation: OBM 699 Business Research Methodology/Dissertation	6	60

Programme delivery
The programme will be delivered in three modes, namely blended, Evening and Executive.

(i)   Blended Mode
This combines the Open and Distance Learning (ODL) and other modes modes (moodle e-learning and face to face); is the mainstay of OUT. Students will start the academic year (usually at every quarter) by an orientation week whereby they will also register themselves. They will be issued SARIS and register their courses and start learning using the moodle e-learning platform. They will be expected to register for a minimum of 10 units from module I and II for the first year. After the registrating their course, they will also be required to attend the face to face session which will be organized by the Faculty of Business Management, thereafter students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

Assessment
The assessment plan for the blended mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

 (ii)   The Evening Mode
At the moment this mode will be held at Kinondoni Regional Centre in Dar es Salaam or at any centre with minimum number of students. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. After a two weeks break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. The assessment plan for the evening mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

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(iii)   The Executive Mode
Module I and II will be conducted in the MBA Executive centres (currently Dar es Salaam, Arusha, Mbeya, Mwanza, Shinyanga and Zanzibar or at any centre with minimum number of required students while module III (specialization) will be done at Kinondoni Regional Centre Dar es salaam. There will be a two months break between modules. Thereafter, students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

The assessment plan for the executive mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

3.3   MASTER OF HUMAN RESOURCE MANAGEMENT (MHRM)
3.3.1   PROGRAMME CONTENT
The programme consists of four (4) core courses, two (2) electives which carry a weight of two units each and Research methodology course with an academic dissertation which carries six (6) units to make a total of eighteen (18) units to complete the programme.

The Core Units		
Code Title	Units	Credits
OLG 631 Strategic Human Resource Management	2	20
OLG 632 ICT in Business Management	2	20
OLG 633 Performance and Reward Management	2	20
OLG 636 Employment Law and Employee Relations	2	20
Any Two of the Electives below:		
OLG 637 Counseling and Coaching at Workplace	2	20
OLG 638 Human Resource Management Consultancy	2	20
OLG 639 International Human Resource Management	2	20
OLG 640 Management of Safety and Health	2	20
OLG 641 Human resource Planning and Development	2	20
Dissertation:		
OBM 699 Business Research Methodology/Dissertation	6	60

3.3.2   PROGRAMME DELIVERY
MHRM by coursework and dissertation is offered in three different delivery modes, namely; blended, evening and executive modes. Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MHRM blended programme.
Programme delivery
The programme will be delivered in three modes, namely blended, Evening and Executive.

(i)   Blended Mode
This is the combination of Open and Distance Learning (ODL) and other modes (moodle e-learning and face to face); the mainstay of OUT. Students will start the academic year (usually at every quarter) by an orientation week whereby student will be issued SARIS and register their courses and start learning using the moodle e-learning platform. They will be expected to register for a minimum of 10 units from module I and II for fthe first year. After the registrating their course, students they will begin to study by using the moodle platform and they will also be required to attend the face to face session which will be organized by the Faculty of Business Management. Thereafter, students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a

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supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination. A variant of this mode is customized to suit the needs of a segment of students in Kenya at the College of Human Resource Management (CHRM), Nairobi.

Assessment
The assessment plan for the blended mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

(ii)   The Evening Mode
At the moment this mode will be held at Kinondoni Regional Centre in Dar es Salaam or at any centre with minimum number of required students. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. After a brief break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. A variant of this mode is customized to suit the nees of a segment of students in Rwanda. The assessment plan for the evening mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

(iii)   The Executive Mode
Module I and II will be conducted in the MHRM Executive centres (currently Dar es Salaam, Arusha, Mbeya, Mwanza, Shinyanga and Zanzibar or at any centre with minimum number of required students while module III (specialization) will be done at Kinondoni Regional Centre Dar es salaam. There will be a two months break between modules. Thereafter, students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

The assessment plan for the executive mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

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

3.4.2   GENERAL OBJECTIVES OF THE MPM PROGRAMME
The education aims of the programme are:
To prepare and equip students with knowledge, skills and competence to the level where they can make a professional contribution to the project management in an organization.
To assists students develop practical skills in the analysis of concepts and practices related to project management
To prepare students to undertake higher and professional roles in managing projects, thus enhancing their career opportunities and achieving self-development.

3.4.3   ENTRY QUALIFICATIONS

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

Must hold of a first or second class honours degree of Open University of Tanzania or, have an equivalent honours degree from other universities or recognized/accredited higher learning institutions.

Applicants holding an advanced diploma in project management or in related field of at least upper second level.

Applicants holding lower classes of advanced diploma or pass degrees may be considered for admission if they have satisfied the faculty of their academic potentials through GMAT, its equivalent or additional training at a diploma level and approved by the faculty board.

Applicants holding recognized professional qualifications of CPA (T), ACCA, CPSP etc, obtained through sitting formal examinations, may be considered provided they pass additional criteria as specified in OUT prospectus.

3.4.4   MPM PROGRAMME STRUCTURE

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

The Core Units			
Code	Title	Units	Credits
OLG 642	Project Process, Planning and Control	2	20
OLG 643	Project Human Resource Management	2	20
OAF 644	Finance for Project Management	2	20
OME 644	Project Procurement and Contracting	2	20
OAF 645	Quantitative Methods for ProjectManagement	2	20
OLG 644	Project Sustainability, Monitoring and Evaluation	2	20
Any Two of the Electives below			
OME 645	Project Total Quality Management	2	20
OLG 648	Managing Successful Information Technology (IT) Projects	2	20
OAF 646	Project Portfolio and Risk Management	2	20
OLG 649	Management of Strategic Operations	2	20
Dissertation			
OBM 699	Research Methodology/Dissertation	6	60

3.4.5   PROGRAMME DELIVERY

MPM by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes. Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MPM distance programme.

Programme delivery
The programme will be delivered in three modes, namely blended, Evening and Executive.

(i)   Blended Mode
This is the combination of Open and Distance Learning (ODL) and other modes (moodle e-learning and face to face); the mainstay of OUT. Students will start the academic year (usually at every quarter) by an orientation week whereby students will be issued SARIS and register their courses and start learning using the moodle e-learning platform. They will be expected to register for a minimum of 10

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units from module I and II for fthe first year. After the registrating their course, students will begin to study by using the moodle platform and they will also be required to attend the face to face session which will be organized by the Faculty of Business Management. Thereafter, students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

Assessment
The assessment plan for the blended mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

 (ii)   The Evening Mode
At the moment this mode will be held at Kinondoni Regional Centre in Dar es Salaam or at any centre with minimum number of required students. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. After a two weeks break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. A variant of this mode is customized to suit the nees of a segment of students in Rwanda. The assessment plan for the evening mode will be as follows:

1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

(iii)   The Executive Mode
Module I and II will be conducted in the MPM Executive centres (currently Dar es Salaam, Arusha, Mbeya, Mwanza, Shinyanga and Zanzibar or at any centre with minimum number of required students while module III (specialization) will be done at Kinondoni Regional Centre Dar es salaam. There will be a two months break between modules. Thereafter, students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

The assessment plan for the executive mode will be as follows:
1Term papers submitted through moodle e-learning platform - 30%
Moodle participation-20%
Final Examination - 50%

Fee structure for 2018/2019 Academic year
The table below shows the fee structure for 2018/2019 Academic year

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Table 1: Mode of Study and additional costs for each programme

Programme	Blended Model Tuition fees @ 180,000/= per unit (Tshs for all courses)	Non Tuition Fees costs (Tshs for all courses)	Total tuition fees and Non tuition fees for blended model (Ths)	Executive Additional facilitation costs per unit (Tshs)	Evening Additional Facilitation costs Per unit (Tshs)
MBA * (24 units)	4,320,000	Exams = 20,000 x9 courses = 180,000, OUTSO fees = 20,000 x2 years 40,000 TCU fees = 20,000 x2 years = 40,000 ID = 20,000 Registration fee 50,000 Plagiarism test fee 20,000 Total 350,000	4,670,000	50,000*	20,000
MPM (22 units)	3,960,000	Exams = 20,000 x8 courses = 160,000 OUTSO fees = 20,000 x2 years = 40,000 TCU fees = 20,000 x2 years = 40,000 ID = 20,000 Registration fee 50,000 Plagiarism test fee 20,000 Total = 330,000	4,290,000	50,000	20,000
MHRM (18 units)	3,240,000	Exam 20,000 x6 courses = 120,000 fees OUTSO fees = 20,000 x2 years = 40,000 TCU fees = 20,000 x2 years = 40,000 ID = 20,000 Registration fee 50,000 Plagiarism test fee 20,000 Total 290,000	3,530,000	50,000	20,000
PGDBS (16 units)	2,880,000	Exam 20,000 x6 courses = 120,000 fees OUTSO fees = 20,000 x2 years = 40,000 TCU fees = 20,000 x2 years = 40,000 ID = 20,000 Registration fee 50,000 Plagiarism test fee 20,000 Total = 290,000	3,170,000	50,000	20,000

* Students may decide to pay the additional costs only for the specific courses they wish to study in executive or evening mode

3.4.6   DISSERTATION

The dissertation is an independent study done by the student under supervision. This is now combined with the Research Methodology course whereby face to face lectures will be conducted to the students after they have completed the rest of the courses. During this time the students are expected to come up

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with their dissertation proposal in an acceptable and complete form, and this will be assessed and contribute 100% coming from the final dissertation. Then each candidate shall be allocated a Supervisor with whom he/she shall have regular contacts during the period of research. The proposals, duly signed by both the candidates and their supervisor shall be submitted to the coordinator of Postgraduate Studies. A candidate shall undertake an applied research and submit a dissertation of approximately 15000-20000 words in partial fulfillment of the Masters Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertations shall apply.

3.4.7   ASSESSMENT REGULATIONS
The following regulations shall apply
Assessment of examinations and coursework.
Each course carries 100% marks.
A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each course.
Before the candidate is allowed to start writing a dissertation, he/she must successfully complete the coursework part with a mean overall grade of "B" or above in all chosen/pursued core modules listed, or as the University regulations may provide.
The mode of evaluation for the dissertation comprises 100% and shall be evaluated by external examiners.
A Candidate who fails in ONE or TWO of the THREE courses undertaken in a year shall be allowed to do supplementary examination.
A candidate who fails in a repeated subject shall be requested to pay an appropriate fee and repeat the subject.
A candidate whose overall grade point is below "B" in the coursework part shall be requested to pay an appropriate fee and repeat the course.

3.4.8   DURATION OF THE COURSE
All master students are given a maximum registration period of three years. However, there is nothing to prevent a candidate from completing their courses of study within the minimum of 18 months after registration. In fact, students are encouraged to complete their studies earlier to reduce costs and ensure quality and usefulness of the acquired knowledge.

3.4.9   EVALUATION OF COURSEWORK
The evaluation of the programmes will be through course work and examinations. Except for the each course for the blended model will be evaluated as follows:

Continuous assessment 50%
Examination   50%
Total   100%

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

3.5   AWARD OF DEGREES
Regardless of the mode of learning or area of specialization a candidate chooses, Master of Business Administration, Master of Human Resource Management and Master of Project Management shall be awarded and conferred on candidates who satisfactorily completed all the requirements for the award of the respective degree registered for. Neither of the degrees is classified.

3.6   EXIT AWARD
If a student in any of the Masters degree programme completes all courses but for one reason or the other cannot proceed to the dissertation stage, he or she can apply for an exit award to the Deputy Vice Chancellor (Academic) through the Faculty of Business Management and Directorate of Research, Publications and Postgraduate Studies. Upon approval by University Senate, such student will be awarded a Postgraduate Diploma in the respective degree programme. This is a different from the taught PGDBS detailed in Section 3.1

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3.7 DOCTOR OF PHILOSOPHY DEGREE (Ph.D)

3.7.1 Objectives

The objectives of the programme are to enable the student to:

Develop methodological, analytical and professional skills in research;

Acquire a wide scope of understanding of the business world;

Acquire entrepreneurship skills.

3.7.2 ENTRY REQUIREMENTS

A relevant Master of Business Administration Degree of OUT or equivalent qualifications

3.7.3 DURATION

The candidate must submit his/her thesis within six years from the date of registration for the degree, although candidates are encouraged to complete their studies within 3 to 4 years to avoid data obsolescence. However, no candidate shall be permitted to submit a thesis in less than two academic years from the date of registration.

3.7.4 PROGRAMME STRUCTURE

Since prospective candidates might have been out of touch with the academia for some time it is necessary to upgrade their foundation knowledge and research skills and to enhance their understanding of their responsibilities in pursuing this degree.It is therefore worthwhile for candidates to take foundation courses together with preparing a viable research proposal in the first year of the programme. The programme is structured as follows:

Year 1

Candidates must take the following courses

OBM: 700 Philosophies of Science/ Knowledge Independent Paper

OBM: 702 Business Research Methods and Computer Applications

OBM: 703 One Elective Course in Area of research interest.

Year 2

Field Research and Data Collection

Data Analysis and Reporting

OBM 701: Doctorate Seminar Presentations

Year 3

Compilation of dissertation

OBM 701: Doctorate Seminar Presentations

Presentation of Dissertation to Supervisor.

Production of Dissertation for External Evaluation.

Viva Voce Examinations OBM: 799 Dissertation.

Year 4 – Year 6

OBM: 701 Seminar presentations

OBM: 799 Dissertation writing.

Administration of PhD Programme

The regulations of OUT

3.7.4 POSTGRADUATE RESEARCH METHODOLOGY COURSE

This particular activity is rationalised on the different learning environment associated with distance mode of learning. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes for postgraduate students organized by the Directorate of Research and Publications (DRP) in zones twice a year (April-May and November-December). Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimise the potentially negative impacts of distance. Here students will be

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guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on the needs of the student. Students must register with Director of Regional Centres so that they are not missed out in any communication.

The process will entail writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at PhD Seminars and conferences, and filing, through supervisor, progressive report form every six months. The appropriate form is found as an appendix to this prospectus.

Evaluation of Thesis
The regulations of OUT Postgraduate Studies shall apply.

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FACULTY OF EDUCATION

Faculty of Education is one of the largest faculties at the Open University of Tanzania that offers a range of courses at all levels – certificate, diploma, bachelor, master and doctoral degrees. The Faculty has a structure with five departments, namely Adult and Distance Education, Curriculum and Instruction, Educational Foundations, Educational Policy and Management, and Psychology and Special Education. In addition, there are units that deal with various functions including the Postgraduate Studies Unit, Undergraduate Studies Unit, Teaching Practice Unit, and Examinations Unit.

NON-DEGREE PROGRAMMES
1. **CERTIFICATE IN EARLY CHILDHOOD CARE AND EDUCATION (CECCE)**

The Certificate in Early Childhood Care and Education (CECCE) course is designed to meet the need to formally focus our quality development on the period of early childhood in order to bridge the gap between ECCE and post ECCE aiming at building a stronger foundation for formal education in the country. To achieve this objective, well-supported and realistically planned programmes must be in place. In light of all this OUT established a course in Early Childhood Care and Education (ECCE). It is a one year course.

Early Childhood has been recognised as a crucial stage in human development as it forms the foundation of subsequent development. The purpose of this certificate programme is to equip teachers-cum-care givers with knowledge and skills with which to render standard services in areas of ECCE.

Entry qualifications
The entry requirement for the Certificate in Early childhood Care and Education is EITHER an Ordinary Level School Certificate (or equivalent) with at least five (5) pass OR an Ordinary Level School Certificate with at least two years of working experience in the early childhood care and education centres.

Programme structure

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

2. **DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION (DECCE)**

Diploma in Early Childhood and Education (DECE) is a two years programme. It is designed for teachers and persons who are dealing with children at day care or kindergarten are not trained specifically for work in this area. Also there has been an increase in the number of schools and day care centres that accept children under 8 years of age.

Entry qualifications

Entry requirement will be 5 passes at O-level or its equivalent plus at least 2 years of relevant professional experience, **Or** A Certificate in Early Childhood care and Education or At least 1 principal pass and 1 subsidiary at A-level, **Or** A two-year Diploma or a Degree in any relevant field including Education and social work.

Programme Structure

YEAR 1			
CODE	**COURSE TITLE**	**UNITS**	**CREDITS**
ODE 010	Child Growth and Development	**1**	**10**
ODE 011	Teaching Methods and Material Development for Young Children	**2**	**20**
ODE 012	Curriculum Development in Early Childhood Education	**1**	**10**
ODE 013	Family, Child Care and Nutrition	**1**	**10**
ODE 014	Philosophical Foundations of Early Childhood Development	**1**	**10**
ODE 015	Language and Literacy in Early Childhood	**2**	**20**
ODE 016	Mathematics in Early Childhood Education	**2**	**20**
ODE 017	ICT in Early Childhood Education	**1**	**10**
ODE 026	Micro-teaching	**1**	**10**
	Total	**12**	**120**
YEAR 2			
CODE	**COURSE TITLE**	**UNITS**	
ODE 018	Music, movement and drama	**2**	**20**
ODE 019	Contemporary issues in Early Childhood Development	1	10
ODE 020	Health and Physical Education in Early Childhood Development	2	20
ODE 021	Administration and Management of ECD	1	10
ODE 022	Research, Monitoring and Evaluation in Early Childhood Development	2	20
ODE 023	Children with Special Needs in Early Childhood	1	10
ODE 024	Practicum (cumulative)	2	20
ODE 025	Environmental science in ECE	2	20
	Total	**12**	**120**
Grand total for diploma course is 24 units/240 credits			

UNDERGRADUATE DEGREE PROGRAMMES

Curricula coverage for all the education programmes

COURSE/CATEGORY OF COURSES	BSc ED, BA ED & BBA ED (Number of UNITS)	BED (Number of UNITS)
Communication Skills	1	1
Introduction to Computer	1	1
Teaching Practice	2	2
Basic Education Courses	12	18
Teaching Subject I	12	12
Teaching Subject II	12	6
TOTAL	**40**	**40**

CURRICULA

1. BACHELOR OF EDUCATION-POLICY AND MANAGEMENT (B.Ed PM)

CODE	COURSE TITLE	UNITS	TCU CREDITS
Level 1			

OCP 100	Introduction to Computer	1	10
OFP 017	Communication Skills	1	10
OEP 101	Educational Psychology	2	20
OEF 101	Philosophy of Education and Teaching	2	20
OEF 102	History and Sociological Aspects in Education	2	20
	Courses from Teaching Subjects	6	60
Level 2			
OEI 101	Curriculum Development and Evaluation	2	20
OEM 201	Educational Management and Leadership	2	20
OEI 208A	Teaching Practice 1	1	10
	Teaching Methods Courses	2	20
	Courses from 2 Teaching Subjects	6	60
Level 3			
OEM 301	Educational Policy and Planning	2	20
OEM 302	Human resource Management and Development in Education	2	20
OEM 303	Introduction to Project management and Entrepreneurship in Education (Elective)	2	20
OEI 208B	Teaching Practice 2	1	10
OEM 304	Human Rights and cross-cutting issues in Education (Elective)	2	20
	Courses from 2 Teaching Subjects	6	60
TOTAL		**40**	

2. BACHELOR OF EDUCATION-ADULT AND DISTANCE LEARNING (B. Ed ADL)

CODE	COURSE TITLE	UNITS	TCU CREDITS
Level I			
OCP 100	Introduction to Computer	1	10
OFP 017	Communication Skills	1	10
OEA 302	Introduction to Open and Distance Learning	2	20
OEF 101	Philosophy of Education and Teaching	2	20
OEA 101	Psychology of Adult Learning	2	20
	Courses from 2 Teaching Subjects	6	60
Level II			
OEI 101	Curriculum Development and Evaluation	2	20
	Teaching Methods Courses	2	20
OEI 208A	Teaching Practice 1	1	10
	Courses from 2 Teaching Subjects	6	60
Level III			
OEA 301	Foundations Adult and Community Education	2	20
OEA 303	Lifelong Learning in Global Economy	2	20
OEA 305	Planning and management of adult and community education	2	20
OEI 208B	Teaching Practice 2	1	10
	Elective	2	20
	Courses from 2 Teaching Subjects	6	60
TOTAL		**40**	**400**
OPTIONAL			
OEI 210	Teaching Methods for Adult Learners	2	20
OEA 304	Course Design and Development in ODL	2	20
OEA 306	Community Education and Development	2	20
OEA 307	Community Capacity Building	2	20

3. BACHELOR OF EDUCATION-TEACHER EDUCATOR (B .Ed TE)

CODE	COURSE TITLE	UNITS	TCU CREDITS
Level 1			
OCP 100	Introduction to Computer	1	10
OFP 017	Communication Skills	1	10
OEP 101	Educational Psychology	2	20
OEF 101	Philosophy of Education and Teaching	2	20
OEF 102	History and Sociological Aspects in Education	2	20
	Courses from 2 Teaching Subjects	6	60
Level 2			
OEI 101	Curriculum Development and Evaluation	2	20
OET 200	Teacher professionalism and classroom practice	2	20
	Teaching Methods Courses	2	20
OEI 208A	Teaching Practice 1	1	10
	Courses from 2 Teaching Subjects	6	60
Level 3			
OEP 309	Introduction to Educational Research	2	20
OET 303	Field Study	2	20
OEI 208B	Teaching Practice 2	1	10
	Electives	2	20
	Courses from 2 Teaching Subjects	6	60
TOTAL		**40**	**400**
Electives for B. Ed-TE			
OEM201	Education Management and Leadership	2	20
OET 301	Curriculum Development and Teaching models	2	20
OET 302	HIV and sexuality education: Curriculum based approach	2	20

4. BACHELOR OF EDUCATION-SPECIAL EDUCATION (B. Ed SE)

CODE	COURSE TITLE	UNITS	TCU CREDITS
Level 1			
OFP 017	Communication Skills	1	10
OCP 100	Introduction to Computer	1	10
OEP 101	Educational Psychology	2	20
OEF 101	Philosophy of Education and Teaching	2	20
OEI 101	Curriculum Development and Evaluation	2	20
	Courses from 2 Teaching Subjects	6	60
Level 2			
OEP 301	History and Issues in Special Education	2	20
OEI201- 210	Teaching Subjects Methodology	2	20
OEI 208A	Teaching Practice 1	1	10
	Courses from 2 Teaching Subjects	6	60
Level 3			
OEP 302	Special Education Provisions and Services in Tanzania	2	20
OEP 303	Inclusive Education	2	20
OEP 304	Management of Special Education	2	20
OEP 306	Transition Strategies in Special Education	2	20
OEI 208B	Teaching Practice 2	1	10
	Courses from 2 Teaching Subjects	6	60
TOTAL		**40**	**40**

5.   BACHELOR OF ARTS WITH EDUCATION (BA ED)
BASIC EDUCATION COURSES FOR B.A. (Ed) DEGREE PROGRAMME

OEP 101	Educational Psychology	2	20
OEF 101	Philosophy of Education and Teaching	2	20
OEF 102	History and Sociological Aspects in Education	2	20
OEI 101	Curriculum Development and Evaluation	2	20
OEM 201	Educational Management and Leadership	2	20
OEI 208A	Teaching Practice 1	1	10
OEI 208B	Teaching Practice 2	1	10
	Teaching Methods Courses	2	20
SUB-TOTAL		**14**	**140**

COURSES FROM TEACHING SUBJECTS
1.   Geography

Level 1				TCU CREDITS
OGE 121	Background to Physical Resources	MJ*	2	20
OGE 122	Introduction to Human Geography	MJ	2	20
OGE 123	Introduction to Geographic Techniques	MJ*	2	20
Level 2				
OGE 225	Population and Development	MJ	2	20
OGE 229	Geography Field Practical	MJ*	2	20
Level 3				
OGE 326	The African Environment and Development	MJ	2	20

2.   History

Level 1				TCU CREDITS
OHI 131:	Introduction to African History	MJ*	2	20
OHI 132:	History of Tanzania to the Recent Past	MJ*	2	20
OHI 133:	Theory and Practice in Africa History	MJ	2	20
OHI 134:	The Political History of Zanzibar	MJ	2	20
OHI 135	Themes in African Pre-History	MJ*	2	20
Level 2				
OHI 231:	History of East Africa to the Recent Past	MJ	2	20

3.   English Language

Level 1				
OLL 131	Introduction to Language and Linguistics	MJ*	2	20
OLL 132	English Structure	MJ*	2	20
Level 2				
OLL 235	Phonetics and Phonology	MJ	2	20
OLL 232	Morphology	MJ*	2	20
OLL 236	Applied Linguistics	MJ	2	20
Level 3				
OLL336	Advanced English Syntax	MJ	2	20

4.   Literature in English

Level 1				
OLT 131	Literary Theory And Criticism	MJ*	2	20
OLT 132	Studies In African Literatures	MJ*	2	20
Level 2				
OLT233	Oral Literature I	MJ	2	20
OLT 231	Literary Stylistics	MJ*	2	20
Level 3				

OLT332	African American Literature	MJ	2	20
OLT337	Creative Writing	MJ	2	20

5. Kiswahili

Level 1				
OSW 131	Utangulizi wa Lugha na Isimu	MJ*	2	20
OSW 133	Fasihi ya Kiswahili Nadharia na Uhakiki	MJ*	2	20
Level 2				
OSW231	Sarufi ya Kiswahili na Sintaksia	MJ*	2	20
OSW 232	Fonetiki na Fonolojia ya Kiswahili	MJ	2	20
OSW 233	Mofolojia ya Kiswahili	MJ	2	20
OSW234	Fasihi Simulizi	MJ	2	20

6. Economics

Level 1				
OEC 131	Introduction to Microeconomics	MJ	2	20
OEC132	Introduction to Macroeconomics	MJ	2	20
Level 2				
OEC230	Intermédiate Microeconomics	MJ	2	20
OEC 231	Intermédiate Macroeconomics	MJ	2	20
OEC 133	Mathematics for Economics	MJ	2	20
OEC234	Econometrics	MJ	2	20

7. Civics

Level 1				
OPA 103	Local Government Administration in Tanzania	MJ	2	20
OIR 101**	Introduction to the study of politics	MJ	2	20
OIR 102**	Political Thought	MJ	2	20
Level 2				
OPS320	Democracy and Human Rights	MJ	3	30
	Elective	MJ	1	10
	Electives for Civics			
ODS 101A	Concepts/Theories of Social Development	MJ	1	10
ODS 101C	Political and Social Development in Africa	MJ	1	10
Level 3				
OIR 302	Contemporary Issues in Global Politics	MJ	2	10

** Courses that will be developed – currently not on offer

8. Religious Studies

Level 1				
OPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2	20
		MJ	2	20
Level 2				
		MJ	2	20
		MJ	2	20
Level 3				
OPR 221	Philosophy of Religion	MJ*	2	20
		MJ*	2	20

Please Note:

i) Social science education students are required to register in all courses indicated for respective subject specializations.

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

BACHELOR OF BUSINESS ADMINISTRATION WITH EDUCATION (B.BA-Ed)

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1. BASIC EDUCATION COURSES FOR B.BA.(Ed) DEGREE PROGRAMME

OEP 101	Educational Psychology	2	20
OEF 101	Philosophy of Education and Teaching	2	20
OEF 102	History and Sociological Aspects in Education	2	20
OEI 101	Curriculum Development and Evaluation	2	20
OEM 201	Educational Management and Leadership	2	20
OEI 208A	Teaching Practice 1	1	10
OEI 208B	Teaching Practice 2	1	10
	Teaching Methods Course	2	20
SUB-TOTAL		**14**	**140**

COURSES FROM TEACHING SUBJECTS
1. BOOK KEEPING/ACCOUNTANCY

C/Code	Course Title		Units	TCU CREDITS
OAF 112	Business Mathematics and Statistics	MJ	2	20
OAF 111	Principles of Accounting	MJ*	2	20
OAF 211	Intermediate Accounting	MJ*	2	20
OAF 221	Management and Cost Accounting	MJ*	2	20
OAF 311	Advanced Accounting	MJ	2	20
OAF 312	Auditing	MJ	2	20
	Total number of units		**12**	**120**

2. COMMERCE

C/Code	Course Title		Units	TCU CREDITS
OAF 112	Business Mathematics and Statistics	MJ	2	20
OAF 121	Finance I	MJ	2	20
OME 212	Business Environment and Strategies	MJ*	2	20
OME 213	Principles of Economics	MJ*	2	20
OLG 222	Business Law and Ethics	MJ	2	20
OME 312	Entrepreneurship and Business Planning	MJ*	2	20
	Total number of units		**12**	**120**

Please Note:
1. Business education students are required to register in all courses indicated for respective subject specializations.
2. MJ* indicates courses for B.Ed students where the respective subject is a second teaching subject

3. SCIENCE SUBJECTS AND COURSES FOR EDUCATION STUDENTS
Combinations
Students admitted into BED PM, BED TE, BED SE, or BED ADL programmes who qualify for science subjects may select two major science subjects from the following combinations:
- Biology and Chemistry with Education
- Biology and physics with education
- Biology and Geography with Education
- Chemistry and geography with Education
- Mathematics and Economics with Education
- Mathematics and geography with Education
- Physics and geography with Education
- Information & Computer Studies and Mathematics with Education
- Mathematics and Chemistry with Education
- Physics and Chemistry with Education
- Physics and Mathematics with Education

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- Biology and Home Economics & Human Nutrition
- Information & Computer Studies and Physics with Education
- Information & Computer Studies and Chemistry with Education
- Information & Computer Studies and Biology with Education

From here, please state the courses and modules needed for each teaching subjects, starting with Education.

EDUCATION COURSES

Code	Course title	Core/Elective	Units
OEP 101	Educational Psychology	Core	2
OEF 101	Philosophy of Educational and Teaching	Core	2
OEF 102	History and Sociological Aspects in Education	Core	2
OEI 101	Curriculum Development and Evaluation	Core	2
OEM 201	Educational Management and Leadership	Core	2
OEI 208A	Teaching Practice	Core	1
OEI 208 B	Teaching Practice	Core	1
OEI 230	Chemistry Teaching Methods	Core	1
OEI 231	Physics Teaching Methods	Core	1
OEI 232	Biology Teaching method	Core	1
OEI 235	Geography Teaching methods	Core	1
OEI 242	Economics Teaching Methods	Core	1
OEI 243	Home Economics Teaching methods	Core	1
OEI 244	Mathematics Teaching Methods Sciences	Core	1
OEI 245	ICT teaching methods	Core	1

A: CHEMISTRY COURSES
COURSE STRUCTURES
LEVEL 1
Core Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 111	Physical Chemistry	35		10
OCH 112	Inorganic Chemistry	35		10
OCH 113	Organic Chemistry	70		20
OCH 114*	Introductory Chemistry for Biology Students	35		10
OCH 320**	Chemistry Practicals		70	10

Not for chemistry major
This chemistry practicals course continues through to LEVEL 2 AND LEVEL 3

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	TOTAL CREDITS
OCH 115	**AROMATICITY**	**35**		**10**

Level 2
Core courses

Code	Course Title	Lecture Hours	Practical Hours	Total

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
				Credits
OCH 211	Basic Analytical Chemistry	**35**		**10**
OCH 213	Advanced Inorganic Chemistry	**70**		**20**

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 212	Basic Organic Spectroscopy	**35**		**10**
OCH 214	Organic Reaction Mechanism	**35**		**10**
OCH 215	Chemical Thermodynamics	**35**		**10**
OCH 216	Organic Stereochemistry	**35**		**10**
OCH 217	Chemistry of Natural Products	**35**		**10**
OCH 218	Forensic Chemistry	**35**		**10**
OCH 219	Medicinal Chemistry	**35**		**10**

LEVEL 3
Core Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 311	Chemical Kinetics & Electrochemistry	**70**		**20**
OCH 312	Instrumental Methods in Analytical Chemistry	**35**		**10**
OCH 320	Chemistry Practicals		**70**	**10**

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 313	Nuclear Chemistry	**35**		**10**
OCH 314	Industrial Organic Chemistry	**35**		**10**
OCH 315	Theoretical Chemistry	**35**		**10**
OCH 316	Industrial Inorganic Chemistry	**35**		**10**
OBL 215**	Biochemistry	**35**		**10**
OCH 317	Chemistry Research Project		**70**	**10**

**This is will be taken from life science department

NB: BED students should take all courses identified for BSC (ED) with any one option course

All science students must take one of the special project from one teaching subject to complete the Programme

B: PHYSICS COURSES
COURSE STRUCTURE

LEVEL 1
Core Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OFP 017	Communication skills	35		10
OCP 100	Computer Studies	35		10
OPH 111	Fundamental Physics	105		30
OPH 113	Mathematical Methods of Physics	70		20
OPH 320	Physics Practical*		70	10
Total		**145**	**70**	**80**

* This Physics Practicals course continues through to Level 2 and Level 3

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LEVEL 2
Core Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OPH 112	Electromagnetism I & II	70		20
OPH 216	Basic Electronics	35		10
	Total	**105**		**30**

ELECTIVE Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OPH 211	Statistical Thermodynamics	70		20
OPH 213	Optics	70		20
OPH 214	Earth Physics	70		20
OPH 215	Analog Electronics	70		20
	Totals	**280**		**80**

LEVEL 3
Core Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OPH 312	Physics of the atom	70		20
OPH 321	Physics Research Project		70	10
	Total	**70**	**70**	**30**

ELECTIVE Courses

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OPH 311	Fundamentals of Material Science	35		10
OPH 313	Quantum Theory of Solids	70		20
OPH 314	Digital Electronics	70		20
OPH 315	Microelectronics	70		20
OPH 323	Environmental Physics	70		20
	Total	**315**		**90**

NB: If a student does not do Research Project in Physics; he/she should do OPH 214 (Earth Physics) to meet the required 12 units.

C: MATHEMATICS COURSES
COURSE STURUCTURE
LEVEL 1
Core Courses

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OMT 111	Mathematical Analysis	70		20
OMT 112	Linear Algebra I	35		10
OMT 114	Probability and Statistics	70		20
OMT 115	Introduction to Mathematical Logic and Set Theory	35		10
	Total	**210**		**60**

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 113	Linear Algebra II	35		10
OMT 116	History of Mathematics	35		10

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	Total	70		20

LEVEL 2
Core Courses

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OMT 221	Numerical Methods	35		10
OMT 224	Ordinary Differential Equation	35		10
OMT 225	Applied vector Theory	35		10
OMT 228	Linear Programming	35		10
OMT 230	Mathematical Programming with MATLAB	28	14	10
	Total	140		50

ELECTIVE Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 222	Numerical Analysis	35		10
OMT 223	Computer Programming	28	14	10
OMT 227	Real Analysis	70		20
OMT 229	Number Theory	35		10
OMT 231	Mathematical Methods	35		10
OMT 232	Advanced Calculus	35		10
OMT 233	Sample Survey and Quality Control	70		20
OMT 234	Advanced Statistics, Design and Analysis of Experiments	70		20
OMT 235	Discrete Mathematics	35		10
OMT 236	Fluid Mechanics	35		10
	Total	476	28	140

LEVEL 3
CORE COURSES

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 333	Complex Analysis	35		**10**
	Total	**35**		**10**

ELECTIVE Courses

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OMT 331	Topology	35		10
OMT 332	Partial Differential Equations	35		10
OMT 334	Abstract Algebra	70		20
OMT 335	Mathematics Project		70	10
OMT 336	Measure Theory	35		10
OMT 337	Differential Geometry	35		10
OMT 338	Functional Analysis	35		10
OMT 339	Integer and Non-Linear Programming	35		10
OMT 340	Theory of Estimation and Tests of Hypothesis	70		20
OMT 341	Networks and Transportation Problems	35		10
	Total	420	70	130

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D: BIOLOGY COURSES
COURSE STRUCTURES

Level I
Core Courses

Course code	Course title	Unit	Practical hours	Hours
OBL 111	Biological Laboratory Techniques	1		35
OBL 112	Cell and Molecular Biology	1		70
OZL 111	Animal Diversity	2		35
OZL 112	Animal Anatomy and Physiology	1		35
OBT 111	Diversity of Plants and Fungi	2		70
OBL 314	Biology Practicals	1	70	10

*This Biology Practicals course continues through to Level II and Level III

Level I
Elective Courses

Course code	Course title	Unit	Practical hours	Hours
OZL 113	Developmental Biology	1		35
OBT 113	Plant Taxonomy	1		35
OBL 113	Biochemistry and metabolism	2		70
OCH 114	Introductory Chemistry for Biology students	1		35

Level II
Core Courses

Course code	Course title	Unit	Practical hours	Hours
OBT 112	Plant structure and Development	1		35
OBL 211	Fundamentals of Ecology	1		35
OBL 212	Fundamental Genetics and Population Genetics	1		35
OBL 213	Cell Microbiology and Immunology	1		35

Level II
Elective Courses

Course code	Course title	Unit	Practical hours	Hours
OBL 214	Biometry	1		35
OBL 216	Research methodology	1		35
OBL 217	Introduction to soil science	1		35
OBT 211	Plant Physiology	1		35
OZL 211	Animal Parasites and Vector Biology	1		35

Level III
Core Courses

Course code	Course title	Unit	Practical hours	Hours
-	-	-		-

Level III
Elective Courses

Course code	Course title	Unit	Practical hours	Hours
OBL 211	Fundamentals of Ecology	1		35
OBL 311	Evolutionary Biology and Plant	1		35

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	Evolution			
OBL 312	Aquatic and Fish Biology	1		35

E: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
COURSE STRUCTURE

LEVEN I

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
OIT 111	Fundamentals of Information Systems	18	35	10
OIT 116	Programming in C	35	70	20
OIT 117	Data Communications and Networking I	18	35	10
OIT 119	Web Design and Development	35	70	20
OIT 121	Application of Multimedia Technology in Learning	35		10
OIT 122	Introduction to Computer Ethics and Community Impacts	35		10
	Total	**176**	**210**	**90**

LEVEL II

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
OIT 211	Operating Systems	35	70	20
OIT 212	Systems Analysis and Design	35	70	20
OIT 217	Database Concepts and Design	18	35	10
OIT 220	Introduction to e-Business	35		10
	Total	**123**	**175**	**60**

LEVEL III

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
OIT 314	Computer Ethics and Social Cultural Implication	35	-	10
	Total	**124**	**355**	**120**

F: HOME ECONOMICS AND HUMAN NUTRITION

COURSE STRUCTURE

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
OHE 154	Textiles I & II	70		20
OHE 155	Food & Nutrition	70		20
	Total	**140**	**240**	**40**

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
OHE 156	Home Management	70		20
OHE 155	Food Science I n the Home	70		20
		140		40

Course Code	Course Name	Mode of Delivery		Credits
		Lecture hours	Practical hours	
OHE 254	Therapeutic Diet & Community Nutrition	70		20
OHE 350	H/Economics & H/Nutrition Practicals	70		20
OHE 307	Special {Project	35		10

OEI 208A & B: Teaching Practice
All B.Ed, BA (Ed); BBA (Ed); B. Com (Ed) and B. Sc. (Ed) students should do Teaching Practice in Second, Third , Fourth or Fifth Year etc: The students in the aforementioned years should have Teaching Practice conducted by University's full or part time academic staff members appointed by the Faculty of Education. In the two Teaching Practice blocks, the student should have a minimum of six (6) assessments, three in each teaching subject. For example, if a student's teaching subjects are Geography and Biology, she/he must have a minimum of three assessments in each subject. Students taking Double Mathematics, Double Economics shall have all six assessments in their one teaching subject.

NOTE: It is compulsory that each student who undertakes Teaching Practice should be involved in all school/college activities during the whole duration of Teaching Practice exercise. Such activities include, but are not limited to extra curriculum activities, taking responsibilities of a teacher on duty, and participation in sports and games. To that effect, a TP logbook system shall be used whereby the head of the TP institution will make his/her assessment of the student performance that will contribute to the total TP score.

HIGHER DEGREE PROGRAMMES
1.   The Faculty of Education offers the following Postgraduate Programmes:
   i.   Postgraduate Diploma in Education (PGDE)
   ii.   Postgraduate Diploma in Curriculum Design and Development (PGCDD)
   iii.   Master of Education (M.Ed.) by thesis
   iv.   Master of Education in Open and Distance Learning MED (ODL)
   v.   Master of Education in Administration, Planning and Policy Studies (M.Ed. APPS)
   vi.   Master of Education in Curriculum Design and Development (MED CDD)
   vii.   Doctor of Philosophy (Ph.D)

2.   General Aims and Objectives
       The Aims and Objectives of the Postgraduate Studies Programmes are to:
2.1   provide professional qualifications of education to students who did not have the chance to study teaching or advanced methods of distance education in their previous studies;
2.2   provide opportunity for professional development to experienced teachers through theoretical and practical studies;
2.3   assist long term career development in language teaching, materials design, course evaluation, distance education, study skills and any other aspect of education;
2.4   develop skills and practice in research;
2.5   contribute to theory and knowledge through research and evaluation;
2.6   stimulate and inculcate engagement and practice in research and evaluation.

3.   The Programmes
3.1   POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)
3.1.1 The Objectives of this programme are to:
   i.   enable non-education graduates to develop professional skills in education;
   ii.   inculcate classroom investigation and administration skills in non-education students;
   iii.   provide non-education graduates academic qualifications in education and teaching; and develop research skills to students.

3.1.2 Minimum Entry Qualifications

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

3.1.3   Mode of Study
Candidates registered for PGDE shall carry out studies by coursework, examinations, and independent study.

3.1.4   Duration of the Programme
Completion of the study will depend on individual study efforts but the minimum period is ONE (1) year and the maximum period a candidate is allowed is three (3) years.

3.1.5   Course Evaluation
Candidates will be evaluated by using the following criteria.
Timed Test carrying 30%
Final Examination carrying 70%
Teaching Practice carrying 100%
Independent study and report carrying 100%

A candidate doing Postgraduate Diploma in Education shall take a total of minimum 20 units and a maximum of 34 units.

Teaching Practice
Since molding of the candidate into the teaching profession and developing in him/her skills of teaching is the primary concern of this course, each candidate is expected to carry out a 60 days practice of effective teaching in which he/she will have to have a minimum of 6 assessments. Students with two (2) teaching subjects should have three (3) assessments in each teaching subject.

3.1.6   **Course of Study**
Candidates registered to study PGDE will take the following courses:

Course title	Course codes	Equivalent Code	Units
Introduction to Open and Distance Learning	OEA 501	OEA 302	2
Introduction to Research in Education	OEP 502	OEP 309	2
Philosophy of Education and Teaching	OEF 503	OEF 101	2
History and Sociological Aspects in Education	OEF 504	OEF 102	2
Curriculum Development and Evaluation	OEI 505	OEI 101	2
Educational Management and Leadership	OEM 506	OEM 201	2
Introduction to Educational Psychology	OEP 509	OEP 101	2
Independent study	OEP 508		2
Teaching Practice 1	OEI 512 A	OEI 208A	1
Teaching Practice 2	OEI 512 B	OEI 208B	1
PLUS TWO of the following teaching methods courses			
Chemistry teaching methods	OEI 530	OEI 230	1
Physics teaching methods	OEI 531	OEI 231	1
Biology teaching methods	OEI 533	OEI 232	1
History teaching methods	OEI 534	OEI 234	1
Geography teaching methods	OEI 535	OEI 235	1
Religious teaching methods	OEI 536	OEI 236	1
Civics/ General Studies teaching methods	OEI 537	OEI 237	1
English Language teaching methods	OEI 538	OEI 238	1
Literature in English teaching methods	OEI 539	OEI 239	1
Kiswahili teaching methods	OEI 540	OEI 240	1
Business Studies Teaching Methods	OEI 541	OEI 241	1
Economics Teaching Methods	OEI 542	OEI 242	1

Home Economics Teaching Methods	OEI 543	OEI 243	1
Mathematics Teaching Methods	OEI 544	OEI 244	1
ICT Teaching Methods	OEI 545	OEI 245	1
TOTAL for Stream A (Applicants with two teaching subjects)			20
TOTAL for Stream B (Applicants with only one teaching subject)	20 PLUS 6 Units from ONE additional teaching subject		26
TOTAL for Stream C (Applicants without any teaching subject	20 PLUS 12 Units from TWO teaching subjects		32

3.2. POSTGRADUATE DIPLOMA IN CURRICULUM DESIGN AND DEVELOPMENT (PGDCDD)

3.2.1 Introduction

The Postgraduate Diploma in Curriculum Design and Development is a programme offered jointly by United Nations Education, Science and Culture Organization (UNESCO) (mainly represented by the International Bureau of Education, Regional Bureau for Education in Africa, the Teacher Education Section) in collaboration with Faculty of Education, The Open University of Tanzania (OUT). The programme is certified by the Open University of Tanzania under the regulations that established OUT in 1992 by an Act of Parliament as a public institution of higher education, and accredited by the Tanzania Commission for Universities (TCU) under the Universities acts of chapter 346 of the laws of Tanzania.

3.2.2. Programme Objective

The Programme is aimed at strengthening capacities among curriculum developers, teacher educators, graduate serving teachers, school inspectors, examination officersas well as educational planners and policy makers at local and regional level; for the purpose of enhancing their competencies in planning, designing, implementing, monitoring and evaluating the curriculum.

3.2.3 Admission Requirements

To be admitted, a candidate should have at least a first degree in education (B.Ed, B.A.Ed, B.Sc.Ed, B.BA. Ed) or Postgraduate Diploma in Education (PGDE) and a teaching experience of at least 3 years. The minimum pass level should be lower second class with GPA of not less than 3.0. Fresh graduates will only be considered if they have at least 3 years in previous teaching experience. Candidates should have access to internet to participate in the online sessions and be available to attend the face-to-face intensive sessions.

3.2.4 Programme Structure

Year	Semester	Code	Title	Units	Remarks
1	I	OEI 511	Curriculum development process	2	Core Course
		OEI 512	Curriculum design approaches and models: trends in the national and international contexts	2	Core Course
		OEI 513	Policy dialogue and formulation for curriculum development	2	Core Course
		OEI 515	Curriculum implementation process: management and governance	2	Core Course
	II	OEI 516	Development and use of teaching and learning materials	2	Elective Course
		OEI 517	Curriculum implementation process	2	Elective Course
		OEI 518	Curriculum quality control and assurance	2	Elective Course
		0EI 519	Assessment of teaching and learning	2	Elective Course

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		0EI 520	research project	2	Core Course
			Total Units	12	

3.2.5 Mode of Delivery

The course is offered on a blended mode, including a 2-week face to face intensive session (10 days of 8 hours each) which will take place 2 weeks before the beginning of the first semester where participants' attendance is compulsory for the executive class while for the blended mode class it is optional. During this session participants are oriented to the general program and how to use moodle platform. After face to face session, courses are delivered through distance learning mode within a timeframe of 30 weeks of the two semesters. The programme is more of hands on activities where students are required to take a lead in the learning process to enable them acquire the intended competencies. Course materials are made available online in terms of modules as well as during face to face sessions. Specific course assessment and evaluation arrangements are provided in respective courses. All activities are supported and supervised by tutors.

3.2.6 Programme Duration

The course is offered through a 2-week face to face intensive session (10 days of 8 hours each) before the beginning of the first semester followed by a distance learning mode within a timeframe of 30 weeks of the two semesters. The total course duration is nine (9) months.

3.2.7 Examination Regulations

3.2.7.1 Assessment

The assessment is done in a way as to assess mastery of competencies as well as ability to integrate and communicate them, both practically and in written form. In this regard, the formative assessment techniques (worth 30%) used in this programme include written report, project work, student portfolios, quizzes, tests and assignments. There will be final written examination (worth 70%).

3.2.7.2 Final Award

Successful candidates are awarded the OUT Postgraduate Diploma in Curriculum Design and Development. The following regulations shall apply to all students:

i)   All students registered for PGD in Curriculum Design and Development shall complete minimum of 12 units within 2 semesters.
ii) All candidates shall take and pass all registered courses offered by the Department of Curriculum and Instructions in the Faculty of Education of the Open University of Tanzania (OUT).
iii) The minimum pass grade shall be "B".
iv) A candidate who fails some courses but attains a GPA of 2.7 or above shall be allowed do supplementary assignments in the failed courses.
v)   The supplementary examination shall be based on the component(s) of a course that a student has failed.
vi) A candidate who fails some supplementary examinations but has a GPA of 3.0 or above shall be allowed to repeat the failed courses.

