

PROSPECTUS 2020/2021



The Open University of Tanzania

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DAR ES SALAAM, TANZANIA

PROSPECTUS 2020/2021

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City Corporate Branch
P.O. Box 9062, Dar es Salaam.
Tel. +255 (0)22 2112123

CRDB Bank,
Kijitonyama Branch
P.O. Box 34654, Dar es Salaam
Tel. +255 (0)22 2771987

National Microfinance Bank
P.O. Box 9031,
Dar es Salaam

SENIOR OFFICERS OF THE OPEN UNIVERSITY OF TANZANIA

CHANCELLOR

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

VICE CHANCELLOR

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

DEPUTY VICE CHANCELLOR (ACADEMIC)

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

DEPUTY VICE CHANCELLOR (RESOURCE MANAGEMENT)

Prof. George Oreku: BSc. Computer Science (Ukraine); MSc. Computer Science (Ukraine); PhD Computer Science (People's Republic of China); Post-Doctoral Economic Sciences and Information Technology (South Africa)

DEPUTY VICE CHANCELLOR (LEARNING TECHNOLOGY & REGIONAL SERVICES)

Prof. Alex B. Makulilo: LL.B (UDSM) (Hons), LL.M ICT (OSLO), Ph.D. (Bremen), Postdoc (Bremen)

SECRETARY TO COUNCIL

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

MANAGER TO THE VICE CHANCELLORS OFFICE

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

DIRECTOR OF PLANNING AND DEVELOPMENT

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

DIRECTOR OF COMMUNICATION AND MARKETING

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

DIRECTOR OF FINANCE AND ACCOUNTS

Mr. Azimio J. Taluka: ADA (IFM), CPA (T) (NBAA), M.Sc. (Finance) (Strathclyde, UK)

DIRECTOR OF HUMAN RESOURCE MANAGEMENT

Mr. Francis Badundwa: B.A (Political Science & Public Administration), UDSM; MSc HRM (MZUMBE)

DIRECTOR OF EXAMINATION SYNDICATE

Dr. Said Ally: B.Sc. (Computer Sc.). (Hons) UDSM; M.Sc. (Computer. Sc.) OUT; Ph.D. (Computer Sc.) OUT.

DIRECTOR OF POSTGRADUATE STUDIES

Prof. Hossea Rwegoshora: Dipl (Ed) Morogoro TTC, B.A. (Hons), MA, UDSM; M.A. (Development Studies), Institute of Social Studies, Netherland, Ph.D., Johannes Kepler, Austria.

DIRECTOR OF RESEARCH AND PUBLICATIONS

Prof. Emanuel S.P. Kigadye: Dipl. Clinical Medicine (BUCHS); B.Sc. (Hons), M.Sc., Ph.D. Zoology (UDSM)

DIRECTOR OF QUALITY ASSURANCE AND CONTROL

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

DIRECTOR OF UNDERGRADUATE STUDIES

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

DEANS OF FACULTIES

Faculty of Arts and Social Sciences

Dr. Felician Mutasa: B.A. (Econ) UDSM, M.A. (Public Administration) Carleton, M.A. (Economic Policy and Planning) (ISS, The Hague). Ph.D. (Econ) UDSM

Faculty of Business Management

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

Faculty of Education

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

Faculty of Law

Dr. Rindstone Bilabamu Ezekiel: BTh (Tuma), LL.B (Hons); LL.M (University of Dar es Salaam); Ph.D (OUT)

Faculty of Science, Technology and Environmental Studies

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

DIRECTORS OF INSTITUTES

Institute of Continuing Education:

Dr. Harieth Hellar Kihampa: B.Sc. (Ed); M.Sc. (UDSM); Ph.D. (Antwerp, Belgium)

Institute of Educational and Management Technology:

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

Director of Library Services

Dr. Athumani S. Samzugui: B.A., M.A. Library & Information Science (St. Petersburg State Institute of Culture (Russia); Ph.D. (OUT)

DIRECTORS OF REGIONAL/COORDINATION CENTRES

CENTRE	DIRECTOR
Arusha	Mr. Marcel S. M. Masalu: Dip.Ed. (DTC), B.Sc. Food Science (SUA), PGDE (UDSM), MBA (SUA)
Bungo,	Dr. Josephat Saria: Dip in Education: B.Sc. Chemistry (OUT) M.Sc. Chemistry UDSMPHd(Env): Mexco
Dodoma	Dr. Selemam Ismail: Dipl.Ed (Klerruu); BSc., MSc. Maths & Computational Science (NM-AIST); PhD. Applied Maths. & Computational Science (NM-AIST))
Ilala	Dr. Bahati Mbilinyi: B.Sc HEHN (SUA); MIDS (Dar); MEED (Dar); PhD (Dar, Sweden)
Iringa	Ms. Nasra H Ally BA Ed(UDSM); MA Kiswahili(UDSM);
Geita	Mr Ally Ally Abdu: BA-AF (MUCCoBS) CPA (T) NBAA MPM (OUT)
Kagera	Mr. Christopher Faustine: B.Sc. Biology; M.Sc. Botany (UDSM)
Katavi	Dr. Juma Matonya: Bsc Horticulture Sokoine University, MBA OUT, PhD OUT
Kigoma	Mr. Ally A.M. Abdallah: LL.B (OUT); LL.M (Mzumbe)
K'njaro	Mr. Erick Gabriel: LL.B (Mzumbe); LL.M (Stellenbosch, South Africa)
Kinondoni	Dr. Hyasinta C. Kessy; Dip. Agr (MATI Ukiriguru); Dip.Ed (Monduli); Dip. Ed. Manangement Administration; B.Ed (UDSM); MA(UDSM); PhD (OUT)