3.2.7.3 Exit Award

Exit award which is equivalent to the Certificate in Curriculum Design and Development shall be offered to individuals who obtain at least 60 credits.

3.3 MASTERS DEGREE PROGRAMMES

3.3.1 Minimum Entry Qualifications

The candidate of a Master's degree programme shall hold either;-

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

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3.3.2 Registration

(i) Candidates shall be registered to study a Master's degree through distance - self instructional methods either by thesis or by coursework followed by research leading to a thesis or dissertation.

(ii) All candidates shall be allocated supervisor(s) appointed by Senate on the recommendation of the Faculty of Education before the end of the coursework.

(iii) A candidate intending to do a Masters programme by thesis should have a long term experience in research and data analysis and will have to abide by the following procedures:
    a. Register as a provisional student after satisfying the admission requirements for the programme.
    b. Submit an acceptable statement of a research topic to the Faculty to obtain provisional registration, and
    c. Submit within a period of six months a proposal to be approved by the Faculty Postgraduate Studies Committee and Senate to acquire full registration.
    d. Acquire full registration within three months after the proposal is approved by Senate.

(iv) For those intending to do Masters programme by coursework and Dissertation deadline for registration shall be the end of the fourth week of the academic year.

(v) All candidates shall be required to have positive recommendations from two or three referees before they are registered.

3.3.3 Duration of Study
    Candidates are normally expected to complete their Master's degrees within five years of registration. Failure by the candidate to complete the programme within the specified time shall mean their discontinuation from study unless the Senate approves application for extension.

3.3.4 Evaluation of Master's Degree Programmes
  (i) Candidates registered for a Masters Programme study by Thesis shall be required to take a compulsory coursework in Research Methodology before commencement of Thesis write-up unless a candidate proves that a Research course at Postgraduate standard was done in which case credits will be transferred.
  (ii) Candidates registered for the coursework and dissertation shall do continuous assessment and examinations. Before they can be allowed to proceed with dissertation research phase, candidates must successfully complete the coursework part with an average grade of 'B' (i.e. GPA of at least 3.0).

  (iii) Candidates studying by Thesis shall take a total of 10 units (i.e.) 2 units of Research Methodology before doing 8 of thesis.

  (iv) Candidates, studying by coursework shall take a total of 18 units. (i.e. 12 units of coursework and 6 units of dissertation).

  (v) Coursework and Dissertation Masters programmes shall have the following mode of evaluation:
- There shall be a timed test worth 30%
- There shall be supervised examinations worth 70% each.
- A dissertation shall be evaluated independently and shall be worth 100%.

  (vi) Thesis programmes shall have the following mode of evaluation:
- The Research Methodology course shall bear the same evaluation procedures found in coursework programmes.
- The Thesis shall also be evaluated independently and shall have the value of 100%.

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(i) Candidates shall be subjected to an oral examination (viva voce) once the thesis has been deemed acceptable by the examiners.

(ii) Exit award which is equivalent to Postgraduate Diploma in Education (EX PGDE) shall be offered to candidates who successfully complete the coursework part of the programme.

3.6 *MASTER OF EDUCATION IN OPEN AND DISTANCE LEARNING (M.Ed. (ODL))*

3.6.1 Objectives
(1) To delve into the specific features of open and distance education.
(2) To turn out scholars and professionals in open and distance education.

3.6.2 Courses of Study
Candidates registered in M.Ed (ODL) by coursework and dissertation shall take the following courses:

CORE COURSES

CODE	COURSE	UNITS	CREDITS
ODL 601	Principles of Open and Distance Learning	2	20
ODL 602	Instructional Designing and Development of ODL Materials	2	20
ODL 603	Media and Technology in Distance Learning	2	20
ODL 604	Research and Evaluation in Open and Distance Education	2	20
OED 699	Dissertation	6	60

ELECTIVE COURSES
The students should select any two of these courses:

ODL 605	Open and Distance Learning Policy and management	2	20
ODL 606	Regional and Global Perspectives in ODL	2	20
ODL 607	Teaching and Learning in Open and Distance Learning	2	20

Candidates who successfully complete the coursework part (120 credits), and for any reason other than cheating, are forced to leave the programme may be awarded a *Postgraduate Diploma in Open and Distance learning.*

3.7 *MASTER OF EDUCATION IN ADMINISTRATION, PLANNING AND POLICY STUDIES (M.Ed. APPS)*

3.7.1 The Objectives of the programme are to
(i) Provide opportunity for in-depth study of a defined area in administration and planning;
(ii) Enhance candidates' capacity to critically analyze relevant issues in educational policy, planning and administration.

3.7.2 Courses of Study
Students registered in M.Ed. APPS by coursework and dissertation shall take the following courses:

Core Courses

CODE	COURSE UNITS	UNITS	CREDITS
OED 624	Development of Organization	2	20
OED 625	Educational Planning	2	20
OED 626	Research Methodology, Computer Application and	2	20

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	Statistics		
OED 627	Policy Analysis, Implementation and Evaluation	2	20
OED 633	Human Resources Management and Development	2	20
OED 699	Dissertation	6	60

Electives

Candidates should select any 1 of the following courses which carry 2 units each.

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

Admission Criteria

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

- Have a first or second class honours degree of the Open University of Tanzania, or
- Have an equivalent honours degree from other universities or recognised/accredited higher learning institutions.
- Applicants holding unclassified degrees must have at least a B grade average.
- Post Graduate Diploma in Education.

Candidates who successfully complete the coursework part (120 credits) and for any reason other than cheating, are forced to leave the programme may be awarded a *Postgraduate Diploma in Education Administration Planning and Policy Studies.*

Mode of delivery

The student is expected to use the taught modules as a major constituent of the background to research and dissertation writing in terms of subject matter, key models, and empirical research. MEDAPPS is designed as a flexible programme. In order to achieve this, there will be three different modes of delivery" the blended, evening and executive modes.

MASTER OF EDUCATION IN CURRICULUM DESIGN AND DEVELOPMENT (MED CDD)
1.   Rationale

The Master of Education in Curriculum Design and Development is a programme offered by the Open University of Tanzania (OUT) through collaboration with UNESCO. The programme is aimed at strengthening capacities among the stakeholders in education and training provision, management, research, monitoring and evaluation. Specifically, the programme, at the different exit levels, targets curriculum developers, teacher educators, graduate serving teachers, school inspectors, examination officers as well as educational planners and policy makers at local and regional level; for the purpose of enhancing their competencies in understanding, leading, researching, planning, designing, implementing, monitoring and evaluating the curriculum and decision making about curriculum and education in general.

Programme structures, requirements, levels, modules, credits and awards

Code	Title	Credits	Remarks
OEI 621	Curriculum development process	20	Core
OEI 622	Curriculum design approaches and models: trends in the national and international contexts	20	Core
OEI623	Curriculum implementation process, management and governance	20	Core
OED 626	Research Methodology	20	Core
OEI625	Development and use of teaching and learning materials	20	Core
OED 699	Dissertation	60	Core
OEI624	Issues in Curriculum Research	20	Elective

OEI626	Curriculum quality control and assurance	20	Elective
OEI627	Assessment of teaching and learning	20	Elective
OEI628	Policy dialogue and formulation for curriculum development	20	Elective
OED 634	Educational Leadership Training and Development	20	Elective
	TOTAL CREDITS	180	

Candidates will be required to take all core courses, and select any ONE course from amongst the four elective courses. A minimum of 180 credits is required for the award of Master of Education in Curriculum Design and Development.

Candidates who successfully complete the coursework part (120 credits) and for any reason other than cheating, are forced to leave the programme may be awarded a *Postgraduate Diploma in Curriculum Design and Development.*

Criteria for admission
A candidate should have at least a first degree or its equivalent, or Postgraduate Diploma and a teaching experience at least 3 years of relevant experience. The minimum class for the degree/PGD qualification should not less than 3.0 (Using the OUT degree classification system).Candidates should have access to internet to participate in the online sessions and be available to attend the face-to-face intensive sessions.

Mode of Delivery
The course will be offered through two modes: executive and blended. For both modes a 2-week face to face intensive session (10 days of 8 hours each) will be conducted before the beginning of the academic year, followed by a distance learning mode within a timeframe of the academic year, which runs in flexible timeframe. For the executive class, the 10 day session will be compulsory while for those in the blended mode class will be optional. The total course duration will be 18 months, as minimum.

3.9 **Ph.D. PROGRAMMES**
3.9.1 *The objectives of Ph.D. programmes are to:*
    (i)   Develop professional skills in research;
    (ii)   Give students the highest academic qualifications in education;
    (iii) Enable students to understand with wider reasoning their areas of specialization; and
    (iv) Inculcate mastery and confidence among students in their areas of specialization.

3.9.2 *Entry Qualifications*
    To obtain admission to the Ph.D. degree programme a candidate shall have to hold:
    (i)   A relevant Master's Degree of the OUT or
    (ii)   A relevant Master's Degree of equivalent standing from another approved University.

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FACULTY OF LAW

INTRODUCTION

The Open University of Tanzania began to offer law degree in year 1994. Faculty of Law runs six Programmes which the Undergraduate Programme i.e Bachelor of Laws (LL.B) which is offered through distance and blended mode learning and through Executive Mode; five postgraduate programmes namely: Postgraduate Diploma in Law (PGDL); Master of Laws (LL.M by Thesis; LL.M by Course Work and dissertation offered through Distance; specialized executive Master of Laws Programmes which include Master of Laws in Information Communications Technologies (eLL.M ICT); Master of Laws in International Criminal Justice (LL.M ICJ) and finally the Faculty also offers PhD Programme.

It is the mission of the Faculty to be among leading world class Faculty in delivery of affordable quality legal education through open and distance learning, dynamic knowledge generation and application.

BROAD OBJECTIVE

The broader objective of this Faculty is to provide both excellent training as well as practical legal education enabling law graduate to practice or/and to provide legal opinion to the community/society whenever such service is needed.

BACHELOR OF LAWS (LLB) PROGRAMMME

1. INFORMATION ABOUT THE PROGRAMME

This programme is designed to enable newly admitted learners who are fresh from school and any other graduates trained in non-legal disciplines to train for a career as lawyers who are capable of working as legal practitioners/legal advisers. Bachelor of Laws (LL.B training satisfies the academic stage for learners towards becoming legal professionals as it offers excellent preparation for the training into legal profession. The courses shall be divided into three parts organized into six subparts. Each subpart is equivalent to one half of an academic year in a conventional University. The main materials for each of the subjects shall be called units. Each unit shall cover content materials equivalent to forty lecture hours.

Entry Qualifications into the Bachelor of Laws Programme (LL.B) is two principal passes in any subjects. The course is offered through blended mode, i.e Moodle, distance and partially taught programme (LL.B Executive). Thus, the Faculty is offering two streams under its Bachelor of Laws programme, namely LL.B by Distance and LL.B Executive. The maximum period of study for the degree of bachelor of laws is eight (8) years while the minimum is three (3) years. The medium of instruction is English through open and distance including correspondence materials, electronic learning platform (E-learning) through moodle and scheduled yearly face to face sessions. The use of ICT is the main stream of education delivery mode and other methods are complementary and additional. To qualify for the award of a degree, a candidate must clear all the prescribed degree courses in 100, 200 and 300 series. A fast student may cover more units and thus be able to finish the course in less than the specified maximum period of eight years permitted within which to obtain a degree.

Our LLB programme recognizes the need to provide a law degree that will provide the student with sound academic knowledge of legal concepts and an understanding of the operation of law in a challenging society. A wide range of legal and business law electives are available to enable the student to study in subject areas relating to his or her personal, vocational and academic interests.

2.0 EDUCATIONAL AIMS OF THE PROGRAMME
2.1.1 Educational Aims & objectives of the Programme
2.1.2 To provide a fundamental knowledge and understanding of the principal features of the legal system and law of Tanzania which meets the requirements set by the Tanzania Legal System for the academic stage of legal training.

2.1.3 To enable students to identify, locate and critically appraise legal materials.
2.1.4 To enable students to apply the principles of law and legal rules to solve and analyse practical problems, and to advise what to do in practical situations.
2.1.5 To teach students how to reason logically and supporting the process with authority.
2.1.6 To provide students with the necessary personal and key skills to enable them to develop as independent, autonomous and reflective individuals and generally as developing professionals.
2.1.7 impact students skills to undertake tasks and carry out independent legal research; and
2.1.8 Developed skills of communication for lawyers.

3.0 REGULATIONS FOR THE DEGREE OF BACHELOR OF LAWS (LL.B)
3.1 Undergraduate students are prepared for the degree of Bchelor of Laws (LLB) scheduled for the period of three years of study but can be completed within the period of eight (8) years which is the maximum period allowed for remaining in the programme, after of which the student shall be automatically deregistred from the University registration system.

3.2 All candidates are required to take at least 420 credits (42 Units), each unit covering content materials equivalent to fourty one hour lecture materials provided that no student shall be allowed to attempt more than 140 credits in one academic year and hence graduate in less than three academic years.

3.3 The overall performance in a degree programme is given the following grades A, B+, B, C, D and E. For averaging purposes these grades have the values of 5, 4, 3, 2, 1 and 0 points respectively. The pass mark in each of the courses will be C. The mark for absolute fail shall be E.

3.4 All marks for course Units and written examinations shall be adjusted before amalgamation, such adjustment being made by the Departments concerned.

3.5 Students can proceed to the next part in the subjects they have passed while they are clearing the subjects they have not passed.

3.6 The final LLB degree shall be graded as First Class, Upper/Lower Second Class and Pass.
3.6.1 The pass categories shall be awarded as follows:
3.6.1.1 First Class with overall average of 4.4 - 5.0
3.6.1.2 Upper Second Class with overall average of 3.5 - 4.3
3.6.1.3 Lower Second Class with overall average of 2.7 - 3.4
3.6.1.4 Pass with overall average of 2.0 - 2.6.
3.6.1.5 In each case the average point shall be calculated on the basis of rounding to one decimal place e.g. 3.39 shall be taken as 3.4.

3.7 Non-legal subjects, for example: *Communication Skills* and *Introduction to Computers* for lawers shall not be taken into account for purposes of GPA computation. Therefore, every student pursuing the bachelor of law degree shall ensure that he/she takes sufficient number of elective sujects for purposes of attaining the required number of units which shall not be less than not less than forty two (42) units for obtaining the degree of bachelor of laws.

3.8.2 For a candidate to complete the degree programme has to take the courses in the following manner:

3.8.2.1 SYLLABUS FOR THE LL.B. DEGREE OF THE OPEN UNIVERSITY OF TANZANIA

PART ONE (100 SERIES)

CODE	Title of Course	Status/Weight	Units	Credits
OLW 101	Constitutions and Legal Systems of East Africa	(core)	3	30
OLW 102	Criminal Law and Procedure	(core)	3	30
OLW 103	Law of Contract	(core)	3	30
OLW 104	Legal Method	(core)	3	30

| OCP 100: | Introduction to Computers(Not counted for GPA) | (Core) | 1 | 10 |
| OFP 017 | Communication Skills (Not counted for GPA) | (Core) | 1 | 10 |

PART TWO (200 SERIES)
Four Core Subjects Plus two electives drawn from 300 series

CODE	Title of Course	Status/Weight	Units	Credits
OLW 201	Administrative Law	(core)	3	30
OLW 202	Law of Evidence	(core)	3	30
OLW 203	Land Law	(core)	3	30
OLW 204	Law of Tort	(core)	3	30

PART THREE (300 SERIES)
Six Core Subjects Plus two elective drawn from 300 series

CODE	Series (Core)	Status/Weight	Units	Credits
OLW 301	Jurisprudence	(core)	3	30
OLW 302	Civil Procedure	(core)	3	30
OLW 303	Research Methodology and Research Paper	(Core)	3	30
OLW 309	Public International Law	(core)	3	30

ELECTIVE SUBJECTS (300 SERIES)

CODE	Series (electives)	Status/Weight	Units	Credits
OLW 304	Commercial Law	(elective	2	20
OLW 308	Family Law	(elective)	2	20
OLW 314	Succession and Trusts	(elective)	2	20
OLW 315	Tax Law	(elective)	2	20
OLW 311	Labour Law	(elective)	2	20
OLW 313	Law of Business Associations, Cooperatives and Public Enterprises	(elective)	2	20
OLW 310	Islamic Law	(elective)	2	20
OLW 316	Intellectual Property Law	(elective)	2	20

3.9   GENERAL REGULATIONS AND GUIDELINES FOR A COMPULSORY RESEARCH PAPER [OLW 303]

3.9.1. Eligibility and Procedure for Compulsory Research Paper Supervision

3.9.1.1   A student shall only be legible for allocation of supervisor upon successful completion of all 100, 200 series subjects and has no any outstanding incomplete or supplementary subjects in those series.

3.9.1.2   An eligible student shall make an application for allocation of research supervisor by a formal letter or prescribed form issued by the Research Coordinator. All applications for allocation of supervisors must be addressed to the Research Coordinator by using one of the following contacts:

Research Coordinator
Faculty of Law
P.O.Box 31741
Dar es Salaam
E-mail research.flaw@out.ac.tz and copy to dflaw@out.ac.tz

3.9.1.3   Every application for allocation of supervisor must contain the following information:-
(i)   Full names of the student;

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     (ii)   Date;
     (iii)   Registration Number;
     (iv)   Contact details, i.e. Postal office and e-mail addresses, mobile phone numbers.;
     (v)   Student's Regional centre;
     (vi)   Title of the proposed research topic;
     (vii)   Copy of SARIS, and
     (viii) Student's signature.

3.9.1.4   Call for application of research supervision shall be made by the Research Coordinator addressed to all eligible students immediately after the May/June preliminary results are announced by the Directorate of the Examination Syndicate (DES). Subject to the timing of release of the University examination results by DES, the Research Coordinator shall commence the official business of receiving and processing formal applications from 1st August of each academic year and the exercise shall proceed up to 15th September of the same academic year and this date shall be the deadline.

3.9.1.5   For avoidance of doubt, the Research Coordinator shall not receive and/or process any application submitted before the announcement for call of application for supervision or after the deadline of such call has passed.

3.9.1.6   The Research Coordinator shall allocate students for supervision after taking into account the nature of the student's research title.

3.9.1.7   Strictly no change of the research supervisor shall be permitted except where the supervisor has resigned, terminated employment, or has gone for study leave making it impossible to continue with the supervision or long illness of a supervisor, and such other reasons which may be considered by the Research Coordinator as strong and compelling.

3.9.2   Supervisor's/Candidate's Duties and Obligations

3.9.2.1   Every student and/or supervisor shall be required to acquaint himself/herself with the Regulations and Guidelines for writing an LL.B Compulsory Research Paper.

3.9.2.2   A student shall be required to formulate an appropriate research proposal which must be approved by his/her research supervisor before he/she proceeds to undertake LL.B Dissertation. A supervisor shall ensure that this stage is utilized in order to impart basic skills/techniques of doing legal research.

3.9.2.3   Every student shall maintain regular contact/communication with the supervisor in accordance with the agreed work plan and shall be expected to exercise the acceptable level of maturity, honesty and integrity during the whole period of research supervision.

3.9.2.4   Every student shall be required to complete his/her LL.B Compulsory Research Paper in a period of two (2) years from the date of allocation to supervisor. In case of failure to complete his/her research paper within the required period, a student may be required to make a fresh application for a different topic and be allocated to another supervisor.

3.9.2.5   Every supervisor shall ensure that the standard of research including content, style and format of research at the Faculty of Law is followed by students.

3.9.2.6   A supervisor shall always act and ensure that:
     (i)   The work being done on the LL.B Dissertation is reviewed critically and on continuous basis;
     (ii)   The candidate receives adequate advice and encouragement on the student's research work;
     (iii)   A student maintains satisfactory progress.

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3.9.3 Manuscript Preparation and Submission of Final LL.B Dissertation

3.9.3.1 Manuscript Preparation

3.9.3.1.1 Typing
- (a) The LL.B Dissertation must be printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only.
- (b) Except on the title page fonts should be 12 points (Times New Roman or Book Antiqua).

3.9.3.1.2 Pagination
- (a) Paginate the preliminary pages which refer to portions preceding the introduction in lower case Roman Numerals ("i", "ii", "iii", "iv", "v", etc) by beginning with the title page, then certification, declaration and copyright, acknowledgement, dedication (if any or necessary), abstract, table of contents, list of tables or illustrations or statutes or list of abbreviations etc.
- (b) Number the pages of the body of the LL.B Dissertation in Arabic numerals ("1", "2", "3", "4", etc) consecutively throughout to the end.

3.9.3.1.3 Margins
- (a) The left hand margin must be 4.0 cm from the left edge of the paper,
- (b) The right-hand margin 2.5 cm from the right edge,
- (c) The top 4.0 cm from the top of the page,
- (d) The bottom margin 2.5 cm from the bottom edge of the paper.

3.9.3.1.4 Front and Title Pages
The following information is important in preparation of the front title pages:-
- (a) Write the main Title of the LL.B Dissertation in capital letters (well-indented, centred) in 14 points bold fonts. A sub-tile should be in capital and small letters.
- (b) Insert your name at the centre of the title page. The name should be in capital and small letters, font being 12 points bold (e.g **Pamela Kulwa Kamau**).
- (c) Below your full name, insert the following words: " A Compulsory *Research Paper Submitted in Partial Fulfillment of the Requirements for the Degree of Bachelor of Laws (LL.B) of the Open University of Tanzania"*; give the date (Month and Year) of Completion of the LL.B Research Paper (e.g. June, 2013).

3.9.3.1.5 Certification
A supervisor should certify that he/she has read the LL.B dissertation and found it to be acceptable for examination.

3.9.3.1.6 Declaration by the Candidate
Every LL.B dissertation submitted for examination by student must be accompanied by a declaration by the candidate to the satisfaction of the Faculty, stating that it is the candidates own work and it has not been submitted for a similar degree in any other university.

3.9.3.1.7 Statement of Copyright
An LL.B Research Paper shall contain the following statement of copyright by the student: "This **Research Paper** is a copyright material protected under the Berne Convention, the Copyright and Neighboring Rights Act of Tanzania and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Undergraduate Studies, on behalf of the author/student and the Open University of Tanzania".

3.9.3.1.8 Acknowledgement

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In this portion, a student should acknowledge the people or institutions that gave support or other assistance, which made the writing of the research work possible.

3.9.3.1.9   Dedication (if any) may be included.

3.9.3.1.10 Abstract

An abstract should be on one page only. It should be concise but comprehensive summarizing the essential points of the Research Paper, the important results achieved and the conclusions reached.

3.9.3.1.11 Table of Contents

The Table of contents: The Table of contents should be referring to specific pages of all major chapter titles, sub-titles or subheadings which have been numbered in Roman numerals in preliminary pages and in Arabic numbers in the body of the LL.B Research Paper,. If there is to be list of Tables, list of statutes or list of illustrations or abbreviations, it should be on a separate page arranged in the same format as the Table of Contents.

3.9.3.1.12   Researc Proposal and Body of the LL.B Research Paper

a.)   **Research Proposal:** It is a rule of academic writing in lega research that the LL.B Research Paper shall commence with a research proposal to be submitted to the supervisor for approval after the supervisor has been satisfied with its content. Upon completion of the proposal writing, the same shall be constituted into Chapter One which is ordinarily written as "Introduction". For avoidance of doubt, a standard research proposal for LL.B Research Paper should contain the following items:

- Background;
- Statement of the Research Problem;
- Literature Review;
- Objectives of the Research (General Objective & Specific Objectives);
- Research Questions (or Hypothesis)
- Significance of the Research;
- Research Methodology and Sources (e.g Doctrinal Legal Research (Documentary Review /Library Rsearch Methodology, Social Legal Research Methodology etc);
- Scope of the Study;
- Limitation of the Study;
- Conlusion and;
- Bibliography.

b.)   Every LL.B Research Paper shall be organized and presented in firm of chapters by presenting the conceptual framework/theoretical framework, legal framework, and shall present details of the methods used in the research, description of empirical or statistical analyses of the research data (if applicable); discussion of the research findings/results; conclusion and recommendations/suggestions for further research or otherwise.

c.)   List of Statutes (Local and International), Subsidiary Legislation and Cases shall be presented in preliminany pages, not at the end of the work or within bibliography.

d.)   Tables and or diagrams/charts should be numbered in separate sequence with each table or illustration having a full caption/explanation as to what it refers to.

3.9.3.1.13 Bibliography

All literature cited in the body of the text must be arranged in alphabetical order at the end of the LL.B dissertation, beginning with the author's surname followed by details on the year of publication of the work cited, the title of the work, the edition (if any), and the city of publication, the publisher and the pages referred to must be given.

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3.9.3.2   Submission of Final LL.B Research Paper

3.9.3.2.1 The length of every **LL.B** Research Paper shall be between 40 and 50 pages. Longer papers may be submitted subject to authorization by a supervisor.

3.9.3.2.2 After satisfactorily completing all corrections recommended by the research supervisor, a student shall submit 4 copies of fully hard bound LL.B Research Paper in the cover of black colour.

3.9.3.2.3 The deadline for submission of final LL.B Research Paper shall be the 31st July each academic year.

3.9.4   Examination of LL.B Research Pape

3.9.4.1 Every LL.B Research Paper shall be examined in two parts namely written work and *oral examination* by way of student's face to face presentation before a panel of examiners composed of academic staff from the faculty of law.

3.9.4.2 As a general rule, the *oral examination* may be arranged for any student at any time. However for practical convenience Viva voce shall be conducted during face to face sessions and/or after May/June examinations but not later than 1st September in each academic year.

3.9.4.3 A written work shall be assessed by a supervisor out of 60% while the viva voce of the LL.B dissertation shall be graded by a panel of examiners out of 40.

3.9.4.4 In each *face to face oral examination* exercise there shall be constituted of a panel of three (3) examiners from among academic staff of the Faculty of Law of The Open University of Tanzania. The constituted panel of examiners shall elect one person among them to act as a chairperson of the *oral examination* panel.

3.9.4.5 That LL.B *oral examination* panel.shall be conducted in Regional Centers or Zonal centres as the case may be, and all Directors of the Regional Centers shall facilitate the logistical aspects of for the conduct of the oral examination panel.in their respective centers.

3.9.4.6 Prior to any *oral examination* panel, each member of the panel must certify that he/she had read the *LL.B Research Paper* that is subject of the oral examination.

3.9.4.7 During the *oral examination*, every candidate shall be assessed on the following components:

    (a)   research title: whether it has been correctly and clearly stated by the student and it does address acceptable legal issue;

    (b)   ability to explain the statement of the problem, research hypotheses/research questions;

    (c)   ability to explain the research objective(s);

    (d)   ability to explain the methodology used in his/her work;

    (e)   ability to outline in summary form her/his research findings;

    (f)   an understanding of the student's recommendations.

3.9.4.8 Besides grading by the *oral examination* panel.in paragraph 3.9.4.3 above, the panel of examiners shall have the mandate to make any recommendation on the quality of the research of a student being examined, including an order that a student should make corrections after marks have been awarded, or re-write his/her work in accordance with the Faculty regulations/requirements.

3.9.4.9 In case the panel of examiners during *face to face oral examination* discovers that a student's Research paper lacks originality for being either fully or partially copied/plagiarized from clearly known sources in violation of known rules of academic wrting , it shall nullify the

whole work and direct the student to make fresh application for allocation of supervisor on a research title different from the one that has been nullified, but only if copying is not substantial, OR report the case and recommend for disciplinary measures before University Authority through integretiy committee dealing with examination irregularities which include cheating during examinations if evidence of extra-ordinary level of plagiarism is sufficient.

3.9.4.10   Students shall not be subjected to power point presentation during *face to face oral examination*. Each student shall be given ten (10) minutes to outline briefly what the LL.B dissertation contains. The panel of examiners shall spend not more than fifteen (15) minutes in questioning the student.

3.9.4.11   In case of lack of consensus among the panel of examiners the majority rule shall apply, provided that the majority shall not vote to override the laid down Faculty regulations or guidelines on the stipulated research standard and writing style.

3.9.5   Procedure of submission of LL.B Research Paper to the Co-coordinator
3.9.5.1   There shall be maintained at the Faculty of Law a permanent register for recording all particulars of every student who submits his/her research. The register shall capture the student's full name, registration number, title of the research, regional centre, contact details (mobile phone numbers, e-mails, and postal address), date of submission, name of supervisor, total number of pages of the *LL.B Research Paper*, student's signature, and the signature of the Research Coordinator or authorized officer to receive the *Research Paper* on behalf of the Coordinator.

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

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

3.9.6.1   Miscellaneous

3.9.6.1.1   Nothing in these rules and guidelines shall prevent the Faculty of Law from amending, modifying or departing from these rules and guidelines where circumstances so require. However any change of these rules and guidelines shall be immediately brought to the notice of students at the earliest possible time

HIGHER DEGREE PROGRAMMES IN LAW

The Faculty offers Postgraduate Diploma in Law (PGDL), the Degree of Master of Laws (LL.M), Master of Laws in Information Communications Technology (eLL.M ICT), Master of Laws in International Criminal Justice (LLM ICJ) and that of Doctor of Philosophy (Ph.D.).

1.0   REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN LAW (PGDL)

INTRODUCTION
The Postgraduate Diploma in Law (PGDL) is a law programme designed for both candidates who studied law in their undergraduate degree and those candidates who wish to develop their career in law no matter what subject they gained in their original degrees.

1.2   EDUCATIONAL AIMS OF THE PROGRAMME

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1.2.1 General Aims & Objectives of the Programme

The PGDL aims to give students a firm grounding in the principles of law – not just knowledge of the law itself but also (and just as importantly) developing the essential skills of legal analysis, research and presentation. Once completed successfully, the Postgraduate Diploma in Law programme allows graduates to proceed to a master degree (for those who had no qualification for direct entry into master programme) or become legal officers, arbitrators, mediators, corporation secretaries, etc as the case may be.

1.2.2 Specific objectives and aims of this programme are:
   (i)   To provide an academically rigorous programme of legal education designed to prepare the non law graduate for entry onto the Vocational Stage of training;
   (ii)   To provide a sound foundation upon which the non law graduate can develop the legal knowledge and competencies necessary for a career in legal practice;
   (iii)   To enable the acquisition of a sound knowledge of those areas of law which are generally considered to be fundamental to any study of law and of at least two additional area;
   (iv)   To ensure the acquisition of knowledge and understanding of the Tanzanian Legal System;
   (v)   To ensure an appreciation of the relationship between national and community law;
   (vi)   To enable the non law graduate to analyse legal problems and provide a range of solutions to them using primary materials;
   (vii)   To enable the non law graduate to be able to conduct legal research (using both hardcopy and electronic resources) with particular emphasis upon primary materials;
   (viii) To enable the non law graduate to transfer and apply both knowledge and skills learned in one legal context to another;
   (ix)   To develop in the non law graduate a capacity for critical assessment of the law; and
   (x)   develop in the non law graduate the ability to use and recognise the potential of IT in the context of law and legal study
   (xi)   To impart a relleavnt specialized legal knowledge to non-law graduate for the better understanding of legal issues in their respective areas.

1.3   Eligibility for Admission

To be considered for admission to the programme for the Postgraduate Diploma in Law a candidate must have satisfied the requirements for the award of the degree of LL.B (O.U.T) or B.A. (O.U.T); or any other degree qualification from a recognised university.

1.4   Duration

The course shall be completed within three years but not less than 12 months since registration.

1.5   Course Programme

1.5.1   A candidate shall select his/her courses from those offered for the degree of Bachelor of Laws provided that:
   (i)   he/she may not pursue an undergraduate course for purposes of sitting for Main Timed Tests and Annual Examinations in a subject he/she has already taken for the LLB degree though he/she may take an advanced course in that subject by writing advanced pepers, and;

   (ii)   he/she must choose Jurisprudence and Legal Methods as among of his/her subjects if he/she has not taken it in his/her LL.B. programme.

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

1.5.3   A candidate shall choose his/her courses in order to satisfy the scheme of examination set out below in consultation with and with the approval of the Dean of the Faculty/Postgraduate Studies Coordinator.

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1.5.4 A candidate shall pursue his/her studies under the guidance of his/her supervisor appointed by the Faculty Board and approved by both the Postgraduate Studies Committee and Senate.

1.5.5 The course carries a minimum of 90 credits (**9 units)**.

1.6. Scheme of Examination

Candidates must satisfy the examiners in:

1.6.1 Three approved courses (the examination may be by coursework and/or examination papers) and a Viva voce (if done by course work), where the examiners so require.

1.7. Rules Governing Examination:

1.7.1 All examinations and coursework papers shall be sat for or completed at the end of the course.

1.7.2 A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.

1.7.3 Where a candidate fails to satisfy the examiners in one coursework or examination paper, it shall be competent for the examiners to refer the coursework back to the candidate for revision or for the candidate to re-sit the examination.

1.8 Subjects offered for the Postgraduate Diploma in Law (PGDL)

Compulsory Undergraduate (Courses)

	Units	Credits
OLW 104: Legal Method [Non Credit] if not taken at undergraduate level	1	10
OLW 301: Jurisprudence if not taken at undergraduate level	1	10

A candidate shall take at least THREE optional courses, to make the required **9 units** from the following:

OLW 507: Civil Procedure.	3	30
OLW 508: Jurisprudence	3	30
OLW 509: Law of Contract.	3	30
OLW 511: Succession and Trusts	2	20
OLW 512: Tax Law.	2	20
OLW 513: Criminal Law and Procedure.	3	30
OLW 514: Family Law	2	20
OLW 516: International Law.	3	30
OLW 517: Constitutions and Legal Systems of East Africa.	3	30
OLW 518: Administrative Law.	3	30
OLW 519: Law of Evidence.	3	30
OLW 520: Land Law.	3	30
OLW 521: Law of Tort.	3	30
OLW 525: Islamic Law.	2	20
OLW 526: Labour Law.	2	20
OLW 528: Law of Business Associations, Cooperatives and Public Enterprises	2	20
OLW 529: Intellectual Property Law	2	20

1.8.1. All undergraduate subjects offered for PGDL shall have the same units as those given to the subjects at undergraduate level.

1.8.2 Law graduate candidates shall take three (3) subjects on condition that all the subjects should not be drawn from the list of undergraduate courses.

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1.8.3 Non-Law candidates shall take a minimum of five (5) undergraduate courses, which shall comprise OLW 301 Jurisprudence and OLW 104 Legal Methods as compulsory subjects and at least three optional undergraduate subjects.

1.8.4 A candidate pursuing advanced courses shall be required to write at least two advanced coursework papers for each subject taken as an advanced course.

1.8.5 A candidate shall be required to obtain a prior approval of not only his/her supervisor but also the Dean of the Faculty on the topic/area he/she chooses for his/her coursework paper.

1.8.6 The PGDL course shall be completed within 12 months. Provided that a candidate may seek for extension of time within which to complete his/her studies after expiry of the 12 months period if she/he shows good reasons to the satisfaction of the Faculty and University Authorities.

2.0 REGULATIONS FOR THE MASTER OF LAWS DEGREE (LL.M)
2.1 Introduction
This course intends to provide a unique opportunity to students who want to provide their ability in their areas of specialization taking into account to that this programme is purely self studies where students do concentrate in their areas of specialization.

2.2 Aims and Objectives of the Programme
The Master of Laws Programme aims at producing legal experts equipped with good analytical skills to tackle current legal problems arising from the changing nature of Tanzanian society and elsewhere in the third world and other countries in the world in social, economic and political sectors.

It is a result oriented programme that enables a candidate to be fully equipped to tackle specified specialized legal problems and issues in various areas and specialties offered by the Faculty of law. The candidate may also with the permission of the Dean of the Faculty opt to do his/her course on traditional subjects under offer.

2.3 Eligibility for Admission
The course for Master of Laws degree of the Open University of Tanzania will be open for Law graduates of the University of Dar es Salaam, the Open University of Tanzania and any other recognized university, especially from countries of common law jurisdiction. A holder of Postgraduate Diploma in Law of Open University of Tanzania or other equivalent qualification* who is also a holder of a first degree in law (pass) may be eligible for admission to the Master of Laws Degree of the Open University of Tanzania.

2.4 Programme Mode Delivery
2.4.1 Programme Mode Delivery
The LL.M Programme will be delivered through blended mode; Moodle and distance (Coursework papers and dissertation) for LLM by Coursework while for LL.M by Thesis it will be through writing, submitting, and presenting of proposal & Thesis to the respective organs (supervisor, external examiner, Department, Faculty, Postgraduate and Senate) for approval.

2.4.2 Courses of Study
2.4.2.1 A candidate will be required to choose his/her subject provided under No. 2.9 subjects offered
2.4.2.2 A candidate will have to choose **one core subject** in which he/she will have to **write at least 2 coursework papers** and **a dissertation** and
2.4.3.3 He/she will also have to choose **one elective course** in which he/she will have to write the **two remaining coursework papers**.

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* Such a candidate should be a holder of LL.B. degree as a basic qualification.

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2.4.4.4 Units for each subject shall be as follows:
(i)   Core courses   60credits (6 units)
(ii)   Elective Courses   30 credits (3units)
(iii)   Dissertation   90 Credits (9 units)

2.5   Duration of the Course

The course duration will be for the maximum of **FIVE** years provided that a candidate may complete his/her course **before five years** but not less than **18 months** of studying. The time for study may be extended by the Senate if it is satisfied that there are reasonable grounds to do so.

2.6   Scheme of Examination

2.6.1   A candidate will have to write the total of **FOUR advanced coursework papers** on the subject(s) of his/her own choosing and approved by the Faculty. Other technical aspects of the student's academic writing shall be under the guidance of the supervisor. The length of Coursework papers shall be between 4,000 to 6,000 words.

2.6.2   The following Grading system shall be applied:

GRADE	MARKS	GRADE POINT	QUALITY
A	100 -70%	4.4 - 5.0	Excellent
B+	69 - 60%	4.0 - 4.3	Very Good
B	50 - 59%	1.0 3.9	Good Pass
C	40 - 49%	2.0 - 2.9	Marginal Fail
D	35 - 39%	a. - 1.9	Fail
E	0- 34%	0.- 0.9	Absolute Fail

2.6.3   The pass mark for both core and elective courses shall be "B" grade average. Candidate whose average pass is below the indicated average grade above in not more than two required courses, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0 . The maximum grade for the course that has been supplemented shall be a B.

2.6.4   Candidate must successfully complete the coursework part with minimum overall grade of "B" in all courses designated for the respective degree programmes.

2.6.5   A candidate whose overall grade average is below a "B" (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

2.6.6 A candidate failing supplementary examinations shall be discontinued from studies

2.7   Submission of Dissertation

2.7.1   Candidates will have to notify the Chairman of the Postgraduate Studies Committee of Senate his/her intention to submit his/her dissertation, three months prior to submission.

2.7.2   In his/her dissertation, the candidate will have to declare, to the satisfaction of the University that the work he/she has submitted is his/her own work and has never been submitted to any other University.

2.7.3   A candidate will be required to submit his/her dissertation in quadruplet.

2.7.4   A candidate, upon recommendation of the examiners to the Senate may be required to re-submit the dissertation after reviewing the same.

2.8   Award of the Degree of Master of Laws

The degree of Masters of Laws shall not be classified but may be awarded with distinction.

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2.9   Subjects offered for the Master of Laws Degree of the Open University of Tanzania

Core Courses

CODE	Series (core)	Status/Weight	Units	Credits
OLW 601	Environmental Law, Regulation and Policy	(core)	6	60
OLW 602	Industrial and Labour Relations Law	(core)	6	60
OLW 603	Corporate Law, Securities and Banking	(core)	6	60
OLW 604	Domestic and International Regulation and Protection of Foreign Investments.	(core	6	60
OLW 605	Property Relations (Advanced Land Law)	(core)	6	60
OLW 606	Constitutionalism, Good Governance and Human Rights;	(core)	6	60
OLW 612	Tax Law	(core)	6	60
OLW 617	Alternative Disputes Resolutions	(core)	6	60
OLW 618	Intellectual Property Law	(core)	6	60
OLW 619	Sports and Entertainment Law	(core)	6	60
OLW 659	Dissertation	(Core)	9	90

Candidates may also opt for the following traditional legal subjects with the permission of the Dean of the Faculty/Postgraduate Studies Co-coordinator

CODE	Series (electives)	Status/Weight	Units	Credits
OLW 607	Civil Procedure	elective)	3	30
OLW 608	Jurisprudence	elective)	3	30
OLW 609	Law of Contract	elective)	3	30
OLW 610	Private International Law	elective)	3	30
OLW 611	Succession and Trusts	(elective)	3	30
OLW 613	Criminal Law and Procedure	elective)	3	30
OLW 614	Family Law	elective)	3	30
OLW 615	Sale of Goods/Negotiable Instruments	elective)	3	30
OLW 616	Public International Law	elective)	3	30
OLW 620	Maritime Law	(elective	3	30
OLW 621	Administrative Law	(elective	3	30
OLW 622	Law of Evidence	(elective)	3	30
OLW 623	Law of Tort	(elective	3	30
OLW 624	Constitutional Law	(elective)	3	30
OLW 626	Islamic Law	(elective)	3	30
OLW 627	Labour Law	(elective)	3	30
OLW 628	Legal Aspects of International Trade and Investments	(elective)	3	30
OLW 629	Law of Business Associations, Cooperatives and Public Enterprises	(elective)	3	30

(i)   All candidates for a Master's programme will have to undergo a Legal Research Methodology Course and Research Guidelines to be conducted by the Faculty of Law in during the first week of April and October. A separate fee of USS$ 100 shall be paid for this training.

(ii)   The candidates will be assigned supervisors to supervise them throughout the course of study. A candidate must pursue his studies under the guidance of his/her supervisor.

2.10   A candidate who opts for OLW 601: *Environmental Law, Regulation and Policy, OLW 604: Domestic and International Regulation and Protection of Foreign Investments,* should have studied *International Law* in his/her undergraduate study. Otherwise he/she will have to study *International Law* as non-credit course during his/her Master's Programme. Similarly a candidate, who opts for

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OLW 602: Industrial and Labour Law, will be supposed to have studied *Labour Law* during his/her LL.B Programme. It will be within the discretion of the Dean to direct a particular student to undertake an undergraduate course if it appears in the opinion of the Dean, it is necessary for successful completion of the Masters Programme.

3.0   REGULATIONS FOR MASTER OF LAWS IN INFORMATION COMMUNICATION TECHOLOGY (LL.M - ICT)

3.1   Background

The LL.M in Information Communication Technology is a re-branded form of the LL.M in Information Technology and Telecommunications (LL.M IT&T) that had been on offer at OUT since 2009. The course is offered in collaboration with the International Telecommunications Union (ITU) and the UK Telecommunications Academy (UKTA). The course is taught and assessed by professors from OUT and the UK, maintaining the same standards in quality assurance, as the accredited programme being offered by UK Universities.

The course is open to law and other professions graduates with interest in taking on a specialization in Information Technology and Telecommunications law. The course is conducted in modular form.

3.2   Programme Overview

Candidates selecting this programme undertake a unique opportunity - to study the legal implications surrounding Information Communication Technology on the worlds longest established postgraduate masters (LL.M) course in Information Technology and Telecommunications Law. As the international nature of the student body demonstrates, Information Communication Technology law is of wide interest and significant importance. The master's degree in Information Technology Law encourages students to consider legal initiatives both at European and International levels as well as within their own jurisdictions.

Students examine a diverse range of key themes including information security, privacy, intellectual property, telecommunications, e-commerce, internet governance and access to public information. These may be now be undertaken by attendance at Open University of Tanzania.

Whether for academic, personal or professional development, the LL.M/PGDL in Information Technology and Telecommunications Law is an ideal choice for law graduates, lawyers and IT specialists seeking to equip themselves with the skills and knowledge to formulate and apply law in the information society.

There are 3 potential exit points from the course, certificate, diploma and masters. Assuming satisfactory performance, it is possible to change between these so that, for example, a student who initially registers for the certificate may opt to continue studying to the diploma or masters qualification. Likewise, a student originally registered for the masters may be transferred to the certificate or diploma stream.

Full-time LL.M and PGDL students are required to complete four courses from those listed – two courses per semester. For those candidates seeking the award of LL.M in Information Communication Technology Law, a 20 000 word dissertation on a topic of your own choice is required. A flexible two-course Postgraduate Certificate (Pg.Cert) is also available.

3.3   Aims and Objectives

3.3.1   *Aims of the Programme*

The Certificate/Postgraduate Diploma/LL.M programme aims to produce highly skilled, independent and adaptable graduates with a solid knowledge of the basic principles of law, who are equipped for employment both in the legal profession and other fields of endeavour. The programme reflects the emphasis on "useful learning" which is at the heart of the mission of the University. The modular programme guarantees that all students achieve the requisite benchmark standards but also offers considerable flexibility which allows students to select a curriculum which meets their own needs. The

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programme also ensures that knowledge and skills are developed progressively through the course of the degree.

3.3.2 *Objectives*
- To develop a fundamental knowledge and understanding of the principles, nature and development of legal aspects of information technology and Telecommunications from jurisdictions. ·
- To develop in students intellectual rigour, independence of mind, and the ability to think critically and constructively.
- To develop in students a range of generic transferrable skills which they can use in a wide range of settings. ·
- To produce graduates who are confident, responsible and reflective and who are equipped to develop their potential throughout their careers.

3.4 Eligibility for Admission
Candidates holding the following qualifications will be eligible for admission into the LL.M ICT Programme:

3.4.1 A holder of hounors Degree in Law or a Pass Degree with PGDL
OR
3.4.2 Holder of hounors Non-Law Degree from recognized university/institution with a t least working experience relevant to the course

3.5 Programme Design, Organization and Mode of Delivery
3.5.1 *Programme Design*
Each student of Master of Laws in Information Communication Technology (eLL.M - ICT) will be required to study the Minimum of 72 credits (18 units) which (6 courses plus a dissertation). Each unit is equivalent to 40 one hour lectures or 4 credits. Delivery will be through blended mode; Moodle and Face to Face Executive classes.
Students will be given an assignment, and shall be required to work on it and to submit the given Assignment (in a 6,000 words essay) back for assessment within three weeks after the end of each course,

Students pursuing the LL.M (ICT) Programme shall have another six months to work on a dissertation project.

After the end each Course students will be given another three weeks to work on an assignment.

3.5.2 *Programme Organization*

Course Structure

Course Code	Course Name	Units	Credits
OLW 651	Legal Aspects of Information Security	3	30
OLW 652	Legal Management of Contracts for IT	3	30
OLW 653	Telecommunications Policy & Regulation	3	30
OLW 654	Intellectual Property law for IT	3	30
OLW 655	Legal Implications of eCommerce	3	30
OLW 656	Telecommunications Law	3	30
OLW 659	Dissertation	9	90

Faculty of Law of The Open University of Tanzania defines ONE credit unit as equivalent to thirty five (40) one-hour lectures.

3.6 Programme Mode of Delivery & Programme Duration
3.6.1 *Programme Mode of Delivery*

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The Programme will be delivered through lectures, on each Course and shall be conducted in Dar es Salaam or any other selected venue in Tanzania. The 40 Hr Lectures will be completed within a one working week.

3.6.2 Learner support strategies
Use of ICT, lectures notes, with online links to relevant reading, database of the Information Technology Law URLS with search engines, discussion lists, Students home pages, a link to the Butterworth site (This site contains links to the cases and statutes discussed during the course), the OUT Library and Cases decided by the High Court Commercial Division and Fair Competition Commission.

3.6.3 Programme Duration
The entire Programme shall be completed within two years for the award of the LL.M ICT.

3.7 Assessment Regulations
The following regulations will apply for the assessment of the programme:

3.7.1 Assessment of written Assignment (Coursework)
(a) The following assessment shall consist of continuous assessment (written assignments in a form of an essay of at least 6,000 words) for each course pursued by candidate of LL.M ICT which amount to the maximum of 100%.
(b) With written required/chosen modular students shall also write one Dissertation Project of about 20,000 words on the topic of his/her own choice.
(c) All coursework papers/ written assignments shall be done at the end of each course/Course
(d) A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course/Course

3.7.2 Before the candidate is allowed to proceed with the dissertation research phase of the Masters programme, the Candidates must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

3.7.3 The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

3.7.4 The following Grading system shall be applied:

GRADE	MARKS	GRADE POINT	QUALITY
A	100-70%	4.4-5.0	Excellent
B+	69-60%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

3.7.4.1 A Candidate fails in only one of the **FOUR** Courses shall be allowed to do supplementary examination.

3.7.4.2 A candidate who fails in a repeated subject will be deregistered from the eLL.M ICT

3.7.4.2 A candidate whose overall grade points below a "B" (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

3.7.4.3 The duration of the LL.M ICT Programme is within two (2) years, student who will not complete registered programme within given time will be de-registered.

3.7.4.4 Students who will be caught involving in plagiarism activities will be deregistered from the course with immediate effect.

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3.8 Final Award/Graduation Requirements
The minimum pass mark for any course shall be the grade "B" or 50%

3.8.1 Candidates, who successfully complete the required units/courses including the dissertation, shall qualify upon approval by Senate, for the award of the LL.M in Information Communication Technology Law.

3.8.2 Candidates who complete at least four courses, but are unable to submit a dissertation, or fail in the dissertation, shall be awarded a Postgraduate Diploma in Information Communication Technology Law.

3.8.3 Candidates who complete at least two courses but wish to leave the programme shall be awarded a Postgraduate Certificate in Information Communication Technology Law.

4.0 MASTER OF INTERNATIONAL CRIMINAL JUSTICE (LLM ICJ)
4.1 Background
International criminal Justice (ICJ) is an area of public international law that has for many years been the preserve of scholars and experts in international law. As an aspect of public international law, ICJ focuses on acts prohibited under international for which individuals are held responsible. Individual criminal responsibility is the primary goal of ICJ, thus ICJ has two aspects; prohibition of acts and accountability mechanisms.

ICJ has developed rapidly in the past decade especially with regard to the accountability aspect. Norms prohibiting international crimes have existed for decades, for example the Genocide Convention was concluded in 1948. Activity around ICJ, in terms of its expanding jurisprudence through the various mechanism mentioned above, has seen an exponential increase in interest in ICL and the issue of international criminal justice. No where more so than in Africa.

Recent events have propelled ICJ from an obscure international law subject to a topic discussed and debated by the general public across the continent, primarily as a result of the ICC and the cases it has initiated that are from the continent. As of 2004 the ICC has investigated and initiated proceedings against individuals from 4 African countries; Central African Republic (CAR), Democratic Republic of Congo (DRC), the Sudan and Uganda. Thus Africans have had to learn quickly about ICJ.

Worryingly, however, much of the debate around ICJ has been in the media. It would appear that there has not been much input on the subject from Africa scholars. This is not surprising given that African universities still do not provide ICJ as a stand alone course in their law programmes, thus it is contended that African input into the development of the norms of ICJ has been stifled. There is an urgent need to develop capacity for African universities to provide ICJ as a stand-alone course at both the undergraduate and postgraduate level.

What is required is a robust introduction to ICJ for Africans with the desire to learn. Legal practitioners, students, researchers, civil servants and human rights activists in Africa must have a home-grown curriculum that introduces them to the subject that is relevant to them, their communities and values. African perspectives of ICJ must engender a generation of Africans well-versed in ICJ for the continued enhancement of human rights on the continent.

4.2 Programme Overview
Students examine a diverse range of key themes from general principles of international law, the interplay between international relations, politics and law, international crimes, international courts and tribunals, immunity of high-ranking state officials, issues of peace versus justice to gender issues in international justice.
Whether for academic, personal or professional development, the LLM in International Criminal Justice is an ideal choice for law graduates, lawyers, judges and magistrates, and international law specialists seeking to equip themselves with specialist knowledge on international criminal law and justice, the creation of such laws and their application in the real world.

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Students can acquire a certificate, diploma or masters with the possible to change between the categories, upon satisfactory performance, for example, a student who initially registers for the certificate may opt to continue studying to the diploma or masters qualification. Likewise, a student originally registered for the masters may be transferred to the certificate or diploma stream.

Full-time LLM students are required to complete six courses from those listed – two courses per semester. For those candidates seeking the award of LL.M in International Criminal Justice, a 20,000 word dissertation on a topic of your own choice is required. Distance learning students are also required to complete four courses, taking one course per semester. A flexible two-course Postgraduate Certificate (PgCert) is also available.

Justification
The scale of recent developments in international criminal law is great, however, there is a dearth of knowledge amongst many and, given the importance of the issue, it is imperative that programmes that will educate and sensitise the key individuals must be established. In the west, several institutions of higher learning have acknowledged the importance of international criminal law and provide international criminal law/justice programme, but that is not the case for Africa. Unfortunately, Africa has been international criminal law's continental focal point in the last 10 years and seems set to retain the limelight well into the next decade. With violent conflicts raging in, inter alia, Darfur, Sudan, the Democratic Republic of Congo (DRC), Chad, Somalia, where gross violations of human rights occur, and recently the post election violence that spiralled out of control in Kenya it is obvious that international criminal law must be given importance on the continent. There is a need to educate and sensitise the public about international criminal law and provide the continent with home-grown experts that will work towards ensuring individual accountability where war crimes, genocide, crimes against humanity occur.

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

4.3.2   Objectives of the Programme
To develop fundamental knowledge and understanding of the principles, nature and development of international criminal law and the justice. This will be achieved through strategies set up to:-
    i.   To develop in students intellectual rigour, independence of mind, and the ability to think critically and constructively.
    ii.   To develop in students a range of generic transferable skills which they can use in a wide range of settings.
    iii.   To produce graduates who are confident, responsible, and reflective, and, who are equipped to develop their potential throughout their careers.
    iv.   To produce graduates who will assess critically issues put forward in the programme in relation to their professional endeavours.

4.7   Eligibility for Admission
Candidates with the following qualifications will be eligible for admission into the LLM ICJ Programme:

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Honours degree in law or a pass degree in postgraduate diploma in law (PGDL) OR

Holder of Non Law Degree graduate, with at least two years work experience relevant to the subject content of the course.

3.8 Programme Design, Organization and Mode of Delivery
3.8.1 Programme Design
Each Students of Master of Laws in International Criminal Justice will be required to study a minimum of 72 credits (18 Units) which (6Courses plus a Dissertation). Each Unit is equivalent to 40 one hour lectures or 4 credits. Delivery will be through blended mode; Moodle and Face to Face Executive classes.

Students will be given an assignment of 6,000 words to be submitted within three weeks after the end of each course.

Students pursuing the masters rather than advanced diploma will have another six months to work on a dissertation project.

4.8.2 Programme Organization
Course Structure

Course CODE	Course Name	Unit	Credit
OLW 671	Principles of International Law	2	20
OLW 672	International Politics & Relations	2	20
OLW 673	Substantive International Criminal Law	2	20
OLW 674	Law & History of Accountability Mechanisms	2	20
OLW 675	Contemporary Issues in International Criminal Law	2	20
OLW 676	International Criminal Courts & Tribunals; Processes & Procedures	2	20
OLW 659	Dissertation	9	90

The Faculty of Law, the Open University of Tanzania defines ONE unit as equivalent to thirty five (40) one-hour lectures

4.9 Programme Mode of Delivery & Programme Duration
4.9.1 Programme Mode Delivery
The programme will be delivered through one lectures spread over a week for a maximum of 40 hours. The lectures will be conducted for each course in Arusha, or any other selected venue in Tanzania.

4.9.2 Learner support strategies
Use of ICT, lectures notes, with online links to relevant reading, use of libraries in home towns, database on International Criminal Law, URLS with search Engines, discussion lists, students home pages, and possibly Lexis, the OUT Library, UN website, ICTR, ICTY and ICC websites. The entire Programme must be completed within two years for the award of the LLM ICJ.

4.9.3 Programme Duration
The entire programme shall be completed within two years for the award of the LLM in International Criminal Justice (ICJ).

4.10 Assessment Regulations
The following regulations will apply for the assessment of the programme:

4.10.1 Assessment of Written Assignment (Course Work)

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    a) Students will complete a written assignment in the form of an essay of at least 6,000 words for each course, marked out of 100%. Written assignments must be completed and submitted within three (3) after attending a seminar.

    b) A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course/Course.

    c) Students will complete a dissertation of approximately 20,000 words on a topic of the student's choice. Research and drafting can start after a student successfully completes Courses 1-5.

4.10.2 Before a candidate is allowed to proceed with the research and dissertation phase of the programme, he/she must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all core courses listed.

4.10.3 The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

4.10.4 The following grading system shall be applied:

GRADE	MARKS	GRADE POINT	QUALITY
A	100-70%	4.4-5.0	Excellent
B+	69-60%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

4.10.5 Where a candidate fails in one of the **FOUR** Courses he/she shall be allowed to do supplementary examination.

4.10.6 A candidate whose overall grade point is below a "B" (i.e. below GPA of 3.0) for the coursework shall be discontinued from studies.

4.10.7 The duration of the LL.M ICJ is two (2) years. Students who fail to complete the registered programme within the given time will be de-registered.

4.11 FINAL AWARD/GRADUATION REQUIREMENTS

4.11.1 The minimum pass mark for the course is grade "B" or 50%.

4.11.2 Candidates who successfully complete the required units/course shall qualify, upon approval by Senate, for the award of LLM in International Criminal Justice.

4.11.3 The degree of Masters of Laws s in International Criminal Justice shall not be classified but may be awarded with distinction.

5. 0 REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
5.1 OJECTIVES OF PhD PROGRAMME
The primary objective of the Program of Doctor of Philosophy is to enable a student to gain professional skills in the design of a research project, the conduct of the search to obtain relevant data, the analytical skills to perform an evaluation of the data and have the ability to write up a coherent and generally acceptable thesis of high academic standard based on his/her chosen area of study. Such work must be original and a contribution to knowledge.

The course is also intend to impact candidate knowledge to acquire transferrable skills in research and writing skills, such that they gain confidence to conduct future research , do analysis and writing on

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their own without closer supervision. It is also inculcate in a candidate a mastery to understanding and confidence to analyze and explain his/her area of specialization.

5.2   ELIGIBILITY FOR ADMISSION
A holder of the Bachelor of Laws (LL.B) and Master of Law Degree (LL.M) of the Open University of Tanzania or from any other University or its equivalent shall be eligible for registration for the degree of Doctor of Philosophy.

5.3   DURATION
A candidate must submit his/her thesis within six years from the date of registration for the degree provided that no candidate may be permitted to submit a thesis in less than two academic years from the date of registration.

5.4   COURSE PROGRAMME
5.4.1   A prospective candidate for the Ph.D. Degree is required to submit an outline of the subject of study and/or research which he/she proposes to pursue.

5.4.2   One or two supervisors will be appointed to advise the candidate in his/her field of study or research provided that one supervisor may conduct a PhD supervision only if he/she is of a rank of associate professor or full professor or is a senior lecturer with proven long experience in PhD supervision.

5.1.1   A candidate for the degree shall be required to submit a thesis embodying the results of his studies.

5.1.2   A candidate may choose any subject from those offered at Master of Law level or any other topic of research to be approved by the Dean Faculty of Law.

5.5.   Rules Governing Submission and Examination of Thesis
5.5.1   At least six months before the thesis is to be presented, a candidate shall give notice, in writing, to the Deputy Vice Chancellor (Academic) of the University submitting a general scope of the work.

5.5.2   The Senate shall appoint for each thesis at least two examiners, one of whom shall be an examiner external to the University.

5.5.3   Three copies of every thesis for the degree shall be submitted and if the degree is awarded, two copies of a thesis so submitted shall remain in the keeping of the University to be deposited in the Library. A thesis submitted for the Degree shall normally have a minimum of 500 pages worthy of publication; it must also include a full list of references to materials whether published or otherwise used in its preparation.

5.5.4   Every thesis submitted for the degree must be accompanied by a declaration to the satisfaction of Senate stating that it has not been submitted before for a degree in this or any other University.

5.5.5   No thesis shall be accepted which does not make a distinct contribution to the knowledge or understanding of the subject and does not show evidence of originality.

5.5.6   The candidate shall be required to forward to the University with his/her thesis an abstract thereof comprising not more than 300 words.

5.5.7   The candidate may submit as subsidiary matter in support of his/her candidate any printed contribution or contributions to the advancement of knowledge relative to his/her field of research which he/she may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he/she will be required to state fully his/her own share in any conjoint work.

5.5.8   The candidate may submit with his/her thesis a list of his/her publications.

5.5.10 The examiners may require a candidate for the degree to present himself/herself for a *viva voce* examination on the general field in which the thesis falls as well as on the subject of the thesis itself.

5.5.11 If the thesis is adequate but the candidate fails to satisfy the examiners at the Viva voce, examiners may recommend to the Senate to permit the candidate to re-present the same thesis, and submit himself/herself to a further Viva voce within a period not exceeding 18 months.

5.5.12 A thesis may be re-submitted in revised or extended form if the examiners so recommend. No rejected thesis may be re-submitted in a revised form unless it was so recommended by the examiners. A thesis recommended for re-submission must be submitted within 18 months.

5.5.13 The candidate may be required by the examiners to make minor alterations to thesis without requirement to re-submission. Such alterations must be effected within a period of 6 months. If the candidate fails to make the alterations to the satisfaction of the examiners within the specified time, and he/she is not granted an extension of time by the Senate, he/she will be deemed to have failed the examination.

5.5.14 when a thesis has been accepted by the University, and material from it is published, in whatever form, acknowledgment shall be made of the fact that this materials has been submitted in a thesis approved for the degree of Doctor of Philosophy of the Open University of Tanzania.

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES (FSTES)

The Faculty of Science, Technology and Environmental Studies comprises of Biology, Botany, Zoology, Chemistry, Physics, Mathematics, Food& Nutrition, Information & Communication Technology, Data Management and Environmental Studies at undergraduate level and Computing and IT, Computer Science, and Poultry Production & Health at certificate and diploma levels.

Certificate Course in Poultry Health and Production

PART I
Preamble
Poultry production in Eastern Africa currently makes a significant economic contribution at both household and national levels. Its Importance is however not captured in the government economic data. Skilled manpower specialised in poultry production is limited. Specialised Courses in Poultry production and health that are important in improving poultry production are not offered by Training Institutions in Eastern Africa. Nevertheless, the potential of poultry production as an economic enterprise is very high. In the rural areas where close to 80% of the people live and where per capita income is the lowest, poultry has a high potential for poverty reduction and wealth creation. Commercial poultry production enterprises that are concentrated mainly in urban and peri-urban areas are not doing very well as business enterprises. Both in rural and urban areas, poultry production are constrained by high prevalence of killer diseases and poor husbandry methods. This is in spite of the great market potential for poultry meat and products.

There is thus urgent need of training specialised manpower in order to promote poultry production. A Certificate Course in poultry production would equip graduates with knowledge and skills for all levels of poultry production enterprises. The Certificate graduate will be especially equipped with practical skills. There shall be a strong bias in practical skills.

Purpose

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To train students in poultry production and health so that they are equipped with theoretical knowledge as well as practical skills in poultry production and poultry health. Poultry shall include all domestic poultry, namely Chickens, Ducks, Guinea Fowl, Turkey, Pigeons, Geese and Ostriches. Commercial, traditional and improved rural/village poultry husbandry and health management systems shall be taught.

It is envisaged that after completing the two year Certificate, the student will be fully competent and qualified to undertake all duties and responsibilities in all types of poultry production enterprises varying from large scale commercial units to smallholder and rural poultry units. The graduate will be equipped with skills to be able to start own poultry enterprises of whatever scale. Upon successful completion of the course Graduates of the Certificate Course shall be expected to:

i.   Assist to plan and set up poultry production enterprises including large scale, small-scale commercial poultry production, smallholder, backyard and rural poultry production enterprises.
ii.   Assist to manage and run all levels and types of poultry production enterprises ranging from simple rural, backyard, small holder, and small sale up to large scale poultry enterprises.
iii.   Plan, set up and run poultry products market systems
iv.   Offer extension and marketing services to all levels of commercial and rural poultry farmers and village/community based poultry workers.
v.   Assist to plan, set up and run poultry feed mills and ensure feed quality.
vi.   Assist to plan, set up and run poultry meat and egg processing plants.
vii.   Set up and maintain commercially and consumer acceptable quality standards of poultry products for local and export market.

Minimum Entrance Requirements
Five passes at 'O' level or its equivalent, the passes must include biology/agriculture and chemistry.

Mode of Study
The Course will be offered mainly by distance mode of delivery. Study materials will be supplied to paid-up students. The study materials will be written in a house-style which is suited for distance learners such that they will be stimulating and thought provoking for adult as well as young students. Students will be required to attend practicals at designated established institutions. The practicals shall also be in form of field attachments to designated poultry farms and enterprises. Students will be required to attend Face to Face sessions in order to assist them understand the course. Students shall Write Reports at the end of their practicals.

Duration of the Course
The course will last a minimum of 2 years and a maximum of 4 years.

Programme Fee
The fee is paid according to the number of units in the programme as follows:

Sn.	Item	Fees per module		
		Tanzanian (Tshs)	EAC & SADC (US$)	Non-EAC/SADC US$
01	Theoretical courses	30,000.00	20.00	40.00
02	Practical modules	50.00	40.00	80.00

NB:
i.   Practical fee per module is the same for both diploma and certificate programmes due to cost considerations.
ii.   Since all modules for both theoretical training and practical/fieldwork are compulsory, the total programme fees are as follows:

Sn.	Item	Total programme fees

		Tanzanians Tshs.	EAC & SADC US$	Non-EAC& SADC US$
01	Theoretical courses	360,000.00	240.00	480.00
02	Practical modules	300,000.00	240.00	480.00
03	**TOTAL**	**660,000.00**	**480.00**	**960.00**

Admission and Registration

A candidate will be admitted to the Certificate Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.

Number of admitted students

In order to run the course viably, a minimum of 20 students will have to be admitted. One cohort of students must complete the course before taking in new students. Therefore new students will be admitted after every two years.

Assessment

Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests and one examination and in addition, a practical report shall be assessed.

SYLLABUS FOR CERTIFICATE COURSE IN POULTRY PRODUCTION AND HEALTH MANAGEMENT

Course code	Course name	Units	credits
	LEVEL I		
OPC 001	Overview of domestic poultry production	1	10
OPC 002	Avian Anatomy & Physiology	**2**	20
OPC 003	Principles and Practice of Poultry Breeding	1	10
OPC 004	Poultry Nutrition & Feeding	1	10
OPC 005	Principles and Practice of Poultry Husbandry	1	10
OPC 006	Poultry Health I: Microbiology, Parasitology & disease diagnosis	1	10
	LEVEL II		
OPC 007	Poultry Health II: Common Poultry diseases and their management	1	10
OPC 008	Hatchery Establishment & Management	1	10
OPC 009	Poultry Products Processing & Marketing	1	10
OPC 010	Gender, Socio-cultural and economic issues in the poultry industry	1	10
OPC 011	Extension methodologies in poultry farming	1	10
OPC 012	Poultry farm accounting, record keeping & Entrepreneurship	2	20
	TOTAL	**14**	**140**

Practicals:

Students shall be required to go for Practicals/Field attachment for 3 months (12 weeks) per year at approved stations. One day's practicals/field attachment shall be equivalent to 6 hours of laboratory practicals as shown under practicals column.

CERTIFICATE IN POULTRY PRODUCTION AND HEALTH MANAGEMENT:

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PRACTICAL SCHEDULE (4 WEEKS EACH ACADEMIC YEAR)

Sn.	Module	Title	Practical details	Practical hrs / credit – hrs
LEVEL I				
1.	Practical 1 OPC 001, OPC 005 & OPC 010	Practical situation of poultry keeping systems; and significance of poultry keeping across cultures, gender and social stratification	• Visits and face-to-face discussions with poultry keepers of different categories • Own observations of poultry ecotypes, breeds and lines kept, activities of different stakeholders in the poultry industry, and roles fulfilled by poultry in social and economic life of communities.	60 (2) = 1 week
2.	Practical II: OPC 002, OPC 004 & OPC 006	Anatomy and physiology of birds. This is laboratory work to identify the form, function and processes of different poultry cells, organs and organ systems. • Feed analysis & evaluation • Poultry diseases diagnosis & pathology.	• Work in laboratories of livestock research and development institutes in identification and diagnosis of poultry diseases. • Feed analysis laboratory work. • Learning how to calculate energy and nutrient concentrations of feed from laboratory data. • Learning feed formulation techniques with special emphasis on least- cost feed formulation methods. • -Learning how to take, prepare, store and transport specimens for pathological investigations and feed analysis.	120 (4) = 2 weeks
3.	**Practical 3** OPC 003	Theory and practice of poultry breeding	• Visit poultry breeding farms e.g parent/ grandparent stock farms and learn practical production of commercial poultry stock. • Learn poultry breeding methods from technicians in research and academic institutions. • Identification of common poultry breeds, ecotypes and lines kept in Tanzania.	60 (2) = 1 week
LEVEL II				
4.	Practical 4 OPC 007 & OPC 008	• Poultry diseases diagnostic and treatment • Health management practices including routine vaccinations, endo- and ectoparasite control, debeaking etc.	• Visit and participation in poultry health management practices performed by veterinary clinics, academic institutions and private veterinary services providers and extension officers in villages, at ward and district levels. • Visits in selected poultry farms to identify common poultry diseases and disorders.	120 (4) = 2 weeks
5.	Practical 5. OPC 008 & OPC 009	• Management and operation of a hatchery unit • Processing and marketing of	• Visit and work in a hatchery unit to learn hatchery operations and distribution of DOC. • Visit and work in a poultry slaughterhouse and/or	60 (2) = 1 week

		poultry products.	supermarket dealing with processing and selling different poultry products	
6.	Practical 6 OPC 011	Extension work in poultry production	• Work with livestock extension workers at village, ward, division and district levels to acquaint oneself with daily routine of a livestock extension officer and problems encountered by livestock keepers with special attention to poultry production.	60 (2) = 1 week
	TOTAL			**480(16) = 8 weeks**

Diploma Course in Poultry Production and Health
Purpose

To train students so that they are equipped with balanced theoretical knowledge as well as practical skills in poultry production and poultry health. Poultry course shall include all domestic poultry, namely chickens, ducks, guinea fowl, turkey, pigeons, geese and ostriches. Commercial, traditional and improved rural/village poultry husbandry and health management systems shall be taught. It is envisaged that after completing a two-year diploma course, the student will be fully competent and qualified to undertake all duties and responsibilities in all types of poultry production enterprises varying from smallholder, rural poultry unit to large-scale commercial units.

Upon successful completion of the course graduates of the diploma course shall be expected to:
i. Plan and set up poultry production enterprises including large scale and small scale commercial poultry production, as well as, backyard and rural poultry production enterprises.
ii. Manage and run all levels and types of poultry production enterprises ranging from simple rural, backyard, smallholder, and small scale up to large-scale poultry enterprises.
iii. Plan and set up own poultry production enterprise/farm.
iv. Identify, prevent and treat poultry diseases.
v. Plan, set up and run poultry products market systems
vi. Offer extension and marketing services to all levels of commercial and rural poultry farmers and village/community based poultry workers.
vii. Plan, set up and run poultry feed mills and ensure feed quality.
viii. Plan, set up and run poultry meat and egg plants.
ix. Set up and maintain commercially and consumer acceptable quality standards of poultry products for local and export market.
x. Offer assistance on training and research on poultry health and production.

Minimum Entrance Requirements:
Diploma Course

One or more passes at principal 'A' level in science subjects and such candidate must have passed biology and chemistry at 'O' level.

          Or

Certificate in Animal Health or Animal Production from a recognised institution.

Mode of Study

The Course will be offered mainly by distance mode of delivery. Study materials will be supplied to paid-up students. The study materials will be written in a house- style which is suited for distance learners such that they will be stimulating and thought provoking for adult as well as young students. Students will be required to attend practical training at designated established institutions and in form of field attachment to designated poultry farms and enterprises. Students will be required to attend Face to Face sessions in order to assist them understand the course. Students will be required to write a special research project of a selected topic to be submitted as a partial fulfilment of the course at the end of second year.

Practicals

Student will be required to attend supervised practicals for twelve weeks in a year. Students shall do the practicals in approved institutions and farms that practice the activities related to the course taught that year. Students will be required to write a practical report at the end of the field practical, indicating duration, activities performed and comments. The report shall be signed by the local supervisors where student was doing his/her practicals.

Duration of the Course

The course will last a minimum of 3 years and a maximum of 5 years.

Programme Fees

The fee is paid according to the number of units a student has registered for and per practical module as follows:

Sn.	Item	Fees per module		
		Tanzanian (Tshs)	EAC & SADC (US$)	Non-EAC/SADC (US$)
01	Theoretical course	40,000.00	30.00	60.00
02	Practical module	50,000.00	40.00	80.00

NB: Since all modules for both theoretical training and practical/fieldwork are compulsory, the total programme fees are as follows:

S/No.	Item	Total programme fees		
		Tanzanians Tshs.	EAC & SADC US$	Non-EAC& SADC US$
01	Theoretical courses	960,000.00	720.00	1,40.00
02	Practical modules	350,000.00	280.00	560.00
03	**TOTAL**	**1,310,000.00**	**1,000.00**	**2,000.00**

Admissions and Registration

A candidate will be considered for admission to the Diploma Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.

Number of admitted students

In order to run the course viably, a minimum of 20 students will have to be admitted. One cohort of students must complete the course before taking in new students. Therefore new students will be admitted every two years.

Assessment

Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests and one examination and in addition, a practical report shall be assessed.

SYLLABUS FOR DIPLOMA COURSE IN POULTRY PRODUCTION AND HEALTH MANAGEMENT

Course Code	Course Name	Units	Credits
	LEVEL I		
ODP 001	An overview of domestic Poultry Species	**1**	**10**
ODP 002	Avian Anatomy	**2**	**20**
ODP 003	Avian Physiology & Biochemistry	**2**	**20**
ODP 004	Poultry Health I : Microbiology	**1**	**10**
ODP 005	Poultry Health II : Diseases & Biochemistry	**1**	**10**

			1	10
ODP 006	Poultry Pathology & Disease diagnosis		1	10
	LEVEL II			
ODP 007	Common Poultry diseases and Their Management		1	10
ODP 008	Genetics & Introduction to Poultry Breeding		2	20
ODP 009	Applied Poultry breeding		1	10
ODP 010	Poultry Nutrition & Feeding		2	20
ODP 011	Poultry Husbandry		2	20
ODP 012	Indigenous & Organic poultry production		1	10
	LEVEL III			
ODP 013	Hatchery establishment & Management		1	10
ODP 014	Poultry and Poultry products processing, storage and marketing		2	20
ODP 015	Extension Methodologies in Poultry Production		1	10
ODP 016	Gender and Socio- economics in poultry production		1	10
ODP 017	Accounting, record keeping and entrepreneurship in the Poultry industry		2	20
	TOTAL		24	240

Practicals:
Students shall be required to go for Practicals for 3 months' (12 weeks) per year at approved stations. One full day's practicals/field attachment shall be equivalent to 6 hours of laboratory practicals as shown under practical column.

DIPLOMA IN ANIMAL PRODUCTION AND HEALTH MANAGEMENT PRACTICALS SCHEDULE (5 weeks each academic year)

Sn	Modules	Title	Practical details	Practical hours/ Credit hours & duration
			LEVEL I	
1	Practical I: ODP 001, ODP 011 & ODP 016	Different poultry ecotypes and keeping systems; extension services provision; Gender mainstreaming and socio - economics of poultry production as well as farm man of men practices	Field visits in different small, medium and large scale poultry production farms applying different poultry ecotypes and keeping systems. Visits in villages/ households keeping local free range poultry. Visits and face - to -face interviews with small - scale and medium scale poultry and poultry products buyers and sellers. Visits and face - to -face interviews with supermarkets hotels, livestock extension officers at ward, division and district levels. Visits and face - to -face interviews with veterinary inputs supplies.	120 (4) = 2 week
2	Practical 2: ODP 002 ODP 003	Avian anatomy, physiology and Biochemistry.	Animal research and training institutes, Veterinary investigation Centers (VIC) and / or Central Veterinary laboratory. This is laboratory work to identify the form , function and processes of different poultry cells, organs and organ systems.	120 (4) = 2weeks

3	Practical 3: ODP 004 ODP 005 ODP 006	Basics in Poultry health, Pathology and Disease diagnostics	Veterinary laboratories, animal production research and development institutions for microbiological and pathological investigations. Visit of veterinary practioneers and their veterinary clinics routines.	90 (3) = 1 week
LEVEL II				
4	Practical 4	Basics of poultry breeding and routine poultry disease management	Visits in poultry breeding farms (parent stock farms) -Visits and face-to face interviews with practicing veterinarians, extension officers, tutors and fellow students.	90 (3) = 1 week
5	Practical 5. ODP 010 & ODP 012	Poultry feeding, poultry feeds manufacturing, marketing and storage. Poultry organic farming methods.	Visits and face-to-face interviews with poultry feed manufacturers, traders and farmers on feed manufacturing process, quality assessment of raw materials and finished products, as well as handling and storage of feeds. Laboratory feed analysis in relevant laboratories, estimation and calculation of feed value and feed allowances for different classes of poultry e.g chicks, growers layers, broilers etc. Visits on farmers practising organic poultry farming methods.	120 (4) = 2 weeks
LEVEL III				
6	Practical 6. ODP 013, ODP 014 7 & DP 017	Hatchery establishment and operation, management of a hatchery unit, handling and distribution of Day-Old chicks, processing of table eggs and poultry meat, operations and management of a poultry slaughterhouse, storage of different poultry products, record keeping, accounting and entrepreneurship in the poultry industry.	Visit of a small,-medium- and large scale hatchery units and studying their operation. -Face-to face dialogue with managers and hatchery workers on their daily activities in the hatchery unit. -Visit of DOC distribution centres and learn how to handle DOC at distribution end. -Visit of large scale scale egg producers and distributors on how to select, sort, store and distribute table eggs - Visit a poultry meat processing plant (slaughterhouse) and learn how to select, slaughter, store and distribute poultry meat products - Study poultry producers and hatchery operators books of accounts and study types of records kept.	150 (5) = 2 weeks
7	Practical 7.	Special project	A small research report(not more than 60 pages) on subject of choice related to poultry business according to programme modules studied	

Certificate and Diploma Course in Computing and IT
The Department of Information and Communication Technologies offers three non degree programmes in Information Communication Technology under Competence Based Educational Training (CBET)

approach of National Accreditation Council for Technical Education (NACTE). These programmes are Basic Technician Certificate in Computing and IT (NTA Level 4), and Ordinary Diploma in Computer Science (NTA Level 5 and 6).

1. Programmes offered

1.1 Basic Certificate in Computing and IT - NTA Level 4

The purpose of this programme is to enable students to apply basic office application operations, help-desk support, repair and maintenance of computers, installation of computer hardware and software, setting up computer networks and provide web services. Specific Objectives of the program include:

(i) Ability to use basic computer skills to perform computer operations and office application packages;

(ii) Ability to apply different computer software skills and knowledge to install, configure & service computer software and provide web sites services;

(iii) Ability to apply basic electronics theories and electrical circuit diagrams to install, service, maintain and repair computer hardware and its peripherals;

(iv) Ability to apply elementary mathematical principles and networking theories to assist in setting up of computer network;

(v) Ability to provide help-desk support and quality customer care using communication and problem solving skills.

This programme comprises a total of eleven (11) Modules that spread over one academic year with two semesters. Students in this course will be involved in class sessions as well as industrial training. To reach the course objectives, the whole course is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete the course programme are eligible for the award of NTA Level 4 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass. Upon Successful completion of NTA level 4, a student may continue to NTA Level 5.

Course Structure

Semester I

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credits
IET 04101	Computer Fundamentals	4	2	2	2	15
IET 04108	Computing Mathematics	3	2		3	12
IET 04102	Office Automation Fundamentals	2	1	2	1	9
IET 04107	Communication Skills	2	2		2	9
IET 04110	Introduction to Entrepreneurship Skills	4	3		3	15
	Sub-total Hours/Week	15	10	4	11	60
	Total Hours/week	40				

Semester II

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credit
IET 04203	Principles of Computer Support and Maintenance	4	1	2	1	12
IET 04204	Introduction to Web Technologies	2	1	2	1	9
IET 04205	Helpdesk Operations	1		2	1	6
IET 04206	Network Essentials	2		2	2	9
IET 04211	Practical Training					18
IET 04209	Introduction to cross-cutting issues	2	1		1	6
	Sub-total Hours/Week	11	3	8	6	60
	Total Hours/week	28				

1.3 Technician Certificate in Computing and IT - NTA Level 5

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This programme is intended to a person who will be able to perform management roles in ICT programmes. The programme gives the student the ability to perform operations related to computer information systems, network and hardware configurations, design static websites, support end user applications and demonstrate entrepreneurship skills. Specific Objectives of the program include:

a) Ability to apply mathematical principles and software knowledge to install service and maintain computer software and develop simple information systems.
b) Ability to use electrical and electronics theories, principles and standards to install, service, maintain and repair of computer hardware.
c) Ability to use business principles, ergonomics and mathematical principles to plan, create simple budget and identify business opportunities.
d) Ability to apply basic management principles and basic supervisory skills to form a team, assign duties and monitor progress.
e) Ability to apply mathematical logic theories and networking principles to design and configure simple LAN.

This programme comprises a total of twelve (12) Modules that spread over one academic year with two semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the programme objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete this programme are eligible for the award of NTA Level 5 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass.

Upon Successful completion of NTA level 5, a student may continue to NTA Level 6 (Ordinary Diploma in Computer Science).

Course Structure
Semester I

Code	Module Title	L	T	P	AS	Credit
		Scheme of study Hrs/Wk	
IET 05101	Computer Architecture and Systems	2	2	2	2	12
IET 05103	Computing Mathematics	2	2		2	9
IET 05104	Introduction to Programming	4	1	2	1	12
IET 05105	Database Design and Implementation	2	1	2	1	9
IET 05108	Business and Entrepreneurship Skills	2	2		2	9
IET 05110	Cross-cutting issues: Environment, gender, HIV/AIDS, Poverty and Morals	3	1		2	9
Sub-total Hours/Week		**15**	**9**	**6**	**8**	
Total Hours/week		\multicolumn{4}{c}{**40**}	**60**

Semester II

Code	Module Title	L	T	P	AS	Credit
		Scheme of study Hrs/Wk	
IET 05202	Managing Computer Systems	3	1	2	2	12
IET 05206	Website Design	2	1	2	1	9
IET 05207	Network Design and Implementation	2	1	2	1	9
IET 05209	Leadership and Management	3	1	0	2	9
IET 05211	ICT in business process	2	1	0	1	6
IET 05212	Industrial Training					15
Sub-total Hours/Week		**12**	**5**	**6**	**7**	
Total Hours/week		\multicolumn{4}{c}{**30**}	**60**

1.4   Ordinary Diploma in Computer Science - NTA level 6 -

The purpose of this programme is to enable students to have ability to design, develop, test and implement software applications; manage, maintain, and service computer systems; assist in planning and supervision of computer projects and communicate effectively. Specific Objectives of the programme include:

a) Ability to apply principles and practices of software design and development to develop computer programs.
b) Ability to design, develop, test, implement, install, manage, maintain, and tune Databases
c) Ability to design develops, implement, install, manage, and maintain websites.
d) Ability to design, develop, implement, install, manage, maintain, service and repair networks
e) Ability to apply communication and supervisory skills to manage computer projects.
f) Ability to apply mathematical skills in modeling and designing computer based systems.

This programme comprises a total of fourteen (14) Modules that spread over one academic year with three semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete the programme are eligible for the award of NTA 6 Level provided they meet a Minimum Cumulative GPA of 2.0 which is equivalent to pass.

Course Structure
Semester I

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06101	Advanced Website Design	3		3	2	12
IET 06102	System Analysis and Design	3	3		2	12
IET 06104	Object Oriented Programming	3		3	2	12
IET 06105	Database System Design and Administration	3		3	2	12
IET 06106	System Administration	3		3	2	12
Sub-Total hours/week		**15**	**3**	**12**	**10**	
Total hours/week		**40**				**60**

Semester II

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06207	System Modelling	3	3		2	12
IET 06203	Network Management	3		3	2	12
IET 06209	Research Methodology	3	3		2	12
IET 06212	Multimedia Applications	2	3	2	3	15
IET 06213	Cross-cutting issues in ICT	3	1		2	9
Sub-Total hours/week		**14**	**10**	**5**	**11**	
Total hours/week		**40**				**60**

Semester III

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06311	Corporate Social Responsibility (CSR) Techniques	2	2		2	9
IET 06308	Project Management	2	1		1	6
IET 06310	ICT Security	3	1		2	9
IET 06314	Industrial Training					16
Sub-Total hours/week		**7**	**4**	**0**	**5**	
Total hours/week		**16**				**40**

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2. General Admission Information

The Department of ICT under the Faculty of Science, Technology and Environmental Studies does not discriminate anybody in admitting those who apply to its various programmes provided that they possess the required qualifications.

2.1 Application and admission procedures

Application forms for all the programmes are obtained from the Institute of Educational and Management Technologies at OUT HQ as well as from the OUT Regional centers located in all Regions in Tanzania mainland and Zanzibar. The filled forms are sent to respective Regional center then all applications are sent to OUT HQ in Dar es Salaam for selection.

Normally the institute invites applications for admission to various programmes by advertising through the mass media. Application should be done via CAS under NACTE and Payment should be paid to NACTE **Tsh 20,000** is charged to every applicant for any programme. Applicants are required to satisfy the Institute that their general standards of education are adequate for their proposed programmes of study. In order to confirm admission it is conditional for each student to present to the Institute his/her original certificates. These are thoroughly checked to enable the institute to satisfactorily verify the academic qualifications of each applicant. There are two intakes a year; one starts in January and the other in July.

2.1 Admission and Registration

A candidate will be considered for admission to the Diploma Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.

2.2 Entry Requirements

Basic Technician Certificate Programme in Computing and IT - NTA Level 4

a) Admission to the programme will be open to candidate, who has a Certificate of Secondary Education with at least four passes or its equivalent established by NECTA based on Tanzania education system.

        OR

Possession of at least two passes of relevant form four subjects and National Vocational Award (NVA) Level 3 or its equivalent in Computer Science, Computer Engineering or Information Technology from any institution recognized by VETA.

Technician Certificate Programme in Computing and IT - NTA Level 5

b) Admission to the programme will be open to candidate who has an Advanced Certificate of Secondary Education with at least one Principal and one Subsidiary Pass based on Tanzania education system.

        OR

Possession of Basic Technician Certificate (NTA Level 4) in Computer Science, Computer Engineering or Information Technology from any institution recognized by NACTE.

Ordinary Diploma in Computer Science - NTA Level 6

c) Admission to the programme will be open to candidate who has relevant Technician certificate programme (NTA Level 5) in Computer Science, Computer Engineering or Information Technology or its equivalent from any institution recognized by NACTE.

2.0 Other administrative and Academic Matters

Postponement

A student enrolled at the Institute shall not be allowed to postpone studies after the academic year has begun except under special circumstances and with permission from the Director. Special circumstances shall include:

- Medical problem;
- Serious social problem (each case to be considered on its own merit); and
- Sponsorship problems.

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Postponement is for one academic year only and the applicant has to confirm his/her re-admission before the next academic year. Failure to do so, the applicant shall be required to re- apply.

Student Name
The name used must be those appearing on the Form FOUR (4) certificate of the student and used in application.

Identity Cards
Every student should possess Open University of Tanzania Identification card (ID) and endeavor to have it always. Any student who misplaces his/her ID card must report the case to the Dean of students or NACTE Coordinator and submit a police report before a new one is issued.

3.0   Assessments, Lectures and Seminar Sessions
Modules are facilitated in Lectures (interactive lectures) and plenary sessions combined with seminars or tutorials and practical assignments each week, seminars or tutorial groups are smaller and are mainly for students – tutor and student to student interaction. For each module/subject, there is a plan for both plenary sessions and seminars. Students are required to prepare themselves and follow up with self-studies for each topic. All tutors are available for individual counseling and guidance.

Tests and Assignment
All students will be required to do tests and assignments as part of continuous assessments.
Semester Paper Writing
All students are required to write a semester paper on a topic to be chosen by the students in collaboration with their tutors. Students therefore, have to write on the topic and present their idea in a meaningful way.

Industrial Training
All students are required to attend industrial training at the area of their preferences or elsewhere the institute will look for them. Each student has to write a report about what was done during the industrial training.

Continuous Assessment
There will be continuous assessment during the course comprising quiz, practical work/project, timed test, presentation, participation and Mid Semester Examinations. The continuous assessment for each module shall be completed prior to its examination at the end of the semester in which it is offered.

The continuous assessment results for each module shall be completed and students are informed on their performance prior to sitting at the end of semester examination in which the course/module is offered.

Semester course work assessment:
i.	Practical work project	-	10.0
ii.	Timed test	-	10.0
iii.	Presentation & participation	-	10.0
iv.	Mid semester examination	-	10.0
	Total	**-**	**40%**

A classification of assessments and award for continuous assessment is shown in the following table.
Table 1

No	Programme	Total Course Work	Pass Mark Score
i.	Certificate	40%	25%
ii.	Ordinary Diploma	40%	22.5%

Semester Examinations

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The final examination will be marked out of 60% to make a grand total of 100% marks. A candidate who scores below pass marks in the semester examination will be deemed to have failed the examination and will be required to sit for supplementary examination provided that she/he has attained a minimum GPA of 2.0.

Grading System for Certificate and Diploma Courses
Table 2

Score Range	Score Range	Definition
A	80-100	Excellent
B	65-79	Good
C	50-64	Average
D	40-49	Poor
F	**0-39**	**Failure**

Final Classification of Award

Table 3

Certificate		Ordinary Diploma	
Classes Award	**Cumulative GPA**	**Classes**	**Cumulative GPA**
First Class	3.5-4.0	First Class	4.4 – 5.0
Second Class	3.0 – 3.4	Upper second class	3.5 – 4.3
Pass	2.0 – 2.9	Lower second class	2.7 – 3.4
		Pass	2.0 – 2.6

Cumulative Grade Point Average (GPA) shall be computed by considering the summation of grade points of all credit modules divided by the total number of credits stipulated within the modules taken by a student.

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with module.
OUT may withhold or cancel the results of a candidate if it considers that such candidate has been involved in irregularities before, during or after examinations.

OUT shall reserve the right to withhold or cancel an award of any candidate, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke any certificate it has awarded.

Enquiries
All enquiries should be sent to;
Deputy Vice Chancellor (Academic)
The Open University of Tanzania,
P.O. Box 23409, DAR ES SALAAM, TANZANIA.
Email: dvc-ac@out.ac.tz
         hod.ict@out.ac.tz

Undergraduate Programmes
The Faculty offers undergraduate programmes leading to the following first degrees:
- Bachelor of Science (B.Sc.),
- Bachelor of Science with Education (B.Sc.Ed.),
- Bachelor of Science in Information and Communication Technology (B.Sc.ICT) and
- Bachelor of Science in Data Management (B.Sc. DM)
- Bachelor of Science in Food, Nutrition and Dietetics (B.Sc. FND)
- Bachelor of Science in Environmental Studies (B.Sc. ES)

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- Bachelor of Science in Energy Resources (B.Sc. ER)

The award of the B.Sc. General degree will require students to pass and complete all the prescribed core courses and electives adding up to at least 32 units as shown in the table below. In addition, students will take one or two units of elective courses, one or two units of practicals depending on subject combination. Thus, in total B.Sc. (Gen) students will have covered at least 36 units.

B.Sc. (Gen) students taking double mathematics will have a minimum of 36 units of mathematics.

REGULATIONS GOVERNING THE AWARD OF FIRST DEGREES
The Faculty of Science, Technology and Environmental Studies operates a course unit system of studies. Each of its disciplines offers a variety of courses, including some core courses which are compulsory to students majoring in the subject as well as elective courses. Each course is given a unit weighting according to the time devoted to it on the schedule.

The main study materials for each of the subjects are called units. Each unit covers content materials equivalent to thirty five one hour lecture materials.

Students are expected to spend a minimum of seventy hours studying each unit, spread over Ten (10) weeks. There will be support services for the students in the form of face-to-face teaching. The face-to-face teaching shall include residential sessions for orientation and continuous teaching and counseling. Laboratory exercises are organized at the UDSM, SUA and OUT and they are compulsory comprising one or two units depending on subject combinations.

General Regulations
- Majoring in a science subject shall involve passing all the prescribed core courses in that subject;
- All B.Sc. (Ed) students must pass all the prescribed core courses in Education.

B.Sc. INFORMATION AND COMMUNICATION TECHNOLOGY
Overall Objective of the Programme
The emergence of Information and Communication Technologies (ICT) sector as one of the main supports of the Tanzanian economy has created the need for more of ICT professionals with a strong computing background. These professionals should not only fit into mainstream ICT fields but also have the ability to exploit opportunities that new technologies offer. Furthermore, companies/organisations require professionals who are not only technically competent but who also have the ability to exploit the opportunities offered by new management approaches.

In order to address the above situation, the B.Sc. Information and Communication Technology programme is aimed at producing graduates with a thorough understanding of computer-based systems. It covers a range of areas including software design and development, multimedia, web-based technologies, computer networks, information security and Information and Communication Technology planning and management. Its main aim is to give students a broader knowledge of the areas that they are likely to come into contact with in the working environment. Graduates of this Programme are expected to find a range of attractive career opportunities ranging from software development, multimedia and web-based software development to network design, implementation and management.

Expected Output of the Programme
At the end of the programme, graduates will have acquired adequate skills to plan, design, implement and manage information systems.

Programme Duration
The programme is to be completed in a minimum of 3 years and maximum of 8 years.

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Programme Structure

Taught courses will run from November to June (8 Months) with the following arrangements:

- **Enhanced face to face sessions:** First session of two weeks from the beginning of the academic year; Second session of three weeks from March. This is an intensive programme where theoretical and practical demonstrations shall be conducted.

- **Practical (Lab work):** The laboratory shall be equipped with computers with all required software and hardware for the programme. There will be lab technician(s) who will oversee the operation of the lab and assist students during the practical sessions. There will be scheduled sessions when the lab technician will be fully available to assist the practical sessions. Students will also be allowed to access the lab outside the scheduled time with minimum assistance.

- **Mode of Assessment:** All courses shall be examined during the academic year in which they are studied as per the General University (OUT) Examinations regulations for undergraduate courses. The assessment shall consist of continuous assessment (demonstrations and main timed tests) and a written final examination. The weighting is as follows:
  - o   For courses with no practical demonstrations, the continuous assessment composition shall be main timed test **30%** and final examination **70%**.
  - o   For courses with practical demonstrations, the continuous assessment composition shall be practical demonstrations **20%**, main timed test **30%** and final examination **50%.**

- **Timed tests:** There shall be one main timed test to be conducted in February.

- **Practical demonstrations:** The practical demonstrations shall be conducted during the second and fourth face to face sessions. 2 practical demonstration assessments shall be conducted.

- **Final Examinations:** Final examinations for each academic year of study will be in June.

- **Marking and Provisional Results:** The marking and provisional results for each academic year of study shall take place in March for main timed tests and July for final examinations. All supplementary examinations and postponed examinations shall be done in January/February.

- **Industrial Training:** Industrial training will have duration of 8 weeks and will be conducted in July and August. Students should have a minimum allowed GPA of 2.0 in order to proceed for Industrial training. Industrial training reports shall be submitted latest mid October of the same year. The results of the Industrial training shall be included in the examination results of the succeeding year i.e. results of Industrial Training I will be included in the second year examination results, and for Industrial Training II, the results will be included in the third year examination results.

- **Final year Project:** The final year project shall start at the end of September. The final project reports, presentations, and demonstrations shall be done by end of May to allow assessment to be concluded in June together with the other examinations.

The B.Sc. Information Communication Technology (ICT) degree programme has a total of 40 Units of core courses as shown in Tables 1 through 3 and a total of 6 units of elective courses as shown in Table 4. The courses are organised in three years as given Tables 1.2 and 3. **The units are defined as follows: 35 lecture hours are equivalent to 1 unit, and 70 hours of practical are equivalent to 1 unit**.

The award of the degree will require students to pass and complete all the prescribed core courses adding up to 40 units as show in tables 1 up to 3. A student can opt any of the elective courses shown in Table 4.