Lindi	Ms. Neema Paul Magambo: B.Sc. Ed. (UDSM), M.Sc. Environmental Science (OUT)
Manyara	MrAhmed Idd Mussa BA(Ed) UDM:BA(PA OUT),MA (PA.) UDSM
Mara	Dr. Asha Katamba: BBA(Islamic University Uganda; MA(Glasgow0.; PhD (Notingam)
Mbeya	Mr.Ayoub Maulana ::Zanzibar University,LLM I(OUT)
Morogoro	Dr Ms. Wambuka Rangi: B.Sc. (SUA); M.A. Rural Development (SUA)
Mtwara	Msafiri Njoroge: B.COM UDSM.; MA(IT) UDSM ,Ph.D UDSM)
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Njombe	Dr. Bilhuda M. Msangi: Dip.Ed. (Marangu); BEd (UDSM); MA (UDSM); PhD (OUT)
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Ruvuma	Dr. Frank E. Julius: Dip Ed., B.A. Ed., M.A. Linguistics, Ph.D. (UDSM)
Shinyanga	Ms. Agatha Mgogo: BSC Ed, (UDSM) M.A Ed (UDSM)
Simiyu	Mr. Raphael J. Mokoki: BED(ADE), (UDSM) M.A Ed (UDOM)
Singida	Dr. Cosmas B.M. Haule: Dip. Ed (Korogwe); B.Ed (UDSM); M.Sc (SUA); Ph.D (SUA)
Songwe	Mr. Lusekelo Mwanongwa: Dip. Ed (Korogwe),BEd (UDSM); M.A. Ed (UDSM)
Tabora	Dr. Kairembo, Romwald J.: B.A(Ed.) OUT; M.A (Ed.) UDSM; Ph.D (OUT)
Tanga	Ms Hafidha Hatibu.; BED(ADE) UDSM), MA (ED) UDSM, ME (ODL) OUT
Pemba	Mr. Nassor A. Suleiman: Dip Ed. (Nkuruma), BA Ed. (SUZA), MA History (UDSM)
Zanzibar	Dr Salma O.Hamad: BA Ed. (SUZA, Zanzibar); MA (Linguistic) UDSM:Phd SUZA Zanzibar
Tunduru	Andrew I. Komba: BA Ed, Postg. Dip Curriculum Design and Devlp (OUT)
Kahama	Mr. Oscar Damas: BED.COM (UDOM)

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 Studies, Directorate of Quality Assurance and Control, Directorate of Postgraduate Studies, Directorate of Research and Publications, the Directorate of Communications and Marketing and Directorate of Library Services. 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 Studies, as well as the Institutes of Continuing Education and the Institute of Educational and Management Technologies.

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY

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

Information for specific programme click the link below

[FASS programme link](#)

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 Cooperation and 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 Library Information Information Management (MLIM)
Doctor of Philosophy (Ph.D.)

Information for specific programme click the link below

[FBM programme link](#)

Faculty of Business Management

Certificate in Entrepreneurship, Certificate and Diploma in Accounting, Procurement and Supply, and Business Administration

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*)

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.*)

Information for specific programme click the link below

[FED programme link](#)

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*)

Postgraduate Diploma in Technical and Vocational Teacher Educator (*PGD TVTE*)

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*)

Master of Education in Quality Management (*M.ED QM*)

Doctor of Philosophy (*PhD*)

Information for specific programme click the link below

[FSTES programme link](#)

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 in Information and Communication Technologies (*B.Sc. ICT*)

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)
Master of Science in Information Technology Management (MSc ITM)
Master of Science in Computer Science (MSc CS)
Doctor of Philosophy (Ph.D.)

[FLAW programme link](#)

Bachelor of Laws (LL.B)
Postgraduate Diploma in Law (PGDL)
Master of Laws by Thesis (LL.M Thesis)
Master of Laws (Course Work and Dissertation) (LL.M C& D))
Master Of Laws In Information and Communication Technology Law (LLM - ICT Law)
Master of Law in International Criminal Justice (LL.M -ICJ)
Doctor of Philosophy --Ph.D. (Law)

Institute of Continuing Education

Secific information for specific programme click the link below

[ICE programme link](#)

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 (DLIS)
Diploma in Primary Teacher Education (DPTE)

Institute of Educational and Management Technologies

[IEMT programme link](#)

Advanced Computer Applications
Basic Computer Applications
Computer Maintenance and Repair
Data Analysis with SPSS
Digital Marketing and Social Media Strategy
Graphic Design
IT Essential I & II

DIRECTORATE OF UNDERGRADUATE STUDIES

ADMISSION REGULATIONS 2020 - 2021 ACADEMIC YEAR

1. The Open University of Tanzania (OUT) is an Open and Distance Learning higher education institution, which offers various certificates, diplomas, and degrees programmes in a wide range of fields. Information about programmes on offer is available on the university's web page <http://www.out.ac.tz> and OUT prospectus.
2. **Application fee:** Application for admission at OUT is free of charge.
3. **Admission cycles:** The OUT has four admission cycles. The first admission cycle is October 2020. Other three admission cycles shall be January, April and July 2021 respectively. Applicants selected to study in any admission cycle will be admitted according to dates approved by Tanzania Commission for Universities (TCU).
4. **Documents required for application:** Any applicant applying for admission at the OUT must have form four index number, form six index number, Award verification number (AVN) from Nation Council for Technical Education (NACTE for Diploma holders, National Identity Number (NIDA), AVA certificate from VETA graduates. For applicants applying degree by using prior degree certificates must submit their certificates. All applicants completed their form four and form six studies from 1987 backwards must submit their certificates. Likewise, applicants with NTA level 5 must submit their certificates to dugs@out.ac.tz.
5. **Foreign certificates:** Applicants with foreign certificates must use equivalence translation number during application. The equivalence can be obtained from National Examination Council of Tanzania (NECTA) for form four and six holder; National council for Technical Education (NACTE) for ordinary Diploma and certificates; Tanzania Commission for Universities 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 any way in that processes. Any application with foreign certificate without equivalence to Tanzanian standards will not be processed.
6. **Names;** Applicants must use names as they appear in their form four certificates only.
7. An Application for admission must be done through Online Application System (OAS) of the OUT. The OAS is available at www.out.ac.tz in the undergraduate

window. Applicants are required to complete all sections of the online application system.