Programme Content
Table 4: Level One

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
OIT 111	Fundamentals of Information	18	35	1	10

Course Code	Course Name	Equiv. Lecture hours	Equiv. Practical hours	Units	Credits
	Systems				
OIT 112	Computer Mathematics I	35	-	1	10
OIT 113	Probability and Statistics	35	-	1	10
OIT 114	Communication Skills for IT	35	-	1	10
OIT 115	Introduction to Computer Architecture	35	70	2	20
OIT 116	Programming in C	35	70	2	20
OIT 117	Data Communications and Networking I	18	35	1	10
OIT 118	Industrial Training I			2	20
OIT 119	Web Design and Development	35	70	2	20
	Total	**246**	**280**	**13**	**130**

Table 5: Level Two

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
OIT 211	Operating Systems	35	70	2	20
OIT 212	Systems Analysis and Design	35	70	2	20
OIT 213	Computer mathematics II	35	-	1	10
OIT 214	Object Oriented Programming with Java	35	70	2	20
OIT 215	Data Communication and Networking II	35	70	2	20
OIT 216	Introduction to Computer Security	18	35	1	10
OIT 217	Database Concepts and Design	18	35	1	10
OIT 218	Web Programming	35	70	2	20
OIT 219	Industrial Training II		120	2	20
	Total	**246**	**540**	**15**	**150**

Table 6: Level Three

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
OIT 311	Information Systems Security Management	18	35	1	10
OIT 312	Information Systems Planning and Management	18	35	1	10
OIT 313	Network Design and Administration	18	35	2	20
OIT 314	Computer Ethics and Social Cultural Implication	35	-	1	10
OIT 315	Wireless Networks	35	70	2	20
OIT 316	Final Year Project		180	3	30
OIT 317	Database Implementation and Administration	18	35	2	20
	Total	**124**	**355**	**12**	**120**

Table 7: Elective courses

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
OIT 220	Introduction to e-Business	30	30	1	10
OIT 221	Multimedia Technologies and Applications	30	30	1	10

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OIT 318	Introduction to Computer Graphics	30	60	2	20
OIT 319	Programming in C++	30	60	2	20
	Total	**120**	**180**	**7**	**70**

Other Elective Courses

Students may take, as elective, any other relevant courses on offer from any Faculty of the Open University of Tanzania.

Teaching and Learning
The BSC ICT degree programme is offered through a distance mode and face to face mode of learning. Several supports for students in teaching and learning are available as summarised below.
- i). BSC ICT students experience a wide variety of learning and teaching methods including
  - Face to face sessions
  - Laboratory work
  - Production of reports and other written work
  - Industrial training

- ii). Tutors are also accessible to students for Guidance (Personal) to support them throughout the programme.
- iii). Induction programme at the beginning of each academic year
- iv). Student guidelines and self instructional module handbook
- v). Access to all members of staff responsible for the programme through emails or cellular contacts
- vi). Student email
- vii). The OUTLeMS E-learning portal, MOODLE

CRITERIA FOR ADMISSION
Candidates must be able to satisfy the general admissions requirements of The Open University of Tanzania

Programme Admission Requirements
The following program admission **MINIMUM REQUIRENMENTS** shall be eligible for registration for the Bachelor of Science programmes in ICT Studies:
A.   O-level with 4 passes
AND

B.   One of the following:
B.1. Two principal passes in any science subjects including: Physics, Chemistry, Biology, Mathematics, Geography, Economics or Agriculture

B.2.   Interested first degree holders from other disciplines, with Mathematics as a subsidiary
OR
B.3. Diploma/FTC in Information and Communication Technology, Information Technology, Computer Science, Computer Engineering, Electronics, Computing and Information Communication, Computer Networks, laboratory Technology, Telecommunications Engineering, Foundation Programme, Electronics and Communication Engineering, Statistics, Library Information System, or any other relevant science Diploma recognized by OUT Senate with an average of 'B' or GPA of 3.0

B.Sc. DATA MANAGEMENT
Overall Objective of the Programme
The demand for data management services in Tanzania is growing each year within both public and private sectors as a result of ongoing digitization processes of enterprise data. The amount of data generated is increasing exponentially and its management is becoming weighty. In Tanzania, the sectors that realize the need of data management services include research and development, data

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processing firms, teaching/training, advisory services/consulting, maintenance & repair of production facilities, counselling/advocating, development and experiment, production, finance, standardization and licensing, planning and organizations, project management, accountancy, tax affairs, system analysis, project execution, environmental management, processing development, sales management, agriculture, health management and library management.

The apparent data problems include the mismatch in reports retrieval and production, time consumption in data processing, inaccurate data, ineffective data protection, lack of data management practice and haphazard data management and preservation strategies. Many of the data warehousing projects are less than successful although this is a scholarly debate. It is estimated that about 50% of the projects involving data management fail. Data needs to be treated as a strategic asset of the enterprise and should come from the trusted source and be managed effectively throughout its entire lifecycle. This requires a comprehensive academic programme to ensure that data management experts who possess high skills and the desired integrity are produced.

To address the above situation, the BSc in Data Management programme will enable its professionals to choose the right data management tools through their understanding of the types and scope of specific data quality problems. And due to the diversity of its knowledge in data management the programme beneficiaries will be able to work across different fields. Furthermore, the expanding IT investments in terms of Management Information Systems (MIS) in the country and the region at large, create special market demand for specialists in Data Management ranging from Health sector, Land and Agricultural sector, Law Enforcement sector, Security and Defense, Financial (Banking), Water and Energy, Transportation, Academia, etc.

In order to address the need of data professionals, the BSc in Data Management is designed to produce graduates with all the necessary knowledge in data cycle starting from data creation, data processing, data storage, data security and data management in general. All the above mentioned economic/social sectors require data professionals who are technically competent.

Expected Output of the Programme
At the end of the programme, graduates will have acquired adequate skills required in all stages in data cycle i.e. to create, process, analyze, store, retrieve, interpret, transmit, secure and manage enterprise data

Programme Duration
The programme is to be completed in a minimum of 3 years and maximum of 8 years..

Programme Structure
Taught courses will run from November to June (8 Months) with the following arrangements:
- **Enhanced face to face sessions:** First session of two weeks from the beginning of the academic year and second session of three weeks from March. This is an intensive programme where theoretical and practical demonstrations shall be conducted.

- **Practical (Lab work):** The laboratory shall be equipped with computers with all required software and hardware for the programme. There will be lab technician(s) who will oversee the operation of the lab and assist students during the practical sessions. There will be scheduled sessions when the lab technician will be fully available to assist the practical sessions. Students will also be allowed to access the lab outside the scheduled time with minimum assistance.

- **Mode of Assessment:** All courses shall be examined during the academic year in which they are studied as per the General University (OUT) Examinations regulations for undergraduate courses. The assessment shall consist of continuous assessment (demonstrations and main timed tests) and a written final examination. The weighting is as follows:

  o   For courses with no practical demonstrations, the continuous assessment composition shall be main timed test **30%** and final examination **70%**.

- o For courses with practical demonstrations, the continuous assessment composition shall be practical demonstrations **20%**, main timed test **30%** and final examination **50%.**

- **Timed tests:** There shall be one main timed test to be conducted in February.

- **Practical demonstrations:** The practical demonstrations shall be conducted during the second and fourth face to face sessions. 2 practical demonstration assessments shall be conducted.

- **Final Examinations:** Final examinations for each academic year of study will be in June.

- **Marking and Provisional Results:** The marking and provisional results for each academic year of study shall take place in March for main timed tests and July for final examinations. All supplementary examinations and postponed examinations shall be done in January/February.

- **Industrial Training:** Industrial training will have duration of 8 weeks and will be conducted in July and August. Students should have a minimum allowed GPA of 2.0 in order to proceed for Industrial training. Industrial training reports shall be submitted latest mid October of the same year. The results of the Industrial training shall be included in the examination results of the succeeding year i.e. results of Industrial Training I will be included in the second year examination results, and for Industrial Training II, the results will be included in the third year examination results.

- **Final year Project:** The final year project shall start at the end of September. The final project reports, presentations, and demonstrations shall be done by end of May to allow assessment to be concluded in June together with the other examinations.

The B.Sc. Information Communication Technology (ICT) degree programme has a total of 40 Units of core courses as shown in Tables 1 through 3 and a total of 6 units of elective courses as shown in Table 4. The courses are organised in three years as given Tables 1.2 and 3. **The units are defined as follows: 35 lecture hours are equivalent to 1 unit, and 70 hours of practical are equivalent to 1 unit**.

The award of the degree will require students to pass and complete all the prescribed core courses adding up to 32 units as show in tables 1 up to 3. A student can opt any of the elective courses shown in Table 4.

Programme Content
Table 8: Level One

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
ODM 101	Introductory Statistics and Economic Statistics	35	-	1	10
ODM 102	Introductory Science	18	35	1	10
OIT 111	Fundamentals of Information Systems	35	70	2	20
ODM 103	Introduction to Computer Programming Languages	18	35	1	10
ODM 104	Introduction to Operating Systems	18	35	1	10
ODM 105	Data Governance in Organizations	70	-	2	20
ODM 106	Database Concepts	18	35	1	10
ODM 107	Applied Mathematics I	18	35	1	10
ODM 110	Industrial Training	-	320	2	20
Total		**230**	**565**	**12**	**120**

Table 9: Level Two

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
ODM 202	e-Commerce: Business, Technology and	70	-	2	20

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	Society				
ODM 203	Communication Technology, Corporate Portals & Internet Architecture	35	70	2	20
ODM 205	Applied Mathematics II	18	35	1	10
ODM 206	Research Methods & Data Analysis	35	70	2	20
ODM 207	Fundamentals of GIS	18	35	1	10
OME 312	Entrepreneurships & Business Planning	70	-	2	20
ODM 208	Database Implementation	18	35	1	10
ODM 210	Field Practical Training (FPT)	-	320	2	20
	Total	**264**	**565**	**13**	**130**

Table 10: Level Three

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
ODM 301	Multimedia Technologies	35	-	1	10
ODM 302	Data Mining and Data Warehousing	18	35	1	10
ODM 303	Cyber Ethics & Data Security	70	-	2	20
ODM 310	Special Project	-	480	**3**	**30**
	Total	**123**	**515**	**7**	**70**

Table 11: Elective courses

Course Code	Course Name	Mode of Delivery		Units	Credits
		Equiv. Lecture hours	Equiv. Practical hours		
ODM 201	Graphics Processing & Human Computer Interaction	18	35	1	10
ODM 204	Enterprise Resource Planning (ERP) Systems	35	70	2	20
ODM 209	Cross Cutting Issues in Community	18	35	1	10
ODM 304	Education Data Management and Digital Libraries	35	70	2	20
ODM 305	Health Data Management	35	70	2	20
ODM 306	Data in Agriculture Systems	35	70	2	20
ODM 307	Financial Data Management	35	70	2	20
	Total	**120**	**180**	**7**	**70**

Other Elective Courses

Students may take, as elective, any other relevant courses on offer from any Faculty of the Open University of Tanzania.

Teaching and Learning

The BSC Data Management degree programme is offered through a distance mode and face to face model. Several supports for students in teaching and learning are available as summarised below.

xii) BSC Data Management students experience a wide variety of learning and teaching methods including
- Face to face sessions
- Laboratory work
- Production of reports and other written work
- Industrial training

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(i)   Tutors are also accessible to students for Guidance (Personal) to support them throughout the programme.
(ii)   Induction programme at the beginning of each academic year
(iii) Student guidelines and self instructional module handbook
(iv)   Access to all members of staff responsible for the programme through emails or cellular contacts
(v)   Student email
(vi)   The OUTLeMS E-learning portal, MOODLE

CRITERIA FOR ADMISSION
Candidates must be able to satisfy the general admissions requirements of The Open University of Tanzania

Programme Admission Requirements:
The following program admission **MINIMUM REQUIRENMENTS** shall be eligible for registration for the Bachelor of Science programmes in Data Management:
(i)   Four O'Level passes AND
(ii)   Must possess two (2) principal level passes with one being in the following subjects: Physics, Chemistry, Biology, Mathematics, Geography, Economics, Commerce, Accountancy, or Agriculture in A'Level certificate OR
(iii) Diploma/FTC in Data Management, Computer Sciences, Information Technology, Computer Engineering, Software Engineering, Telecommunication Engineering, Electronics, Foundation Programme, Statistics, Library and Information Studies, Records Management and Archives Administration, Office Management and Administration, or Human Resources Management and any relevant Diploma recognized by OUT Senate with an average of 'B' or GPA of 3.0OR
(iv)   Interested first degree holders from other disciplines

B.Sc. EDUCATION
Combinations
The Faculty of Science, Technology and Environmental Studies, admits students into its undergraduate programmes under the prescribed admission regulations of the Open University of Tanzania. Students admitted into B. Sc. (Ed) programme at OUT shall select two teaching subjects from the following combinations:
•   Biology and Chemistry with Education
•   Biology and physics with education
•   Biology and Geography with Education
•   Chemistry and geography with Education
•   Mathematics and Economics with Education
•   Mathematics and geography with Education
•   Physics and geography with Education
•   Information & Computer Studies and Mathematics with Education
•   Mathematics and Chemistry with Education
•   Physics and Chemistry with Education
•   Physics and Mathematics with Education
•   Biology and Home Economics & Human Nutrition
•   Information & Computer Studies and Physics with Education
•   Information & Computer Studies and Chemistry with Education
•   Information & Computer Studies and Biology with Education

EDUCATION COURSES FOR B.Sc. (ED.) STUDENTS

Code	Course title	Core/Elective	Units
OEP 101	Educational Psychology	Core	2
OEF 101	Philosophy of Educational and Teaching	Core	2

OEF 102	History and Sociological Aspects in Education	Core/NB: Elective for B.Sc (Ed)	2
OEI 101	Curriculum Development and Evaluation	Core	2
OEM 201	Educational Management and Leadership	Core	2
OEI 208A	Teaching Practice	Core	1
OEI 208 B	Teaching Practice	Core	1
OEI 201	Teaching Methods for Physics Sciences	Core	2
OEI 207	Teaching Methods for Mathematics	Core	2
OEI 206	Teaching method for Applied Sciences	Core	2
OEI 202	Teaching Methods for Life Sciences	Core	2

Total number of units for education courses that are to be taken by B.Sc.(Ed) students is**12.**

A: PHYSICS COURSES
COURSE STRUCTURE

LEVEL 1

Core courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OFP 017	Communication skills	35		10
OCP 100	Computer Studies	35		10
OPH 111	Fundamental Physics	105		30
OPH 113	Mathematical Methods of Physics	70		20
OPH 320A	Physics Practical		70	*
Total		**145**	**70**	**80**

LEVEL 2
CORE COURSES

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OPH 112	Electromagnetism I & II	70		20
OPH 216	Basic Electronics	35		10
OPH 320B	Physics Practical			*
Total		**105**		**30**

ELECTIVE Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OPH 211	Statistical Thermodynamics	70		20
OPH 213	Optics	70		20
OPH 214	Earth Physics	70		20
OPH 215	Analog Electronics	70		20
Totals		**280**		**80**

LEVEL 3
CORE COURSES

Code	Course Title	Lecture	Practical	Total Credits

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		Hours	Hours	
OPH 312	Physics of the atom	35		20
OPH 321	Physics Research Project		70	20
OPH 320C	Physics Practical			*
	Total	**35**	**70**	**30**

*OPH 320A, B, C accumulated to 10 credits after completion

ELECTIVE Courses

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OPH 311	Fundamentals of Material Science	35		10
OPH 313	Quantum Theory of Solids	70		20
OPH 314	Digital Electronics	70		20
OPH 315	Microelectronics	70	20	
OPH 323	Environmental Physics	70		20
	Total	**315**		**90**

NB: If a student does not do Research Project in Physics; he/she should do OPH 214 (Earth Physics) to meet the required 12 units.

B: MATHEMATICS COURSES
COURSE STRUCTURE
LEVEL 1
Core courses

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OMT 111	Mathematical Analysis	70		20
OMT 112	Linear Algebra I	35		10
OMT 114	Probability and Statistics	70		20
OMT 115	Introduction to Mathematical Logic and Set Theory	35		10
	Total	**210**		**60**

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 113	Linear Algebra II	35		10
OMT 116	History of Mathematics	35		10
	Total	**70**		**20**

LEVEL 2
CORE COURSES

Code	course Title	Lecture Hours	Practical Hours	Total Credits
OMT 221	Numerical Methods	35		10
OMT 224	Ordinary Differential Equation	35		10
OMT 228	Linear Programming	35		10
OMT 230	Mathematical Programming with MATLAB	28	14	10
	Total	**140**		**40**

ELECTIVE Courses

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Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 222	Numerical Analysis	35		10
OMT 223	Computer Programming	28	14	10
OMT 227	Real Analysis	70		20
OMT 229	Number Theory	35		10
OMT 231	Mathematical Methods	35		10
OMT 232	Advanced Calculus	35		10
OMT 233	Sample Survey and Quality Control	70		20
OMT 234	Advanced Statistics, Design and Analysis of Experiments	70		20
OMT 235	Discrete Mathematics	35		10
OMT 236	Fluid Mechanics	35		10
OMT 237	Applied Vector theory	35		10
	Total	**476**	**28**	**140**

LEVEL 3
CORE COURSES

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 333	Complex Analysis	35		**10**
	Total	**35**		**10**

ELECTIVE Courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OMT 331	Topology	35		10
OMT 332	Partial Differential Equations	35		10
OMT 334	Abstract Algebra	70		20
OMT 335	Mathematics Project		140	20
OMT 336	Measure Theory	35		10
OMT 337	Differential Geometry	35		10
OMT 338	Functional Analysis	35		10
OMT 339	Integer and Non-Linear Programming	35		10
OMT 340	Theory of Estimation and Tests of Hypothesis	70		20
OMT 341	Networks and Transportation Problems	35		10
	Total	**420**	**140**	**130**

C: CHEMISTRY COURSES
COURSE STRUCTURES
LEVEL 1
Core courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 111	Physical Chemistry	35		10
OCH 112	Inorganic Chemistry	35		10
OCH 113	Organic Chemistry	70		20
OCH 114*	Introductory Chemistry for Biology Students	35		10
OCH 320	Chemistry Practical			*

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ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	TOTAL CREDITS
OCH 115	AROMATICITY	35		10

*NOT FOR CHEMISTRY MAJOR

LEVEL 2
CORE COURSES

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 211	Basic Analytical Chemistry	35		10
OCH 213	Advanced Inorganic Chemistry	105		30
OCH 320	Chemistry Practical			*

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 212	Basic Organic Spectroscopy	35		10
OCH 214	Organic Reaction Mechanism	35		10
OCH 215	Chemical Thermodynamics	35		10
OCH 216	Organic Stereochemistry	35		10
OCH 217	Chemistry of Natural Products	35		10
OCH 218	Forensic Chemistry	35		10
OCH 219	Medicinal Chemistry	35		10

LEVEL 3
CORE COURSES

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 311	Chemical Kinetics & Electrochemistry	35		20
OCH 312	Instrumental Methods in Analytical Chemistry	35		10
OCH 320	Chemistry Practicals		70	*

*OCH 320A, B, C accumulated to 10 credits after completion

ELECTIVE courses

Code	Course Title	Lecture Hours	Practical Hours	Total Credits
OCH 313	Nuclear Chemistry	35		10
OCH 314	Industrial Organic Chemistry	35		10
OCH 315	Theoretical Chemistry	35		10
OCH 316	Industrial Inorganic Chemistry	35		10
OBL 215**	Biochemistry	35		10
OCH 317	Chemistry Research Project		70	10

**This Is Will Be Taken From Life Science Department
Note: **All Science Students Must Take One of the Special Project From One Teaching Subject to Complete The Programme**

D: BIOLOGY COURSES
COURSE STRUCTURES
LEVEL I
CORE COURSES

Course code	Course title	Credits	Practical hours	Hours
OBL 111	Biological Laboratory Techniques	10		35
OBL 112	Cell and Molecular Biology	10		70
OZL 111	Animal Diversity	20		35

OZL 112	Animal Anatomy and Physiology	10		35
OBT 111	Diversity of Plants and Fungi	20		70
OBL 314A	Biology Practicals	*		*

LEVEL I
ELECTIVE COURSES

Course code	Course title	Credits	Practical hours	Hours
OZL 113	Developmental Biology	10		35
OBT 113	Plant Taxonomy	10		35
OBL 113	Biochemistry and metabolism	20		70
OBL 113/OCH 114	Introductory Chemistry for Biology students	10		35

LEVEL II
CORE COURSES

Course code	Course title	Credits	Practical hours	Hours
OBT 112	Plant structure and Development	10		35
OBL 211	Fundamentals of Ecology	10		35
OBL 212	Fundamental Genetics and Population Genetics	10		35
OBL 213	Cell Microbiology and Immunology	10		35
OBL 314B	Biology Practicals	*		*

LEVEL II
ELECTIVE COURSES

Course code	Course title	Credits	Practical hours	Hours
OBL 214	Biometry	10		35
OBL 216	Research methodology	10		35
OBL 217	Introduction to soil science	10		35
OBT 211	Plant Physiology	10		35
OZL 211	Animal Parasites and Vector Biology	10		35

LEVEL III
CORE COURSES

Course code	Course title	Unit	Practical hours	Hours
OBL 314C	Biology Practicals	*		*

LEVEL III
ELECTIVE COURSES

Course code	Course title	Credits	Unit	Practical hours	Hours
OBL 211	Fundamentals of Ecology	10	1		35
OBL 311	Evolutionary Biology and Plant Evolution	10	1		35
OBL 312	Aquatic and Fish Biology	10	1		35

*OBL 314A, B, C accumulated to 1 unit (10 credits) after completion

BACHELOR OF SCIENCE (B.Sc.) GENERAL PROGRAMMES IN MATHEMATICS

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1. There are two Programmes offered in Mathematics namely, *Single Mathematics Programme and Double Mathematics Programme.* These programmes are studied in four levels within four to six years.

1.1 *Single Mathematics Programme*
Mathematics in this Programme is studied as a single subject along with other subjects in other subject Programmes such as Chemistry, Physics, etc. Students in this programme fall into two categories: MINOR and MAJOR.

1.2 *Double Mathematics Programme*
Mathematics in this programme is treated as a double subject so the students do not take another subject, except Education for those taking education.

2.0 *Number of Mathematics units to be taken*

2.1 Students studying Mathematics as a MINOR subject will enroll in at least six Mathematics units in the first level, four Mathematics units in the second level and two Mathematics units in the third level.

2.2 Students taking Mathematics as a MAJOR subject will enroll in at least six Mathematics units in the first level, eight Mathematics units in the second level and six Mathematics units in the third level; except those taking B.A. and B.Sc. general Programme, who have to enroll in six Mathematics units in the first and second levels, and eight Mathematics units in the third level.

2.3 In case the units for the core courses in any part do not add up to the required number of units in that part, one has to fill up the remaining units by choosing courses from the electives to add up his/her remaining mathematics units

3.0 *Entrance Qualifications*
3.1 General Entrance qualifications of the Open University of Tanzania,
   (i) A principal level pass in Advanced level Mathematics or a
   (ii) Pass at level B in Mathematics in a recognised Diploma.

The following are the courses for the Mathematics programmes offered by the Open University of Tanzania.

CLUSTERS FOR MAJOR IN MATHEMATICS

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	**Core**
OCP 100: Introduction to Microcomputer Studies	10	1	**Core**
OMT 151: Mathematical Analysis I & II	20	2	Core
OMT 152: Linear Algebra I & II	20	2	Core
OMT 153: Probability and Statistics I & II	20	2	Core
OMT 154: Informatics & Programming Languages	20	2	Core
LEVEL II CLUSTERS			
OMT 203: Advanced Calculus	10	1	Core
OMT 205: Differential Equations	10	1	Core
OMT 251; Methods & Partial Differential Equations	20	2	Elective
OMT 252: Numerical Analysis I & II	20	2	Elective
OMT 225: Applied Vector Theory	10	1	Elective
OMT 255: Real Analysis I & II	20	2	Core
LEVEL III CLUSTERS			
OMT 324: Complex Analysis	10	1	Core
OMT 351: Abstract Algebra I & II	30	3	Elective

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CLUSTERS FOR MINOR IN MATHEMATICS

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OMT 151: Mathematical Analysis I & II	20	2	Core
OMT 152: Linear Algebra I & II	20	2	Core
OMT 153: Probability and Statistics I & II	10	1	Core
OMT 154: Informatics & Programming Languages	20	2	Core
LEVEL II CLUSTERS			
OMT 205: Differential Equations	10	1	Core
OMT 252: Numerical Analysis I & II	20	2	Elective
OMT 225: Applied Vector Theory	10	1	Elective
LEVEL III CLUSTERS			
OMT 324: Complex Analysis	10	1	Core

CLUSTERS FOR DOUBLE MAJOR IN MATHEMATICS

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	**Core**
OCP 100: Introduction to Microcomputer Studies	10	1	**Core**
OMT 151: Mathematical Analysis I & II	20	2	Core
OMT 152: Linear Algebra I & II	20	2	Core
OMT 153: Probability and Statistics I & II	20	2	Core
OMT 154: Informatics & Programming Languages	20	2	Core
LEVEL II CLUSTERS			
OMT 203: Advanced Calculus	10	1	Core
OMT 205: Differential Equations	10	1	Core
OMT 251: Methods & Partial Differential Equations	20	2	Elective
OMT 252: Numerical Analysis I & II	20	2	Elective
OMT 253: Survey and Quality Control	20	2	Elective
OMT 209: Fluid Mechanics I	10	1	Core
OMT 216: Operational Research I	10	1	Elective
OMT 217: Number Theory I	10	1	Core
OMT 225: Applied Vector Theory	10	1	Elective
OMT 255: Real Analysis I & II	20	2	Core
OMT 254: Advanced Statistics, Design and Analysis of Experiment	20	2	Elective
LEVEL III CLUSTERS			
OMT 303: Measure Theory	10	1	Core
OMT 304: Differential Geometry	10	1	Elective
OMT 305: Topology I	10	1	Core
OMT 352: Test of Hypothesis & Theory of Estimation	20	2	Elective
OMT 324: Complex Analysis	10	1	Core
OMT 351: Abstract Algebra I & II	30	3	Elective

B.Sc. (GENERAL) IN PHYSICS
1. **Objectives**
1.1 The Physics programme for BSc. (Gen.) aims at training physicists, for the country's growing industrial, scientific and research needs.
1.2 The Physics programme for B.Sc. (Ed) aims at producing a teacher who is equipped to teach all aspects of the subject at the secondary school level (and teacher's colleges) and provide concepts necessary for further studies in the subject.

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2.	Course Structure
	Physics will be offered as one of the science subjects for the B.Sc. (General) and B.Sc. (Ed) degrees either as a minor subject or a major subject.

The course has been outlined in three levels to fit a minimum duration of four years and to ensure that the course develops in a progressive and systematic way. Thus later units whether core or elective, will be studied only after the completion of necessary foundation work. The structure provides for development both in depth and breadth and also gives an important element of choice for majors. While new study materials are being developed, the programme offers a minimum of choice for Physics majors. In the long run, the programme will be expanded in the following streams of specializations:
i)	Environmental and Energy Physics
ii)	Material Science
iii)	Nuclear Physics
iv)	Electronics
v)	Educational Physics

CLUSTERS OF PHYSICS MAJOR COURSES

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	Core
OCP 100: Introduction To Microcomputer Studies	10	1	Core
OPH 151: Introductory University Physics	30	3	Core
OPH 152: Electromagnetism I & II	20	2	Core
OPH 350A: Physics Practicals	*	*	Core
LEVEL II CLUSTERS			
OPH 251: Mathematical Physics	20	2	Core
OPH 252: Optics	20	2	Core
OPH 208: Thermal Physics II	10	1	Core
OPH 350B: Physics Practicals	*	*	Core
LEVEL III CLUSTERS			
OPH 351: Physics of the Atom	20	2	Core
OPH 352: Quantum Theory of Solids	20	2	Core
OPH 411: Applied Earth Physics	30	3	Elective
OPH 441: Analog Electronics	20	2	Core
OPH 442: Digital Electronics	20	2	Elective
OPH 443: Microelectronics	20	2	Elective
OPH 350C: Physics Practicals	*	*	Core
OPH 305: Physics Special Project	10	1	Core

*OPH 350A, B, C accumulated to 10 credits (1 unit) after completion

CLUSTERS OF PHYSICS MINOR COURSES

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OPH 151: Introductory University Physics	**30**	**3**	**Core**
OPH 152: Electromagnetism I & II	**20**	**2**	**Core**
OPH 251: Mathematical Physics	**20**	**2**	**Elective**
OPH 350A: Physics Practicals	*	*	Core
LEVEL II CLUSTERS			
OPH 252: Optics	**20**	**2**	**Core**
OPH 208: Thermal Physics II	**10**	**1**	**Elective**

OPH 351: Physics of the Atom	**20**	**2**	**Core**
OPH 350B: Physics Practicals	*	*	Core
LEVEL III CLUSTERS			
OPH 352: Quantum Theory of Solids	**20**	**2**	**Elective**
OPH 411: Applied Earth Physics	**30**	**3**	**Elective**
OPH 441: Analog Electronics	**20**	**2**	**Core**
OPH 442: Digital Electronics	**20**	**2**	**Elective**
OPH 443: Microelectronics	**20**	**2**	**Elective**
OPH 350C: Physics Practicals	*	*	**Core**

*OPH 350A, B, C accumulated to 10 credits (1 unit) after completion

B.Sc. (General) IN CHEMISTRY

The field of Chemistry is concerned with the structure of matter, its transformations, and the energy changes related to these transformations. Departmental aims at contributing to the students understanding of Chemistry's place within the Sciences and in today's industrial and business world, and to provide students concentrating in this field with a thorough and practical education that will be useful in teaching or in industrial, technical or graduate work.

The course will be offered as a major or minor subject in the B.Sc. (Ed) and B.Sc. General Degrees. Students majoring in Chemistry will have to take at least twenty units including all the prescribed core courses. Students taking Chemistry as a minor subject will have to take the twelve indicated core units, but may as well opt for any other elective courses.

CLUSTERS FOR CHEMISTRY MAJOR

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	Core
OCP 100: Introduction To Microcomputer Studies	10	1	Core
OCH 151: General and Physical Chemistry	20	2	Core
OCH 152: Organic Chemistry	20	2	Core
OCH 104: Systematic Inorganic Chemistry	10	1	Core
OCH 105: Chemical Thermodynamics	10	1	Core
OCH 350A: Chemistry Practicals	*	*	Core
LEVEL II CLUSTERS			
OCH 251: Organic Spectroscopy	20	2	Elective
OCH 252: Organic Reaction Mechanism	20	2	Core
OCH 253: Advanced Inorganic Chemistry	30	3	Core
OCH 206: Chemical Bonding	10	1	Core
OCH 254: Analytical Chemistry	20	2	Core
OCH 255: Natural Products & Carbohydrates Chemistry	20	2	Elective
OCH 350B: Chemistry Practicals	*	*	Core
LEVEL III CLUSTERS			
OCH 351: Chemical Kinetics & Electrochemistry	20	2	Core
OCH 303: Industrial Organic Chemistry	10	1	Elective
OCH 309: Theoretical Chemistry	10	1	Elective
OCH 350C: Chemistry Practicals	*	*	Core
OCH 307: CHEMISTRY SPECIAL PROJECT	10	1	Core

*OCH 350A, B, C accumulated to 10 credits (1 unit) after completion

CLUSTERS FOR CHEMISTRY MINOR

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			

.

OCH 151: General and Physical Chemistry	20	2	Core
OCH 152: Organic Chemistry	20	2	Core
OCH 104: Systematic Inorganic Chemistry	10	1	Core
OCH 105: Chemical Thermodynamics	10	1	Core
OCH 350A: Chemistry Practicals	*	*	Core
LEVEL II CLUSTERS			
OCH 251: Organic Spectroscopy	20	2	Elective
OCH 252: Organic Reaction Mechanism	20	2	Elective
OCH 253: Advanced Inorganic Chemistry	30	3	Elective
OCH 206: Chemical Bonding	10	1	Core
OCH 254: Analytical Chemistry	20	2	Core
OCH 255: Natural Products & Carbohydrates chemistry	20	2	Elective
OCH 350B: Chemistry Practicals	*	*	Core
LEVEL III CLUSTERS			
OCH 351: Chemical Kinetics & Electrochemistry	20	2	Core
OCH 303: Industrial Organic Chemistry	10	1	Elective
OCH 309: Theoretical Chemistry	10	1	Elective
OCH 350C: Chemistry Practicals	*	*	Core

*OCH 350A, B, C accumulated to 10 credits (1 unit) after completion

B.Sc. (General) in Biological Sciences

The impact of biological sciences cannot be overestimated. Rapid developments in the disciplines of Molecular Biology (particularly Genomics and Proteomics) and organism Biology (especially related to invasive species and eco-system level changes) make compelling cases for the need to understand Biology and its potential societal impacts. At OUT, the Life Science Department aims to educated informed citizens, future teachers, and the next generation of biomedical researchers and practitioners.

Biology major students will take at least twenty units, including all the prescribed core courses. The electives are provided and distributed in a way that they enable the students who major in Biology to further their studies in the subject.

Students taking Biology as a minor subject will have to take at least twelve units including all the prescribed core units

CLUSTERS FOR BIOLOGY MAJOR

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	Core
OCP 100: Introduction to Microcomputer studies and information Technology I	10	1	Core
OBL 101: Biological Techniques	10	1	Core
OBT 151: Diversity of Plants and Fungi	30	3	Core
OZL 151: Diversity of Animals	30	3	Core
OBL 151: Cell Biology	20	2	Core
OZL 152: Fundamentals of Physiology	30	3	Elective
OBL 251: Microbes & Microbial Genetics	20	2	Core
OBL 350A: Biology Practicals	*	*	Core
LEVEL II CLUSTERS			
OBT 251: Plant Structure and Development	30	3	Elective
OBL 204: Soil Science	10	1	Core
OZL 205: Developmental Biology	10	1	Core
OZL 208: Immunology	10	1	Elective

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OBT 252: Plant Biochemistry & Metabolism	20	2	Elective
OBL 202: Genetics	10	1	Elective
OZL 251: Aquatic & Estuarine Biology	30	3	Elective
OBL 301: Taxonomy	10	1	Core
OBL 350B: Biology Practicals	*	*	Core
LEVEL III CLUSTERS			
OBL 302: Biostatistics	10	1	Core
OBT 351: Plant and Crop Physiology	20	2	Elective
OZL 351: Principles of Ecology	20	2	Core
OBL 306: Evolutionary Biology	10	1	Core
OBL 350C: Biology Practicals	*	*	Core

*OBL 350A, B, C accumulated to 10 credits (1 unit) after completion

CLUSTERS FOR BIOLOGY MINOR

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OBL 101: Biological Techniques	10	1	Core
OBL 151: Cell Biology	20	2	Core
OZL 151: Diversity of Animals	30	3	Core
OZL 152: Fundamentals of Physiology	30	3	Elective
OBL 251: Microbes & Microbial Genetics	20	2	Elective
OBL 350A: Biology Practicals	*	*	Core
LEVEL II CLUSTERS			
OBT 251: Plant Structure and Development	30	3	Elective
OBT 151: Diversity of Plants and Fungi	30	3	Core
OBL 204: Soil Science	10	1	Elective
OZL 205: Developmental Biology	10	1	Elective
OZL 208: Immunology	10	1	Elective
OBT 252: Plant Biochemistry & Metabolism	20	2	Elective
OBL 202: Genetics	10	1	Core
OZL 251: Aquatic & Estuarine Biology	30	3	Elective
OBL 301: Taxonomy	10	1	Elective
OBL 350B: Biology Practicals	*	*	Core
LEVEL III CLUSTERS			
OBL 302: Biostatistics	10	1	Core
OBT 351: Plant and Crop Physiology	20	2	Elective
OZL 351: Principles of Ecology	20	2	Elective
OBL 306: Evolutionary Biology	10	1	Elective
OBL 350C: Biology Practicals	*	*	Core

*OBL 350A, B, C accumulated to 10 credits (1 unit) after completion

BOTANY

Botany will be offered as a major Science subject for B.Sc. General Degree. It may also be taken as a minor subject. Students majoring in Botany must take and pass all core courses in Botany. They may also take a number of elective courses as they wish.

Students registered in Botany as a minor subject must pass at least twelve units including all the prescribed core courses in this category.

CLUSTERS FOR BOTANY MAJOR

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	Core

OCP 100: Introduction to Microcomputer studies and information Technology I	10	1	Core
OBL 101: Biological Techniques	10	1	Elective
OBT 151: Diversity of Plants and Fungi	30	3	Core
OBL 151: Cell Biology	20	2	Core
OBL 251: Microbes & Microbial Genetics	20	2	Elective
OBT 350A: Botany Practicals	*	*	Core
LEVEL II CLUSTERS			
OBT 251: Plant Structure and Development	30	3	Core
OBT 252: Plant Biochemistry & Metabolism	20	2	Core
OBL 202: Genetics	10	1	Elective
OBL 204: Soil Science	10	1	Elective
OBL 301: Taxonomy	10	1	Core
OBT 350B: Botany Practicals	*	*	Core
LEVEL III CLUSTERS			
OBT 351: Plant and Crop Physiology	20	2	Core
OZL 351: Principles of Ecology	20	2	Core
OBL 302: Biostatistics	10	1	Core
OBT 309: Plant Breeding	10	1	Elective
OBL 306: Evolutionary Biology	10	1	Elective
OBT 350C: Botany Practicals	*	*	Core
OBT 306: BOTANY SPECIAL PROJECT	10	1	**Core**

*OBT 350A, B, C accumulated to 10 credits (1 unit) after completion

CLUSTERS FOR BOTANY MINOR

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

*OBT 350A, B, C accumulated to 10 credits (1 unit) after completion

ZOOLOGY

Zoology will be offered as a major science subject. It may also be taken as a minor subject for students who have opted for two other major subjects such as Chemistry and Botany. Students majoring in Zoology must pass at least 20 units including all of the prescribed core courses in Zoology. Students

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taking Zoology as a minor subject shall take and pass at least 12 units including all the prescribed core courses.

CLUSTERS FOR ZOOLOGY MAJOR

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communication Skills	10	1	Core
OCP 100: Introduction to Microcomputer studies and information Technology I	10	1	Core
OZL 151: Diversity of Animals	30	3	Core
OBL 101: Biological Techniques	10	1	Elective
OBL 151: Cell Biology	20	2	Core
OZL 152: Fundamentals of Physiology	30	3	Core
OBL 251: Microbes & Microbial Genetics	20	2	Core
OZL 350A: Zoology Practicals	*	*	Core
LEVEL II CLUSTERS			
OBL 202: Genetics	10	1	Elective
OZL 205: Developmental Biology	10	1	Core
OZL 208: Immunology	10	1	Elective
OBL 301: Taxonomy	10	1	Core
OZL 251: Aquatic & Estuarine Biology	30	3	Elective
OZL 350B: Zoology Practicals	*	*	Core
LEVEL III CLUSTERS			
OBL 302: Biostatistics	10	1	Core
OBL 306: Evolutionary Biology	10	1	Core
OZL 351: Principles of Ecology	20	2	Core
OZL 352: Entomology & Parasitology	20	2	Elective
OZL 310: Animal Behaviour	10	1	Elective
OZL 350C: Zoology Practicals	*	*	Core
OZL 314: Zoology Special Project	10	1	**Core**

*OZL 350A, B, C accumulated to 10 credits (1 unit) after completion

CLUSTERS FOR ZOOLOGY MINOR

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

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OZL 350C: Zoology Practicals	20	*	Core

*OZL 350A, B, C accumulated to 10 credits (1 unit) after completion

B.ED (SCIENCE) BIOLOGY

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OBL 101: Biological Techniques	10	1	Elective
OBT 151: Diversity of Plants and Fungi	20	2	Core
OZL 151: Diversity of Animals	20	2	Core
OZL 205: Developmental Biology	10	1	Core
OBL 350A: Biology Practicals	*	*	Core
LEVEL II CLUSTERS			
OBL 151: Cell Biology	20	2	Core
OBL 251: Microbes & Microbial Genetics	20	2	Core
OBT 251: Plant Structure and Development	30	3	Core
OBL 350B: Biology Practicals	*	*	Core
LEVEL III CLUSTERS			
OZL 208: Immunology	10	1	Core
OBL 301: Taxonomy	10	1	Core
OZL 351: Principles of Ecology	20	2	Core
OBL 350C: Biology Practicals	*	*	Core

*OBL 350A, B, C accumulated to 10 credits (1 unit) after completion

B.Sc. FOOD, NUTRITION AND DIETETICS

1.0:   Programme Features, Structure and Curriculum
1.1:   Description of the programme
Health has become a major and topical issue in the society and therefore a scientific study of the health, chemical aspects of the food that we eat and the use of diet in the treatment of nutrition related diseases has been very crucial. Nutritionists play an increasingly important role in ensuring that consumers can access convenient food of high quality that is also nutritionally beneficial. Food affects the health of the individual and hence the nation, at the same time diet can be used in the treatment of nutrition related diseases. The dietetic component adds to the skills, knowledge, understanding and attitude necessary to be effective practitioners in the current situation. This program provides a strong academic training in the science of nutrition and the related disciplines of food science. Nutritionists with training in food and dietetics are at the forefront of new product development, food preservation, quality and safety, the identification of relationships between dietary intake and health and relaying health messages to the consumer. This program will therefore provide students with an in-depth knowledge and understanding of the scientific basis of nutrient requirements and healthy eating. Dieticians will also learn how food intake and dietary requirements can be altered by illness, and about the use of therapeutic diets to treat disease.

1.2:   Overview of programme Structure
The programme is to be offered in *three* progressive levels, each level covering approximately 12 units whereby 10 are core units. A student will be eligible for graduation on covering 30 core units and a total number of 38 units. An exit award may be offered to a student who has completed two-thirds of core courses and two-thirds of the units required for graduation.

Level 1: Provides knowledge of basic science, food, nutrition and dietetics, which form the basis for subsequent study in food, nutrition and dietetics. To achieve this, students should study Human Nutrition & Dietetics, Human Anatomy & Physiology, Principles of Nutritional Biochemistry, Introduction to Molecular Biology, Foundation Chemistry, Essentials of Food science, Food Microbiology &safety, Nutritional anthropology, Food, Nutrition and Dietetics Practicals-1 with

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additional supporting core courses in Communication skills and Introduction to Microcomputer studies and Information Technology

Level 2: Builds on the subjects taught in Level 1 with students undertaking study of Community health and health promotion, Nutritional Diseases and & applied dietetics, Nutritional epidemiology, assessment and surveillance, Food Chemistry & Analysis, Statistics & Research methods, Nutrition through life cycle & anthropology, Consumer behavior and education, Food, Nutrition and Dietetics Practicals-2; Field placement-1 and with the following optional courses Consumer Behaviour and Education, Food Processing and preservation, Rural and Urban Sociology

Level 3: Integrates and extends knowledge and skills gained in the earlier levels of the course. All students undertake study in Food security & Global nutrition issues, Food hygiene & Legislation, Meal planning and Institutional catering, Planning and Management of Nutritional interventions, Food, Nutrition and Dietetics Practicals -3, Field placement-2, and carry out an Individual Research Project. In addition, students can choose to study additional courses from the following optional courses: Guidance and counseling, Extension Education and Entrepreneurship and Business Development.

Food and Nutritional Practicals Levels 1 to 3: These are conducted for all the modules with a practical component at all levels of the degree program. The practical sessions will be carried out at a designated institution.

Field placement Level 2 & 3: This is a one month placement that provides students with the opportunity to gain experience whilst working. The first placement is done in Level 2 and the second placement in Level 3

Career opportunities

Graduates of this program have multiple career prospects/options. They can work in nutrition, education and promotion, and within government departments concerned with public health issues and in the food industry. They can also work with hospitals, government's health department, school, collages, factories and cafeterias for planning nutritional regiment. They also can opt for research career mainly in universities, public or private sector research institutes, food product manufacturing companies and hospitals. Teaching the science of nutrition of dietetics in collages and universities is also a good option available to Nutritionists and dietitians. Besides all these they can also work as private consultant or private practitioner.

They can also pursue MSc or PhD degrees in the area of food, nutrition and health.

Program modules

The *full list of modules* and status within the course (Core or Option) is shown in **Table 1** below.

Table 1: B.Sc. Food, Nutrition and Dietetics modules

Code	Modules Taught	Staus	Units	Credits
LEVEL 1				
OFP 017	Communication skills	Core	1	10
OCP 100	Introduction to microcomputer studies and Information Technology	Core	1	10
OFD 100	Human Nutrition & Dietetics	Core	2	20
OFD 101	Principles of Nutritional Biochemistry	Core	1	10
OFD 102	Foundation Chemistry	Core	2	20
OFD 103	Human Anatomy & Physiology	Core	1	10
OFD 104	Food Microbiology & Safety	Core	2	20
OFD 106	Introduction to Molecular Biology	Elective	1	10
OFD 107	Child development and family Education	Elective	2	20
OFD 307A	Food, Nutrition and Dietetics Practicals	Core	*	*

LEVEL II				
OFD 200	Community health and health promotion	Core	1	10
OFD 201	Nutritional Diseases and Applied Dietetics	Core	2	20
OFD 202	Nutritional epidemiology, assessment and surveillance	Core	2	20
OFD 203	Food Chemistry & Analysis	Core	2	20
OFD 204	Statistics & Research methods	Core	2	20
OFD 205	Nutrition through life cycle & Anthropology	Elective	2	20
OFD 206	Food Processing and preservation	Elective	2	20
OFD 207	Consumer Behaviour and Education	Elective	1	10
OFD 208	Essentials of Food Science	Core	1	10
OSS 208	Rural and Urban Sociology	Elective	2	20
OFD 307B	Food, Nutrition and Dietetics Practicals	Core	*	*
LEVEL III				
OFD 300	Food Security & Global nutrition issues	Core	2	20
OFD 301	Food hygiene & Legislation	Core	1	10
OFD 302	Planning and Management of Nutritional Interventions	Core	1	10
OFD 303	Extension education	Elective	1	10
OFD 304	Field placements	Core	1	10
OFD 305	Individual Research Project	Core	1	10
OFD 307C	Food, Nutrition and Dietetics Practicals	Core	*	*
OFD 306	Meal planning and Institutional catering	Core	2	20
OSS 107	Guidance and counseling	Elective	2	20
OME 312	Entrepreneurship & Business Development	Elective	2	20

*OFD 307A, B, C accumulated to 20 credits (2 unit) after completion

Program Duration
The minimum duration of the degree programme is 3 years and the maximum duration is 8 years. Students will be required to take all the core courses (10 units of core courses per level) and two additional units (20 credits) from the provided list of elective course(s) for the programme at each Level. All core courses including OCP 100 and OFP 017 are obligatory. The minimum number of credits for graduation is 380 credits (38 units).

Admission Requirements
The minimum admission requirements for the B.Sc. Food, nutrition and dietetics degree programme under direct entry qualifications are: -

Possession of two principal passes at advanced level in appropriate subjects such as Chemistry and Biology or Home Economics or Agriculture or Food and Nutrition, or Physics or its equivalent.

Holders of a Diploma with credits in Human Nutrition or Home Economics or Food Science or Nursing or community development or Clinical Medicine and other related fields from a recognised institution may be considered

Also candidates who gain admission into the Foundation programme (science stream) upon award of the *Foundation programme* certificates qualifies for admission into the BSc Food, nutrition and dietetics degree programme. This category of applicants should have 5 passes or 3 credits in relevant science subjects at "O" level.

B.Sc. (General) or B.Sc. (Ed) HOME ECONOMICS & HUMAN NUTRITION
The main purpose of the programme is to provide students with knowledge and skills for personal development, family living and professional specialization. The programme will consist of three core areas:
 (i) Food and Nutrition

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(ii)   Home Management
(iii) Clothing and Textile

To support these core areas the following disciplines are included in the programme.
- Human Anatomy and Physiology
- Physics, Chemistry and Microbiology in the Home
- Introductory Computer Science
- Family Life Education
- Gender Issues and Development
- Statistics
- Research Methods and Research Project
- Teaching Methods
- Extension Education
- Community Health

Admission requirements
In addition to satisfying the minimum requirements of the degree programme candidates must have passed:
(i)   Biology or Biological Science at A-level
(ii)   Chemistry at A-level
(iii)   Physics or Physical Sciences at A-level
(iv)   Have taken and passed Home Economics at "O" level
(v)   In special cases candidates who are holders of a Diploma in Home Economics or its equivalent, with a credit pass from a recognised college will be admitted.

Research project and Research report writing will be taken by each student in the final year of his/her studies. Optional courses will be offered in the last level so as to prepare students for the postgraduate studies in specialised areas.

The Home Economics course outline will be almost the same for the B.Sc. (Home Economics) and the B.Sc. (Home Economics with education). The only difference will be that the B.Sc. (Home Economics with Education), will have to take Education lectures and do teaching practice.

CLUSTERS OF HOME ECONOMICS & HUMAN NUTRITION COURSES

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OFP 017: Communications skills	10	1	**Core**
OCP 100: Introduction to Microcomputer Studies and Information Technology	10	1	Core
OHE 151: Biological Sciences for Home Economics	20	2	Core
OHE 152: Physical Science for Home Economics	20	2	Core
OHE 153: Clothing Construction	20	2	Core
OHE 154: Textile I & II	20	2	Elective
OHE 155: Foods & Nutrition	20	2	Core
OHE 156: Home Management	20	2	Core
OHE 350A: Home Economics Praticals	*	*	Core
LEVEL II CLUSTERS			
OHE 115: Human Anatomy & Physiology	10	1	Core
OHE 251: Meal Planning & Institutional Catering	20	2	Core
OHE 252: Principles of Economics & Consumer Education	20	2	Elective
OHE 253: Household Equipment & Home Furnishing	30	3	Core
OHE 112: Food Science in the Home	10	1	Core
OHE 204: Community Health	10	1	Elective
OHE 254: Therapeutic Diet & Community Nutrition	20	2	Core
OHE 255: Child Development & Family Education	20	2	Elective

Code & Name			
OHE 350B: Home Economics Praticals	*	*	Core
LEVEL III CLUSTERS			
OHE 351: Rural Sociology & Gender Issues	20	2	Elective
OHE 352: Statistics & Research Methods for Home Economics	20	2	Core
OHE 353: Extension Education Methods.	20	2	Core
OHE 350C: Home Economics Praticals	*	*	Core
OHE 307: Home Economics Special Project	10	1	Core

*OHE 350A, B, C accumulated to 20 credits (2 unit) after completion

B.ED (SCIENCE) HOME ECONOMICS& HUMAN NUTRITION

Code & Name	Credits	Units	Status
LEVEL I CLUSTERS			
OHE 151: Biological Sciences for Home Economics	2	2	Core
OHE 154: Textile I & II	2	2	Elective
OHE 155: Foods & Nutrition	2	2	Core
OHE 156: Home Management	2	2	Core
OHE 350A Home Economics & H/Nutrition Practicals for Bed	*	*	Core
LEVEL II CLUSTERS			
OHE 112: Food Science in the Home	1	1	Core
OHE 251: Meal Planning & Institutional Catering	2	2	Core
OHE 254: Therapeutic Diet & Community Nutrition	2	2	Core
OHE 255: Child Development & Family Education	2	2	Core
OHE 352B Home Economics & H/Nutrition Practicals for Bed	*	*	Core
LEVEL III CLUSTERS			
OHE 352: Statistics & Research Methods for Home Economics	2	2	Core
OHE 350C Home Economics & H/Nutrition Practicals for Bed	*	*	Core

*OHE 350A, B, C accumulated to 10 credits (1 unit) after completion

Students may take some more courses of the programme as they wish, but they are going to be considered as electives.

BACHELOR OF SCIENCE IN ENERGY RESOURCES (B.Sc. ER)
General Information
Programme Title: Bachelor of Science (Energy Resources)
Final Award: B.Sc. (Energy resources)

Rationale
Bachelor of Science (Energy Resources) is designed to prepare students for their professional work in Physics in industry, energy sector and physical environment. The Programme contributes to the Faculty's aim of training Scientists in Energy resources. It also contributes to the University's aim to produce Scientists and Technologists in the energy sector.

Philosophy
The programme will provide knowledge and understanding of the physical aspects of nature in relation to dynamics and energy relationships and its dynamics with Mathematics to model the processes as well as practical experience in Energy Resources. The programme will also train students in problem solving and entrepreneurship in the related field.

After completing this programme the student should be able to work as a technologist in industry, do research in Energy Resources and related disciplines.

This programme is Scientific and has a practical component.

Educational Aims of the Programme

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The Educational aim of the programme is to enable graduates to understand the application of Physics at the higher level.

The Programme is intended to achieve the following objectives:
- Build a positive community attitude towards the study of Physics
- Enable individuals to think critically and analytically
- Enable graduates to use Physics in their professions such energy, environment, engineering, meteorology, agriculture and industry
- Help individuals to develop problem solving skills and creativity
- Promote the spirit of entrepreneurship

Programme Structures and Requirements, Levels, Modules, Credits and Awards
The course codes, course titles, lecture hours, practical hours and units for the programme are shown below.

Level 1 Core Courses

Course Code	Course Title	Total Credits
OFP 017	Communication skills	10
OCP 100	Computer Studies	10
OPH 111	Fundamental Physics	30
OPH 112	Electromagnetism I and II	20
OPH 211	Statistical Thermodynamics	20
OPH 212	Mathematical Physics	20
OPH 320A	Physics Practical	*

*OPH320A,B,C will accumulate to 10 credits after completion

Level 1 Elective Courses

Course Code	Course Title	Total Credits
OMT 111	Mathematical Analysis	20
OMT 114	Probability and Statistics	20

Level 2 Core Courses

Course Code	Course Title	Total Credits
OMT 223	Computer Programming	10
OPH 213	Optics	20
OPH 214	Earth Physics	20
OPH 311	Fundamentals of Material Science	10
OPH 312	Physics of the Atom	20
OPH 313	Quantum Theory of Solids	20
OPH 314	Digital Electronics	20
OPH 320B	Physics Practical	*

*OPH320A,B,C will accumulate to 10 credits after completion

Level 2 Elective Courses

Course Code	Course Title	Total Credits
OMT 221	Numerical Methods	10
OPH 215	Analog Electronics	20

Level 3 Core Courses

Course Code	Course Title	Total Credits
OPH 322	Solar Energy	20
OPH 323	Environmental Physics	20
OPH 324	Wind Energy	20
OPH 325	Nuclear Energy	20
OPH 326	Non-conversional Energies	20

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OPH 330	Energy Resources Practical	10
OPH 331	Energy Resources Final Project	10
OPH 320C	Physics Practical	*

*OPH 320A,B,C will accumulate to 10 credits after completion

Level 3 Elective Courses

Course Code	Course Title	Total Credits
OME 312	Entrepreneurship course	20

Programme Duration
The BSc. (Energy Resources) programme is to be completed in a minimum of 4 years and a maximum of 8 years depending on the pace of the individual student. Students studying this programme shall pay annual tuition fee approved by the Open University of Tanzania as applied to open distance learning mode. However, it should be noted that this is the Applied Physics Science programme with theory and experimental components and therefore, its tuition fee shall be different from the normal open distance programme.

Mode of Study
This programme is taught by Distance Study Methods. The main medium of instruction will be through correspondence materials. However, use of ICT will be mainstreamed as complementary and additional delivery technique.

The main materials for each of the module shall be measured by units. Each unit shall cover content materials equivalent to thirty five one hour lecture materials in a conventional university.

Laboratory experiments will be organised at designated institutions/locations.

Support services for the students will be in the form of face-to-face teaching, ICT based electronic platforms, audio cassettes, compact discs (CDs), Internet (where available), library services and other teaching/learning media. The face-to-face teaching includes residential sessions for orientation and continuous tutoring and counselling. All students must pass the Computer skills course offered by the Faculty at level I of the programme.

Assessment will be conducted through supervised Tests and Annual Examinations. Experimental work will be tested through practical reports. Before the end of the programme each candidate will do a final project in any energy related field and submit a report.

Criteria for Admission
Candidates must be able to satisfy the general admissions requirements of The Open University of Tanzania

Programme Admission
Requirements for First Degree Courses
Option I
(a) Certificate of Secondary Education Examination (C.S.E.E.) or East AfricanCertificate of Education (Ordinary Level) or equivalent, with passes in FIVEapproved subjects, one of which is Physics obtained prior to the sitting of the Advanced Certificate ofSecondary Education Examination (A.C.S.E.E.) or equivalent.
And
(b) One of the following combinations of passes in Advanced Certificate of SecondaryEducation Examination (A.C.S.E.E.) or equivalent;

Either
(i)   Two principal Level passes (in appropriate subjects)
Or

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(ii)   An appropriate equivalent Diploma/Certificate approved by the Senate ofThe Open University of Tanzania.

(c)   A degree in an area related to Physics

Option II

Candidates who do not qualify under options I may register for Foundation Programme (OFP) offered by The Open University of Tanzania. Those who pass examinations set atthe end of the course will be eligible for registration for this degree programme, if they have passed Physics and Mathematics.

Option III

Candidates with awards from other Institutions of Higher Learning will be considered ontheir own merit. These include a degree or an advanced Diploma in a relevant field.

Option IV

Candidates with a Diploma in Physics of OUT are eligible to join the Energy Resource programme at the third level.

Methods for Evaluating and Improving the Quality and Standards of Teaching and Learning

The curriculum will be reviewed every five years.

Student feedback will be obtained through questionnaires after final examinations.

Staff development priorities include training of staff to MSc and PhD levels.

Assessment Regulations

The assessment procedures and the assessment criteria will follow OUT examination regulations for undergraduate courses.

To qualify for the award of a degree, a candidate must clear all the courses in the three levels of the degree course. A fast student may cover more units and thus be able to finish the course in less than the specified average period for obtaining a degree.

The following regulations will apply for the assessment of the programme:
The coursework assessment shall consist of continuous assessment; timed tests (30%), and an examination 70%.

The following grading will apply:

Marks	Grade	Points
70-100 %	A	5
60-69 %	B+	4
50-59%	B	3
40-49%	C	2
35-39%	D	1

The minimum pass mark for any course shall be the grade C or 40%

A student who fails a supplementary examination shall be allowed to repeat the   course. In such an event, the grades obtained shall replace the failed grade in the calculation of the cumulative GPA and each grade shall be recorded on the transcript.

A student is expected to complete this programme in a period of four years. A student who fails to complete the programme in the prescribed maximum period (8 years of open distance learning) shall be deregistered.

In awarding the degree classification, the following criteria based on GPA are normally used.

4.4 - 5.0	**First Class**
3.5 - 4.3	**UpperSecond Class**
2.7 - 3.4	**Lower Second Class**

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B.Sc. ENVIRONMENTAL STUDIES
General Information
Programme Title: Environmental Studies
Final Award: Bachelor of Science in Environmental Studies (Science)
Bachelor of Science in Environmental Studies (Management)

Rationale
The Environmental Studies degree programme is being proposed in order to train cadres skilled in environmental studies of importance to Tanzania development. The justification for this degree programme arises from the growing need for the expertise in the field of environmental studies. Graduates will be able to identify, assess and rectify environmental problems. The programme is designed to provide the scientific and managerial skills needed to tackle the environmental challenges of the 21st Century.

The increasing impact of human beings upon the natural world has resulted in a broad range of problems involving our natural resources and environmental quality. The problems include: Global warming, Acid rain, depletion of the ozone layer, endangered species and loss of biodiversity, air and water pollution, toxic waste and resource depletion threaten irreversible damage. The solutions to these problems often require interdisciplinary understanding and problem solving abilities.

In order to address these issues, the Environmental Studies degree programme at OUT offers an interdisciplinary program that focuses on the serious environmental problems that we face in this century. The degree program in Environmental Studies is a multidisciplinary forum for the study of scientific, political, social and humanistic aspects of environmental problems. Presently, only a few expertises are available in this sensitive and relatively new field in Tanzania.

The programme will cover various areas of the environmental components including topics such as ecosystem management, resource conservation, and land use planning, natural hazards, various types of pollution to the environment, analytical methods towards assessment of pollution, and the policy dimensions of environmental issues. The programme will put special emphasis on areas in environmental issues which are related to the specific situation in Tanzania as identified in the National Environmental Policy, these are; Land Degradation, Pollution Management and Urbanization, Agricultural and Land Resources destruction, Deforestation, Destruction of Wildlife and Problems associated with mining activities.

Graduates of this programme are ideally suited to careers in government ministries and departments, industry, research and development, non-governmental organizations, and consulting firms. In addition, graduates are well placed to pursue postgraduate studies as well as exploiting opportunities in the wider graduate employment market

**2.	Expected Output of the Programme**
The overall purpose of the Environmental Studies degree programme is to provide students from diverse backgrounds with a broad based contemporary program of study, which will produce graduates who are academically skilled, professionally competent and innovative to work as environmental professionals. The proposed programme in Environmental Studies will provide the needed knowledge and skills to accelerate attainments of the Tanzania Poverty Reduction Strategy goals. In addition graduates should be able to demonstrate transferable key skills: intellectual; practical and fieldwork; communication; numeric and C & IT; interpersonal/teamwork; self-management and professional development.

Programme Structures and Requirements, Levels, Courses and Units
**2.1	Course Structure**
The BSc. Environmental Studies degree programme will eventually have three streams (pathways). These are:

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The Science stream
The Management stream
The Technology stream

Students may choose from one of three degree pathways; the Environmental Studies (Science), Environmental Studies (Management) and Environmental Studies (Technology).The Science stream aims at development of a rigorous science background from which to pursue a career as an environmental science professional. The Management stream examines the social-political, humanities, economic and cultural aspects of managing environmental problems. It is designed to produce quality graduates with sound management knowledge of environmental processes, and an ability to apply that knowledge to policy issues. The Technology stream emphasizes engineering and applied science aspects of resource management, environmental impact and pollution prevention and abatement. In the current submission only the first two streams Science and Management have been articulated. The Technology stream will be submitted for approval in the future.

The BSc. Environmental Studies programme will be offered as a combination of core and optional courses. The core courses focus on regional and global environmental problems and the human activities that contribute to those problems, from scientific, political, social, and economic perspectives. The programme also offers several elective courses that complement the core courses and allow students to pursue a broad range of topics related to the environment.

The Environmental Studies programme will consist of a minimum of 36 units (a unit is equivalent to 35 lecture hours or 70 hours of practicals) which will include all core courses and the selected electives units at levels two and three. The programme consists of three levels. Each level normally occupies an academic year. Normally the programme takes 3 years but longer period up to 5 years is permitted. The level of a course (designated by the first number in the course code) indicates its position in the progressive development of academic abilities/or practical skills.

The Environmental Studies (Science) pathway is designed to include laboratory work which is an integral part of the programme and essential to the development of the knowledge and skills needed. Fieldwork is undertaken in the second year of the programme and is based on directed investigations and outside visits to examine waste management and other environmental management schemes. The placement is an integral part of the learning and teaching processes of the degree. It enables students apply academic knowledge to real-world applications of environmental issues. Research project form part of the final year of the programme.

TABLE 3.1: B.S.c ENVIRONMENTAL STUDIES (MANAGEMENT)

SN	Code	Course Title	Units	Credits	Status
		LEVEL I			
1	OCP 100	Computer Application In Environmental Studies	1	10	Core
2	OFP 017	Communication Skills	1	10	Core
3	OEV 101	Principles of Ecology	2	10	Core
4	OEV 112	Environmental Management, Ethics and Philosophy	3	30	Core
5	OEV 114	Land Use and Urban System Management	3	30	Core
6	OEV 116	Environmental Education and Communication	2	20	Core

		Total Units		12	120	
		LEVEL				
7	OEV 201	Applied Statistics and Research Methods	2	20	Core	
8	OEV 219	Natural Resources Management	3	30	Core	
9	OEV 218	Environmental Pollution and Waste Management	3	30	Core	
10	OEV 210	Environmental Economics	2	20	Core	
11	OEV 209	Introduction to Remote Sensing and GIS	2	20	Core	
		Total Units		12	120	
		LEVEL III				
12	OEV 301	Environmental Impact Assessment	2	20	Core	
13	OEV 316	Environmental Policy and Law	2	20	Core	
14	OEV 318	Environmental Resources & Development	2	20	Core	
15	OEV 321	Environmental Field Project	2	20	Core	
		Total Units		8	80	

TABLE 3.2: BS.c ENVIRONMENTAL STUDIES (SCIENCE)

S/No	CODE	COURSE TITLE	UNITS	CREDITS	STATUS
		LEVEL I			
1	OCP 100	Computer Application In Environmental Studies	1	10	Core
2	OFP 017	Communication Skills	1	10	Core
3	OEV 101	Ecology	2	20	Core
4	OEV 113	Environmental Science	3	30	Core
5	OEV 107	General Biology	2	20	Core
6	OEV 115A	Environmental Science Practicals	1	10	Core
		Total Units	11	110	
		LEVEL II			
7	OEV 217	Environmental Analytical Methods	2	20	Core
8	OEV 201	Applied Statistics and Research Methods	2	20	Core
9	OEV 219	Natural Resources Management	3	30	Core
10	OEV 218	Environmental Pollution and Waste Management	3	30	Core
11	OEV 209	Introduction to Remote Sensing and GIS	2	20	Core
12	OEV 115B	Environmental Science Practicals	1	10	Core
		Total Units	12	120	
		LEVEL III			
12	OEV 301	Environmental Impact Assessment	2	20	Core
13	OEV 316	Environmental Policy and Law	2	20	Core
14	OEV 317	Water Resources Management	2	20	Core
15	OEV 321	Environmental Field Project	2	20	Core
		Total Units	8	80	

TABLE 3.3: OPTION COURSES

S/N	Code	Course Title	Units	Credits	Status
		LEVEL I			
1	OEV 220	Environmental Geology, Hazards & Risk assessment	3	30	Elective
2	OEV 221	Aquatic Science and Limnology	3	30	Elective

.

		LEVEL II			
3	OEV 319	Environmental Sociology and Gender Issues	2	20	Elective
4	OEV 320*	Environmental Modeling	3	20	Electives

* Not in Offer

3. Programme Duration

The BSc. Environmental studies Programme is to be completed in a minimum of 3 years and maximum of 8 years depending on the mode of learning as follows:

(i) Intensive face to face learning (3 to 5 years); only for Dar es Salaam students. Students in this category shall be required to pay the annual tuition fee of TShs.900, 000.00.

(ii) Open distance learning (3 to 8 years). Students in this category shall pay annual tuition fee approved by the Open University of Tanzania as applied to Open distance learning mode.

4. Admission Criteria

The programme shall be open to local and international students interested in pursuing a career in environmental studies. It is anticipated that students of both genders will be admitted with the aim to have gender parity. Candidates must satisfy the general entrance requirements of the Open University of Tanzania for degree award. Besides the general requirements, the candidate must satisfy the special requirement.

The following shall be eligible for registration for the Bachelor of Science programmes in Environmental Studies:

4.1 Science stream – BSc. Environmental Studies (Science)
(i) Direct entrants.
The candidate should have a principal level pass at "A" level in two of the following subjects; Biology, Chemistry, Geography, Physics, or Mathematics.

(ii) Equivalent qualifications.
Appropriate Diploma with passes at "O" level in two of the following subjects; Biology, Chemistry, Mathematics, Physics or Geography.

4.2 Management stream – BSc. Environmental Studies (Management)
(i) Direct entrants
Candidates should have a principal level pass at "A" level in two of the following subjects; Geography, Economics, History. Physics, Chemistry, Mathematics or Biology.

(ii) Equivalent Qualifications.
Appropriate Diploma with passes at "O" level in two of the following subjects Geography, History, Biology, Chemistry or Physics, Ecomics, Mathematics.

Delivery Mode
Basic knowledge and understanding in open and distance learning are developed through Correspondence systems, Multimedia systems and Internet-based systems.

The Correspondence systems are based on a study guide printed text and interaction method is by letters and other written or printed documents sent through postal systems. Multimedia systems encompass text, audio and computer-based materials and usually some face-to-face learner support for two weeks at the beginning of academic year delivered to students. Internet-based systems is the one in which multimedia (text, audio and computer-based) materials in electronic format are delivered to students through computers.

Assessment Regulations

The assessment procedures and the assessment criteria will follow OUT examination regulations for undergraduate courses. The following regulations will apply for the assessment of the programme:

4.3 Assessment of Coursework

4.3.1 Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests (30%) and one examination (70%) and in addition, a practical and special proje4ct report shall be assessed.

4.3.2 The following grading will apply

Marks	Grade	Points
70-100 %	A	5
60-69 %	B+	4
50-59%	B	3
40-49	C	2
35-39%	D	1

4.3.3 The minimum pass mark for any course shall be the grade C or 40%

4.3.4 A student who fails a supplementary examination shall be allowed to repeat the course. In such an event, the grades obtained shall replace the failed grade in the calculation of the cumulative GPA and each grade shall be recorded on the transcript.

4.3.5 A student who fails to complete the programme in prescribed maximum period (5 years for intensive face to face learning and or 8 years for open distance learning) shall be deregistered.

4.4 Final Award

4.4.1 Students who successfully complete their programme will qualify, upon approval by Senate, for the award of the degree of:
  ❖ BSc. Environmental Studies (Science) or
  ❖ BSc. Environmental Studies (Management)

4.4.2 In awarding the degree classification, the following criteria based on GPA are normally used.
  4.4 -5.0 First Class
  3.5- 4.3 Upper Second Class
  2.7-3 4 Lower Second Class
  2.0-2.6 Pass

RESEARCH / SPECIAL PROJECTS
Eligibility for doing special project
The research/special project is mandatory for all students except those who major in Mathematics or Biology, for the time being. A final year student does **one project** only in the Major Subject. The recommended duration of the project is ten weeks and the opportunity to conduct research/special project shall be availed only to those students who are genuinely about to complete their respective degree programmes. The number of years in registration shall not be used as a criterion to do the research project. Hence only those students who have completed at least 16 units in the major subject and 9 units in the minor subject, thus making up **a total of 25 science units completed**, will be allowed to do the project.
Students wishing to do the research/special project will have to indicate their intention to do so to the respective Head of Department, and also register online as it is the case with other courses.. Then upon being **granted permission and allocated supervisor**, the student may proceed with proposal development prior to embarking to the actual research

Higher Degree Programmes under the Faculty of Science, Technology and Environmental Studies
The Faculty offers most of its Postgraduate Programmes (PG)by thesis with the exceptional of M.Sc. Environmental Studies.

1. *OBJECTIVES*
The Objectives of these Programmes are to:

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    i.   Train scientists to higher level of scientific leadership in   research, management and administration;

    ii.   Stimulate and encourage research to generate new   knowledge in all areas;

    iii.   Train graduate scientists to more advanced levels in some of the courses covered in their undergraduate studies;

    iv.   Advance secondary school teachers/laboratory technologists and also to provide better grounding for prospective research workers preparing for independent research;

2. *MODE OF CONDUCT*

There are two categories of M.Sc. Degrees.

2.1   M.Sc. by thesis in which the candidates undertake independent research under supervision.

2.2   M.Sc. by coursework and dissertation in which the candidates are required to undertake coursework for a period of at least one year followed by research work leading to the dissertation.

3. *MASTER OF SCIENCE DEGREES*

The Faculty offers M.Sc. Degree by thesis in the following disciplines:

    (i)   M.Sc. in Biology

    (ii)   M.Sc. in Mathematics

    (iii)   M.Sc. in Chemistry

    (iv)   M.Sc. in Physics

    (v)   M.Sc. in Human Nutrition

    (vi)   M.Sc. in Environmental Science.

    (vii)   M.Sc. in Zoology

    (viii) M.Sc. in Botany

    (ix)   M.Sc Food Science

    (x)   M.Sc. ICT

    (xi)   M.Sc. Applied Biotechology

3.1 *Entry Qualifications*

3.1.1 Each Candidate for the Degree of M.Sc. by coursework must satisfy all requirements specified under the University Regulations for Higher Degrees.

3.1.2 In addition, the following special regulations will also apply.

    (i)   To be eligible for admission into the programme the applicant should normally have an overall grade B, or higher in B.Sc. degree subjects he/she wishes to study under the programme.

    (ii)   Admission may be based on qualifications approved by the Senate as equivalent to requirements set out.

    (iii)   Admission to the M.Sc. by thesis degree should be as under General Regulations.

    (iv)   Each M.Sc. degree programme shall start at the beginning of the academic year and conclude 60 months later. Beyond this limit Senate's approval is necessary.

3.2 *Registration*

    (i)   Candidates shall be registered to study for the M.Sc. degrees through distance education either by thesis or coursework followed by research leading to the dissertation.

    (ii)   All candidates shall be allocated supervisors appointed by Senate on the recommendation of the Faculty of Science, Technology and Environmental Studies.

    (iii)   Deadline for registration shall be the end of the fourth week of the academic year.

Registration for the M.Sc. degree by thesis shall follow the following procedure:

a.   Register as a provisional student after satisfying the admission requirements for the programme after submitting an acceptable statement of research topic to the Faculty to provisional registration.

b.   Acquire full registration after submitting within a period of six months a research proposal approved by the Faculty, the Postgraduate Studies Committee and Senate.

c.   Seek registration within three months after the application for full registration is approved by Senate.

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M.Sc. ENVIRONMENTAL STUDIES (By Course Work and Dissertation)
This Masters program is a multidisciplinary program designed to enhance the skills and technical expertise of graduates working in all facets of the environmental arena. The program aims to produce managers able to address the many issues in the highly complex and changing area of environmental studies. At Masters Level the degree may be taken with specialization in a range of fields.

Students may choose from one of three degree pathways of environmental studies; Science, Management, or Health. The Science stream programme aims is to provide professionals with the knowledge and skills necessary to contribute, directly or indirectly, to the conservation and careful use of natural resources for the benefit of society. Successful participants will develop the capacity to carry out independent scientific and technical research and assessments on environmental issues. The Management stream will developing a sound understanding of the key approaches in environmental management and decision-making, students will expand their critical appreciation of sustainability, ethics, governance and cultural difference in relation to environmental practice and management. The health stream will offers participants an opportunity to reflect on their professional practice and gain a theoretical and critical perspective of issues associated with environmental, health and safety management.

Objectve of the Programme
Produce graduates with the capability to constructively engage with the complex environmental concerns that confront contemporary societies. It emphasizes the integration of theory and practice and provides an interdisciplinary grounding in sustainability, environmental management, impact assessment and policy.

Admission Requirements
The programme is open to candidates with variety of background and interests in either general or specific function area. However, prospective candidates must be graduates from environmental studies, science, engineering, social science or any medical from recognized institution with minimum of B grade. Also, admission may be based on equivalent qualifications as stipulated in the University admission regulations.

Duration
The programme duration is 18 months

Assessment
Students will be assessed by combination of course work, final examination and dissertation. The course work component comprise of timed test worth 30%, while the final examination worth 70%. The formal examinations and timed test allow sufficient assessment and feedback to maintain intellectual rigor and provide opportunity for individual improvement. Dissertation is assessed independently with the research methodology and carries 100%. The minimum pass mark for any course shall be the grade "B" or 50%. Candidates, who successfully complete the required units and dissertation, shall qualify upon approval by Senate of the Open University of Tanzania, for the award of Masters in Environmental Studies

(Management/Health/Science) degree. There will be an exit award of a Postgraduate Diploma in Environmental Studies after completion of all the prescribed core courses and they don't want/they fail to finish the Dissertation.

Programme Content
1.   Science Stream

SN	Course Code	Code title	Credits	Units
1	OEV 618	Environmental Pollution and Waste Management	20	2
2	OEV 616	Environmental Science & Contemporary Issues	20	2
3	OEV 601	Environmental Analytical Methods	20	2
4	OEV 611	Environmental Management and Impact assessment	20	2

5	OEV 613	Environmental Law and Policy	20	2
6	OEV 621	Research Methods	20	2
7	OEV 615	Dissertation	60	6
Total units			**180**	**180**

2. Management Stream

SN	Course Code	Course Title	Credits	Units
1	OEV 611	Environmental Management and Impact assessment	20	2
2	OEV 613	Environmental Law and Policy	20	2
3	OEV 614	Advanced Environmental Economics	20	2
4	OEV 619	Ecology and Natural Resources Management	20	2
5	OEV 616	Environmental Science & Contemporary Issues	20	2
6	OEV 621	Research Methods	20	2
7	OEV 615	Dissertation	60	6
Total Units			**180**	**180**

3. Health Stream

SN	Course Code	Code title	Credits	Units
1	OEV 617	Environmental Health and Epidemiology	20	2
2	OEV 620	Food science and safety	20	2
3	OEV 618	Environmental Pollution and Waste Management	20	2
4	OEV 611	Environmental Management and Impact assessment	20	2
5	OEV 613	Environmental Law and Policy	20	2
6	OEV 621	Research Methods	20	2
7	OEV 615	Dissertation	60	6
Total Units			**180**	**180**

Programme Delivery

The programme will be offered through intensive face to face. The mode teaching methodology is participatory in nature giving room to students to utilize knowledge and experience gained overtime. Basic methods will include lecturing, group discussion, presentation, reflection and case studies. For those undertaking the program, class attendance for a whole four weeks (two weeks in round one, then two weeks in round two). There will be two month break between rounds. Each course will be covered in five days at the end of which Timed test will be done.

Award

Candidates, who successfully complete the required units and dissertation, shall qualify upon approval by Senate of the Open University of Tanzania, for the award of Masters in Environmental Studies (Management/Health/Science) degree.

4. *Ph.D. DEGREE PROGRAMME*
4.1 *The Objectives*
- To impart professional skills in research.
- To enable students to achieve the highest qualification in science.
- To empower students with a wide scope of understanding in their areas of specialization.

4.2 *Duration*
The duration of the Ph.D programme shall be six years maximum

4.3 *Registration*
  i. Candidates registered for the Ph.D. shall be required to register at the beginning of the first year of their studies and renew their registration at the beginning of subsequent years. Failure to renew registration shall mean automatic discontinuation from the studies.

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    ii.   Registration for a Ph.D. degree shall follow the same procedures as in the case of M.Sc. by thesis

INSTITUTE OF CONTINUING EDUCATION (ICE)

The Institute of Continuing Education offers Foundation Programme (OFP), Certificate in Distance Education (CDE), Certificate in Youth Work (CYW), Certificate in Hairdressing and Beauty Therapy (CHBT), Certificate in Library and Information Studies (CLIS), Diploma in Commonwealth Youth Programme (CYP), Diploma in Distance Education and Open Learning (DDEOL), Diploma in Primary Teacher Education (DPTE), Diploma in Library and Information Studies (DLIS) and various Demand Driven Short Courses.

1.0   CERTIFICATE IN FOUNDATION PROGRAMME
1.1   Introduction

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

1.2   Objectives of the Programme

The main objective of the Foundation Programme is to provide knowledge and skills that will prepare students lacking direct entry qualifications to undergraduate programmes, to reach requirements of various university faculties for admission. Through the programme, OUT will train candidates to levels where they qualify, and therefore open chances for many of those who would otherwise miss the opportunity to enrol in bachelor degree programmes.

Specifically, the programme will:

(i)   Provide basic information to the procedures, methods and language of the subjects for degree level.

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

(iii)   Identify students' aptitudes and interests for slotting them into specific degree programmes.

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

1.3   Programme Specification

The following are the specifications of the programme:

1	Programme Title	Foundation Programme
2	Programme Code	OFP
3	Number of credits	120
4	Period of Study	Nine calendar months
5	Final Award	Certificate of Foundation Programme of the Open University of Tanzania
6	Awarding body	The OUT SENATE
7	Faculty/Institute	Institute of Continuing Education, OUT
8	Host Department	Department of Foundation Studies
9	Language of Instruction	English
10	Mode of Study	The programme will use the blended mode of learning that will include the following: - Distance learning - Face-to-face teaching and learning at OUT Regional Centres - E-learning using OUT Moodle platform

1.4   Admission Criteria

A candidate shall be deemed eligible for consideration for admission to the Foundation Programme of the Open University of Tanzania if he/she has obtained:

A Certificate of Secondary Education Examination (C.S.E.E.) with passes in at least FOUR subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (A.C.S.E.E) or equivalent: AND

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   (i) An Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least 1.5 points from TWO subjects. OR

   (ii) An Ordinary Diploma from a recognized institution with a GPA of at least 2.0. OR

   (iii) NTA Level 5/Professional Technician Level II Certificate.

      NB: Passes in Religious studies and General Studies are not counted.

Admission will be governed by The Open University of Tanzania Admission Policy as approved by the OUT Senate.

1.5 Programme Structure

The programme will include fourteen (14) courses as shown in Table 1.1. Students will be required to take six (6) courses. Three core courses will be chosen according to the field of study students wish to pursue at the bachelor degree level, as indicated in Table 1.2, and three courses of Communication Skills, Development Studies and ICT will be compulsory to all students. Each course has 20 credits, making a total of 120 credits. .

Table 1.1: Subjects for Foundation Course

No.	Course Name	Course Code
1.	English Language	OFP 007
2.	Kiswahili	OFP 008
3.	Mathematics	OFP 009
4.	Physics	OFP 010
5.	History	OFP 011
6.	Geography	OFP 012
7.	Biology	OFP 013
8.	Business Mathematics and Statistics	OFP 014
9.	Economics	OFP 015
10.	Chemistry	OFP 016
11.	Communications Skills	OFP 017
12.	Development Studies	OFP 018
13.	Business Studies and Accounting	OFP 019
14.	Introduction to ICT	OFP 020

Table 1.2: Core Subjects for Foundation Programme

Cluster	Core Subjects
Arts	History Geography English Language Kiswahili Economics
Business Studies	Business Studies and Accounting Economics Geography Business Mathematics and Statistics
Science	Chemistry Biology Physics

.

	Mathematics Geography	

NB: Students will be allowed to take elective courses from other clusters in additional to their core courses

1.6   Assessment Methods

Students for the Foundation Programmewill be assessed using the existing assessment methods currently in use at the University as approved by the OUT Senate. Assessment will be is organized around Continuous Assessment (CA) and a Final Examination. Distribution of marks for the two will be:

Continuous Assessment   30%
Final Examination   70%
Total   **100%**

Table 1.3: Grading System for the Foundation Programme

Marks	Grade	Remarks
70 - 100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

1.7   Qualification Criteria

The criteria for admission into bachelor degree programme after completion of the Foundation Programme will bea minimum GPA of 3.0 calculated from the six subjects <u>PLUS</u> a pass grade (not less than C) in each of the three core subjects of the respective cluster. .

1. A candidate shall be allowed to take Supplementary Examinations if:
    (i) He/She scores a GPA of 3.0 or above BUT fails to get at least a C grade in one or more of the core subjects for his/her cluster.
    (ii) He/She scores a GPA of 2.9 – 2.0.

2. A candidate shall be allowed to REPEAT the programme if he/she:
    (i) Fails supplementary examinations
    (ii) Scores a GPA of 1.9 – 1.5.

3. A candidate shall be allowed to repeat the programme only two times after which he/she will be de-registered.

4. A candidate shall be de-registered from the programme if he/she fails to clear a repeat case (i.e. No 2 above)

5. A de-registered student will be allowed to re-apply for the programme after a lapse of three years.

Students' appeals on academic grounds shall be handled as guided by the OUT Examination Rules and Regulations through the Undergraduate Studies Committee.

1.8   Fee Structure

The fees for the Foundation Course will follow the standard fees structure for non-degree students approved by OUT Council. Students will be required to pay application fee, tuition and examination fee, students' union fee, quality assurance fee and the cost of student identity card. The current OUT tuition fee structure is Ths. 40,000 per course unit. One course unit equals to 10 credits.

Table 1.5   Fees for Foundation Course

No.	Item	Amount (TZS)
1.	Registration fee	30,000
2.	Tuition Fees (40,000 x 12 Units)	480,000
3.	Examination Fees (10,000 x 6 subjects)	60,000
4.	Students Organization Fees	20,000
5.	Student Identity Card	20,000
6.	Quality Assurance Fee (remitted to TCU)	20,000
	TOTAL	**630,000**

Students will be required to deposit their fees through the allocated OUT bank accounts. Students and their sponsors will be allowed to pay the fees in installments as per established modalities of the University.

2.0   CERTIFICATE IN DISTANCE EDUCATION OFFERED JOINTLY BY OUT AND SOUTHERN AFRICA EXTENSION UNIT (SAEU)

2.1   Introduction

The Certificate Course in Distance Education (CDE) is a one year Professional Course. It is geared towards professional and academic development of serving as well as prospective distance education personnel.

2.2   Progrogramme Structure

The Course is offered by using the following four modules/units:
OCC 001: Introduction to Distance Education
OCC 002: Distance Education Media
OCC 003: Support Services in Distance Education
OCC 004: Distance Education Management

There are also audio programmes which accompany each of the above modules/units.
OAC 001: Introduction to Distance Education
OAC 002: Distance Education Media
OAC 003: Support Services in Distance Education
OAC 004: Distance Education Management

2.3   Admission requirements

Candidates holding the following qualifications will be eligible for admission into the CDE programme:
A Certificate of Secondary Education Examination (C.S.E.E.) with passes in at least FOUR subjects, or its equivalent:

2.4   Assessment

2.5 The grading system for each module of the CDE will be as follows:

Marks	Grade	Remarks
70 - 100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

    i.   Students who fail in the Certificate Course in Distance Education are allowed to do supplementary examinations for the modules/units in which they have failed during the following year without paying any University fees.

ii. Students who sit and fail in supplementary examinations in the Certificate Course in Distance Education are allowed to register for the same course during the third year and pay full University fees.

iii. A candidate who gets an E grade in three units will be advised not to do the supplementary examinations and instead will be advised to register for the Certificate Course in Distance Education Course and pay full University fees.

iv. The average mark shall be calculated on the basis of rounding to one decimal place. For example, 35.29 shall be taken as 35.3.

v. Students studying Certificate Course in Distance Education will only be allowed to change to another course before the deadline of the registration period which is eight weeks from the first date of the orientation conducted at the Regional Centres.

vi. The pass mark for the Certificate Course in Distance Education is 40% which is a C grade. Other grades given include B, B+ and A.

vii. The mark for absolute fail shall be an E grade (0-34%).

viii. All marks for course units and written examinations shall be adjusted by departments concerned before amalgamation.

3.0 CERTIFICATE IN YOUTH WORK (CYW)

3.1 Introduction

The general objective of the Certificate in Youth Work is to provide skills and knowledge to work with young people in the community in a variety of settings. It also aims to provide learners with core knowledge and skills needed to pursue further studies. Specifically, the programme aims to achieve the following:

- To introduce learners to the contemporary issues in the vibrant and growing field of youth work, with a focus on positive youth development.

- To develop awareness, knowledge, attitude and behavior appropriate for working with people of diverse nature and backgrounds.

- To introduce learners to the basics of counseling and work place guidance techniques so as to facilitate personal growth of learners and of those around them.

- To develop skills and knowledge necessary for engaging youths in planning their career and personal development in general.

- To develop the required skills, attitude and behavior necessary for leadership and personal management needed to cope with work, study, business and daily life; as well as to be of service to others in the community.

- To enhance learners' awareness and understanding of ethical issues in work places.

- To develop a greater awareness and appreciation of themselves in relationship to others in the community and the world at large.

- To enable learners apply effective communication skills to establish, build and maintain positive relationships with clients, colleagues and other stakeholders based on respect and trust.

3.2 Entry Requirements

Candidates holding the following qualifications will be eligible for admission into the Certificate in Youth Work (NTA Level 4):

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a) Certificate of Secondary Education Examination with at least FOUR passes.

b) National Vocational Award (NVA) Level 3.

3.3   Programme Structure
This programme has 11 modules which are assigned 120 credits. Students are required to register for all courses.

No.	Course Title	Code	Credits
1	Introduction to Youth Work	ICY 001	10
2	Working with Diverse People	ICY 002	10
3	Introduction to Counseling Process	ICY 003	10
4	Introduction to Career Development	ICY 004	10
5	Leadership and Personal Management	ICY 005	10
6	Workplace Ethics	ICY 006	10
7	Self Awareness Skills	ICY 007	10
8	Business Communication Skills	ICY 008	10
9	Introduction to ICT	ICY 009	10
10	Introduction to Cross-cutting Issues	ICY 010	10
11	Project Work	ICY 011	20
	Total Credits		**120**

4.0   CERTIFICATE IN HAIRDRESSING AND BEAUTY THERAPY (CHBT)

4.1   Introduction
The Institute of Continuing Education is offering a Certificate Course in Hairdressing and Beauty Therapy (NTA 4), in collaboration with VETA and the Golden Touch Hair and Beauty School of Dar es Salaam. This qualification is intended for persons who will apply hair dressing and beauty therapy principles and techniques in running hair and beauty salons.

Then general objective of the programme is to train and educate youth and adults in basic knowledge and skills of cosmetology in order to increase the quality and competitiveness of the workforce in beauty and hair industry. Specifically the programme aims to achieve the following:
- Develop quality skills in hair and skin care
- Develop awareness of students artistic instincts
- Improve the scientific level of student talents
- Develop skills in ICT and business management
- Prepare students for further education at NTA level 5 and 6
- Empower students with competencies to access opportunities within their areas
- Assist in facilitating expansion and growth of in hairdressing and beauty therapy professionals
- To create sensitivity about the hygienic standards and environmental care amongst students

4.2   Entry Requirements
Candidates holding the following qualifications will be eligible for admission into the Certificate in Haidressing and Beauty Therapy (NTA Level 4):

a) Certificate of Secondary Education Examination with at least FOUR passes.

b) National Vocational Award (NVA) Level 3.

4.3   Programme Structure
This programme has 12 modules which are assigned 120 credits.

No.	Code	Module Name	Credits
1	ICC 001	Basics of Hair Dressing	10
2	ICC 002	Basic Skin Care Skills	10
3	ICC 003	Basic Nail Care Skills	10
4	ICC 005	Introduction to General Science for Hair & Beauty	10
5	ICC 006	Professional Image in Hair and Beauty	10
6	ICC 008	Basic Business Communication Skills	10
7	ICC 013	Introduction to Body Massage Techniques	10
8	ICC 007	Basics of Hygiene and Sanitation	10
9	ICC 009	Elementary Business Management	10
10	ICC 010	Introduction to Cross-cutting Issues	10
11	ICC 011	Application of ICT in Salon Management	10
12	ICC 012	Field Attachment	10
		Total Credits	**120**

This programme consists of six theoretical courses that will be offered through the blended mode of learning at the OUT and six practical courses that will be offered face-to-face at a beauty school, either VETA or the Golden Touch Beauty School. The programme also consists of field attachment that will include placement at a hair and beauty establishment for a period of time.

5.0 CERTIFICATE IN LIBRARY AND INFORMATION STUDIES

5.1 Introduction
The Basic Certificate in Library and Information Studies offered through the blended mode of learning is designed to train paraprofessionals who will apply basic skills and knowledge of librarianship to perform basic library routines such as shelving, recording, registration and maintaining safety and security of information resources, in Libraries and Information Centres.

5.2 Entry Requirements
(i) Certificate of Secondary Education with a minimum of FOUR passes (minimum of Ds) in any subjects.
(ii) NVA Level III Certificate in any relevant trade.

5.3 Programme Structure
The programme consists of 10 courses that are assigned a total of 120 credits. Students are required to register for all courses.

S/N	Code	Module Name
1.	ICL 04101	Basic Communication Skills
2	ICL 04102	Organization of Library Resources
3	ICL 04111	Basic Computer Applications
4	ICL 04103	Introduction to Record Keeping and Archives Management
5	ICL 04205	Library Routines and Services
6	ICL 04206	Conservation and Preservation of Records and Library Materials
7	ICL 04207	Safety and Security of Library, Records and Archival Materials
8	ICL 04110	Introduction to Cross-cutting Issues
9	ICL 04108	Workplace Ethics
10	ICL 04208	Project Work

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6.0 COMMONWEALTH YOUTH PROGRAMME DIPLOMA IN YOUTH IN DEVELOPMENT WORK (CYP)

6.1 Entry requirements

The entry requirements for CYP Diploma are:

A Certificate of Secondary Education Examination (C.S.E.E.) with passes in at least FOUR subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (A.C.S.E.E) or equivalent <u>PLUS</u>: (i) An Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least one principal pass or three subsidiaries. OR

(ii) Basic Certificate in related field such as youth work, education, public health, security, community development,social work or any other related field.

6.2 Programme Structure

The Commonwealth Youth Programme Diploma in Youth in Development Work is part of professional development programme. This is a two year academic programme aimed at developing both prospective professional and those already engaged in Youth in Development Work.

The students are required to study thirteen core units (modules) as follows:

ODC 001:	Commonwealth values
ODC 002:	Young People and Society
ODC 003:	Principles and Practice of Youth Development
ODC 004:	Working with people in their Communities
ODC 005:	Gender and Development
ODC 006:	The Learning Process
ODC 007:	Management Skills
ODC 008:	Project Planning, Monitoring and Evaluation
ODC 009:	Policy Planning and Implementation
ODC 010:	Conflict resolution, strategies and skills
ODC 011:	Promoting Enterprise and Economic Development
ODC 012:	Youth and Health
ODC 013:	Sustainable Development and Environmental issues.
ODC 014:	Field Report.

The grading system for each module of the CYP Diploma will be as follows:

Marks	Grade	Remarks
70-100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 – 34%	E	Absolute Fail

i. Students who fail in six units (modules) of the Commonwealth Youth Programme Diploma in Youth in Development Work are allowed to do supplementary examinations for the modules they have failed. They can do it during the following year - without paying any university fees.

ii. Students who fail in the Commonwealth Youth Programme Diploma in Youth in Development Work in more than 7 units (modules) are required to repeat the course for a year and pay full university fees.

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    iii.   The pass mark for the Commonwealth Youth Programme Diploma in Youth in Development Work is 40% which is a C grade. Other grades given include B, B+ and A.

    iv.   The mark for complete fail shall be an E grade (0-34%)

    v.   All marks for course units and written examinations shall be adjusted by departments concerned before amalgamation.

The average mark shall be calculated on the basis of rounding to one decimal place. For example, 49.39 shall be taken as 49.4.

Students studying the Commonwealth Youth Programme Diploma in Youth in Development Work will only be allowed to change from this course to another within the deadline which is eight weeks from the first date of the orientation week conducted at the Regional Centre.

7.0   DIPLOMA IN DISTANCE EDUCATION AND OPEN LEARNING (DDEOL)

7.1   The entry requirements
A Certificate of Secondary Education Examination (C.S.E.E.) with passes in at least FOUR subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (A.C.S.E.E) or equivalent PLUS:

    (i)   Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least one principal pass or three subsidiaries. OR

    (ii)   Certificate in Distance Education and Open Learning, or any relevant certificate in education related field.

7.2   Programme Structure
The Diploma in Distance Eduction and Open Learning is a two year programme t. It is designed to expose the learners to the current body of knowledge and skills in distance education and open learning in order to build and strengthen their capacity in catering to the needs of distance learners and institutions.

The students are required to study sixteen core units as follows:

			Units
ODC 020:	Foundations, Achievements and Limitations of Education	(core)	1
ODC 021:	Rise and Development of Distance Education and Open Learning	(core)	1
ODC 022:	Philosophy and Scope of Distance Education and Open Learning	(core)	1
ODC 023:	Case Studies in Distance Education and Open Learning	(core)	1
ODC 024:	Communication in Distance Education and Open Learning	(core)	1
ODC 025:	Development of Printed Instructional Materials	(core)	1
ODC 026:	Broadcast and Recorded Instructional Materials	(core)	1
ODC 027:	Information and Communication Technologies (ICT) Instructional Materials	(core)	1
ODC 028:	The Nature and Essence of Student Support Services in Distance Education and Open Learning	(core)	1
ODC 029:	Tutorial Support, Marking and Commenting in Distance Education and Open Learning	(core)	1
ODC 030:	Counselling and Guidance Services in Distance Education and Open Learning	(core)	1
ODC 031:	Administrative Support, Library Services and Record Keeping	(core)	1
ODC 032:	Organisation and Management of Distance Education and Open	(core)	1

	Learning		
ODC 033:	Research and Evaluation in Distance Education and Open Learning	(core)	1
ODC 034:	Sustainability of Distance Education and Open Learning	(core)	1
ODC 035:	Independent Study	(core)	1
		Total	16

The grading system for each unit of the course is as follows:

Marks	Grade	Remarks
70-100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

i. Students who fail in any unit of the Course will be allowed to do supplementary examinations in units they have failed. They can do so during the following year – without paying any university fees.

ii. Students who fail in more than 8 units of the Course will be required to repeat the Course and pay full university fees.

iii. All marks for Course units shall be adjusted by departments concerned before amalgamation.

iv. The average mark shall be calculated on the basis of rounding to one decimal place. For example 49.39 shall be taken as 49.4

v. Students studying the Diploma in Distance Education and Open Learning will only be allowed to change to another Course before the deadline of the registration period which is eight weeks from the first date of the orientation week conducted at the Regional Centres.