8. An applicant must read user guide carefully before applying online. Online application user guide is available at (<http://196.216.247.245/uploads/stepbystep.pdf>). In case of problem, the application may be done by filling an application form available at <https://www.out.ac.tz/undergraduate/> and any OUT regional centre. A dully-filled application form should be sumitted directly to any nearest OUT Regional centres available all over the country and at designated centres outside Tanzania for online processing.
9. **Admission processes:** Admission processes shall be done in accordance with admission rules as approved by OUT Senate. The selected students shall be submitted to TCU and NACTE for verification.
10. **Announcement of selected students:** Selected applicants shall be announced through OUT website, OUT regional centres and contacts of selected applicants submitted during application.
11. **Reporting at the University:** Selected students are required to report at any nearest OUT regional centre for registration **within 30 days** from the date of commencement of academic year. Any Failure to report to University within required period must be communicated in writing to DVC academic office via dugs@out.ac.tz.
12. **Registration:** The Registration at the OUT considered only 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 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 210,000/= for local student and its equivalence for International students prior course registration. The payment shall be made as per generated control number as prescribed in admission letter. The official receipt for any payment made must be obtained from any OUT nearest regional centre.
- ii) Upon payment, student shall be issued with an account (user name and password) from Student Academic Records Information System (SARIS) for registration. The OUT officials at all OUT regional centres will guide students on how to register online. The SARIS account is used also for examination registration, accessing online academic

materials in the moodle platform, examination results and payment status.

- iii) Student shall be required to register courses for the programme selected in the SARIS available at <http://sis.out.ac.tz/index.php> . Upon registration student must confirm and print invoice. Before registration of courses, students must make sure that have read the OUT prospectus available at www.out.ac.tz and all OUT regional centres.
- iv) Students are required to pay various University fees within given period as prescribed in the invoice.
- v) Upon payment of required fees, a newly admitted student shall be considered as officially registered student of the Open University of Tanzania.

13. Annual Registration

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

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

15. **Change of programme:** Registered students may change programme provided that have entry qualification of the programme wish to study. The change of programme required to be done within two weeks of registration period as required by TCU. A fee of Tanzanian shillings Tsh. 30,000/- for local students and USD 30 or its equivalent to International students will be charged for any request to change programme. Any change of programme is subject to approval by TCU and NACTE.

The student wish to change programme must follow the following procedures.

- i) The student should read entry qualification of the programme wishing to study to establish whether is qualifying for the programme. If admitted student does not qualify into new programme, should not apply for the change of programme.
 - ii) The qualified student 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. All documents must be sent through dvc-ac@out.ac.tz copy to dugs@out.ac.tz, admission@out.ac.tz.
 - iii) Once the documents received by DUGS, will be internally processed and send to the TCU for approval.
 - iv) Student will be informed about the status of the change of programme after the approval of the TCU.
 - v) Change of programme shall be made at the beginning of academic year for first year students only.
 - vi) No change of programme allowed for any continuing students.
16. Admitted students are required to abide with OUT regulations
17. Students may be allowed to change subject combinations after consultation with designated Deans and Directors of The Open University of Tanzania.
18. **Credit transfer:** A student admitted in to a degree programme wish to transfer to OUT for purposes of accumulating credits on a specific subject, module or course or part of it from other higher learning shall be required to fulfil the following conditions:-
- i) Must be registered in any higher learning institution and approved by TCU

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

The Procedure for Credit Transfer at OUT

- (i) Before considered for transfer credit to OUT, the student must meet the admission criteria of the OUT as approved by TCU.
- (ii) Qualified student 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:- academic transcript and releasing letter showing reasons for transfer from releasing University. All relevant academic certificates and AVN numbers for the Diploma holders, official receipt of Tshs 80, 000/= for local and USD 100 for international students. The documents should be sent through dugs@out.ac.tz.
- (iii) Student will be informed of the credit transfer status after the approval of TCU.
- (iv) Credit transfer shall be done application period the beginning of new academic year. The credit transfer documents must be submitted to TCU 21 days before commencement of a particular academic year. No transfer of credits allowed in the mid of academic year.