8.0 DIPLOMA IN LIBRARY AND INFORMATION STUDIES

8.1 Introduction

The Diploma in Library and Information Studies is offered by the Institute of Continuing Education through the blended mode of learning. It is a two years programme comprising two levels NTA 5 and NTA 6, aiming at training professionals with enhanced capability to provide quality Library and Information services. This program aims at producing personnel who will perform routine and non routine duties in Library and Information centres

The main objectives of the programme are:
- a) To train paraprofessionals in the practical skills and competences in Library and Information Studies
- b) To supply labour market with paraprofessional human resources in Tanzania and beyond
- c) To provide avenue for professional growth
- d) To teach ethical professional practice

8.2 Entry Qualifications

Candidates holding the following qualifications will be eligible for admission into this programme:
A Certificate of Secondary Education Examination (C.S.E.E.) with passes in at least FOUR subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (A.C.S.E.E) or equivalent PLUS:

(i) Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) with at least one principal pass or three subsidiaries. OR

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    (ii)   Certificate in library and information studies or any relevant field.

8.3   Programme Structure
The programme is organized in two levels each with 120 credits. Students are required to complete 240 credits for award of the Diploma.

S/N	Course Code	Course Name
Level I (NTA Level 5)		
1.	ICL 05109	Classification of Library Materials
2.	ICL 05110	Bibliography and Bibliographic Control
3.	ICL 05111	Cataloguing of Library and Information Resources
4.	ICL 05112	Library Statistics and Reports
5.	ICL 05113	Introduction to Library Practices
6.	ICL 05114	Introduction to Info-Entrepreneurship
7.	ICL 05215	Information Sources
8.	ICL 05216	User Information Needs
9.	ICL 05218	Information Searching and Retrieval
10.	ICL 05217	Communication Skills
11.	ICL 05219	Management Skills
12.	ICL 05220	Security and Disaster Management in Libraries
Level II (NTA Level 6)		
1.	ICL 06121	Development Studies
2	ICL 06122	Library and Information Management Systems
3	ICL 06123	Introduction to Database and Data Security
4	ICL 06124	Introduction to Digital Library
5	ICL 06125	Introduction to Records and Archives Management
6	ICL 06126	Introduction to LibraryCollection Development
7	ICL 06227	Introduction to Information Literacy
8	ICL 06228	Reference and Information Services
9	ICL 06229	Community Information Services
10	ICL 06230	Adminisratio and Management in Libraries
11	ICL 06231	Marketing of Library and Information Services
12	ICL 06232	Field attachment

9.0   DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE)

9.1   Introduction
The Diploma in Primary Teacher Education (DPTE) is a two year programme for in-service teachers, that is offered by OUT in response to the ardent need for quality primary school teachers in Tanzania. The programme is offered through the blended mode of learning, incorporating intensive face-face-sessions. It integrates theory with practice, with the aim of professionally developing teachers with enhanced capability to provide quality primary education. The focus of the programme is to promote knowledge and skills in various techniques of interactive learning and teaching that are child friendly and gender sensitive. In addition, students are to update their knowledge in their teaching subjects and enhance their professional competences. The programme is open to local and international students interested in pursuing a career in teaching and educational administration in the primary education sector.

9.2   Entry Qualifications

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A candidate shall be deemed eligible for consideration for admission into the DPTE Programme of the Open University of Tanzania if he/she is an IN-SERVICE TEACHER with the following qualifications:
A Certificate of Secondary Education Examination (C.S.E.E.) with passes in at least FOUR subjects:
PLUS:
    (i) A Grade A Certificate Teaching Certificate or its equivalent, with an average pass of B and above.

<div align="center">OR</div>

    (ii) Advanced Certificate of Secondary Education Examination with at least one principal pass or three subsidiaries

9.3 Programme Structure

The courses are organized at two levels. Each student of the DPTE Programme will be required to study **24 Units (240 credits)**. . The curriculum is organized around 3 major streams which are: Language Stream, Science Stream and Social Science Stream. Learners are expected to complete the course in 2 – 4 years of study.
The following Units are offered in this programme:

LEVEL 1

Core Courses for all Streams			
STRAND	**COURSE CODE**	**COURSE TITLE**	**UNITS**
Professional competences	ODC 040	Communication and Study Skills	1
	ODC 041	Introduction to ICT	1
	ODC 042	Introduction to Educational Foundations	1
	ODC 043	Introduction to Educational Psychology	1
Academic Advancement/Competences	ODC 053	Classroom Management - Life in the classroom	1
	ODC 055	Mathematics	2
Pedagogical Skills and Competences	ODC 044	General Teaching Methods & Strategies	1
	ODC 045	Numeracy Teaching Methods and Strategies	2
	ODC 065	Micro-teaching I (Face to Face)	1
Science Stream Courses			
Pedagogical Skills and Competences	ODC 047	Science Teaching Methods and Strategies	2
Academic Advancement/Competences (**select one course**)	ODC 060	Biology	2
	ODC 059	Chemistry	2
Language Stream Courses			
Pedagogical Skills and Competences	ODC 046	Literacy Teaching Methods and Strategies	2
Academic Advancement/Competences	ODC 056	English Language	2
Social Sciences Stream Courses			
Pedagogical Skills and Competences	ODC 048	Social Studies Teaching Methods and Strategies	2
Academic Advancement/Competences	ODC 061	Geography	2

LEVEL 2

Core Courses for all Streams			
STRAND	**COURSE CODE**	**COURSE TITLE**	**UNITS**

Professional Competences	ODC 050	Introduction to Special Needs Education	1
	ODC 051	School Administration and Management	1
	ODC 052	Introduction to Research in Education	1
	ODC 054	Primary Education Curriculum Dev. & Innovations	1
Academic Advancement/Competences	ODC 063	General Studies	1
Pedagogical Skills and Competences	ODC 064	Vocational Skills Teaching Methods and Strategies	1
	ODC 049	Teaching Practice	2
	ODC 066	Micro-Teaching II (Face to Face)	1
Science Stream courses			
Academic Advancement/Competences **(select one course)**	ODC 058	Physics	2
	ODC 059	Biology	2
Language Stream Courses			
Academic Advancement/Competences	ODC 057	Kiswahili	2
Social Sciences Stream			
Academic Advancement/Competences	ODC 062	History	2

10.0 Classification of Cerificate and Diploma Programmes

(i). In the classification of certificate and diploma programmes, a FIVE point system will be used in averaging the final grades.

(ii) The letter grades will be assigned the following points:

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

(iii) Courses given for each programme have to be appropriately weighted by the units.

(iv) To get the score for each course, multiply the points by the appropriate weights. For example, getting a B in a 2 unit course the score shall be 3 x 2= 6.

(v) The total score for the programme will be the total scores for all courses taken for the final, computed as in (iv) above.

(vi) The average score for the programme will be computed by dividing the Total Score in (v) by the total weight obtained under (iii) above.

(vii) The final classification of a Certificate/Diploma Programme will be as follows:

Classification	Range	Letter Grade
Distinction	(5.0 - 4.4)	A
Credit	(4.3 - 3.5)	B+
Credit	(3.4 - 2.7)	B
Pass	(2.6 - 2.0)	C

(viii) Rounding Off of GPA:

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

(ix) The range of marks will be as follows:-

A	Excellent	(70%-100%)

B+	Very Good	(60%-69%)
B	Good	(50%-59%)
C	Satisfactory	(40%-49%)
D	Marginal Fail	(35%-39%)
E	Absolute Fail	(0%-34%)

11.0 DEMAND DRIVEN SHORT COURSES

The Institute of Continuing Education offers the following Demand Driven Courses from the academic year 2005. The duration of each course ranges from one week to three months.

11.1 The Courses

11.1.1 *Applied French for beginners*

The general aim of this course is to introduce communicative "French Sounds" to students for whom the French sounds are totally foreign in the hope that, at the end of the day, students will be able to communicate with their French speaking entourage in matters related to everyday life.

11.1.2 *Comprehensive Applied English Language*

The general aim of the Comprehensive Applied English Course is to improve the competence and thereafter the performance in not only spoken, but also in written English language for communication in today's world of business. Improving the above means that this course must focus at improving the grammatical structure of English, the spoken and writen forms, and finally thereafter, improving the communicative role of English for business purposes.

11.1.3 *Business Kiswahili (Kiswahili cha Mawasiliano Toshelevu/Nguvu Kazi)*

The main aim of Business Kiswahili course (Kozi ya Kiswahili cha Nguvu Kazi) is to develop skills that will enable the learners to competently use Kiswahili language as a means of communication in business and administration.

11.1.4 *Intermediate Kiswahili for Foreign Students*

The General aim of the Kiswahili for Foreign Students' course is to improve their spoken and written proficiency in Kiswahili.

11.1.5 *Project Planning*

The aim of this course is to expose and familiarize the course participants to the modern knowledge and skills that are increasingly required in project planning, management and evaluation. At the end of this course, the participants should be able to apply the tools of analysis gained, in the formulation and the execution of projects both at micro and macro levels.

11.1.6 Other Demand Driven Short Courses are as listed below
- Staff Orientation in Distance Education and Open Learning
- ICT Skills for School Leavers
- Democracy and Good Governance
- Customer Care
- Effective Leadership and Management Skills
- Gas and Oil Laws
- Human Resource Management for Non-Human Resource Managers
- Leadership Ethics and Integrity
- Leadership Problem Solving and Decision Making
- Local Governance

11.2 Mode of Delivery and Course Assessment

11.2.1 The above mentioned demand driven courses are taught by a dedicated team of qualified and experienced lecturers. The lectures are delivered through a face-to-face mode using carefully selected reading materials drawn from up to-date literature coupled with class exercises.

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11.2.3 In terms of assessment, students are examined both on individual basis and group work presentation based on meticulously selected case studies. In addition, students are given adequate opportunity to present and share their own practical experiences on topical issues taught in classes. As such, the courses are highly interactive and participatory.

11.3 **Entry Requirement**

Demand Driven Courses are open to the general public. They do not involve serious academic rigour. That being the case, there is no specific entry requirement. It is important to underscore that the OUT will not offer academic transcripts. It is only a certificate of attendance.

7.4 **Award**

Upon successful completion of the course, students will be awarded a "CERTIFICATE OF ATTENDANCE" offered by The Open University of Tanzania.

INSTITUTE OF EDUCATIONAL AND MANAGEMENT TECHNOLOGIES

The Institute of Educational and Management Technologies offers three programmes in Information Communication Technology under Competence Based Educational Training (CBET) approach of National Accreditation Council for Technical Education (NACTE). These programmes are Basic Technician Certificate in Computing and IT (NTA Level 4), and Ordinary Diploma in Computer Science (NTA Level 5 and 6).

1.   **Programmes offered**
1.1   Basic Certificate in Computing and IT - NTA Level 4
The purpose of this programme is to enable students to apply basic office application operations, help-desk support, repair and maintenance of computers, installation of computer hardware and software, setting up computer networks and provide web services. Specific Objectives of the program include:

(vi)   Ability to use basic computer skills to perform computer operations and office application packages;

(vii)   Ability to apply different computer software skills and knowledge to install, configure & service computer software and provide web sites services;

(viii)   Ability to apply basic electronics theories and electrical circuit diagrams to install, service, maintain and repair computer hardware and its peripherals;

(ix)   Ability to apply elementary mathematical principles and networking theories to assist in setting up of computer network;

(x)   Ability to provide help-desk support and quality customer care using communication and problem solving skills.

This programme comprises a total of eleven (11) Modules that spread over one academic year with two semesters. Students in this course will be involved in class sessions as well as industrial training. To reach the course objectives, the whole course is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete the course programme are eligible for the award of NTA Level 4 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass. Upon Successful completion of NTA level 4, a student may continue to NTA Level 5.

Course Structure
Semester I

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credits
IET 04101	Computer Fundamentals	4	2	2	2	15
IET 04108	Computing Mathematics	3	2		3	12
IET 04102	Office Automation Fundamentals	2	1	2	1	9
IET 04107	Communication Skills	2	2		2	9
IET 04110	Introduction to Entrepreneurship Skills	4	3		3	15
Sub-total Hours/Week		**15**	**10**	**4**	**11**	**60**
Total Hours/week		**40**				

Semester II

Code	Module Title	Scheme of study Hrs/Wk				
		L	T	P	AS	Credit
IET 04203	Principles of Computer Support and Maintenance	4	1	2	1	12
IET 04204	Introduction to Web Technologies	2	1	2	1	9
IET 04205	Helpdesk Operations	1		2	1	6
IET 04206	Network Essentials	2		2	2	9
IET 04211	Practical Training					18
IET 04209	Introduction to cross-cutting issues	2	1		1	6
Sub-total Hours/Week		**11**	**3**	**8**	**6**	**60**
Total Hours/week		**28**				

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1.3 Technician Certificate in Computing and IT - NTA Level 5

This programme is intended to a person who will be able to perform management roles in ICT programmes. The programme gives the student the ability to perform operations related to computer information systems, network and hardware configurations, design static websites, support end user applications and demonstrate entrepreneurship skills. Specific Objectives of the program include:

f) Ability to apply mathematical principles and software knowledge to install service and maintain computer software and develop simple information systems.

g) Ability to use electrical and electronics theories, principles and standards to install, service, maintain and repair of computer hardware.

h) Ability to use business principles, ergonomics and mathematical principles to plan, create simple budget and identify business opportunities.

i) Ability to apply basic management principles and basic supervisory skills to form a team, assign duties and monitor progress.

j) Ability to apply mathematical logic theories and networking principles to design and configure simple LAN.

This programme comprises a total of twelve (12) Modules that spread over one academic year with two semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the programme objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete this programme are eligible for the award of NTA Level 5 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass.

Upon Successful completion of NTA level 5, a student may continue to NTA Level 6 (Ordinary Diploma in Computer Science).

Course Structure
Semester I

Code	Module Title	L	T	P	AS	Credit
		Scheme of study Hrs/Wk				
IET 05101	Computer Architecture and Systems	2	2	2	2	12
IET 05103	Computing Mathematics	2	2		2	9
IET 05104	Introduction to Programming	4	1	2	1	12
IET 05105	Database Design and Implementation	2	1	2	1	9
IET 05108	Business and Entrepreneurship Skills	2	2		2	9
IET 05110	Cross-cutting issues: Environment, gender, HIV/AIDS, Poverty and Morals	3	1		2	9
Sub-total Hours/Week		**15**	**9**	**6**	**8**	
Total Hours/week		**40**				**60**

Semester II

Code	Module Title	L	T	P	AS	Credit
		Scheme of study Hrs/Wk				
IET 05202	Managing Computer Systems	3	1	2	2	12
IET 05206	Website Design	2	1	2	1	9
IET 05207	Network Design and Implementation	2	1	2	1	9
IET 05209	Leadership and Management	3	1	0	2	9
IET 05211	ICT in business process	2	1	0	1	6
IET 05212	Industrial Training					15
Sub-total Hours/Week		**12**	**5**	**6**	**7**	
Total Hours/week		**30**				**60**

1.4 Ordinary Diploma in Computer Science - NTA level 6

The purpose of this programme is to enable students to have ability to design, develop, test and implement software applications; manage, maintain, and service computer systems; assist in planning and supervision of computer projects and communicate effectively. Specific Objectives of the programme include:

g) Ability to apply principles and practices of software design and development to develop computer programs.
h) Ability to design, develop, test, implement, install, manage, maintain, and tune Databases
i) Ability to design develops, implement, install, manage, and maintain websites.
j) Ability to design, develop, implement, install, manage, maintain, service and repair networks
k) Ability to apply communication and supervisory skills to manage computer projects.
l) Ability to apply mathematical skills in modeling and designing computer based systems.

This programme comprises a total of fourteen (14) Modules that spread over one academic year with three semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all what they learn in order to develop their interest and competencies in problem solving skills, self-reflection and critical thinking. Students who successfully complete the programme are eligible for the award of NTA 6 Level provided they meet a Minimum Cumulative GPA of 2.0 which is equivalent to pass.

Course Structure
Semester I

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06101	Advanced Website Design	3		3	2	12
IET 06102	System Analysis and Design	3	3		2	12
IET 06104	Object Oriented Programming	3		3	2	12
IET 06105	Database System Design and Administration	3		3	2	12
IET 06106	System Administration	3		3	2	12
	Sub-Total hours/week	**15**	**3**	**12**	**10**	
	Total hours/week	**40**				**60**

Semester II

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06207	System Modelling	3	3		2	12
IET 06203	Network Management	3		3	2	12
IET 06209	Research Methodology	3	3		2	12
IET 06212	Multimedia Applications	2	3	2	3	15
IET 06213	Cross-cutting issues in ICT	3	1		2	9
	Sub-Total hours/week	**14**	**10**	**5**	**11**	
	Total hours/week	**40**				**60**

Semester III

Code	Module Title	Scheme of Study Hrs/Wk				
		L	T	P	AS	Credit
IET 06311	Corporate Social Responsibility (CSR) Techniques	2	2		2	9
IET 06308	Project Management	2	1		1	6
IET 06310	ICT Security	3	1		2	9
IET 06314	Industrial Training					16
	Sub-Total hours/week	**7**	**4**	**0**	**5**	
	Total hours/week	**16**				**40**

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3.   General Admission Information

The Institute of Educational and Management Technologies (IEMT) does not discriminate anybody in admitting those who apply to its various programmes provided that they possess the required qualifications.

2.1   Application and admission procedures

Application forms for all the programmes are obtained from the Institute of Educational and Management Technologies at OUT HQ as well as from the OUT Regional centers located in all Regions in Tanzania mainland and Zanzibar. The filled forms are sent to respective Regional center then all applications are sent to OUT HQ in Dar es Salaam for selection.

Normally the institute invites applications for admission to various programmes by advertising through the mass media. Application should be done via CAS under NACTE and Payment should be paid to NACTE **Tsh. 20,000** is charged to every applicant for any programme. Applicants are required to satisfy the Institute that their general standards of education are adequate for their proposed programmes of study. In order to confirm admission it is conditional for each student to present to the Institute his/her original certificates. These are thoroughly checked to enable the institute to satisfactorily verify the academic qualifications of each applicant. There are two intakes a year; one starts in January and the other in July.

2.2   Entry Requirements

Basic Technician Certificate Programme in Computing and IT - NTA Level 4

d)   Admission to the programme will be open to candidate, who has a Certificate of Secondary Education with at least four passes or its equivalent established by NECTA based on Tanzania education system.

                OR

Possession of at least two passes of relevant form four subjects and National Vocational Award (NVA) Level 3 or its equivalent in Computer Science, Computer Engineering or Information Technology from any institution recognized by VETA.

Technician Certificate Programme in Computing and IT - NTA Level 5

e)   Admission to the programme will be open to candidate who has an Advanced Certificate of Secondary Education with at least one Principal and one Subsidiary Pass based on Tanzania education system.

                OR

Possession of Basic Technician Certificate (NTA Level 4) in Computer Science, Computer Engineering or Information Technology from any institution recognized by NACTE.

Ordinary Diploma in Computer Science - NTA Level 6

f)   Admission to the programme will be open to candidate who has relevant Technician certificate programme (NTA Level 5) in Computer Science, Computer Engineering or Information Technology or its equivalent from any institution recognized by NACTE.

2.0   Other administrative and Academic Matters

Postponement

A student enrolled at the Institute shall not be allowed to postpone studies after the academic year has begun except under special circumstances and with permission from the Director. Special circumstances shall include:

-    Medical problem;
-    Serious social problem (each case to be considered on its own merit); and
-    Sponsorship problems.

Postponement is for one academic year only and the applicant has to confirm his/her re-admission before the next academic year. Failure to do so, the applicant shall be required to re-apply.

Student Name

The name used must be those appearing on the previous certificate(s) of the student and used in application.

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Identity Cards
Every student should possess Open University of Tanzania Identification card (ID) and endeavor to have it always. Any student who misplaces his/her ID card must report the case to the Dean of students or NACTE Coordinator and submit a police report before a new one is issued.

Progress Report
Academic progress reports are available upon request, at cost of Tsh. 5,000 per report from the office of the Head Training and Consultancy Department. Students may request for progress report upon full payment of fees, deposit and other outstanding charges. Other organizations or individuals may require a progress report, however, it can only be sent if required by a student.

Transcript
One official transcript shall be made available to a student upon successful completion of his/her Basic Technician Certificate in Computing and ICT, Technician Certificate in Computing and ICT, and ***Ordinary Diploma in Computing and Information Technology*** **NTA Level 6** aadditional copy of Transcripts costs Tsh. 10,000.

3.0 Assessments, Lectures and Seminar Sessions

Modules are facilitated in Lectures (interactive lectures) and plenary sessions combined with seminars or tutorials and practical assignments each week, seminars or tutorial groups are smaller and are mainly for students – tutor and student to student interaction. For each module/subject, there is a plan for both plenary sessions and seminars. Students are required to prepare themselves and follow up with self-studies for each topic. All tutors are available for individual counseling and guidance.

Tests and Assignment
All students will be required to do tests and assignments as part of continuous assessments.
Semester Paper Writing
All students are required to write a semester paper on a topic to be chosen by the students in collaboration with their tutors. Students therefore, have to write on the topic and present their idea in a meaningful way.

Industrial Training
All students are required to attend industrial training at the area of their preferences or elsewhere the institute will look for them. Each student has to write a report about what was done during the industrial training.

Continuous Assessment
There will be continuous assessment during the course comprising quiz, practical work/project, timed test, presentation, participation and Mid Semester Examinations. The continuous assessment for each module shall be completed prior to its examination at the end of the semester in which it is offered.

The continuous assessment results for each module shall be completed and students are informed on their performance prior to sitting at the end of semester examination in which the course/module is offered.

Semester course work assessment:

v.	Practical work project	10.0
vi.	Timed test	10.0
vii.	Presentation & participation	10.0
viii.	Mid semester examination	10.0
	Total	**40%**

A classification of assessments and award for continuous assessment is shown in the following table.
Table 12

Programme	Total Course Work	Pass Mark Score
Certificate	40%	25%
Ordinary Diploma	40%	22.5%

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Semester Examinations

The final examination will be marked out of 50% to make a grand total of 100% marks. A candidate who scores below pass marks in the semester examination will be deemed to have failed the examination and will be required to sit for supplementary examination provided that she/he has attained a minimum GPA of 2.0.

Grading System for Certificate and Diploma Courses
Table 13

NTA Level 6					
Score Range	**Score Range**	**Definition**	**GRADE**		**Definition**
A	80-100	Excellent	A	75-100	Excellent
			B+	65-74	Very Good
B	65-79	Good	B	55-64	Good
C	50-64	Average	C	45-54	Average
D	0-49	Failure	D	0-44	Failure
Q	-		Q	-	
I	-		I	-	

Final Classification of Award

Table 14

Certificate		Ordinary Diploma	
Classes Award	**Cumulative GPA**	**Classes**	**Cumulative GPA**
First Class	3.5-4.0	First Class	4.4 – 5.0
Second Class	3.0 – 3.4	Upper second class	3.5 – 4.3
Pass	2.0 – 2.9	Lower second class	2.7 – 3.4
		Pass	2.0 – 2.6

Cumulative Grade Point Average (GPA) shall be computed by considering the summation of grade points of all credit modules divided by the total number of credits stipulated within the modules taken by a student.

Where P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with module.
OUT may withhold or cancel the results of a candidate if it considers that such candidate has been involved in irregularities before, during or after examinations.

OUT shall reserve the right to withhold or cancel an award of any candidate, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke any certificate it has awarded.

Enquiries
All enquiries should be sent to:
Deputy Vice Chancellor (Academic)
The Open University of Tanzania,
P.O. Box 23409, DAR ES SALAAM, TANZANIA.
Email: dvc-ac@out.ac.tz
http://www.out.ac.tz/iemt

THE DIRECTORATE OF LIBRARY SERVICES
The Library is an academic unit of the Open University of Tanzania. The major mission is to provide high quality information services, which support teaching, learning, research, and community services. It also plays a vital role in the local learning community by working in partnership with other information providers.

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The University Library services comprise of the Main Library at the Head Office, OUT Resource Centres in the Regional/Cordination Centres and Tanzania Library Services Board (TLSB) Network that is accessible under special arrangements.

Where there are no TLSB Libraries, the University has requested some public institutions to stock the learning materials in order to meet the informational needs of our students. Among these are: Kibaha Education Centre-Coast, and Central Peoples Library of Zanzibar and Pemba.

The Open University of Tanzania Library System has three Departments: Readers and Technical Services, Documentation, Regional and Outreach Services.

Learning Resource Centres
Apart from those libraries, the University has also developed learning resource centres that are available in the regional centres. These centres provide access to the full range of Learning, Teaching and Consultancy materials in a variety of formats.

Membership
Membership and access to library services is open to all Non-degree, Undergraduate and Graduate students, Academic, Research and Administrative staff of the university and alumnae. Other users such as visiting Researchers and Members of other Universities are allowed to use the library at the discretion of the Deputy Vice Chancellor (Learning Technology and Regional Services), Director of the Library Services or Director of Regional Centres.

Opening Hours
Monday to Friday   from 8:45AM to 9:00 PM
Saturdays   from 10:00 AM to 9:00 PM
Sundays and Public Holidays   from 10:00AM to 2:00PM

On line Public Access Catalogue.
The Open University of Tanzania Catalogue is called KOHA which implies gift in Maori. It provides bibliographical information of library information resources available in the main library and in the regional centres**.** The entire catalogue is available online.

Information Resources via the Web
The Library website provides essential information about the library hours and services and acts as a gateway to a wealth of research and learning materials, including Electronic Journals, Open Courseware, Electronic Books and Online Thesis/ Dissertation through institutional digital repository.

Access to Online Public Access Catalogue is via the web address: www.out.ac.tz. In order to access the Online Public Access Catalogue (OPAC), read the following instructions:

1. Open OUT website: http://www.out.ac.tz/
2. Click LIBRARY icon in OUT website (http://www.out.ac.tz/)
You are now in OPAC page.

In the OPAC page you can search whatever information you need either by TITLE, AUTHOR, SUBJECT, ISBN, SERIES or by CALL NUMBER.
- For example, to search for **a book on Management**, you will get a string of search results on Management.
- Click on one search result of your choice.
- You will be provided with the following details: ITEM TYPE, LOCATION, CALL NUMBER, and STATUS.
  - o ITEM TYPE: You will be informed if it is a book, a series (Journal), newspaper or a CD etc.
  - o LOCATION: You will be directed/ shown where to obtain the required material e.g OUT Main Library, Book Bank, Special Reserve, East Africana, Manyara, Mbeya and Iringa, Dodoma etc.

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      o   CALL NUMBER: You will be given the number for you to locate the specific document you need in the shelves of the relevant collection/ location e.g. 658.15 SHI

      o   STATUS: You will be informed if the document you are seeking is available or not.

SERVICES OFFERED AT THE E-LIBRARY SECTION

Through the Consortium of Tanzania University Libraries (COTUL) staff and students can access a full range of journal databases in various academic disciplines. Users may access these e-journals from any computer terminal at the OUT Head Offices with Internet connectivity, in the regional centres where Internet is accessible or at any computer with internet connectivity, through OUT website.

Objectives of this service
1. To provide researcher with access to International Scholarly Literature based on electronic delivery.
2. To provide unlimited access to journal databases and articles across wide range of disciplines.

Institutional Repository;
Institutional repository is an on-line locus for collecting and preserving in digital form the intellectual output of an institution. It is a service that the Open University of Tanzania offers to the members of its community digital materials created by the institution and its community members.

The materials posted to repositories includes research reports (published and unpublished), conference papers, seminar papers, journal articles e.g. (Huria back issues), and even current copies;- speeches by government and OUT Officials etc. The system also supports video and audio format of the document.

HOW TO ACCESS THE OUT LIBRARY INSTITUTIONAL REPOSITORY

Open the OUT website: http://www.out.ac.tz/
Go to the LIBRARY icon down in the website
You are now in the Library Webpage
In the library web page click the icon THESES/DISSERTATION"
Various searching options will be provided:

BY YEAR
By clicking the search option "by year", a list of years arranged in an ascending order will appear. Click on the year of your choice to get documents produced by OUT in that year.
Click on the specific document and enjoy reading.

BY SUBJECT
Type in the search box the subject of your choice, For example: LAW
You will get a number of items on LAW produced by OUT.
Click on the item of your preference and continue reading.

BY DIVISION
In here you can either click on/ select the provided options e.g "Faculty of Arts and Social Sciences" or "Faculty of Business Management" OR, you can type in the SEARCH BOX, the name of the faculty of title of the journal you are searching for.

For example, if you choose Faculty of Arts and Social Sciences, you will be provided with a list of documents accruing from that faculty, arranged in an ascending order by year.
Click on the year of your preference. You will get a list of documents on that year. Click on the item of your choice and continue reading.

BY AUTHOR
Type in the SEARCH BOX the name of the Author of the document you want to read. For example: KIHWELO.

A list of documents that have been authored, co-authored or edited by KIHWELO will be displayed.

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Click on the item of your choice and enjoy reading.
NB: For Thesis and Dissertations, although full texts are available, only ABSTRACTS can be accessed

Library Collections
The Library at the Head Office maintains six major Sections: Social Sciences Collection, Law Collection, Science Collection, East Africana collection, Special reserve collection, and E-Library Section. These collections consist of Books, Journals, Study Manuals, Reference Books, Audio and Video Cassettes, and CD-ROMS. The library also provides access to a comprehensive collection of The Open University Learning, Teaching Study materials.

Services and Facilities
The following are services which are offered by the OUT Library at the Head Office and some of its Regional Centres:

Reading and studying facilities
Lending books within the University Compound
Inter-library loan
Reference services
Newspapers
Photocopying
Internet and CD-ROM services
Information Literacy Training
Audio-visual cassettes/tapes services

User training
The library conducts Information Literacy sessions to enable users effectively exploit the resources available. Users are trained in searching skills, accessing and evaluating information sources.

Behaviour in the library
Silence is required in the reading rooms. Persons causing unnecessary disturbances may be requested to leave.
   (i)   Smoking is strictly forbidden
   (ii)   Food or drinks are not allowed in the reading rooms
   (iii) Use of cellular phones in the reading rooms is not allowed
   (iv)   Defacing, marking or furnishing of books and other information materials is strictly forbidden.

LIBRARY SERVICES NETWORK
The Open University, under special agreement with the Tanzania Library Service, has stocked recommended textbooks and other reading materials in the latter's library network in the regions and at the headquarters. These books are kept on special shelves and are available to students under special arrangement for reference and borrowing.

Where there are no TLS libraries, the University has requested Public Institutions to stock its books. Among these are the Kibaha Education Centre and the Central Library in Zanzibar.

For further information please contact the Director of Library Services: librarian@out.ac.tz

GENERAL INFORMATION
ACADEMIC PRIZES
Student Academic Prizes are awarded during the Annual Convocation meeting.   The Academic Prizes to be offered by the Open University of Tanzania are as follows:
   1.   **THE CHANCELLOR'S PRIZE:** One prize given to the student with the highest GPA from amongst all the graduands. This year it will be a certificate plus a cash award of Tsh. 300,0000

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2. **THE VICE CHANCELLOR'S PRIZE**: This prize will be awarded to the best performing student from each faculty, where the graduate scored a minimum GPA of 3.5. This year it will be a certificate plus a cash award of Tsh. 240,000

3. **THE DEAN'S PRIZE**: The prize is awarded to the candidate with the second best GPA per faculty provided the GPA is not below 3.5. This year the award is certificate plus a cash award of Tsh. 225,000

4. **THE MINISTER'S PRIZE**: This prize is given to the best female performing graduate in each undergraduate degree programme. This year, the award is a certificate and a cash prize of Tsh. 100,000 each.

5. **THE CYP DIPLOMA PRIZE**: The prize is awarded to the candidate with the highest overall score with A Grade in the Commonwealth Youth Diploma Prpgramme. This year the award is a certificate plus a cash award of Tsh. 150,000

6. **HON. Dr. JUGDE PAUL KIHWELO'S PRIZE**: The prize is awarded to the candidate with the highest score in the course of Intellectual Property Law. The award is a certificate plus a cash prize of Tsh. 150,000

7. **PROF ELIFAS BISANDA PRIZE**: The prize is awarded to the best overall performance in the Open Foundation Programme (OFP). It is a cash prize worth Tsh 150,000 and a certificate.

8. **DR. HAWA UISO'S PRIZE**: This prize is awarded to the best student in Total Quality Management Course for masters. It is a cas prize of Tsh. 100,000 plus a certificate.

9. **HON. DR. SUZAN KOLIMBA'S PRIZE**: The prize is awarded to the best female candidate in Public International Law Course. It is a cash prize of Tsh. 200,000 plus a certificate.

10. **WEREMA RWEIKIZA'S PRIZE**: This prize is awarded to the student with the highest score in Commercial Law. It is a cash prize of Tsh 200,000 plus a certificate

11. **MALETA & NDUMBARO ADVOCATES PRIZE**: Three prizes awarded to the top three candidates in Civil Procedures as follow

    (i)   Tsh. 200,000 cash plus filed attachment placement
    (ii)   Tsh. 100,000 cash plus field attachment placement
    (iii)   Tsh. 100,000 cash only

12. **Dr. EDEFONCE NFUKA'S PRIZE:** Three prizes are awarded to top students in ICT as follows

    (i)   Tsh. 150,000 plus a certificate to the best student in BSC(ICT)

    (ii)   Tsh. 100,000 plus a certificate to the best student in Diploma in Computer Science

    (iii)   Tsh. 100,000 plus a certificate to the best student in certificate in comuting & ICT

13. **Mr. CHACHA MATOKA'S PRIZE**: This prize is awarded to the student with the highest GPA in Masters in Leadership and Governance

SCHOLARSHIPS
Loans and Financial Assistance
1.   The Higher Education Students Loan Board (HESLB)
       The Tanzania Government, through the Ministry of Higher Education, Science and Technology has established "The Higher Education Students Loans Board"(HESLB) which is aimed at providing loans to Tanzanian students in of higher learning institutions in Tanzania for payment of fees and a variety of academic related costs.

How to Apply for a Loan from HESLB
1.   Students may obtain application forms (HESLB SLF 1) from

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The Higher Education Students Loans Board's Website: http://www.heslb.go.tz/

2.   Filling and submitting forms:
      (i)   Each applicant should strive to fill the form as required on his/her own. The Open
             University of Tanzania shall only provide information and certification evidence as
             required for in part C.
      (ii)   Duly filled HESLB SLF 1 forms together with other relevant documents as stipulated
             therein should be submitted both in soft and hard copy to:

Executive Director,
Higher Education Students Loans Board
P.O. Box 76068,
DAR ES SALAAM.

3.   A non refundable application fee of Tshs. 30,000.00 should be deposited to "The Higher
      Education Students Loan Board" Account No. 01J1028467500 at CRDB AZIKIWE – DSM and the
      original pay-in-slip attached to the application forms.

Student Assistance Fund
The Open University of Tanzania has established a Students Assistance Fund. This assistance is given
to needy students who have commendable progress in their studies and should have fully paid fees for
the First Year. Interested Students are required to apply to the Deputy Vice-Chancellor (Academic) of
the Open University of Tanzania. However, applications must be routed through the respective
Regional Director and the Dean of Students.

2.0   THE DAAT PROJECT
The David Anderson Africa Trust (DAAT) is a charity organization based in the United Kingdom. It
was established in 1990 to promote education and training of the disadvantaged groups in Africa and
also to fund research into new ideas and techniques in various fields. The David Anderson Africa
Trust was awarded a grant of over Sterling Pounds 36,000 by the United Kingdom National Lottery to
assist the Open University to set up an Audio Recording Studio which will be used to record into
cassette degree courses and teaching instructions to be offered to the visually impaired and print
disabled students. Recently, the Open University of Tanzania secured support from various
institutions includint the Tanzania Education Authority (TEA) and Sight Savers to establish a computer
laboratory with assistive technology that enables students with visual impairment to use computers
and access online resource like any other student. The DAAT Project is a project of the University
which caters for the visually impaired and those who have difficulties to use their hands to write. The
DAAT Project provides recorded study materials for students admitted for degrees and Foundation
Courses through Distance Education.

The main DAAT Project objectives are:

a.   To create unique higher educational opportunities for students with disabilities.
b.   To increase higher education opportunities for disabled persons in Tanzania.
c.   Record study materials for use by normal students
d.   To improve educational standards of the disabled people, thus creating opportunities for
      promotion and job placements.
e.   Students should check regularly with their Directors of Regional Centres, office of the Dean of
      Students and their lecturers on other possibilities.

3.0   ROBERT MUGABE AFRICAN COUNCIL FOR DISTANCE EDUCATION LEGACY SCHOLARSHIP

3.1   Introduction
The Open University of Tanzania is the first university in the whole of the East Africa region to offer
educational programmes through Open and Distance Learning mode. It admits students of various

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backgrounds for studying different courses. Starting this year 2015/16 the University is offering an ACDE scholarship to support one student to pursue a Bachelor's degree at the Open University of Tanzania (OUT). The scholarship aims to assist **best achieving** but financially needy students.

The scholarship was initiated in the African Council for Distance Education Executive Board at its 27th meeting held at North West University, Potchefstroom, South Africa on 27th June, 2015. The board discussed and directed that members should be take action to realize the Robert Mugabes' African Council for Distance Education Legacy Scholarship. Further, requested to study the **guidelines as indicated below** and then send names of two students that have nominated for sponsorship. The two names will be sent to the Scholarship Committee members who will select one of the names. After selection, the successful name with the letter of award shall be sent back to our institution.

3.2 Guidelines
(i) The applicants should be students in ACDE member institution
(ii) ACDE member institutions should commit full scholarship per student per year
(iii) All member institutions of ACDE will offer one (1) scholarship per institution per year.
(iv) The scholarship should start with first degree programmes
(v) Applicants with special needs will be accorded priority with more consideration for female candidates
(vi) How much will be spent depends on the prevailing fees ordinance at the hosting institution
(vii) Annual scholarships may be a one-time gift or they may be replenished each year through an endowment, i.e., renewable from year to year to a maximum number of years.
(viii) Successful candidates are selected on the basis of academic achievement, personal strengths, leadership, and commitment to giving back to the community. All completed applications are evaluated by the ACDE Executive Board following recommendations from the Committee.
(ix) The selection process consists of Documents Received, and Disbursed.
(x) Endowments are large funds that are invested in support of the scholarship.

3.3 Announcement and Applicant
The office of the Deputy Vice Chancellor (Academic) announces to all students and staff annually. The basic criteria for selection are
i) Filling an application form
ii) Students must perform well in the previous academic year
iii) Students must be admitted at OUT for a bachelors degree programme
iv) Students with disabilities are given priority;
v) Female students in science programmes have added advantage.
All these are indicated in the scholarship announcement.

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SENIOR STAFF LIST
OFFICE OF THE VICE CHANCELLOR
Vice-Chancellor
Prof. Elifas T. Bisanda: B.Sc. (Eng) Dar; M.Sc. (Cranfield); Ph.D (Bath), DBA (honoris Causa) (Chosun, South Korea)

Manager, Vice Chancellor's Office
Dr. Albert Z. Memba: Diploma in Journalism (TSJ), B.A. (PSPA), M.A. (PS & PA) UDSM, Ph.D (China)

Personal Assistant to the Vice Chancellor
Ms. Bilhuda Chamshama: Dip. Ed (Korogwe), BED (Psychology) (UDSM), MED (UDSM)

Senior Protocol Officer:
Mr. Alphonce Hume: B.A. Gen (UDSM), Dipl Ed (Korogwe)

OMASEC
Ms. Sarah B. Mwanjoka: Dip (Hotel, Catering & Tourism Mgt), Dip. In Secretarial (TPSC), DSM, Office Management Course MDEA II (TPSC)

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

OFFICE OF THE SECRETARY TO COUNCIL
Secretary to Council:
Nelly G. M. Moshi (Advocate): LL.B (UDSM), LL.M (IT and Telecommunication) OUT

Senior Legal Counsel
Vacant

Legal Counsel
Nyamkingira Masatu Mgune: LL,B, PGD in Legal Practice (Law School of Tanzania)

Assistant to Secretary to Council
Ms. Brigiter James (Advocate): LL.B (Mzumbe)

Human Resorce Officer II
Sharifa Abdala Chenga: B.A. HRM (MUCCOBS)
Madina Pius Yango: LL.B, Diploma in Secretarial

Omasec
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Principal Planning and Development Officer
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Lecturers
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Mr. Steven Assenga: BA HRM (SUA)
Mr Tumaini Mchete
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Mr. Joseph Kabage: BED (Adult) (Dar); MED (ODL) (OUT)
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DEPARTMENT OF CURRICULUM AND INSTRUCTIONS
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** On study leave
*** Leave without pay

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 Associate Dean:

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Mary Noel Mkumbo: Bachelor of Public Adminsitration (Mzumbe University)

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Dr. James Mutasingwa: B.Sc. (Ed) Chem/Physics: MSc. Physical Chemistry (UDSM), PhD Chemistry (UDSM)

Professors:
Prof. Elifas T. Bisanda: B.Sc. (Eng) (UDSM); M.Sc. Materials (Cranfield, Bedford UK); Ph.D. Comp. Materials (Bath, UK).

.

Senior Lecturers:
Dr. Damasen P. Ikwaba: B.Sc. Maths/Physics; MSc. Physics (UDSM); Ph.D. Physics (Ulster, UK)
Dr. Matobola J. Mihale: B.Sc. (Ed) Hons (UDSM); MSc. Chemistry (UDSM), Ph.D. Chem (VUB, Belgium)
Dr. Noorali T. Jiwaji: BSc. (Ed) Hons (UDSM); MSc. Physics (UDSM), Ph.D. Physics (UDSM)

Assistant Lecturers:
Mr. Bernard Kapaya: BSc, MSc. Chemical Technology (USSR)
Mr. Jalala R. Simkoko: B. Eng. in Electronics and Microelectronics. M.Eng. in Electronics and Microelectronics (Kazan State Power Engineering University, Russia).
Mr. Sarfaraz Ahmad: M.Sc. Mathematics (Rohikhand University, India).
Ms. Mary C. Swai: Dipl. Education (DTC); B.Sc. Mathematics and Economics (OUT); M.Sc. Mathematical Modeling (UDSM).
Mr. Terentius H. Rugumisa: Advanced Dipl. Land Survey (Ardhi Institute); B.Sc. (Ed) Mathematics. (OUT); M.Sc. (Mathematical Modeling) (UDSM)
Mr. Mustapha A Kiswanya: B.Sc. Ed (Univ. of Zanzibar), M.Sc Mathematical Modeling, (UDSM)
Ms. Janeth J. Ngana: B.Sc. Mathematics and Economics (OUT), M.A. Economic
(UDSM); M.Sc. Mathematical and Computer Sciences and Engineering (NM-AIST).
*Mr. Seleman Ismail: Dipl. Education (KTC); B.Sc. (Mathematics) Hons (OUT); M.Sc (Mathematics and Computational Science and Engineering) (NM, AIST)
Mr. Pasvolo Mwinuka: Dipl. Education; B.Sc. (Ed) Hons (OUT), M.sc (Physics) (UDSM)
Mr. Joseph Madasi: B.Sc. Mathematics (OUT), M.sc. (Mathematical Modding) (UDSM)
Mr. Marcarius Mtega: B.Sc. Chemistry (OUT), M.sc. (Chemistry) (UDSM)
Mr. Rene Costa: B.Sc.Ed (Hons) (Chemistry/Biology) OUT; M.Sc. in Materials Science and Engineering (NM, AIST)

Tutorial Assistants:
Ms. Salamba Kashinje: B.Sc. Ed (Hons) (DUCE)
Mr. Michael Peter: B.Sc. (Hons) Mathematics (OUT)
Mr. Isaya Mahulu: B.Sc. Mathematics (UDOM)

Note: * Currently studying or on study leave.

DEPARTMENT OF LIFE SCIENCES
Senior Lecturer and Head of Department
Dr. Paulo Wilfred: B.Sc. Wildlife Management; M.Sc. Management of Natural Resources (SUA), Ph.D. (Nottingham, UK)

Associate Professors
Prof. Modest D. Varisanga: Dip. Agric (Ukiriguru); BVM (ISCAH, Cuba); MVM (CIMA, Cuba) ; Ph.D. Applied Biotechnologies in Animal Reproduction (Yamaguchi, Japan)
Prof. Emanuel S.P. Kigadye: Dipl. Clinical Medicine (BUCHS); B.Sc. (Hons); M.Sc., Ph.D. Zoology (UDSM)

Senior Lecturer
Dr. Asanteli E. Makundi: BVM; MVM; Ph.D. (SUA)

Lecturers
Dr. Said M.S. Massomo: B.Sc. Agric. (SUA); PG Dipl. (Danish Government Institute); Ph.D. Plant Pathology (Royal Vet. & Agric University, Denmark)
Dr. Angaza A. Gimbi: BVM; M.Sc. (Animal Science and Production); Ph.D. (Animal Science and Production) (SUA)
Dr. Stanley G. Noah: Dipl. Education (MOCET, Monduli, Arusha); B.Sc. Agric; M.Sc. Soil Science (SUA), Ph.D. (Nottingham, UK)

.

Dr. Vedastus W. Makene: BVM; MVM (SUA)
Dr. Maryana Maryaange: BSc; MSc. Crop Science (SUA), PhD (SUA)

Assistant Lecturers
Mr. Faustine Christopher: B.Sc. (Molecular Biol and Biotechnology); M.Sc. (Botany) UDSM
Ms. Neema Magambo: B.Sc. (Ed) (UDSM); M.Sc. (Env. Studies) OUT

DEPARTMENT OF FOOD AND NUTRITION
Lecturer and Head of Department
Dr. Elina Maseta: B.Sc. Home Economics & Human Nutrition (SUA); M.Sc. Applied Human Nutrition (University of Nairobi), PhD (SUA)

Senior Lecturer
Dr. Leonard W.T. Fweja: B.Sc. Food Science & Tech (Hons); M.Sc. Food science (SUA); Ph.D. Food Biosciences (Reading, UK)

Lecturers
Dr. Happy S. Magoha: B.Sc. Food Science & Tech (SUA); M.Sc. Applied Food Science (AUT, New Zealand); Ph.D (Applied Biological Sciences), Ghent University, Belgium

Assistant Lecturers
Ms. Nemela. Mligiliche: B.Sc. Food Science & Tech (SUA); M.Sc. Food Tech (Nottingham-UK)
*Ms. Ester Agatha Marijani: B.Sc. Food Science and Technology (SUA), M.Sc. Food Safety (Wagenigen University), Netherlands
Ms. Peta Mhoma: B.Sc. Home Economics & Human Nutrition (SUA); M.Sc. Nutrition and Rural Development (Majoring Human Nutrition), Gent, Belgium.

DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY
Lecturer and Head of Department
Dr. Catherine Gerald Mkude: BSc. Computer Science (Dar es Salaam), MSc. Business Information Systems Management (London), PhD E-Government (Koblenz, Germany)

Lecturers:
Dr. Edephonce Ngemera Nfuka: B.Sc. Automatic control & Computer Eng. (Havana, Cuba); M.Sc. Software Eng., (Barcelona), Ph.D. (Stockholm)
**Dr. Jabir Bakari: BSc. (Hons) Computer Science, (Dar); MSc. (Eng.), Data Communication, (Sheffield, UK); PhL. & PhD. (Stockholm)
Dr. Margreth Mushi: B.Sc. In Computer Science (UDSM) M.Sc. Computer (UDSM), PhD Computer Science Network Security (NCSU, USA)
Dr. Rogers P. Bhalalusesa: B.Sc. In Computer Science (UDSM), M.Sc. Computer Science (Kent, UK), PhD Computer Science, Management Information Systems (USM, Malaysia)
Mr. Said Ally: B.Sc. Computer (UDSM), M.Sc. ICT (OUT)

Assistant Lecturer
Ms. Juliana S. Kamaghe: BSc. Electronics &Telecom (DIT); M.Sc. Electronics & Telecoms (ISEP)
Ms. Lilian Mutalemwa: B.Sc. Telecommunications Engineering (Essex, UK), M.Sc. Mobile and Satellite Communications (Surrey, UK)
Mr. Raiton Ambele: B.Sc. (Hons) Computer Engineering, M.Sc. Computer Systems and Network. (Kharkov National University of Radio Electronics, Kharkiv City, Ukraine)
*Ms. Grace Mbwette: B.Sc. Computer (Luton, UK); M.Sc. Computer (Bedfordshire, UK)
Ms. Zainab Ruhwanya; B.Sc. (Computer Science, UDSM); M.Sc. (Computer Science Internet & Inf. Systems, Brussels)
Ms Elizabeth Isaya: BSc. Computer Science (UDSM), MSc. Agricultural Communication (Ohio, USA)
Mr. Mathias Ombeni: B.Sc. ICT (OUT), MSc (Computer Science-UDSM)
Mr. Elia E. Lukwaro: B.Sc. Comp. Science (Luton, UK), M Sc ICT (OUT)

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Tutorial Assistants
*Mr. Martin Clemence: B.Sc. ICT (OUT)

Note:*On study leave
**On sabbatical leave

DEPARTMENT OF ENVIRONMENTAL STUDIES
Head of Department and Lecturer
Dr. Irene A. Tarimo: Dip. Education (DUCE); B.Sc. (Ed) Hons OUT; M.Sc. Environmental Sc (UDSM), PhD. (Environmental and Ecological Modeling, (OUT& Denmark)

Associate Professor
Prof. Shaban A. Mbogo: B.Sc. Chem/Maths (UDSM); M.Sc. Materials; Ph.D. Organometallics (Univ. of Aston, UK)

Senior Lecturers
Dr. Josephat A. Saria: B.Ed. (UDSM); M.Sc. Chemistry (UDSM); Ph.D. Chemistry (Univ. of New Mexico, USA)
Dr. Lawi Yohana: B.Sc. (Ed.) (Hons); M.Sc. (Environ. Sc.); Ph.D. (UDSM)

Lecturer
Dr. Hassan A. Mateka: B.Sc. (Ed); M.Sc. Environmental Sc. (UDSM), PhD (UDSM)

Assistant Lecturers
*Ms. Pamela Semiono: B.Sc. Environmental Engineering (UDSM), M.Sc. Environmental Engineering and Technology (UDSM)
Mr. Shelard Mukama: Diploma in Fisheries Sciences, (Kunduchi), B.Sc. Zoology and Botany (OUT), M.Sc. (Limnology and Wetland Ecosystems- UNESCO-IHE, Delft-Netherland)
*Ms. Nangware Msofe: B.Sc. in Geology (UDSM), M.Sc. NARAM (UDSM)
*Ms. Stella Shija: B.Sc. (Botany and Zoology) (OUT), M.Sc. (Botany) (NENU China).
*Ms. Isabela Thomas; B.Sc. Environmental Engineering, (ARDHI), M.Sc. Urban Environmental Management (Wageningen)

Tutorial Assistants
*Ms. Grace Maseta: Postgraduate Diploma in Finance (IFM), B.Sc. Environmental Science and Management (SUA).

Note:*On study leave

INSTITUTE OF CONTINUING EDUCATION
Director of the Institute and Senior Lecturer
Dr. Harieth Hellar Kihampa: BSC(Ed); MSc (UDSM); PhD (Antwerp – Belgium)

DEPARTMENT OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION
Head of Department and Lecturer
Mr.Nsiima Beatus: BEd, UDSM; MEd, UDSM
Senior Lecturers
Dr. L. J. A. Kisoza; Dip. Animal Production (UAC), B.Ed; (Sc) Hons (UDSM), MSc (Appl. Zoology) (UDSM); MSc (Natural Resource Mgt) (Dublin), PhD (SUA)
Dr. Neville Z. Reuben: BA (Ed) (Hons), PGD in Distance Education (London); MA (UDSM), PhD (OUT)

Lecturer
Mr. Innocent Messo: BA Ed (UDSM), MA ASP (UDSM)
Ms. Josephine Minde**:** BSc; M.A. (Rural Dev.) (SUA)

.

Assistant Lecturers
Mr. Godefroid Mudaheranwa**:** Diploma in Philosophy (Centre Sevre, Paris) BEd (Sc), MA (DS), UDSM
Mr. S. Chale: BSc. (Home Economics and Human Nutrition) (SUA), MSc (Rural Dev.) (SUA)
Mr M. Mwinyichande: Dip (Languages) Institute of Languages, Zanzibar, BEd (UDSM), Dip. Ed. Planning (India) M.Ed (Birmingham)
Ms. R. Mohamed: Dip (Ed) Mpwpwa, BA Ed. (Hons), MA (Dev. Studies) UDSM
Ms. Martha Kabate: BA (Educ) UDSM; MA (ASP), UDSM
Ms. B. Chamshama**:** B.Ed (UDSM); MA (UDSM)

DEPARTMENT OF FOUNDATION STUDIES
Head of Department and Lecturer
Dr. Elina Lyamuya: Dip (EHS), MSc (Agr Econ) Moscow, PhD (Econ) Russian State Agrarian University

Lecturers
Dr. Elina Lyamuya, Dip (EHS), MSc (Agr. Econ) Moscow, PhD (Econ) Russian State Agrarian University
Dr. Herieth Hellar: BSC(Ed); MSc UDSM; PhD Antwerp Belgium
Dr. Julius E. Frank: Dip in Education, BA (Education), MA (Linguistics) (UDSM), PhD (UDSM)

Assistant Lecturers
Mr. Mgumba P. M. Mgumba: B.Tech. (Mech) Kerala; MBA (Mzumbe); Dip. in Computer Applications (NICT)
Mr. Jacob Leopard: B Ed (English) UDSM, MA (Linguistics) UDSM
Ms. Rangi Wambuka: BSc SUA; M.A. (Rural Dev.) SUA
Ms. Elizabeth Kyara: BA(Ed) (Linguistics) UDSM, MA (Linguistics) (UDSM)

Mr. Nsiima Beatus: BEd, Med (UDSM)
Ms. Ancyfrida Prosper: BA (Hons), MEd (Western Cape)
Mr. Denis Mteremko: BSc (Biotechnology), MSc (UDSM)

Tutorial Assistants
Ms. Sumi Pastory: BEd (Maths) Tumaini University
Mr. Oscar Damas: BEd (Commerce) UDOM

INSTITUTE OF EDUCATIONAL AND MANAGEMENT TECHNOLOGIES
Director of Institute of Educational and Management Technologies
Prof. George Oreku: BSc. Computer Science (Ukraine); MSc. Computer Science (Ukraine); PhD Computer Science (People's Republic of China); Post-Doctoral Economic Sciences and Information Technology (South Africa)

Senior Human Resources Management Officer
Vacant

Ms. StelaTadei: Accountant Adv.Dipl. Accounting (IAA) Arusha, MBA (OUT)
Mr.Hendick S. Komba: BBA Accounting and Finance (SAUT)
Smart Card Section
Mr. Stella Shayo – FTC (Computer Eng.) (DIT).

Personal Secretaries
Ms. Jasmin Hassan: Diploma in Secretary (TPSC)

Administrative Officer
Juma W. Bakari: BA Sociology (OUT)

Office Attendant

.

Educational Technology Department
Head of Department:
Mr. Shadrack M. Mbogela: Adv. Dipl. in IT (IAA) Arusha

E-Learning Development and Multimedia Section
Head of Section
Mr. Godfrey Haonga: BSc Information System (UDOM)
Computer Programmer
Mr. Shadrack M. Mbogela: Adv. Dipl in IT; IAA Arusha
Mr. Albert Ishengoma: FTC (Telecom & Electronic) DIT; BSc. ICT (OUT)
Computer Technicians
Mr. Hamad Kassim: Dipl. (Computer Eng.), Dar Inst. Tech

Research Development Section
Head of Section
Ms. Maria Augusti: Computer Programmer; BSc (Computer Eng. and Information Technology.), (UDSM).

Training and Consultancy Services Department
Head of Department
Ms. Luly Bulili: BSc (IT) Islamic University Uganda (IUIU) CCNA, Project Manamgent certificate (Dar)
Training Manager & Assistant Lecturer
Mr. Michael Daniel Nachipyangu: Bsc ESC(UDSM), M.Eng. Signal and Information Processing (TUTE) China
ICT Training Section
Head Training Section
Ms. Luly Bulili: *BSc (IT) Islamic University Uganda (IUIU) CCNA, Project Management certificate (Dar)*
Ms. Vicky M. Kiyuga: Computer Technician: Cert. in (Inf. Tech), DIT
Ms. Halima Sumwa Dipl. in Record Mangt Asst, BA(SW), MCED

ICT Consultancy Section
Head Consultancy Section
Ms. Luly Bulili: *BSc (IT) Islamic University Uganda (IUIU) CCNA, Project Management certificate (Dar)*

Information Resource Management (IRM) Department
Head of Department
Mr. Stephen J. Lukindo: BSc (Electrical Eng.), Dar; CCNA

Office Automation Section
Mr. Augustine Kitulo: Head of Section and Computer Technologist, Adv. Dipl Software Engineering, UNIQUE Academy (APTECH) Dar,
Mr. Emmanuel Thomas: Computer Technologist: FTC in
Computer Engineering (DIT), BSc. ICT (OUT),
Ms. Moza Abdulrahman: Computer Technician: Dipl. (Computer Eng), DIT, BSc. ICT (Hons) (OUT),
Mr. Bariki Kamara: Computer Programmer: BSc (Computer Science) Dar,M (Institute of Security) (IAA)
Mr. Evodius Albart: Computer Programmer; BSc Computer Science, IFM

Information Systems Development and Administration Section
Mr. Said R. Said: Head of Section and Computer Programmer: BSc. (Computer Science), Dar
Mr. George Abia: Computer Programmer: BSc. (Computer Engineering), SJUIT
Mr. Josephat Mathayo: Computer Programmer: BSc. (Computer Science), UDSM
Mr. Beatus Mbunda: Computer Programmer, BSc. (Computer Science) TIANJIN

.

Network Infrastructure Section
Mr. Emmanuel Joseph: Head of Section and Computer Technician: Cert in (Inf. Tech), Dar Inst. Tech, Diploma IT, UDSM, BSc in Comp Sc. (UDSM),
Mr. Hassan W. Shunda: Computer Technician: Dipl. in Inf. Tech. UCC, Dar,
Mr. Thabit H. Molly: Computer Technician: Cert. in Inf. Tech, Dar Inst. Tech; Dipl in Comp. Sc. (OUT),
Mr. Joseph Sumbe: Computer Technician; Diploma in Computing and Information Technology (UCC),
Mr. Petro Sanga: System administrator: BSc. (Electronics &Telecomm), SJUIT

Hardware Maintenance Section
Mr. Alpha Mwangono: Head of Section and Senior Technician: Adv. Dipl. (Electronics & Telecom), Dar Inst. Tech
Mr. Abdulazizi S. Mnyengema: Computer Technician; Cert. in Inf. Tech. (DIT); Diploma in Computing & Information Technology, UCC
Mr. Abdulrahman Juma: Computer Technician; Diploma in Computer Engineering, (DIT),
Ms. Esther Liwenga: Computer Technician; Dipl. (Computer Eng.), New Horizon

Service Control and Planning Department
Ms. Jamila Mfaume: Head of Service Control: Software Technician: FTC (Computer Eng.), BSc. Engineering (DIT)

Quality Control and Standardization Section
Mr. Erasmus Rukantabula: Head of Section and Computer Technologist Adv. Dipl. in Computing (IT), UCC, Dar, BSc, ICT (OUT), Dar
Ms. Jamila Mfaume: Software Technician: FTC (Computer Eng.), BSc -Engineering (DIT)
*Ms. Ashura Abdallah: Head of Section and Computer Technician: Adv. Dipl. (Comp. Science), IAA, Arusha
*Ms. Jane Bethuel: BSc (Computer. Science) Dar; MBA (OUT)

ICT Help Desk Section
Mr. Juma Songoro: Computer Technician; Diploma in Computer Science (OUT)
Mr. Oscar G. Masimbani: Computer Technician; Diploma in Computing and Information Technology, (UCC),

Regional Centers Technicians:
Mr. Khalim Salim: Computer Technician, Cert. in (Inf. Tech) (DIT) – KINONDONI RC
Mr. Benjamin Nkila: Computer Technician, Cert in Inf. Tech, (DIT) - MWANZA RC
Mr. Ridhiwan Issah: Computer Technician, Cert in Inf. Tech, (DIT) - IRINGA RC
Mr. Chacha Mwita: Computer Technician Zanzibar Dipl. (Computer Science) UDSM
Mr.Kassim Mnyengema: Computer Technician Rukwa - Computing and IT – UCC Dar,
Mr. Kapande Wambura: Computer Technician, Dipl. (Computer Eng.) (DIT) –BHRM (OUT) SINGIDA RC
Mr. Khashir Said: Computer Technician, Cert. in (Inf. Tech), (DIT) - KIGOMA RC*
Mr. John Kaguo: Diploma in Computing and Information Technology – (Dar) – Mtwara RC
Mr. Ibrahim J. Kasonso: Diploma in Information Technology – Mbeya RC
Mr. Wilbert J. Mwanga: Diploma in ICT – Arusha RC
Mr. Wenceslaus Lahi: Diploma in Computer Engineering – Shinyanga RC
Mr. Hassan Mwameza: Diploma in Computer Engineering – Kagera RC
Mr. Mwemezi Ndibalema: Mwanza Regional Center

Note:
* On study leave
** Secondment

THE DIRECTORATE OF LIBRARY SERVICES

.

ACADEMIC STAFF
Director of Library Services
Dr. Athumani S. Samzugi: BA, MA Library & Information Science (St. Petersburg State Institute of Culture (Russia); PhD. (OUT)

Head, Department of Readers and Technical Services
Mr. Nelson Msagati: B.Sc. Food Science and Technology (SUA); M.A. Information Studies (UDSM).

Head, Department of Documentation
Mr. Aziz H. Kagugu: BLIS (Makerere University); MA. Information Studies (UDSM).

Head, Department of Regional and Outreach Services
Ms. Chausiku Mwinyimbegu: Dip. in Librarianship (SLADS), B.Ed. Psychology (UDSM); M.A. Information Studies (UDSM)

Librarians
Dr. Athumani S. Samzugi: BA, MA Library & Information Science (St. Petersburg State Institute of Culture (Russia); PhD. (OUT)
Dr. Lilian Isowe: Dip. Ed. (Changómbe TTC) BEd (UDSM), MA Information Studies (UDSM), PhD (Nairobi)

Assistant Librarians
Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM).
Mr. Boniface Mbangala: BA (Education) (UDSM), M.A. Information Studies (UDSM).
Mr. Mugisha Kafuma: BLIS (Makerere - Uganda), MSc. Library Science (Northeast Normal University)
Mtimi Kasumo: BLIS (Tumaini University), MA Information studies (UDSM)

ADMINISTRATIVE STAFF
HRMO
Vacant

ADMINISTRATIVE LIBRARIAN
Mr. Salatiel Chaula: Certificate in Librarianship (TLSB); BLIS (Tumaini University, MLIM (OUT)
Library officers
Mr. Busunzu, Underson BALIS (Tumaini University)
Ms. Happy J. Shunda, BALIS (Tumaini University).
Mr. Richard Mfinanga, BALIS (Tumaini University); Manyara Regional Centre
Ms. Asia Adam Kassim, BALIS (Tumaini University); Dodoma Regional Centre
Ms. Mwajuma Mchomvu, BALIS (Tumaini University); Tanzania Singida Regional Centre
Ms. Winifrida Sanga, BALIS (Tumaini University); Tanzania Iringa   Regional Centre
Mr. Said Mbwelwa, BALIS (Tumaini University); Tanzania Tanga   Regional Centre
Mr. Estomih E.Mollel, BALIS (Tumaini University); Rukwa Regional Centre
Ms. Happy Mhina, BALIS (Tumaini University); Kilimanjaro   Regional Centre
Mr. Ally Msuya, BALIS (Tumaini University); Mwanza Regional Centre
Mr. Juvent K. Method, BALIS (Tumaini University); Kagera Regional Centre
Ms. Rehema Machimo: Diploma in Librarianship (SLADS), BALIS (TUDRCO)

Library Assistants
Ms. Restituta Kisamo: Diploma in Librarianship (SLADS)
Mr. Habibu Vicent: Diploma in Librarianship (SLADS)
Ms. Khadija Katele: Diploma in Librarianship   (SLADS)

Office Management Secretary
Ms Saida M. Mdime: Diploma in Secretarial Studies (TPSC)

MEMBERS OF THE COUNCIL (2014-2017)

S/N	Name and Address	Telephone Number		Appointing Authority
		Office	Home	
1.	Prof. Samuel M. Wangwe Chairman of the Council, P.O. Box 32498 Dar es Salaam.		0754 325487	Presidential Appointment as Chairman from August, 16/07/2013.
2.	Prof. Elifas T. Bisanda, Vice Chancellor The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	+255 22 2668445	0784 301 631	Ex- Officio as Vice Chancellor
3.	Prof Deus D. Ngaruko Deputy Vice Chancellor (Academic) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	+255 22 2668820	0764378575	Ex- Officio as Deputy Vice Chancellor (Academic)
4.	Prof. Cornelia K. MugandaDeputy Vice Chancellor (Resources Management) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	+255 22 2668992	0754 436 316	Ex- Officio as Deputy Vice Chancellor (Resources Management)
5.	Deputy Vice Chancellor (Learning Technologies & Regional Services) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	+255 22 2668992	0713 423 082	Ex- Officio as Deputy Vice Chancellor (Learning Technologies &Regional Services)
6.	Prof. Flora Fabian, P.O. Box 77594, DAR ES SLAAM.		078 485678	Appointee of the Committee of Vice Chancellors and Principals in Tanzania
7.	Mr. Azizi Hassan Kifile, Box 9111, DAR-ES-SALAAM.	Hazina 2 111174/76		Appointee of the Minister for Finance
8.	Mr. Abdallah Rajab		0764 150048	Appointee of the Minister for Education and Vocational Training
9.	Prof. Idris A. Rai, ZANZIBAR.		0772 195965	Appointee of the Revolutionary Government of Zanzibar
10.	Prof. Ali Seif Mshimba, P.O. Box 965, ZANZIBAR.	024334063 0754438049		Appointee of the Senate
11.	Fatma M. Said		0777 417886	Appointee of the Revolutionary Government of Zanzibar
12.	Prof. Honoratha Mushi P.O. Box 23409, DAR ES SALAAM.		0754402030	Appointee of Convocation
13.	Mr. Papius Yachitwi		0757 784893	Appointee of students Organisation (OUTSO).
14.	Ms. Likote Rukia Othman		077807 4407	Appointee of students Organisation (OUTSO).
17.	Matiku Mororo		0765062538	Appointee of OUT Workers Council
18.	Vacant		0713970212	Appointee of OUT Workers Council

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ALMANAC

2019/2020 ACADEMIC YEAR

01-Jul-19	Monday	Marking Special MTT begins	DVC Academic
		RDDC	**DVC-LTRS**
02-Jul-19	Tuesday	**RSP**	VC, DVCs, DEANS, DIRECTORS
03-Jul-19	Wednesday		
04-Jul-19	Thursday		
05-Jul-19	Friday		
06-Jul-19	Saturday	Sabasaba Exhibitions	DCM
07-Jul-19	Sunday		
08-Jul-19	Monday	End of Special MTT	DVC Academic
09-Jul-19	Tuesday	1. Deadline for submission of new OPRAS performance Contracts 2. Beginning of Annual Examinations	DHRM DES
10-Jul-19	Wednesday		
11-Jul-19	Thursday	Science Practice Begins	DFSTES
12-Jul-19	Friday		
13-Jul-19	Saturday	End of marking special MTT	DES
14-Jul-19	Sunday	Beginning of 2019/19 Academic year for fourth cycle	DUGS
15-Jul-19	Monday		
16-Jul-19	Tuesday		
17-Jul-19	Wednesday		
18-Jul-19	Thursday		
19-Jul-19	Friday	AEs END	DES
20-Jul-19	Saturday		
21-Jul-19	Sunday		
22-Jul-19	Monday		
23-Jul-19	Tuesday		
24-Jul-19	Wednesday		
25-Jul-19	Thursday		
26-Jul-19	Friday		
27-Jul-19	Saturday	Orientation for July intake	DVC ACAD
28-Jul-19	Sunday	Orientation for July intake	DVC ACAD
29-Jul-19	Monday	**RDDC**	**DVC – LT/RS**
30-Jul-19	Tuesday	Panel marking starts	DES
31-Jul-19	Wednesday		
01-Aug-19	Thursday		
02-Aug-19	Friday		
03-Aug-19	Saturday	**LIBRARY BOARD**	**DVCLT/RS, DLS**
04-Aug-19	Sunday		
05-Aug-19	Monday		
06-Aug-19	Tuesday	**RDDC**	**DVC – LT/RS**

Date	Day	Event	Responsible
07-Aug-19	Wednesday	Panel marking starts	DES
08-Aug-19	Thursday	ICE Board meeting	DICE
09-Aug-19	Friday	IEMT Board	DIEMT
10-Aug-19	Saturday		
11-Aug-19	Sunday		
12-Aug-19	Monday		
13-Aug-19	Tuesday	**FACULTY BOARD MEETINGS**	**DEANS**
14-Aug-19	Wednesday		
15-Aug-19	Thursday	Deadline for applications first cycle	DUGS
16-Aug-19	Friday		
17-Aug-19	Saturday	Panel Marking Ends	DES
18-Aug-19	Sunday	bt	
19-Aug-19	Monday	**IGSC**	**DVCRM, Cord.IGU**
20-Aug-19	Tuesday	**SAC**	**DVC AC, DOS**
21-Aug-19	Wednesday	**RPPC**	**DVC Ac**
22-Aug-19	Thursday	TASC Meeting	VC
23-Aug-19	Friday	**UGSC**	**DVC ACAD**
24-Aug-19	Saturday		
25-Aug-19	Sunday		
26-Aug-19	Monday	**ICT Steering Committee**	**VC**
27-Aug-19	Tuesday	ODEX START	DES
28-Aug-19	Wednesday	**AUDIT COMMITTEE**	**DVC RM, CIA**
29-Aug-19	Thursday	Graduation Committee	DVC Ac
		Deadline for uploading into TCU portal applicants for students admitted in the fourth cycle	**DUGS**
30-Aug-19	Friday	**HRMC**	**VC, DVC-RM, STC**
31-Aug-19	Saturday		
01-Sep-19	Sunday		
02-Sep-19	Monday		
03-Sep-19	Tuesday	**QUALITY ASSURANCE COMMITTEE**	**VC, DQAC**
04-Sep-19	Wednesday	**FPDC**	**COUNCIL, STC**
05-Sep-19	Thursday	ODEX ENDS	DES
06-Sep-19	Friday	**101th SENATE**	**DVCAC/STC**
07-Sep-19	Saturday		
08-Sep-19	Sunday		
09-Sep-19	Monday		
10-Sep-19	Tuesday	**MANAGEMENT MEETING**	**VC, STC**
11-Sep-19	Wednesday		
12-Sep-19	Thursday		
13-Sep-19	Friday		
14-Sep-19	Saturday	Tender Board	Chairperson of TB
15-Sep-19	Sunday		
16-Sep-19	Monday		
17-Sep-19	Tuesday		
18-Sep-19	**Wednesday**	**101th COUNCIL**	**OUT COUNCIL, VC**
19-Sep-19	Thursday		
20-Sep-19	Friday		
21-Sep-19	Saturday		
22-Sep-19	Sunday		
23-Sep-19	Monday		

Date	Day	Event	Responsible
24-Sep-19	Tuesday	Graduation Committee	DVC Ac
25-Sep-19	Wednesday		
26-Sep-19	Thursday	Tourism Industrial Attachment Ends	DFASS, HOD Tourism
27-Sep-19	Friday		
28-Sep-19	Saturday		
29-Sep-19	Sunday		
30-Sep-19	Monday		
01-Oct-19	Tuesday	Registration for ODEX Exams	DES
02-Oct-19	**Wednesday**		
03-Oct-19	Thursday		
04-Oct-19	Friday	Convocation Committee	DVCRM, President
05-Oct-19	Saturday	Graduation Committee	DVC Ac
06-Oct-19	Sunday		
07-Oct-19	Monday	IGSC	DVR RM
08-Oct-19	Tuesday	**ICT Steering Committee**	**VC**
09-Oct-19	Wednesday		
10-Oct-19	Thursday	**MANAGEMENT MEETING**	**VC, STC**
11-Oct-19	Friday	**FACULTY BOARD MEETINGS**	**DEANS**
12-Oct-19	Saturday		
13-Oct-19	Sunday		
14-Oct-19	Monday	Mwl Nyerere Day	
15-Oct-19	Tuesday	ICE Board	DICE
16-Oct-19	Wednesday	IEMT Board	DIEMT
17-Oct-19	Thursday	**SAC**	**DVC AC, DOS**
18-Oct-19	Friday	Last Day for submitting graduands list to DVC ACAD	DVC ACAD
19-Oct-19	Saturday		
20-Oct-19	Sunday		
21-Oct-19	Monday		
22-Oct-19	Tuesday	**UGSC**	**DVC AC, DUGS**
23-Oct-19	Wednesday	Graduation Committee	DVC Ac
24-Oct-19	Thursday	Convocation Committee	DVCRM, President
25-Oct-19	Friday	**RPPC**	**DVC ACAD, DPS**
26-Oct-19	Saturday		
27-Oct-19	Sunday		
28-Oct-19	Monday		
29-Oct-19	Tuesday	**QUALITY ASSURANCE COMMITTEE**	**VC, DQAC**
30-Oct-19	Wednesday	Beginning of the 2019/19 Academic year first cycle	**DUGS**
31-Oct-19	Thursday	**AUDIT COMMITTEE**	**VC,STC**
01-Nov-19	Friday	Opening of second cycle of admission	DUGS
02-Nov-19	Saturday	Orientation for New Academic Year	DVC ACAD
03-Nov-19	Sunday	Orientation	DVC ACAD
04-Nov-19	Monday	Orientation	DVC ACAD
05-Nov-19	Tuesday	**FPDC**	**VC/STC**
06-Nov-199	Wednesday		
07-Nov-19	Thursday		
08-Nov-19	Friday	**HRMC**	**DVC-RM, VC**
09-Nov-19	Saturday		
10-Nov-19	Sunday	Orientation for New Academic Year	DVC ACAD
11-Nov-19	Monday		

Date	Day	Event	Responsible
12-Nov-19	Tuesday	Graduation Book sent to printers	DVC (Ac)
13-Nov-19	Wednesday	**102TH SENATE**	**VC**
14-Nov-19	Thursday		
15-Nov-19	Friday		
16-Nov-19	Saturday		
17-Nov-19	Sunday		
18-Nov-19	Monday	Graduation Books Delivered	DVC (Ac)
19-Nov-19	Tuesday		
20-Nov-19	Wednesday	Deadline for application for second cycle	DUGS
21-Nov-19	Thursday	Tender Board	Chairperson of TB
22-Nov-19	Friday	**102th COUNCIL**	**Chairman, VC**
23-Nov-19	Saturday		
24-Nov-19	Sunday		
25-Nov-19	Monday		
26-Nov-19	Tuesday	Collection of Graduation Gowns	
27-Nov-19	Wednesday	Conference & Convocation	President Convocation
28-Nov-19	Thursday	**36th GRADUATION**	**VC, DVCAC**
29-Nov-19	Friday		
30-Nov-19	Saturday	Deadline for uploading into TCU portal applicants and students admitted in second cycle	DUGS
01-Dec-19	Sunday		
02-Dec-19	Monday		
03-Dec-19	Tuesday	RSP	VC, DVCs, DEANS, DIRECTORS
04-Dec-19	Wednesday	RSP	VC, DVCs, DEANS, DIRECTORS
05-Dec-19	Thursday	RDDC TCU Feedback to OUT	DVC – LT/RS DUGS
06-Dec-19	Friday		
07-Dec-19	Saturday		
08-Dec-19	Sunday		
09-Dec-19	Monday		
10-Dec-19	Tuesday		
11-Dec-19	Wednesday		
12-Dec-19	Thursday		
13-Dec-19	Friday		
14-Dec-19	Saturday		
15-Dec-19	Sunday		
16-Dec-19	Monday		
17-Dec-19	Tuesday		
18-Dec-19	Wednesday		
19-Dec-19	Thursday		
20-Dec-19	Friday		
21-Dec-19	Saturday		
22-Dec-19	Sunday		
23-Dec-19	Monday		
24-Dec-19	Tuesday		
25-Dec-19	Wednesday		
26-Dec-19	Thursday		
27-Dec-19	Friday		

28-Dec-19	Saturday		
29-Dec-19	Sunday		
30-Dec-19	Monday		
31-Dec-19	Tuesday		
01-Jan-20	Wednesday	**New Year 2020**	
02-Jan-20	Thursday		
03-Jan-20	Friday	ODEX start	DES
04-Jan-20	Saturday	SPECIAL SENATE	DVC ACAD
05-Jan-20	Sunday		
06-Jan-20	Monday		
07-Jan-20	Tuesday		
08-Jan-20	Wednesday		
09-Jan-20	Thursday		
10-Jan-20	Friday	MANAGEMENT	DVC RM, CIA
11-Jan-20	Saturday	ODEX end	DES
12-Jan-20	Sunday		
13-Jan-20	Monday	MTT Registration begins	DES
14-Jan-20	Tuesday		
15-Jan-20	Wednesday	CONVOCATION	DVC RM
16-Jan-20	Thursday		
17-Jan-20	Friday	37TH GRADUATION	DVC ACAD
18-Jan-20	Saturday	ORIENTATION OF NEW ACADEMIC YEAR	DVC AC, DUGS
19-Jan-20	Sunday		
20-Jan-20	Monday		
21-Jan-20	Tuesday	LIBRARY BOARD	DVC LT/RS, DLS
22-Jan-20	Wednesday	IGSC	DVC RM
23-Jan-20	Thursday	IEMT Board Meeting	DIEMT
24-Jan-20	Friday	FACULTY BOARD MEETINGS	DEANS
25-Jan-20	Saturday	SAC	DVC AC, DOS
26-Jan-20	Sunday		
27-Jan-20	Monday	End of Course Registration for MTT	DVC AC, DUGS
28-Jan-20	Tuesday	ICE BOARD MEETING	DICE
29-Jan-20	Wednesday	UGSC	DVC AC, DUGS
30-Jan-20	Thursday		
31-Jan-20	Friday	ICT Steering Committee	VC
01-Feb-20	Saturday	RPPC	DVC AC, DRPS
02-Feb-20	Sunday		
03-Feb-20	Monday		
04-Feb-20	Tuesday	MTT Examinations begin	DES
05-Feb-20	Wednesday	MANAGEMENT MEETING	VC/STC
06-Feb-20	Thursday	TASC	VC
07-Feb-20	Friday	Tender Board	Chairperson of TB
08-Feb-20	Saturday	QUALITY ASSURANCE COMMITTEE	VC
09-Feb-20	Sunday		
10-Feb-20	Monday		
11-Feb-20	Tuesday		
12-Feb-20	Wednesday	Audit Committee	DVC RM, CIA
13-Feb-20	Thursday		
14-Feb-20	Friday		
15-Feb-20	Saturday	103th SENATE	VC/STC

		End of MTT	DES
16-Feb-20	Sunday		
17-Feb-20	Monday		
18-Feb-20	Tuesday		
19-Feb-20	Wednesday	TEACHING PRACTICE BEGINS	DVC AC,DFED,DICE
20-Feb-20	Thursday		
21-Feb-20	Friday		
22-Feb-20	Saturday	HRMC	DVC RM
23-Feb-20	Sunday		
24-Feb-20	Monday		
25-Feb-20	Tuesday		
26-Feb-20	Wednesday	FPDC	Chairman/VC/DFA
27-Feb-20	Thursday		
28-Feb-20	Friday		
01-Mar-20	Sunday		
02-Mar-20	Monday		
03-Mar-20	Tuesday		
04-Mar-20	Wednesday	SOSW Field Practicum Begins	DFASS, HOD Sociology
05-Mar-20	Thursday		
06-Mar-20	Friday	Tender Board	Chairperson of TB
07-Mar-20	Saturday		
08-Mar-20	Sunday		
09-Mar-20	Monday		
10-Mar-20	Tuesday		
11-Mar-20	Wednesday		
12-Mar-20	Thursday	MANAGEMENT MEETING	VC/STC
13-Mar-20	Friday		
14-Mar-20	Saturday	ACDE	VC
15-Mar-20	Sunday	ACDE	VC
16-Mar-20	Monday		
17-Mar-20	Tuesday		
18-Mar-20	Wednesday		
19-Mar-20	Thursday		
20-Mar-20	Friday		
21-Mar-20	Saturday		
22-Mar-20	Sunday	103th COUNCIL	Chairman, VC
23-Mar-20	Monday		
24-Mar-20	Tuesday		/
25-Mar-20	Wednesday		
26-Mar-20	Thursday		
27-Mar-20	Friday		
28-Mar-20	Saturday		
29-Mar-20	Sunday	END OF TEACHING PRACTICE	DVC AC,DFED,DICE
30-Mar-20	Monday		
31-Mar-20	Tuesday		
01-Apr-20	Wednesday	ODEX START	DVC/DES
02-Apr-20	Thursday		
03-Apr-20	Friday		
04-Apr-20	Saturday		
05-Apr-20	Sunday	Workers Council Meeting (Zones)	VC, SWC
06-Apr-20	Monday	F2F – GROUP 1	DVC ACAD, DUGS
07-Apr-20	Tuesday		
08-Apr-20	Wednesday		

09-Apr-20	Thursday	IGSC	DVCRM, Cord.IGU
10-Apr-20	Friday	ODEX END	DVC/DES
11-Apr-20	Saturday		
12-Apr-20	Sunday	End of SOSW field practicum	DFASS, HOD Sociology
13-Apr-20	Monday	F2F – GROUP 2	DVC ACAD, DUGS
14-Apr-20	Tuesday		
15-Apr-20	Wednesday	ICE Board meeting	DICE
16-Apr-20	Thursday	IEMT Board Meeting	DIEMT
17-Apr-20	Friday		
18-Apr-20	Saturday	Registration for JUNE 2017 AE/SP MTT starts	DES
19-Apr-20	Sunday		
20-Apr-20	Monday		
21-Apr-20	Tuesday		
22-Apr-20	Wednesday	Geography Field Practicals Begins	DFASS
23-Apr-20	Thursday	Beginning of 2019/2019 Academic year for third cycle	DUGS
24-Apr-20	Friday		
25-Apr-20	Saturday		
26-Apr-20	Sunday		
27-Apr-20	Monday	Registration for Special MTT and Annual Exams starts	DES
28-Apr-20	Tuesday		
29-Apr-20	Wednesday	FACULTY BOARDS	DEANS
30-Apr-20	Thursday		
01-May-20	Friday		
02-May-20	Saturday	MARKING OF MTTs Opening of Fourth cycle of Applications	DES DUGS
03-May-20	Sunday	SAC	DVC ACAD, DOS
04-May-20	Monday		
05-May-20	Tuesday		
06-May-20	Wednesday	Executive Committee of Masters Workers' Council (Iringa)	VC/DVCRM
07-May-20	Thursday	Master Workers' Council (Iringa)	VC/DVCRM
08-May-20	Friday	QA Coordinators Committee	DQA
09-May-20	Saturday	Tourism Field Trip Begins	DFASS,HOD Tourism
10-May-20	Sunday	Orientation for new PhD students ICT Steering Committee	DVCAC/DRP VC
11-May-20	Monday	Tourism Field Trip Ends Orientation for April intake	DUGS
12-May-20	Tuesday	Orientation for April intake	DFASS,HOD Tourism
13-May-20	Wednesday	Main Timed Tests (MTT) BEGINS	DES
14-May-20	Thursday	UGSC MARKING OF MTTs END	DVC AC DES
15-May-20	Friday	HRMC	DVC-RM, VC
16-May-20	Saturday	QA Coordinators Committee TASC Meeting	VC
17-May-20	Sunday	RPPC	DVCAc, DRP
18-May-20	Monday		

19-May-20	Tuesday	Registration for Special MTT and Annual Exams ENDS	DES
20-May-20	Wednesday		
21-May-20	Thursday	SAC	DOS
22-May-20	Friday	Main Timed Tests (MTT) Ends Annual Exams for July 2019 AE/SP Begins	DVCAC/DES
23-May-20	Saturday	Geography Field Practical Ends	DFASS
24-May-20	Sunday	Deadline for application for fourth cycle	DUGS
25-May-20	Monday	End of Tourism Field trip	
26-May-20	Tuesday	Field Assessment Journalism and Media studies Ends	DFASS, HOD Journalism
27-May-20	Wednesday	Face to Face for DPTE STARTS	DICE
28-May-20	Thursday		
29-May-20	Friday		
30-May-20	Saturday	Annual Exams for July 2019 AE/SP Begins Tourism Industrial Attachment	DVCAC/DES DFASS, HOD Tourism
31-May-20	Sunday		
01-Jun-20	Monday		
02-Jun-20	Tuesday		
03-Jun-20	Wednesday		
04-Jun-20	Thursday		
05-Jun-20	Friday		
06-Jun-20	Saturday		
07-Jun-20	Sunday	QAC COMMITTEE	VC/DQA
08-Jun-20	Monday		
09-Jun-20	Tuesday	Deadline for uploading into TCU portal applicants and students admitted in the fourth cycle	DUGS
10-Jun-20	Wednesday		VC/DQA
11-Jun-20	Thursday	Tender Board	Chairperson of TB
12-Jun-20	Friday	Start of Annual Exams AUDIT COMMITTEE	DES VC
13-Jun-20	Saturday	FPDC	Chairperson/STC
14-Jun-20	Sunday	Face to Face FOR DPTE ENDS TCU feedback to OUT on verified students 100 SENATE	DICE DUGS VC/DVCAC
15-Jun-20	Monday		
16-Jun-20	Tuesday		
17-Jun-20	Wednesday		
18-Jun-20	Thursday		
19-Jun-20	Friday	Gender Steering Committee	VC
20-Jun-20	Saturday	IGU Steering Committee	VC/DVCRM
21-Jun-20	Sunday		
22-Jun-20	Monday		
23-Jun-20	Tuesday		
24-Jun-20	Wednesday		
25-Jun-20	Thursday		

26-Jun-20	Friday		
27-Jun-20	Saturday		
28-Jun-20	Sunday	100th COUNCIL	Chairperson/ STC
29-Jun-20	Monday		
30-Jun-20	Tuesday	Sabasaba Exhibitions Start	DCM

APPENDICES

APPENDIX I: REGISTRATION FORM FOR POSTGRADUATE STUDENTS

1.	Name of Student:	_____

2.	Registration Number:_____ Regional Centre_____

3.	Organization:_____ __

4.	Position: _____

5.	Postal Address:_____

6.	Country: _____Nationality: _____

7.	Passport Number: _____

8.	Telephone Number:_____

9.	E-Mail Address: _____

10.	Year of Admission:_____Programme: _____

	Name of Supervisor

11.	Subject (If applicable): _____

12.	Sponsorship (Private/Govt.):_____

13.	Receipt No. for Payment of Registration fees:_____

14.	Student's signature:_____

15.	Date submitted:_____

16.	Place where submitted:_____

17.	Name & Signature of Receiving Officer:_____

18.	Date received at DRPS:_____

19.	Name & Signature of Receiving DRPS' officer:_____

NOTE:

	Please submit two passport size colored photographs (with name and registration number written on the back side) for your student Identity Card and Personal File.

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APPENDIX II: GUIDELINES FOR PREPARING A DETAILED RESEARCH PROPOSAL

COVER PAGE
The cover page represents, of course, the cover of the proposal, as in this case. The cover may be in any colour of your choice. It has the following identification information:

Name of the Faculty

Code of the course:
Title of the research

Name of student and registration number, and contacts (phone Nos and email address)

Name of supervisor(s) and contact (Phone Nos and email addresses)

Date: month and year

TITLE PAGE
This page is the one which follows the cover page. It has the same information that appears on the cover page.

TABLE OF CONTENT (on a fresh page)
This section lists the titles and subtitles of sections and the pages, in a sequential order.

LIST OFTABLES (on a fresh page)
If there are tables, the titles and the pages where they occur in the text should be listed here

LIST OF FIGURES (on a fresh page)
If you have figures, graphs, maps or diagrams, they need to be indicated here, with the pages on which they occur.

ABBREVIATIONS AND ACRONYMS (on a fresh page)

1.0   CHAPTER ONE (on a fresh page)
          INTRODUCTION

1.1   BACKGROUND TO THE STUDY
Explain, by way of introduction, what you want to write about in this chapter.

Describe the background to the study here focusing on (i) how has the problem developed? (ii) Who are involved? (iii) Why is it a problem and to whom? etc.

1.2   STATEMENT OF THE RESEARCH PROBLEM
Give a brief summary of the background here to lead you into formulating and defining what you perceive to be the problem that requires this research. State the problem clearly for any reader to understand. This must clearly link to the study title. Then from this problem definition state (i) the general research objectives and (ii) the specific research objectives.

1.3   RESEARCH OBJECTIVES
1.3.1   General research Objective
State a general research objective, which should not differ from the defined research problem

1.3.2   Specific research objectives
Here state the specific research objectives, (about three) all of which should link to, and build up, to the general research objective. All the specific objectives should be SMART compliant

1.4   RESEARCH QUESTIONS
From the general research objective state (i) the general research question and (ii) the specific research questions. Again both must be linked to the defined research problem

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1.4.1 General research question
This should be linked to, and capable of generating information sufficient to fulfil, the general research objective

1.4.2 Specific research questions
For each specific research objective formulated you should specify a corresponding research question.

1.5 RELEVANCE OF THE RESEARCH
Relevance can be seen from many sides, contribution to knowledge of the problem, benefits to the interviewees, implications for policy, practice, processes, etc.

1.6 ORGANIZATION OF THE PROPOSAL
Provide here a road map of how the remaining part of the proposal is organised; saying what chapter two, three, …, etc will contain or contribute to the proposal

2.0 CHAPTER TWO
LITERATURE REVIEW
2.1. OVERVIEW
Briefly let you reader know what you write about in this chapter

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

2.3 CRITICAL REVIEW OF SUPPORTING THEORIES OR THEORETICAL ANALYSIS
It is possible that the same or similar problem has been studied from different perspectives and approaches. Different methods were used. Some theories explaining the behaviour or the phenomenon has been developed. What are these theories and what do they mean. How relevant are they in terms of your study. Do you agree or disagree with the theory? Comment on them, identify the relevant variables which are critical to your studies, identify the gaps and digest the scientific knowledge so as to help you formulate hypotheses, either now or later in your conceptual framework.

2.4 EMPIRICAL ANALYSIS OF RELEVANT STUDIES
Some practical studies of this nature have been done either in Tanzania or elsewhere. How relevant are these studies to what you intend to examine? What are the shortcomings of such studies?. Follow this pattern: 2.4.1 General studies. 2.4.2 Studies in African countries, 2.4.3 empirical studies in Tanzania. Note that the studies you use must strictly have relevance to the study. These will help you link your findings to them later in the discussion chapter. **Do not make this a shopping catalogue**

2.5 RESEARCH GAP IDENTIFIED
Show here clearly the gap you have identified from the analysis of theoretical and empirical literature

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

2.7 THEORETICAL FRAMEWORK
Identify and describe the characteristics of the variables considered in the Conceptual framework or model. These are also the variables that will be measured. Define them and give the supporting theory

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or literature. Establish and describe the nature of relationship existing among the variables used in the framework or model. Note: the variables should be supported by theory as reviewed earlier.

2.8   STATEMENT OF HYPOTHESES
You are required to formulate about three hypotheses for testing. Remember each of the variables in the model can be used to formulate a hypothesis. Each hypothesis could relate to a research objective or just to the third objective, depending on how the concepts of the proposed study were structured.

2.9   SUMMARY
Provide a brief account of the analysis of the literature as a prelude to the next chapter.

3.0   CHAPTER THREE
          RESEARCH DESIGN AND METHODS [or simply RESEARCH METHODOLOGY]
3.1   OVERVIEW
Let the reader know, briefly what is contained in the chapter.

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

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

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

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

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

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

3.5.   DATA PROCESSING AND ANALYSIS
Explain how you will analyse the collected data. Which methods or analytical techniques will you use and why? For what data will you use a given analytical technique? How will you test the hypotheses? How will you interpret the result of the analysis, with respect to known theories, gaps in the literature reviewed, etc? In terms of value adding to knowledge and understanding what are your expectations?

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Remember that computer/statistical software are just tools. Avoid the temptation of saying for example, **"data will be analysed by using SPSS".**

3.6. EXPECTED RESULTS OF THE STUDY
At this point of the proposal writing you will have some ideas of what you expect to find or achieve or obtain. What are your expectations? What are you likely to find?

4.0 RESEARCH ACTIVITIES OR SCHEDULE
Indicate the specific research activities you will carry out daily, show the duration, and total time budget. Indicate the nature and type of activities you should undertake and the duration. You will need this to be able to estimate how much it will cost you to carry out the research

5.0 WORKPLAN
Use GHANTT chart to plan the flow of your research activities. It will show the block of time devoted to each activity, the time sequence in days, weeks, months or person-days, person-weeks, person-months. It also has the advantage of indicating when the study would begin and when it will end.

6.0 ESTIMATED RESEARCH BUDGET
How much will the research cost? Prepare a budget for it. Be realistic. You will need to apply current and approved rates. Some expenses are not acceptable to dome funders. You need to find this out and eliminate them from you budget

7.0 Expected time of Commencing the Study
8.0 Expected time of completing the Study
9.0 Signatures:
Student………………………… Date………………
10.0 Comments of the supervisor
Supervisor……………………………Date…………………

11.0 REFERENCES
Enter alphabetically, by surname of authors of books and articles read and cited in the running text, all official documents should be cited under another section in the reference. The OUT requires especially the APA system of citation and referencing (except for the Law Faculty). Here are a few examples of references in the**American Psychological Association (APA) style (6th edition):**
Books
Format:

Author(s) (year). *Title*. (Edition). Place of publication: Publisher
Examples
Kothari, C. K. & Garg, G. (2012). *Research methodology: Methods and techniques* (3rd edition). New Delhi: New Age International Limited Publishers.
Saunders, M. N. K., Lewis, P. & Thornhill, A., (2016). *Business research for business students* (7th edition). Harlow: Pearson Education Ltd

Chapters in an edited book
Format:
Author(s) (Year). Title of the chapter. In: Editors(s) (ed(s)). *Book Title* (Edition).Pages. (use p. or pp.). Place of publication: Publisher,
Example:
Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Journal article
Format:
Author(s) (year). Article's Title. *Title of Journal*. Vol. No. (Part No./Issue No./Issue month), Pages. (use p or pp)

.

Example:

Lee, I. Lochhead, S., Ritter, J. & Zhao, Q. (1996). The cost of raising capital. *Journal of Financial Research,* 19(1), 59-74.

Footnotes to the text pages, tables or figures should be avoided (except for the Faculty of Law). The references should be arranged alphabetically by authors. All authors' surnames and initials should be included (i.e. never use *et al.*). for a book, there is no need of indicating the edition number if it is the first edition. They should be presented first line hanging. There are guidelines for how to present literarily every source of materials.

12.0. APPENDICES
Place all the big tables, maps, schedules, questionnaires, interview guides, observation check lists, and declaration of confidentiality (Appendix II), here and number each item, serially.