19. A candidate discontinued on academic grounds at any of the accredited universities in Tanzania may be allowed to apply afresh into another programme.
20. If any candidate previously discontinued from University studies shown to have cheated to gain admission by credit transfer, he/she shall be discontinued from studies.
21. **Change of Names:** Change of names by students after registration 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 form four certificates. The official order of names during registration shall be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, then only those two names shall be used and accordingly the second name in the list will be taken as his/her surname. Only names as they appear in form four certificates will be used consistently.
22. **Duration of Programmes:** The minimum duration for completion of an undergraduate degree programme is THREE years for degrees programmes. TWO years for diplomas and ONE year for certificates programmes. The maximum registration period for an undergraduate degree is 6 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. Any students exceeds registration period shall be de registered from studies at the OUT.
23. **Voluntary de-registration:** Student wishing to de-register from the OUT for any reason must write a letter to DVC academic requesting de registration from the OUT and state reasons for the same. The application letter must be accompanied by clearance form, de registration form, Students identity cards and receipts of all payment made at the OUT. The request to de register must be approved by UGSC and SENATE. Student will be informed after approval of Senate in writing. The student is solely responsible to inform TCU on his de registration from the OUT. **De registration from studies at the OUT must be done at the end of respective academic year only. No de registration allowed in the mid of the academic year.**

ENTRY REQUIREMENT IN TO DEGREE PROGRAMMES 2020-2021 ACADEMIC YEAR

Minimum admission entry requirements in to Degree Programmes

Sn	Category of applicants	Minimum admission entry qualifications
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.
4	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 translated by either NECTA or VETA; AND <ul style="list-style-type: none"> 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
	Foundation Programme of the OUT	A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in respective cluster (Arts, Science and Business Studies) PLUS An Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects OR An Ordinary Diploma from the recognized institution with a GPA of at least 2.0 OR NTA level 5 /Professional Technician Level II Certificate

OPTION I: DIRECT ENTRY

Form six with two principal passes with a total of 4.0 points from Two Subjects defining the admission into the respective programme or Foundation certificate with A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in respective cluster (Arts, Science and Business Studies)

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

Minimum Entry Requirements for Equivalent Applicants – Diploma Holders with 3.0 GPA **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 III

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

ADDITIONAL ENTRY QUALIFICATIONS IN TO DEGREE PROGRAMMES FOR FORM 6 AND FOUNDATION HOLDERS FOR 2020/2021 ACADEMIC YEAR

Open University of Tanzania (OUT), Dar es Salaam						
S/ N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points	Admission Capacity	Programme Duration (YRS)
1.	Bachelor of Arts with Education	OU001	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	300	3-6
2.	Bachelor of Arts in Journalism	OU003	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	200	3-6
3.	Bachelor of Arts in Mass Communication	OU004	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	200	3-6
4.	Bachelor of Arts in Sociology	OU005	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	300	3-6

5.	Bachelor of Arts in Social Work	OU006	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics,	4.0	300	3-6
			Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.			
6.	Bachelor of Arts in Tourism	OU007	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	300	3-6
7.	Bachelor of Business Administration with Education	OU008	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	300	3-6
8.	Bachelor of Education in Special Education	OU010	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	300	3-6
9.	Bachelor of Science in Environmental Studies	OU011	Two principal passes in the following subjects: Agriculture, Biology, Chemistry, Physics, Mathematics, Economics, History or Geography or Foundation Programme of the OUT with a minimum GPA of 3.0 accumulated from six core subjects and a minimum of C	4.0	300	3-6
			grade in three subjects from Biology, Chemistry, Physics, Mathematics, Economics, History and Geography.			

10.	Bachelor of Laws	OU012	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
11.	Bachelor of Science General	OU014	Two principal passes in the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0 in Science cluster.	4.0	300	3-6
12.	Bachelor of Science with Education	OU015	Two principal passes in the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0 in Science cluster.	4.0	300	3-6
13.	Bachelor of Science in ICT	OU016	Two principal passes in the following subjects: Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0 in Science cluster.	4.0	300	3-6
14.	Bachelor of Business Administration (Accounting)	OU017	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
15.	Bachelor of Business Administration (Finance)	OU018	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
16.	Bachelor of Business Administration (Marketing)	OU019	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6

17.	Bachelor of Business Administration (Human Resource Management)	OU020	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
18.	Bachelor of Business Administration (International Business)	OU021	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
19.	Bachelor of Human Resource Management	OU022	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
20.	Bachelor of Education Teacher Educator	OU023	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
21.	Bachelor of Education in Adult and Distance Learning	OU024	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
22.	Bachelor of Education in Educational Policy and Management	OU025	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6

23.	Bachelor of Arts in Economics	OU026	Two principal passes in Economics and in one of the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0 in Business cluster.	4.0	200	3-6
24.	Bachelor of Arts in English Language and Linguistics	OU027	Two principal passes in English Language and in one of the following subjects: History, Geography, Kiswahili, Economics, French, Arabic, Fine Art, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0 in Arts cluster.	4.0	200	3-6
25.	Bachelor of Arts in Kiswahili and Creative Studies	OU028	Two principal passes in Kiswahili and in one of the following subjects: History, Geography, English Language, Economics, French, Arabic, Fine Art, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0 in Arts cluster.	4.0	300	3-6
26.	Bachelor of Arts in History	OU029	Two principal passes in History and in one of the following subjects: Kiswahili, Geography, English Language, Economics, French, Arabic, Fine Art, Commerce, Accountancy or Advanced Mathematics or Foundation Programme of the OUT with a minimum GPA of 3.0 in Arts cluster one of which must be History.	4.0	100	3-6
27.	Bachelor of Arts in Natural Resources Management	OU030	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0 .	4.0	600	3-6

28.	Bachelor of Arts in Population and Development	OU031	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
29.	Bachelor of Arts in Philosophy and Religious Studies	OU032	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	100	3-6
30.	Bachelor of Arts in Public Administration	OU033	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	300	3-6
31.	Bachelor of Arts in International Relations	OU034	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6
32.	Bachelor of Community Economic Development	OU035	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0.	4.0	600	3-6