13.0 Length of your proposal
The total number of pages for a PhD research proposal should not exceed 35 pages excluding appendices and for a Masters 25 pages also excluding appendices. The preparation of a comprehensive research proposal should take not more than 9 months for PhD students and not more than 6 months for Masters Students, including defence seminar.Typesetting should be in Times New Roman, font size 12 and double line spacing.

NOTA BENE: If there is anything you do not understand, don't hesitate to ask us or any other instructors, who may be available to you, at that moment, otherwise your supervisor will be the best person to learn from. Research is very rewarding if you keep an open mind, without insisting on what your instructor said as de facto. Remember also that there are several textbooks on research methods in different disciplines. Similar things may be said in similar way or in different styles, but they may not necessarily contradict each other, rather they all add value to the learning process,

Remember to fill and attached the declaration of confidentiality form (See Appendx III) and have it countersigned by your supervisor.

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APPENDIX III: **DECLARATION OF CONFIDENTIALITY**

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE
STUDIES

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DECLARATION OF CONFIDENTIALITY

To: The Chief Executive Officer of ……………………………………………(give the title of the Chief Executive Officer of the institution/firm/organization etc visiting) I, ………………………………………………………………….. (Name and Reg. no.), of the Department of…………………………………………., Faculty of……………………………………………………, Open University of Tanzania, declare that, I will maintain secrecy and confidentiality, and will not use any data and information obtained from your organization in the course of my research for any purpose other than for my academic endeavors.

Signature,………………………… (student) Date ………………………………

Countersigned by:

Name ………………………………………………….. (Supervisor)

Signature …………………… (Supervisor) Date ……………………………………

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APPENDIX IV: GUIDELINES FOR MASTERS AND PhD RESEARCH PROPOSAL PRESENTATION

1.0 Introduction

The general regulations and guidelines for higher degrees at the OUT requirestudents pursuing masters' degree by thesis (clause 3.2.1 (b) and PhD degree submit a comprehensive research proposal, approved by the relevant Faculty/Institute Board and Senate, withina maximum of 6 months and 9 months of their registration respectively. The substantive and comprehensive proposals must first be defended at an academic seminar. The following are the general guidelines on the conduct of the seminar.

1.1 General Requirements and Arrangements

There shall be a number of issues that shall be observed before a student make any seminar presentation for his/her research proposal for his/her registered degree; these are outlined in this section.

(i)   The supervisor shall sign the proposal in question certifying that the student has done substantial work and that the proposal is worth presenting; where the student has two or more supervisors the main supervisor shall sign on that behalf.

(ii)   The candidate shall notify the Faculty of his/her intention to make a seminar presentation for his/her research proposal; the notification shall be accompanied by the research proposal in five copies.

(iii)   The Faculty shall distribute the copies of the research proposal as follows: - one copy to DRPS, one copy to Faculty dean, one copy to Postgraduate Faculty coordinator and two copies to discussants.

(iv)   The Faculty shall arrange the date for the presentation and formally inform DRPS of the proposal presentation arrangements.

(v)   DRPS shall note and approve the date where appropriate or adviseaccordingly.

(vi)   Upon approval of the date by DRPS the Faculty shall notify the student of the date of presentation.

(vii)   Upon confirmation by the student of his/her availability for the seminar presentation the faculty shall make a public announcement inviting all interested personnel, especially academicians to attend the seminar.

(viii) The announcement shall be made at least 5 days before the date of presentation bearing the name of the candidate, the research topic, venue, dates and time for the presentation.

(ix)   The Faculty shall appoint a minimum of two discussants, notify them of the presentation, and furnish them with the proposal at least **TWO WEEKS** before the date of presentation. These shall be academic staff familiar/specialist in the researched topic.

1.2   Panel Composition

The panel shall be composed of the following:
   (i)   The Faculty Dean – Chair person
   (ii)   Faculty Research, Publications and Postgraduate Coordinator – Secretary

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(iii) Associate Coordinator Postgraduate Studies Supervision – Seminar Coordinator
(iv) Head of Department - Member
(v) Supervisor(s) – Member(s)
(vi) A minimum of two specialists in the researched area - discussants

1.3 Mode of Presentation and Discussion

The following shall be followed during the conduct of the seminar presentation: -

(i) The postgraduate associate coordinator supervision shall take the panelists through the regulations and procedures of the proposal seminar presentation prior to the presentation to ensure that all the requirements have been met.

(ii) The chairperson shall invite and introduce the candidate to the panelists and vice versa.

(iii) The chairperson shall invite the student to make an oral presentation not exceeding 15-20 minutes (preferably power point).

(iv) The oral presentation shall be followed by a question and answer session where the chair person shall invite first the discussants to ask the student questions covering all key areas of the proposal. The chairperson shall dictate the mode of conduct of the question and answers session where the candidate may be asked to respond to question after question or after all questions have been asked.

(v) After the candidate has responded to the questions from the discussants other academic staff members shall be invited to ask questions and the student shall respond accordingly.

1.4 Verdict

After the question and answers session the chair person shall ask the student and other none academic staff members out of the presentation room. The panelists shall discuss and come to the conclusion choosing one of the three options as follows:

(i) Proposal accepted and student allowed proceeding to data collection.
Panelists shall go for option number one only where panelists are satisfied that the contents of the proposal bear a clear statement of the problem, attainable objectives, clear research questions/hypotheses, a critically reviewed literature, and an appropriate research methodology. The panelists have to be satisfied that the proposal bear correct language and is an error free document.

(ii) Proposal accepted subject to incorporation of comments from the panelists; and, upon satisfaction of the supervisor(s), student be allowed to proceed to data collection.
Where panelists opt for option two they must state areas that requires revision; these may include typos, grammatical errors, restating the problem more clearly, re-state the objectives for clarity, justify the selected methodology etc.

(iii) Proposal to be resubmitted for another presentation.
Where panelists go for option three, they should indicate the extent to which the proposal is not focused in terms of the problem, the objectives, questions, literature review and the proposed methodology.

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1.5   Submission of the Final Proposal
Where panelists opt for option one or two, the student shall be required to submit two copies of his/her proposal (for option one) and revised proposal (for option two) to the respective faculty within one month of the date of presentation. The document shall bear the signature of the respective supervisor. The Faculty shall submit one copy of the proposal to DRPS; (this shall form a basis for provision of research clearance letter to the respective student).

1.6   Report
The faculty shall report the outcome of the presentation to next RPPC meeting for discussing and recommending to senate such outcomes.

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APPENDIX V: GENERAL REGULATIONS AND GUIDELINES FOR THESES/DISSERTATIONS

The following are general regulations and guidelines for preparation and presentation of higher degree theses/dissertations.

1.   MANUSCRIPT PREPARATION

(a)   Typescripts and layout

The theses/dissertations shall be made up of two parts i.e. preliminary pages and main body. Sequence of chapters/sections should be in the following order:

xi.   Preliminary pages:

Title page, Supervisors(s) certification, Statement of copyright, Declaration by the candidate, Dedication (if any), Acknowledgement, Abstract, Table of contents, List of tables, List of figures, List of appendices, List of abbreviations/acronyms/symbols etc (choose the appropriate title)

ii.   Main body:

Introduction, Literature review, Materials and Methods, Results and Discussion (Results may be presented separately from discussion), Conclusion and Recommendations, References, and Appendices.

(b)   Typing

The thesis/dissertation must be typewritten or word-processed and printed on good quality A4 paper. Typing must be double spaced and on one side of the paper only. Typing should be done using Times New Roman font size 12.

Dissertations/theses must be written in English language. Spelling should follow that of the United Kingdom (U. K.) English Dictionary. Use "Spell checker" facility in word processing soft wares to assist in checking spellings.

(c)   Pagination

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc. beginning with the title page. Don't show the page number "i" on the title page. Number pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc.) consecutively throughout. All page numbers should appear just below the centre of the upper margin.

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(d) *Margins*

The left hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

(e) *Description/details of selected sections of dissertations/theses*

Preliminary pages:

> i. *Title page*

The front (title) page must be written in CAPITALS, symmetrically centred and arranged in the following order:

1. Write the *title* of the thesis/dissertation. The title of the dissertation/thesis must not exceed 20 words.

b. Write your full name

c. Write the following:

"A THESIS/DISSERTATION (whichever is applicable) SUBMITTED IN PARTIAL FULFILLMENT/FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree) OF THE OPEN UNIVERSITY OF TANZANIA"

v. Indicate the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation is made).

Front Page

4cm

Title Page

THE IMPACT OF HUMAN FACTORS IN AIR TRAFFIC MANAGEMENT IN TANZANIA: THE CASE OF TANZANIA CIVIL AVIATION AUTHORITY

- *12 Points*
- *Bold*

2.5cm

4cm

(Name of the Student e.g.)

HALIMA JOHNSON CHAGULILA

- *12 Points*
- *Bold*
- *Centered*

A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT OF REQUIREMENTS FOR THE DEGREE OF MASTER OF COMMUNITY ECONOMIC DEVELOPEMTN (MCED) OF THE OPEN UNIVERSITY OF TANZANIA

2015

(End of the 1st Page)

2.5cm

ii. *Certification*

The undersigned certifies that he has read and here by recommends for acceptance by the Open University of Tanzania a dissertation entitled, **Building Capacity for Access Financial Resources Establishment of Chanika Community in Ilala Municipality Area.** In partial fulfillment of the requirements for the award of Degree of Masters in Community and Economic Development (MCED).

……………………………

Name of Supervisor

……………………………

Date

iii. *Copyright*

No part of this Dissertation may be reproduced, stored in any retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the author or The Open University of Tanzania in that behalf.

a) *Declaration*

I… **(Student name)** declare that, the work presented in this dissertation is original. It has never been presented to any other University or Institution. Where other people's works have been used, references have been provided. It is in this regard that I declare this work as originally mine. It is hereby presented in partial fulfillment of the requirement for the Degree of **(name of the degree award)**.

_____

Signature

_____

Date

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       b)   *Dedication (if any)*

       c)Acknowledgement

       In this section, the candidate should acknowledge the people or institutions that rendered support or other help which made the execution of the thesis/dissertation work possible.

iv.   *Abstract*

This should be concise but comprehensive. It should be not more than 300 words for dissertations and not more than 350 words for theses. The essential points of the dissertation/thesis, the important results found and conclusions reached are summarized here.

v.   *Table of Contents*

The table of contents is used instead of an index, and should be sufficiently informative with specific page numbers of all chapters, sections and subsections indicated. If there is to be a list of Tables, Figures, Plates, Abbreviations/Acronyms/Symbols etc it should be on a page by itself, and arranged in the general format as the Table of Contents. Any table legends should be listed in the appropriate pages. The list of Abbreviations/Acronyms/Symbols (arranged in alphabetical order) should appear on the page just before the start of the main body i.e. Chapter 1 of the dissertation/thesis. Use the word processing computer function to create the table of contents which can be updated automatically.

Main Body of Thesis:

i.   The text should contain the following chapters although the content included in each chapter may vary depending on the nature of research undertaken:

CHAPTER 1:   INTRODUCTION

A comprehensive Introduction, a Statement of Research Problem, Objectives and Hypotheses/Research questions.

CHAPTER 2:   LITERATURE REVIEW

Focusing attention on the relevant literature on the problem, including findings by other researchers and identification of gaps in knowledge.

CHAPTER 3:   RESEARCH METHODOLOGY

Give details of the methods used in the research, and a description of data analysis, etc.

CHAPTER 4:   FINDINGS

Present findings of the study in this chapter. In some discipline the term findings can be represented by the term results.

CHAPTER 5:   DISCUSSION OF THE FINDINGS

Discussion of findings should be presented in this chapter.

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CHAPTER 6:   CONCLUSIONS AND RECOMMENDATIONS
Conclusions, recommendations and possibly also suggestions for further research should be presented in this chapter.

REFERENCES

APPENDICES

NOTE: Presentation of findings/results can be combined with discussion i.e. chapter four's title becomes FINDINGS/RESULTS AND DISCUSSION. Also note that organization of chapters after the chapter on research methodology may change to suit needs of the research. In some cases findings and discussion of every single specific objective may form a standalone chapter especially at PhD level; supervisors should guide students accordingly.

ii.   *Specific items to note:*

    Presentation of tables:
- (a) Present each table on a separate page in case it covers half a page or more. Use upper case "T" for the word "Table" when citing tables in text.
- (b) Number them consecutively according to chapters using Arabic numbers (e .g 4.1, 4.2 etc) in the same order as they are referred in the text. (Note: 4.1 means first Table in Chapter 4).
- (c) Type adequate and self-explanatory captions above tables in bold letters. For tables that are represented in a landscape format (horizontal), the caption should be typed length-wise at the left hand margin of a page.
- (d) Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.
- (e) Place acknowledgements of source below tables cited/adapted from other sources, using the format; Source: Magoha and Maseta (2012).
- (f) Give references for tables in full only in the references' list at the end of the dissertation/thesis and not as footnotes to the text.
- (g) The word Table, Figure, Appendix or Map which refers to a specific table, figure, appendix or map in the text should start with an upper case letter.

iii.   Authors should take notes of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-outs are not accepted in the main text. If many data are to be presented together, an attempt should be made to divide these over two or more tables or reduce the size using smaller fonts (not smaller than size 9) and/or photocopying machines but should remain readable.

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Presentation of Illustrations (figures, pictures, graphs, charts etc):
- Present these on separate pages in case they cover half a page or more.
- Number illustrations sequentially in Arabic numbers according to chapters (e.g. Figure 1.2, 3.5, etc) and refer to them in the text in order of appearance.
- Type captions below figures.
- Capitalize only the first letter of captions, except where otherwise necessary.
- As much as possible symbols and lines should be standard, large and thick enough. Free hand drawn lines should be avoided.
- Photographs are only accepted if they have good contrast and intensity. Only sharp and glossy copies should be used.

iv.   *References (Literature Cited)*

- List ALL references cited in full at the end of the text, and NOT as footnotes to the text pages, tables or figures. *(Faculty of Law may have a different way of presentation of the literature cited, but there should be consistency in each case, and students should consult the Dean or Coordinator of postgraduate studies in the Faculty of law on this).*

- The reference should be arranged alphabetically by authors. All authors, surnames and initials should be included (i.e. never use *et al*.) followed by the year of publication in parentheses, a full stop, the title of the paper; report; book; etc. (as used in the original document and should not be abbreviated), the journal volume number; the issue number (only if the pagination starts afresh in each issue concerned). If the reference is to a book, the town of publication, the publisher, the edition number (if not the first) should be added. Journal and book titles should be it a licised.

Citation in the text
(a)   Cite references by author's SURNAME followed by year of publication. With a separating comma, e.g.   (Mbwette, 2000).

(b)   For multiple authorship references cite up to two. For more than two cite the first mentioned, followed by *et al.,* (meaning 'and others'), but cite them in full in lists of references.

(c)   Citations in the text should take the following forms;
   i.   …..have been reported by Bisanda *et al.* (2001).
   ii.   …..Mbogo and Gimbi (2006) found that…………
   iii.   …..other results (Bisanda and Witkowski, 2004; Bushesha, 2005) have indicated that….[Consistency in chronological order of year of publication should be maintained throughout the document]

iv. …..Msindai and Machumi (2000, 2001) found that…..[papers published by the same author(s) in two different years].

v. …Fungameza (2001a, b)….[two papers published by the same author in the same year].

    a. To refer to personal communications relating to unpublished material, personal communication etc, use the form (Varisanga, M. D. personal communication, 2001). Do not place such citations in lists of references.

    b. Secondary citations should take the form….Victor (1996), cited by Fweja *et al.* (2002).

    c. Secondary citations should be kept to minimum or where possible avoided all together.

    d. In order for a thesis /dissertation to be recommended for examination at least 10% of all references cited must be Journal articles. The Journal articles cited should not be older than 10 years. Journal articles may include ones accessed through electronic data bases.

d. *Citations in list of references*

i. Cite references in alphabetical order of author(s) and in order of year of publication.

ii. For references with same author(s) and year of publication, start with papers by the same author being arranged in the order of (1) single author, (2) two authors alphabetically according to the name of the second author, and (3) several authors chronologically with 2010a, 2010b, etc. for papers published in the same year.

iii. References by one author take precedence over references by the same plus additional authors irrespective of the year of publication.

    (a) Avoid using Anon or Anonymous where possible. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified.

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e. Separate authors by commas.

Order and style of citation details
The following guidelines and examples are designed to show the main elements that should be cited and the order in which they should appear in references for the three main classes of publications most likely to be included in list of references.

Journals
1.   Author's surname and initials for forenames.
2.   Year of publication in brackets; followed by a period (full stop)
3.   Title of the published paper.
   g)   Name of Journal or publication; spelt in full, omitting any definite articles (i. e. The) at the beginning, and in italics throughout.
   h)   Volume and /or issue number.
   i)   First and last page numbers (in full) for journal papers; total number of pages for publications referred to as a whole in the form: 67pp.

Books
i.   Author/editor's surname(s) and initials or name of sponsoring or issuing organization or corporate body in the absence of a named individual author or editor.
ii.   Year of publication in bracket, followed by a period (full stop).
iii.   Title of book to be in italics
iv.   Name of publisher and town, in that order.
v.   Total number of pages in the form: 250pp.

Individual chapters in multi-authored books
i.   Author's surname(s) and initials.
ii.   Year of publication in bracket, followed by a period (full stop).
iii.   Title of chapter or article, followed by the word 'In'.
iv.   Title of book in italics.
v.   The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.
vi.   Name of publisher and town, in that order.
vii. First and last page numbers of chapter, article, part, or section; pp. 18-24.

One page paper in multi-authored books
a)   Author's surname(s) and initials.
b)   Year of publication in bracket, followed by period (full stop).
c)   Title of chapter or article, followed by the word 'In'.
d)   Title of book in italics.
e)   The words 'Edited by', followed by surname(s) and initials of the editor(s) of the publication, underlined and enclosed in brackets.

f)   Name of publisher and town, in that order
g) Page number of the article; p. 250.

Proceedings of conferences/workshops/monographs
i.   Author's surname(s) and initials.
ii.   Year in bracket, followed by a period (full stop).
iii.   Title of article followed by the work 'In'.
iv.   Title of proceeding or workshop underlined.
v.   Name of Editor(s) in brackets.
vi.   Date of the conferences, town, Country, Volume (if any), page numbers.
vii.   First and last pages of the article; pp. 180-194.

Dissertation and Theses
i.   Author(s) surname(s) and initials,
ii.   Year in bracket, followed by a period (full stop).
iii.   Title of the dissertation.
iv.   Name and country of the host institution.
v.   Total number of pages in the form: 230pp.

Citing from electronic sources
8)   Author's surname and initials. Where no name of an author is given, use the name of sponsoring or issuing organization, ministry, department etc. if it can be identified. Beginning with title of the article should be the last resort!
9)   Publication year (in brackets), followed by a period (full stop).
10)   Title of the article.
11)   Internet web address [in square brackets]
12)   Date of visit to the website.

Citation of articles in Newsletters/Periodicals
13)   Should be cited as articles in Journals

Examples of citation layouts
The following examples show how to set out the details needed for the main types of literature listed above. Note the punctuation, words to be printed in italic script or to be underlined.

Journal paper in English
Kihwelo, P. F. (2007). Criminal justice in disrepute: An overview of treatment of accused persons and convicts in Tanzania. *Open University Law Journal*. 1(1): 47 - 54.

Mushi, H. M. K. (2010); Critical discourse analysis (CDA) of academic texts: A potential strategy in addressing challenges of cross-border provision of higher education in sub-Saharan Africa. *Huria Journal of the Open University of Tanzania*. 8: 73 - 91.

Journal paper not in English
Nunes, E. (1985). Investigacao recente sobra as principal's factor queimitam a producao do milho em Mozambique. (A recent investigation of the main factors limiting sorghum production in Mozambique). *Agricultura Boletin Tecnica*. 8: 4 - 10.

Journal paper accepted for publication but still in press
Majamba, H. I. (In press). Legal training for diverse roles in Zanzibar: *Open University Law Journal.*

Books
Socker, L. (2000). *Practical Wildlife Care for Veterinary Nurses, Animal Care Students and Rehabilitator s*. Blackwell Science Ltd., Oxford. 288pp.

Edited Books
Hulme, D. and Murphree, M. (Eds.) (2001*). African Wildlife and Livelihoods: The promise and performance of community conservation*. James Currey Ltd, Oxford. 336pp.

Individual chapters in multi- authored books
Barrow, E., Gichohi, H. and Infield, M. (2001). The Evolution of Community Conservation Policy and Practice in East Africa. In: *Africa Wildlife and Livelihoods: The promise and Performance of Community Conservation*. (Edited by Hulme, D. and Murphree, M.), James Currey Ltd, Oxford. pp. 59 - 73.

Conference or workshop proceedings referred to as a whole
Boyle. P. J. (Ed.) (1987). Appropriate Manpower for Agricultural Research. Proceedings of SADCC Workshop, Gaborone, Botswana, 25 November, 1985. 120pp.

Individual paper in conference or workshop
Gimbi, A. A., Kimambo, A. E., Kanuya, N. L., Mtenga, L. A., Laswai, G. H. and Madsen, J. (2003). Seasonal variations on reproductive performance, mineral and body condition status of smallholder dairy cattle in Rungwe district, Tanzania. In; Proceedings of Tanzania Society of Animal Production Scientific Conference. 28 - 30 October, 2003, Tanga, Tanzania 30: pp. 333 - 341.

Monographs
United States Agency for International Development (2000). *Rice Production in Africa*. Agriserve Ltd., New York, 150pp.

Annual Report
Botswana Ministry of Agriculture (1999). *Livestock Research in Botswana Annual Report*. Government Printer, Gaborone, Botswana. 10pp.

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Dissertations

Ndesendo, C. V. (2011). Role of job application using e-recruitment system in the banking industry: The case of banks in Dar es Salaam region. A dissertation for award of MBA degree at Open University of Tanzania, Dar es Salaam, Tanzania. 103pp.

Citing from electronic source

Kimbrell, A. (2002). Fatal Harvest; The tragedy of industrial agriculture. [http://www.fatalharvest.org/press.htm] site visited on 9/8/2008.

Citing newspaper articles and other reports

Kisembo, P. (2006). Survey shows food price further going down in Dr es Salaam. Daily news, Issue No. 36000. p. 13. Preferably articles cited from Newspapers should be more of feature articles than otherwise.

(f) Other regulations

i. *Units of measurement*
   a) Use SI (System International) units.
   b) Spell out the units unless they are preceded by numbers.
   c) Note that abbreviations for units are the same in singular and plural forms e.g.. Write kg not kgs.
   d) Express rates or amount per units in the form 50 kg/ha or 50 kg N/ha or 50 kg ha^{-1}. Do not write 50 kg/ ha N.

xii. *Numbers*
   a) In numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284
   b) In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.
   c) In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows:

   d) 28 032
       i. 1 422
       ii. 862
       iii. For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
       iv. For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.
       v. Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
       vi. In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in Zambia, 4 in Malawi and 8 in Mozambique…………'

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<div style="margin-left:2em">

vii. Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.

viii. Spell out numbers that occur at the beginning of sentences.

ix. Express fractions as decimals, though percentages and simple fractions can still be used.

x. For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.

xi. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or 1.6 $\times 10^6$.

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iii. *Percentages*

Use the % symbol only with figures, e.g. 62% but spell out the words percent or percentage when they occur without figures.

iv. *Time*

Use the 24-h clock, e.g. 07:30 h, 23:45 h, etc

v. *Date*

Use the form 22 January, not 22nd January, January 22 or January 22nd

vi. *Year*

- Write in the 1990s not in the 1990's
  For two calendar years write 2001-02, not 2001 02, 2001-2 or 2001-2002.

  a) For single non calendar years, i.e. parts of two years or seasons that extended over two years, write 2001/02 not 2001 2, 2001-02 or 2001-2002.

  b) For two non- calendar years, write 2000/01- 2001/02.

vii. *Local terms*

If local or unfamiliar terms are used, e.g. for plant or animal species, food products, etc give the scientific names in italics or a description when terms are first used.

viii. *Abbreviations/Acronyms*

a. Where it is wished to use abbreviations/Acronyms of organisations, technical terms etc., spell them out in full the first time they occur, followed by the abbreviation/acronym in brackets, e.g. Open University of Tanzania (OUT). Thereafter use the abbreviation only. Never begin a sentence with an abbreviation even if it has been spelled out in full already.

b. It is usual to omit full stops, e.g. write USA, not U.S.A., PhD not Ph.D., FAO not F.A.O.

c. It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually the candidate will have collected more data than what he/she had anticipated. Part of his/her Doctoral or Master's training is to be able to select what should go into thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master's and Ph.D. dissertations/thesis.

At the Open University of Tanzania the upper limit length for the dissertations/thesis should be as follows:

a. Master's dissertations: 200 pages with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.

b. Master's thesis: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.

c. Ph.D. thesis: 500 pages with a tolerance of 10% above this limit i.e. up to 50 extra pages, appendices and footnotes included.

- Under very special circumstances, limits exceeding those set above may be allowed, if approved by Postgraduate Studies Committee and Senate, with reasons for exceeding the limits clearly stated.

2. INITIAL SUBMISSION

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 for Ph.D.'s) submitted for examination, should be in loosely bound form.

3. FINAL SUBMISSION

a. After satisfactorily completing all the corrections recommended by examiners under supervision of the supervisor, the candidates MUST submit one loose bound copy to the Coordinator of Postgraduate Studies for checking the quality of the document and compliance to OUT regulations before sending it for hard binding.

Candidates shall submit five or six copies (in case of Master's and Ph.D. candidates, respectively) of fully hard bound theses/dissertations to the secretariat, Postgraduate Studies Committee. Each copy shall be bound black.

b. The spine shall be embossed in gold, bearing:

i. the surname and initials of the candidate.

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        ii. the degree for which the thesis/dissertation has been submitted, and

        iii. the year of degree award.

    c.   The writing on the spine shall read from the bottom to the top.

    d.   The front cover of the bound volume shall be printed in gold letters. The content printed on the front cover shall be the same as the title page.

4.   In case of a need for further clarification or additional advice on preparation of dissertations/theses, candidates should consult the Director of Postgraduate Studies, The Open University of Tanzania.

Appendix VI
THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES

OVERALL THESIS EXAMINATION ASSESSMENT FORM

ASSESSMENT OF THE DISSERTATION/THESIS

S/N	Assessment criteria	Maximum score	IE	EE	AV
1.	Background of information	13			
2.	Statement of the problem	8			
3.	Research objectives and research questions/hypothesis	7			
4.	Literature review	10			
5.	Methodology	15			
6.	Data presentation and analysis	10			

7.	Conclusion and recommendations	7			
8.	Mastery of fundamental knowledge in the area of research	10			
9.	Imagination and originality of thought	10			
10.	Ability to draw reasoned conclusions from a body of knowledge	10			
Grand total		**100**			

Key**: IE** (Internal Examiner), **EE** (External Examiner), **AV** (Average)

.

APPENDIX VI: VIVA VOCE FORM

SUMMARY OF RECOMMENDATION ON PhD DEGREES THESIS

Name of Candidate: ………………………………………………………….
Faculty: ………………………………………………………………….........
Degree registered for: ……………………………………………………………
Title of thesis: ……..………………………………………………………

EXAMINER'S RECOMMENDATION

	EXAMINER'S RECOMMENDATION	Tick (√)
1.	Thesis PASSES AS IT IS (no revisions or typographical corrections required)	
2.	PASSES SUBJECT TO typographical corrections and other minor changes* (list the errors/changes on separate sheet)	
3.	PASSES SUBJECT TO substantial corrections and reversion as indicated in the examination report*	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following (specify): (a) Additional data collection...................…………………… (b) Additional analysis ....……………………………….... (c) Additional literature review.. (d) Re-writing ....………… ………………………..... (e) Others specify on separate sheet)...	
5.	Thesis NOT ACCEPTED for a PhD award BUT may be RESUBMITTED in a revised form for Masters Degree Award	
6.	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

Please tick in appropriate column
*Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.

* Substantial correctionsrefer toone or more following: No conceptual or theoretical framework, re-stated problem statement, objective not clear, poor justification or research method, sampling technique not clear, data not related to analysis etc.

Name of Examiner …………………………………………………….
Signature ……………………………………………………………
Date …………………………………………………………………

.

APPENDIX VII: POSTGRADUATE STUDENTS ACADEMIC PROGRESS REPORT FORM

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF POSTGRADUATE STUDIES

P.O. Box 23409
Dar es Salaam, Tanzania
http://www.openuniversity.ac.tz

Tel: 255-22-2666752/2668445 ext.100
Fax: 255-22-2668759
E-mail: dpgs@out.ac.tz

POSTGRADUATE STUDENTS ACADEMIC PROGRESS REPORT FORM

(To be filled and submitted, once very six months by all registered postgraduate students)

PERIOD COVERED: FROM ……….……………………..… TO ……….………….………DATE

A   CANDIDAT'S PARTICULARS
1. Name of Candidate :….……….………….………………..….………………………........
2. Registration No.………….………….………………………………………………..
3. Address: ……….…………….…………….……… Mobile No ……………….…..……..
Email: …….………….……………………………………………………….……….……
4. Degree Proposed: …….…..………..….……………………………………….…..…….

……....……………………….……………………………………………………
5. Nature of Programme: By Thesis OR Coursework and Dissertation
………………………………………………………………………………………
6. Research Topic: ….………….……………….……………………………………………
7. Department, Institute and Faculty ……………………………………………..….………
………………………………………………………………………………………

B   SECTION TO BE COMPLETED BY A CANDIDATE

I have done the following for my dissertation / Thesis

	Nothing	About a Third	Half way	Nearly completed	Completed
Literature Review					
Designing of Methodology					
Getting Supplies for Study					
Data Analysis					
Writing of Dissertation					

.

Presentation of the Seminar(s)					
Submission of required articles					
Submission					

Candidate's Comments: ………………………………………………………..………………..

Candidate's Name……………………………………………………………………………..
Signature ………………………………………………………………………………………
Date ……………………………………………………….…………………………………...

C   SECTION TO BE COMPLETED BY SUPERVISOR

1	(a) (b) (c)	When did you last meet with the candidates? …………………………………………..………………………………………… …………………………… How often have you met the candidates during past 6 months? ………………………………………………………………………… If you have not met, comments on the reasons …………………………………………..………………………………… ………………………………………………………………………………… ………………………………………………………………………………… …………………………………………………………………………………
2		When did you begin supervising the candidate? Date ……………………… Month ………………………… Year………………………
3		If you have just been appointed the candidates' supervisor, did the previous supervisor hand you any report on the candidates Explain …………………………………………………………………………..………… ……
4	(a) (b) (c) (d)	What progress has the candidate made? …………………………………………..… Literature review ……………………………………………..…………………………... Field work / data collection …………………………………………………………….. Preparation of thesis / dissertation draft …………………………………...……... Others ………………………………………………………………………………..
5	(a) (b) (c) (d)	Is the candidate making satisfactory progress? ………………………………………… Will he / she be able to complete the study on time? ………………………………….. Will he / she need time extension? ………………………………………………….. If the answer above is yes how long? ………………………………………………… …………………………………………………………………………………………..
6		Any other remarks……………………………………………………………………… Name and signature of supervisor ………………………………………………….. Date ………………………………………………………………………………………..

D   SECTION TO BE COMPLETED BY THE HEAD OF DEPARTMENT

.

Comments on the report by the Supervisor (s)

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

E   **SECTION TO BE CONMPLETED BY FACULTY / INSTITUTE, DEAN / DIRECTOR**

1.   Comment briefly on the supervisor's / Head of Department's report

…………………………………………………………………………………………………

2.   Has the candidate requested up-grading status of his / her thesis?

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

3.   Any other remarks?

…………………………………………………………………………………………………

   …………………………………………………………………………………………………

…………………………………………………………………………………………………

4.   Name and signature of the Faculty / Institute Dean / Director

Name……………………………………………………………………………………………

Signature: …………………………………………………………………………………….

Date……………………………………………………………………………………………

F.   **SECTION TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

  1. The candidate has paid all /part /not paid his / her fees (information from Bursar's Office)

  2. Other remarks: ………………………………………………………………………

…………………………………………………………………………………………………

.

Name: …………………………………………………………………………………

Signature: ……………………………………………………………………………..

Date: …………………………………………………………………………………

NB: Delete whichever is not applicable

F. SECTION TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES

3. The candidate has paid all /part /not paid his / her fees (information from Bursar's Office)

4. Other remarks: …………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………

Name: …………………………………………………………………………………
Signature: ………………………………………………………………………………
Date……………………………………………………………………………………

NB: Delete whichever is not applicable

.

APPENDIX VIII: **NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION AND EXAMINATION ARRANGEMENTS**

(To be completed in Triplicate)

SECTION A: TO BE COMPLETED BY THE CANDIDATE

1) Name in full: …………………………………………………..
2) Registration Number……………………………………………..
3) Telephone No: …………………………………………………..
4) Email Address: …………………………………………………..
5) Department: ....
6) Faculty/Institute:...…
7) Degree registered for: ....
8) Mode of Learning (ODL, Evening, Executive)..................................
9) Registration date (Note that you may be allowed to submit your Thesis for examination only if you remain with not more than six months to the minimum period of the programme which is three years for PhD and two years for Master programs): ……………………….
10) Date when oral presentation of the proposal was made: …………
11) Number, dates, places and titles of seminar presentation (Note that it is mandatory that a candidate gives at least one seminar presentation before submitting the Thesis): Indicate whether it was a local seminar event (e.g. departmental, faculty seminar series etc.) or an international seminar event.

i)   a)   Date:...
       b)   Seminar title: ....
       c)   Place: ....

ii)   Date: ……...

b)   Seminar title: …………………………………………….....

c)   Place: ....

(10) Number and titles of published papers in Journals or Conferences (Indicate dates and places):
      i) …………………………………………………………..

      ii) ………………………………………………………….

      iii) …………………………………………………………

(11) Have you attached your TWO most recent progress reports forms? (Tick one)
   (a) YES (b) NO If the answer in 10 above is 'NO' give reasons

      …………………………………………………………………

(12) Approved title of thesis/dissertation: ……………………………

(13) Names of Approved Supervisor(s)

.

   i)   ....

Email Adresss: ……………………………………………………..

  Mobile phone number: ………………………………………………

   ii)   ....

Email Adresss: …………………………………….…………………

Mobile phone number: ……………………………….…………

CANDIDATE DECLARATION

(13) I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of ………………….......................... Degree and I intend to submit my Thesis for examination within the coming three months.

Date: ....Signature of student: ....

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

(14) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within 3 months from now.

First Supervisor's Name……………………………………......................

Signature: ....Date: ....

Second Supervisor's Name: …..………………………………………

Signature: ....Date: ....

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

After consultation with supervisor(s) of the candidate, I propose that the following be considered for appointment, as examiners for the candidate's thesis/dissertation:

(a) Potential External Examiners

(i) Name: ....………….…………….....
Postal Address: ....

Email address……………………………………………...............

Mobile phone number: ………………………………….................

Landline phone number: …………………………….....................

Curriculum Vitae (attach)

(ii) Name: ……………………………………………….............

.

Postal Address: ....

Email address…………………………………………….............

Mobile phone number: ………………………………….................

Landline phone number: …………………………….....................
Curriculum Vitae (attach)

 (b) Proposed Internal Examiners

        (i) Name: ....………………

Postal Address: ....

Email address…………………………………………...........

Mobile phone number: ………………………………...........
Landline phone number: …………………………….......................
Curriculum Vitae (attach)

(ii) Name: Postal Address: ....

Email address……………………………………………....

Mobile phone number: ………………………………...............

Landline phone number: …………………………….................
Curriculum Vitae (attach)

Name: (HoD): …………………………………………………

Signature………………………………… Date………………………

SECTION D: RECOMMENDATION BY THE FACULTY DEAN

Faculty Name: ……………………………………………………..

Comments of the Dean Recommended/Not Recommended

 …………………………………………………………………..

Name ……………………………………………………..........

Signature ……………………………… Date: ………………………

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SECTION E: TO BE COMPLETED BY THE DIRECTOR OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES

 i) I recommend submission and proposed examination arrangement

ii) I do not recommend submission and proposed examination arrangement for the following reasons:
…………………………………………………………………………………….……
Name …………………………………………………….……………….……………………

Signature ………………….....................Date: …………….................................

SECTION F: TO BE COMPLETED BY DVC ACADEMIC
i) I approve recommended submission and examination arrangement

ii) I do not approve recommended submission and examination arrangement for the following reasons:
……………………………………………………………………………………………………

Name …………….…………….………………………........................

Signature ……………………………….…Date: ……………………

APPENDIX IX: POSTGRADUATE PROGRAMMESTHE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF POSTGRADUATE STUDIES

P.O. Box 23409 Fax: 255-22-2668759
Dar es Salaam, Tanzania,
http://www.out.ac.tz

Tel: 255-22-2666752/2668445 ext.100
Fax: 255-22-2668759,
E-mail: drps@out.ac.tz

OUT/PGS-F1

APPLICATION FORM FOR ADMISSION INTO
POSTGRADUATE PROGRAMMES

1. Applicants are required to submit **TWO COPIES** of this application form.
2. **Certified copies of certificates and associated transcripts** must be attached to and submitted with the completed form**. Any application not accompanied by the required documents will neither be processed nor acknowledged.**
3. All applications must be accompanied by an OUT receipt or a Bank Pay-In Slip showing that an **application fee** of **30,000 Tanzanian Shillings** for Tanzanian citizens has been paid to the **Research and Consultancy Account No. 0111 0101 5604** and **30 United States Dollars** for international applicants **to be paid to NBCForex Current Accountno. 0111 0500 0670.**
4. The **two copies** of the filled application form and the indicated attachments should be returned directly to:

> **Director of Research, Publications and Postgraduate Studies**
> **The Open University of Tanzania**
> **P. O. Box 23409**
> **Dar-es-Salaam**
> **TANZANIA**
> **or Email to: drps@out.ac.tz**

SECTION A: TO BE COMPLETED BY THE APPLICANT
a)   Fill in spaces provided and tick appropriate box

1. Surname (Block Letters)…….……………………………………………………
2. Other Names …………………………………………….....................................
3. Present Address ……………………………………………………………….........
    …………………………………………………………….......................................
    Date of Birth   …………..…………………………………….....................

    Country of Birth …………..…………………………………………….

    Nationality   …………..…………………………………………………

    Citizenship   …………..…………………………………………

4. Telephone No …………..……..……………. E-mail ……………..…...........

5. Sex: Male [   ]   Female [   ]

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6. Marital Status: Single [ ] Married [ ]

7. Present Employer: …………..……….……………………………………

8. Employed as: ………..…………………………….……………….…………….

9. Financial Sponsor: ………..……………………………………...............

b) Programmes, offered under different facilities are as indicated below, please tick appropriate box.

I.   FACULTY OF EDUCATION

S/N	PROGRAMME	
1	Postgraduate Diploma in Education (PGDE)	
2	Masters of Education by Thesis (M.Ed)	
3	Masters of Education in Open Distance Learning (M.Ed. ODL),	
4	Masters of Education in Administration, Planning, Policy & Studies M. Ed (APPS	
5	Postgraduate Diploma in Curriculum Design and Development (PGDCDD)	
6	**Doctor of Philosophy in Education. (Ph.D)**	

II.   FACULTY OF LAW

S/N	PROGRAMME	
1	Postgraduate Diploma in Law(PGDL)	
2	Master of Law by Course Work & Dissertation(LLM)	
3	Master of Law by Thesis (LLM)	
4	Master of Law in Information Technology & Telecommunications(LLM IT & T)	
5	Master of Law in International Criminal & Justice (LLM ICJ)	
6	**Doctor of Philosophy in Law (Ph.D)**	

III.   FACULTY OF SCIENCE, TECHNOLOGY & ENVIRONMENTAL STUDIES

S/N	PROGRAMME	
1	Master of Science in Biology by Thesis (M.Sc Biology)	
2	Master of Science Botany by Thesis (M.Sc Botany)	
3	Master of Science in Chemistry by Thesis (M.Sc Chemistry)	
4	Master of Science in Environmental Studies (MES)	

5	Master of Science in Human Nutrition by Thesis (M.Sc Human Nutrition)	
6	Master of Science in Physics by Thesis (M.Sc Physics)	
7	Master of Science in Zoology by Thesis (M.Sc Zoology)	
8	Master of Environmental Studies by Thesis (MES)	
9	**Doctor of Philosophy(PhD) in Mathematics, Chemistry, Physics, Zoology, Botany, Biology, Environment Studies and Human Nutrition**	

IV.   FACULTY OF BUSINESS MANAGEMENT

S/N	PROGRAMME	
1.	Postgraduate Diploma in Business Studies (PGDBS)	
2.	Masters of Business Administration (MBA)	
3.	Master of Business Management Transport and Logistics Management (MBA T & LM)	
4.	Masters of Human Resource Management (MHRM)	
5.	Masters in Project Management (MPM)	
6.	MBA by Thesis	
7.	**Doctor of Philosophy (Ph.D)**	

V.   FACULTY OF ARTS AND SOCIAL SCIENCES

S/N	PROGRAMME	
1	Master of Social Work (MSW)	
2	Master of Science in Economics (MSc. Economics)	
3	Masters in Community Economic Development (MCED)	
4	Master of Arts in Tourism Studies *(MATS)-Thesis*	
5	Masters of Arts in History (*MA History*)	
6	Master of Arts in Natural Resource Assessment and Management *(MANRAM)*	
7	Master of Arts in International Development and Cooperation *(MA ICD*	
8	Masters of Science in Humanitarian Action, Cooperation &Development *(MSc HACD)*	
9	Master of Arts in Governance and Leadership (*MA GL)*	
10	Master of Arts in Kiswahili (*MA Kiswahili)*	

11	Master of Arts in Linguistics (MA Ling)-Thesis	
12	Master of Arts in Geography (*M.A. Geography)-Thesis*	
13	Master of Arts in Economics *(M.A. Econ))-Thesis*	
14	Post Graduate Diploma in Social Work *(PGDSW*	
15	Postgraduate Diploma in Policy Studies- Distance	
16	Master of Arts in Sociology Hybrid	
17	Master of Arts in Monitoring and Evaluation	
18	Master of Arts in Gender Studies	
19	**Doctor of Philosophy (PhD) in**	

10.   Indicate preferred mode of study:
Course work and Dissertation   hesis
(If you selected 'Thesis', skip item no. 12 below)

11.   Indicate preferred mode of course work study:
Coursework   Thesis

12.   Educational Background and other professional qualifications
(Start with the most recent award)

Title of Award	Specialization	Name of Institution	Date Obtained	Award Classification	Duration (Years)

13.   Professional and/or Employment Experience

Name of Organization	Duration of Employment	Title or Position held	Job Description

14.   If you intend to do a Master or Ph. D degree by thesis you will be required to submit a research proposal based on the guidelines given in part C. In addition, you may propose name(s) and provide contacts of potential supervisors to supervise your research if you are admitted into the applied programme.

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Proposed supervisors:

(i)	Name	……..
(ii)	Address	……...
	Telephone(s) no.(s)…	…...
	Email address(s)	....
(ii)	Name	………...
	Address	....
	Telephone(s) no.(s)	....
	Email address	....

15. Name two persons who are prepared to be your referees as a potential postgraduate student in your respective field of study.

(i)	Name	....
	Address	....
	Telephone(s) no.(s)	....
	Email address(s)	....
(ii)	Name	………...
	Address: ……..	
	Telephone(s) no.(s)	....
	Email address(s)	…..

Signature of applicant: ……....………...…. **Date:** ………………....................

Section B: To be Completed by the Employer and/or Sponsor
(To be filled even if the employer is not sponsoring the applicant)

1   Has the applicant been confirmed in his/her employment? YES/NO*
2   How long has the applicant been in service? ……………..………………
3   If the applicant gains admission, will you release him/her for studies?   YES/NO*
4   If the applicant gains admission, will you support him/her financially?   YES/NO*
5   Any other remarks: ……………………………………………………………

Signature of employer/sponsor: ……………………………Date ...………………......

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APPENDIX X: GUIDELINES FOR PREPARATION OF A TENTATIVE RESEARCH PROPOSAL FOR REGISTRATION TO A MASTER DEGREE BY THESIS OR Ph. D DEGREE

NOTE: *These guidelines are only for those applying for a degree program done purely by thesis (research) without any course work.*

Title page
The title page should include the following
Name of Candidate: --
Name(s) of Supervisor(s): --
Dept. and Faculty/ Institute: --
Proposed Degree: --

Title: Give a title to the research proposal. The wording of the title should be short, comprehensive and clear; and should reflect fairly accurately the research problem. It is advisable to identify key words, issues of the research and evaluation variables when formulating the title. Please note that page number should not appear on this page.

Abstract
The abstract should be presented on the page just after the title page. This should summarize the contents of the whole proposal in not more than 300 words; it should be provided in a single paragraph. This page will bear roman number two (ii). Please note that all numbers should appear on top centre of each page.

Table of contents
The table of contents should appear just after the abstract. It should indicate page numbers of each item to be found in the research proposal. Pagination should be in roman number, continuing from the abstract.

1.0   Introduction
 Should provide background information to form a setting to the problem of the proposed research. It is in this chapter where the student comprehensively reviews the literature pertaining to the problem to show what other people have published on the problem citing specific authors where appropriate, what gaps of knowledge still exists, and what additional research needs to be done. Often it is useful for the student to divide the introduction section into subheadings such as:

1.1   Back ground to the study
        Provide background information to the problem.This section should not exceed 2
        pages.

1.2   **Statement of the Problem**
        Delineate or identify the problem. This should not exceed one and half page.

1.3   Objectives
Spell out themain objectiveand specific objectives of the study
The applicant should show the principal objectives of the intended research, outline what gaps of knowledge will be filled through the research, and what advances will be made when

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the research plan is executed. Provisional hypotheses should be presented, if already formulated.

1.4   Questions

The student may choose to use either research hypotheses or research questions; however depending on the nature of the study the researcher may opt to use both. Where the student chooses to use hypotheses he/she shouldprovide both null and alternative hypotheses. For every hypothesis, variables to be tested should be clearly stated. Where the student opts to use research questions he/she should use action verbs to ensure that specific objectives are measurable.

1.5   Literature review

Focusing attention on the relevant literature on the problem, including methods, findings by other researchers and identification of gaps in knowledge.This chapter should also include theoretical and empirical frame work. A framework is a collection of interrelated concepts, theories not necessarily so well worked-out, which guide the research, determining what things should be studied, measured, and what statistical relationships to look for. This section should not exceed 15pgs.

1.6   Research methodology

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

1.7   References

List down the references you cited in the text. These should be listed in an alphabetical order not forgetting to start with author (s) name(s), year, title of the publication, source (eg Journal etc.), volume and pages.

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APPENDIX XI: DISSERTATION/THESIS SUBMISSION FORM

STUDENT INFORMATION

Candidate must provide a CD of the thesis or dissertation, which is intended to be subjected to a plagiarism check.

Name……………………………………………………..…………..…

          First   Middle   Last

Faculty………………......... Department:………………Reg.No…….…

Degree:…………............... Model of Learning…………………...……*ODL, Evening or Executive*
Correspondence address:..
Telephone No...Mobile No.............................
E-mail..

DETAILS OF DISSERTATION/THESIS

Title of the Dissertation/Thesis…………………………...……………

Name of the Supervisor(s)
(i) ....

(ii)……………………………………………………………………

PLAGIARISM ASSESSMENT
(**To be completed by the Director of Research, Publication and Postgraduate Studies)**

Candidate must provide a CD of the thesis or dissertation, which is intended to be subjected to a plagiarism check.

PLAGIARISM TEST
Passed   i.e. Below 30%

Not accepted   i.e. 30% and above

This is to certify that the manuscript submitted by …………….………. with the following details has been processed using plagiarism software and it is acceptable/Not Acceptable for submission as a thesis / dissertation.
Name: …………………………………………………………………
Signature………………………………… Date…………………………

CANDIDATE DECLARATION

I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of ……………....................... Degree.

Date: ....Signature of student: ....
THE OPEN UNIVERSITY OF TANZANIA CHARTER
The Open University of Tanzania Charter was granted in 2007. The Charter replaces the Act of parliament of 1992 that established the Open Universitry of Tanzania that was repealed by

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the Universities Act of 2005. Since January 2007, the Open University of Tanzania is governed by the Charter and Rules 2007.