33.	Bachelor of Library & Information Management	OU036	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0 .	4.0	200	3-6
34.	Bachelor of Science in Energy Resources	OU037	Two principal passes in the following subjects: Physics, Chemistry, Biology, Geography, Advanced Mathematics, Agriculture, Computer Science or Nutrition. If one of the principal passes is not Physics, an applicant must have a minimum of “D” grade in Physics at O-Level. Or Foundation Programme of the OUT with a minimum GPA of 3.0 in Science cluster. In addition, an applicant must have a minimum of “D” grade in Physics at O-Level.	4.0	300	3-6
35.	Bachelor of Science in Food, Nutrition and Dietetics	OU038	Three principal passes in Chemistry, Biology and either Physics or Advanced Mathematics or Nutrition or Geography or Agriculture with a minimum of 6 points, whereby one must have at least a C grade in Chemistry or Nutrition or Agriculture or Biology.	4.0	300	3-6
36.	Bachelor of Science in Data Management	OU039	Two principal passes in the following subjects: Physics, Chemistry, Biology, Geography, Economics, Commerce, Accountancy, Advanced Mathematics, Agriculture, Computer Science or Nutrition or Foundation Programme of the OUT with a minimum GPA of 3.0 or Foundation Programme of the OUT with a minimum GPA of 3.0 accumulated from six core subjects and a minimum of C grade in three subjects from Geography, Economics, Commerce, Agriculture and Accountancy.	4.0	300	3-6

**ADDITIONAL ENTRY QUALIFICATIONS IN TO DEGREE PROGRAMMES FOR
DIPLOMA HOLDERS FOR 2020/2021 ACADEMIC YEAR**

Open University of Tanzania (OUT), Dar es Salaam					
S/N	Programme	Code	Admission Requirements	Admission Capacity	Programme Duration (YRS)
1.	Bachelor of Arts with Education	OU001	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	600	3-6
2.	Bachelor of Arts in Journalism	OU003	Diploma in Journalism, Mass Communication, Radio Broadcasting, Radio Production, Television Production, Theatre and Film, Media Studies, Performing and Virtual Arts, Theatre Arts, Multimedia Technology, ICT, Public Relations or International Relations with an average of “B” or a minimum GPA of 3.0.	300	3-6
3.	Bachelor of Arts in Mass Communication	OU004	Diploma in Journalism, Mass Communication, Radio Broadcasting, Radio Production, Television Production, Theatre and Film, Media Studies, Performing and Virtual Arts, Theatre Arts, Multimedia Technology, ICT, Public Relations or International Relations with an average of “B” or a minimum GPA of 3.0.	300	3-6
4.	Bachelor of Arts in Sociology	OU005	Diploma in Sociology, Social Work, Nursing, Gender Studies, Counselling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education Youth Development Work with an average of “B” or a minimum GPA of 3.0.	600	3-6
5.	Bachelor of Arts in Social Work	OU006	Diploma in Sociology, Social Work, Nursing, Gender Studies, Counseling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education or Youth Development Work with an average of “B” or a minimum GPA of 3.0.	400	3-6
6.	Bachelor of Arts in Tourism	OU007	Diploma in Tourism, Wildlife Management, Culinary Art, Forestry Management, Nature Conservation, Law, Marketing, International Relations and Diplomacy, Environmental Studies, Marine, Hotel Management and Tourism, Logistic and Planning, Clearing and Forwarding, Procurement and Supply, Business Administration, Social Work, Sociology, Range Management, Tour Guide, Human Resource Management, Hospitality, Cultural and Heritage, Youth Development Work or Agriculture with an	300	3-6

			average of “B” or a minimum GPA of 3.0.		
7.	Bachelor of Business Administration with Education	OU008	Diploma in Business Administration, Education, Accounting, Marketing, Procurement, Human Resource Management, Banking, International Business, Business Administration, Financial Management, Economics, Logistics and Supply Chain Management or Finance, with an average of “B” or a minimum GPA of 3.0.	600	3-6
8.	Bachelor of Education in Special Education	OU010	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	600	3-6
9.	Bachelor of Laws	OU012	Diploma in Laws, Law Enforcement, Police science, Criminal Investigation, Law and Sharia, Business Administration, Education Community Development, Cooperative Management and Accounting, Human Resource Management, Industrial Relations, Land Management and Valuation, Library, Records and Information Studies, Local Government Administration, Procurement and Logistics Management, Procurement and Supply, Procurement and Supply Management, Public Sector Finance Youth Development Work, Cooperative Management and Accounting, Business Information and Communication Technology, ICT, Enterprise Management, Library and Archival Studies, Records Management and Archives Administration, Microfinance Management with an average of “B” or a minimum GPA of 3.0.	600	3-6
10.	Bachelor of Science General	OU014	Diploma in Fisheries Science and Technology, Animal Health and Production, General Agriculture, Horticulture, Laboratory Science and Technology, Veterinary Laboratory Technology, Agro-mechanization, Electrical and Electronics Engineering, Mechanical Engineering, Electrical Engineering, Range Management and Tsetse Control, Clinical Dentistry, Clinical Medicine, Water Laboratory Technology, Renewable Energy Technology, Diagnostic Radiography Bee Keeping, Poultry Production and Health Nursing Education with an average of “B” or a minimum GPA of 3.0.	400	3-6

11.	Bachelor of Science Environmental Studies	OU011	Diploma in Environmental Studies, Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology and Water Drilling, Water Laboratory Technology, Irrigation Engineering, Civil Engineering, Water Resource Engineering, Forest Management and Nature Conservation, Mining Engineering, Mineral Processing, Range Management and Tsetse Control, Bee Keeping, Geometrics, Geographical Information System, Transportation Engineering, Wildlife, Forest, Agriculture, Fisheries and Aquatic, Disaster Management Geology and Mineral Exploration or Education with an average of “B” or a minimum GPA of 3.0.	400	3-6
12.	Bachelor of Science with Education	OU015	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	600	3-6
13.	Bachelor of Science in ICT	OU016	Diploma in Information and Communication Technology, Computer Science, Computer Engineering, Electronics, Computing and Information Communication, Software, Auto-electric, Electrical Engineering, Mechanical Engineering, Business and Information Technology, Automotive Engineering Computer Networks, Laboratory Technology, Statistics, Geomatics, Telecommunications Engineering or Library and Information Management with an average of “B” or a minimum GPA of 3.0.	400	3-6
14.	Bachelor of Business Administration (Accounting)	OU017	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax ,Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of “B” or a minimum GPA of 3.0.	600	3-6
15.	Bachelor of Business Administration (Finance)	OU018	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax ,Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of “B” or a	600	3-6

			minimum GPA of 3.0.		
16.	Bachelor of Business Administration (Marketing)	OU019	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax ,Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of “B” or a minimum GPA of 3.0.	600	3-6
17.	Bachelor of Business Administration (Human Resource Management)	OU020	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax ,Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of “B” or a minimum GPA of 3.0.	600	3-6
18.	Bachelor of Business Administration (International Business)	OU021	Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax ,Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement	600	3-6

			and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of “B” or a minimum GPA of 3.0.		
19.	Bachelor of Human Resource Management	OU022	Diploma in Human Resource Management, Diploma in Records Management, Public Administration, Office Management and Secretariat Services, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Secretarial Studies, Local Government Administration, Business Administration, Labor Relation, Public Relation, Criminal Investigation, Law, Police Science, Procurement, Public Sector Financial Management, Education Management, Development Planning, Community Development, Social work, Entrepreneurship Industrial Relations, Counseling Psychology with an average of “B” or a minimum GPA of 3.0.	600	3-6
20.	Bachelor of Education in Teacher Educator	OU023	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	600	3-6
21.	Bachelor of Education in Adult and Distance Learning	OU024	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	600	3-6
22.	Bachelor of Education in Educational Policy and Management	OU025	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	600	3-6
23.	Bachelor of Arts in Economics	OU026	Diploma in Economics, Statistics, Accountancy, Banking and Finance, Community Development, Procurement, Logistics, Public Finance and Management, Customs and Tax Administration, Development Administration and Management, Development Planning with Accounting with an average of “B” or a minimum GPA of 3.0.	300	3-6
24.	Bachelor of Arts in English Language and Linguistics	OU027	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	300	3-6
25.	Bachelor of Arts in Kiswahili and Creative Studies	OU028	Diploma in Education with an average of “B” or a minimum GPA of 3.0.	300	3-6
26.	Bachelor of Arts in History	OU029	Diploma in Education or Cultural Heritage with an average of “B” or a minimum GPA of 3.0.	100	3-6

27.	Bachelor of Arts in Natural Resource Management	OU030	Diploma in Natural Resource Management, Wildlife Management, Land use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Development Planning, Statistics, Environmental Studies, Environmental Health Sciences, Environmental Engineering, Energy Resources, Geology, Mining Engineering, Water Resource Engineering, Mining Engineering or Mineral Processing with an average of “B” or a minimum GPA of 3.0.	600	3-6
28.	Bachelor of Arts in Population and Development	OU031	Diploma in Statistics, Environmental Studies, Development Planning, Demography, Population Studies, Wildlife Management, Land Use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Development planning, Statistics, Social Work, Economics, Environmental Management, Development Studies, Development Economics, Commonwealth Youth Development Work, Distance Education and Open Learning with an average of “B” or a minimum GPA of 3.0.	400	3-6
29.	Bachelor of Arts in Philosophy and Religious Studies	OU032	Diploma in Philosophy, Divinity, Theology, Diploma in Law and Sharia, Dini, Kiarabu and Social studies, Christianity Education, Religious Studies with an average of “B” or a minimum GPA of 3.0.	81	3-6
30.	Bachelor of Arts in Public Administration	OU033	Diploma in Public Administration, Human Resource Management, International Relations and Diplomacy, Marketing and Public Relations, Records Management, Police Science, Criminal Investigation, Local Government Administration, Journalism, Mass Communication, Human Resource Management, Community Development, Social Work, Sociology, Development Planning, Industrial Relations, Law, Secretarial Studies, Youth Work Development, Library and Information Management, Library and Information Studies or Education with an average of “B” or a minimum GPA of 3.0.	400	3-6
31.	Bachelor of Arts in International Relations	OU034	Diploma in International Relations, Public Administration, Political Science, International Relations and Diplomacy, Law, Marketing and Public Relations, Industrial Relations, Social Work, Conflict Resolution, International Business, Community Development, Education, Development Planning, Local Government, Criminal Investigation, Police Science, Strategic Studies, Marketing Management, Commonwealth, Youth Development Work, Sociology or Labour Law with an average of “B” or a minimum GPA of 3.0.	300	3-6
32.	Bachelor of Library and Information Management	OU036	Diploma in Library and Information Management, Journalism and Mass Communication, Library and Information Studies, Records and Archives Management, Public Administration, Human Resource Management, Education, Information Technology, Computer Science, Law or Secretarial Studies with an average of “B” or a minimum	300	3-6

			GPA of 3.0.		
33.	Bachelor of Community Economic Development	OU035	Diploma in Community Economic Development, Gender and Development, Community Development, Economics, Sociology, Social Work ,Police Science, Development Planning, Counseling, Psychology, Community Development, Youth Development Work (CYP), Human Resource, Community Health, Pharmacy, Clinical, Criminal Investigation, Policing, Citizenship, Immigration with an average of “B” or a minimum GPA of 3.0.	600	3-6
34.	Bachelor of Science in Energy Resources	OU037	Diploma in Energy Resources, Geology, Petroleum, Oil and Gas, Automotive Engineering, Geomatics, Mining Engineering, Water Resource Engineering, Forest Management and Nature Conservation or Mineral Processing with an average of “B” or a minimum GPA of 3.0.	300	3-6
35.	Bachelor of Science in Food, Nutrition and Dietetics	OU038	Diploma in Clinical Medicine, Agriculture, Nutrition, Environmental Health, Nursing or Midwifery with an average of “B+” or a minimum GPA of 3.5. In addition, an applicant must have a minimum of “D” grade in the following subjects: Mathematics, Chemistry, Biology, Physics and English at O-Level.	300	3-6
36.	Bachelor of Science in Data Management	OU039	Diploma or Full Technician Certificate (FTC) in Data Management, Computer Science, Information Technology, Computer Engineering, Software Engineering, Auto-electric, Telecommunication Engineering, Electronics, Electrical Engineering, Mechanical Engineering, Business and Information Technology, Automotive Engineering, Computer Networks, Laboratory Technology, Statistics, Geomatics, Statistics with an average of “B” or a minimum GPA of 3.0.	600	3-6

ENTRY REQUIREMENT INTO NON DEGREE PROGRAMMES

1. FOUNDATION PROGRAMME (OFP)

This is a pre-university entry programme offered by the Institute of Continuing Education to suit requirement of various degree programs. Applicants who do not qualify straight away under the degree programme requirements may register for Foundation Programme.

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 CHILDHOOD

- 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 into this programme is open for **IN-SERVICE TEACHERS** only.

3. COMMONWEALTH YOUTH PROGRAMME DIPLOMA IN YOUTH DEVELOPMENT WORK

- i) Advanced Certificate of Secondary Education with a minimum of one principal pass **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 **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**

4. 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 for candidates who are **IN-SERVICE TEACHERS** only.

5. DIPLOMA IN COMPUTER SCIENCE NTA LEVEL 6

- i) NTA Level 4 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 Certificate of secondary education examination with at least four passes or
- ii) NTA Level 5 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 Certificate of secondary education examination with at least four passes **OR**
- iii) Advanced Certificate of Secondary Education Examination (ACSE) with at least one principle pass or
- iv) Professional Technician Level II Certificate with not less than four passes at O level. **Passes in Religious and General Studies are not counted**

6. DIPLOMA IN LIBRARY AND INFORMATION STUDIES

- i) Advanced Certificate of Secondary Education with a minimum of one principal pass or **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 or
- iii) Certificate in Library and Information Studies (NTA level 5) or any relevant field from a recognized Institution with Certificate of Secondary Education with at least 4 passes or
- iv) Relevant professional Technician Level II Certificate with not less than four passes at O level. **Passes in Religious and General Studies are not counted**

7. DIPLOMA IN BUSINESS ADMINISTRATION (NTA LEVEL 6)

- i) Certificate of Secondary Education with at least 4 passes with a **minimum of D** in mathematics
- ii) Basic Certificate in Business Administration (NTA Level 4) with
- iii) Certificate in Business Administration (NTA level 5) or other business related field from any recognized institution **OR**
- iv) Advance certificate of secondary Education with at least one principle pass or
- v) Professional Technician Level II Certificate with not less than four passes at O level. **Passes in Religious and General Studies are not counted**

8. **DIPLOMA IN ACCOUNTANCY (NTA LEVEL 6)**

- i) Certificate of Secondary Education with at least 4 passes with a **minimum of D** in mathematics
- ii) Basic Certificate in Business Administration (NTA Level 4) with
- iii) Certificate in Business Administration (NTA level 5 or other business related field from any recognized institution OR
- iv) Advance certificate of secondary Education with at least one principle pass or three subsidiaries
- v) Professional Technician Level II Certificate with not less than four passes at O level. **Passes in Religious and General Studies are not Counted**

9. **DIPLOMA IN PROCUREMENT AND SUPPLY (NTA LEVEL 6)**

- i) Certificate of Secondary Education with at least 4 passes
- ii) Basic Certificate in procurement and supply (NTA Level 4) and
- iii) Certificate in procurement and (NTA level 5) or other business related field from any recognized institution OR
- iv) Advance certificate of secondary Education with at least one principle pass or
- v) Professional Technician Level II Certificate with not less than four passes at O level. **Passes in Religious and General Studies are not Counted**

10. **CERTIFICATE IN PROCUREMENT AND SUPPLY (NTA LEVEL 5)**

- i) Certificate of Secondary Education with at least 4 passes and
- ii) Certificate in procurement and supply (NTA Level 4) OR
- iii) Advance certificate of secondary Education with at least one principle pass or three subsidiaries

11. **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
- iii) Professional Technician Level II Certificate with not less than four passes at O level. **Passes in Religious and General Studies are not counted**

12. **CERTIFICATE IN YOUTH WORK**

- i) Certificate of Secondary Education with at least 4 passes OR
- ii) National Vocational Award (NVA) Level 3.

13. **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.
14. **CERTIFICATE IN DISTANCE EDUCATION ****
 - i) Certificate of Secondary Education with at least 4 passes OR
 - ii) National Vocational Award (NVA) Level 3.
15. **CERTIFICATE IN EARLY CHILDHOOD EDUCATION**
 - i) Certificate of Secondary Education of **DIVISION THREE** with at least 4 passes OR
 - ii) Admission into this programme is open for **IN-SERVICE TEACHERS** only
16. **BASIC CERTIFICATE IN COMPUTING AND INFORMATION TECHNOLOGY (NTA 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.
17. **CERTIFICATE IN HAIRDRESSING AND BEAUTY THERAPY**
 - i) Certificate of Secondary Education with at least 4 passes OR
 - ii) National Vocational Award (NVA) Level 3 in Hairdressing and Beauty Therapy, Cosmetology or related field
18. **BASIC CERTIFICATE IN BUSINESS ADMINISTRATION (NTA LEVEL 4)**
 - i) Certificate of Secondary Education with at least 4 passes with a **minimum of D** in mathematics OR
 - ii) National Vocational Award (NVA Level 3) in any field from an institution recognized by VETA
19. **CERTIFICATE IN BUSINESS ADMINISTRATION (NTA LEVEL 5)**
 - i) Certificate of Secondary Education with at least 4 passes with a **minimum of D** in mathematics and
 - ii) Certificate in Business Administration (NTA Level 4) OR
 - iii) Advance certificate of secondary Education with at least one principle pass or three subsidiaries
20. **BASIC CERTIFICATE IN PROCUREMENT AND SUPPLY (NTA LEVEL 4)**
 - i) Certificate of Secondary Education with at least 4 passes OR
 - ii) National Vocational Award (NVA Level 3) in any field from an institution recognized by VETA
21. **BASIC CERTIFICATE IN ACCOUNTANCY (NTA LEVEL 4)**
 - i) Certificate of Secondary Education with at least 4 passes with a **minimum of D** in mathematics OR

- ii) National Vocational Award (NVA Level 3) in any field from an institution recognized by VETA
24. For detailed information on admission please contact:-

Director of Undergraduate studies,
The Open University of Tanzania,
P.O. Box 23409, DAR ES SALAAM, TANZANIA.
Tel. +255 22 2668820
Fax. +255 22-2668759
E-mail: dugs@out.ac.tz
Website: www.out.ac.tz

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-five-one-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 Portfolio (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 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 month 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%
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 timed test may be administered prior to sitting for a final (annual) examination, at the end of the academic year. The coursework assessment will contribute 30% while the 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.
- 1.9 All law examinations shall generally be partial open book. Students will be required to pay a tune of Tsh. 30,000 per year and they shall be supplied with statutes for respective courses during examinations.

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 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.
- 3.3 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 storage devices till graduation. A student may be called to present the portfolio anytime, for the sake of verification of his/her studentship status.
- 3.4 A candidate shall be permitted to participate in practical/filed sessions or in online course assessment after having paid at least 50% of all the requisite tuition fees and examination fees.
- 3.5 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.
- 3.6 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 Directorate of Examinations Syndicate

The Open University of Tanzania has established a Directorate of Examination Syndicate (DES) responsible for overseeing quality and security management of University examinations including compilation of exam papers, printing, distribution, invigilation, and issuing of transcripts and certificates. Departments in the Faculties/Institutes are responsible for preparation, setting and moderation of exam questions, marking and recording of student marks in the record sheets. The teaching departments are also responsible for compilation of student records which will be submitted to the faculty board, undergraduate and postgraduate studies committee, and Senate for approval process before submitted to DES for permanent storage 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 pen and paper examination admission will be issued Examination Hall Tickets (EHT), automatically generated from Examination Registration System (ERIS). To be a valid document, usually EHT is verified and confirmed by the Director of Regional Center as guided by DES.

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

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, AND
- ❖ Suspension from his/her studies for a period of one academic year.

8.2 *Fraud in Relation to Coursework*

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

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

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Regulation. 8.2 above shall be liable to:

- ❖ Cancellation of his/her coursework, AND
- ❖ 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 except for oral examinations.

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

Penalty

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

- ❖ Cancellation of the relevant examination, AND
- ❖ 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.

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, AND
- ❖ 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) Present false document(s) in relation to eligibility to sit for University examinations.
- (g) Sit or attempt to sit an examination without authority.
- (h) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- (i) Fraudulently access or attempt to access examination questions before the examination is due.
- (j) Pay or induce another person to illegally procure or make available examination questions/papers.
- (k) View examinations questions prior to sitting for the exams
- (l) Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
- (m) The following malpractices shall specifically be considered as an offence for a candidate sitting for OREX examinations:
 - i. Deliberate actions leading to candidate disconnecting from the active OREX session without prior permission from examiners.
 - ii. Use supportive devices hidden behind the camera for the purpose of assisting in giving on the spot answers.
 - iii. Share a recorded OREX session to social networks without prior permission from the University.
 - iv. Putting the 'oral' into oral assessment. Students are not allowed to read aloud a written support such as from books when answering oral questions except for open book examinations.
- (n) 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), (l) and (m) above shall be suspended from the University for a period not exceeding two academic years, or discontinuation from the University.

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

8.6 Offences Relating to the Conduct of Irregularities Hearing

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

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

- (f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.
- (g) Refuse to sign irregularity form after been asked to so by the invigilator.
- (h) And any other such cases related to or connected to or arising from the above specified.

Penalty

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

- ❖ 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 Examination Irregularities Committee (EIC) appointed by Senate.

8.8.2 The Irregularities Committee shall forward its findings and recommendations to the Undergraduate Studies Committee (UGSC) for all cases of undergraduate and non-degree programmes, and to the Research, Publication and Postgraduate Studies Committee (RPPC) for all cases of postgraduate students for final verdict and decisions.

8.8.3 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 Students wishing to exercise their right of appeal against a decision made by Senate subcommittees (UGSC/RPPC) should address the appeal hearing to the University Senate.

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

8.9.3 A student/candidate who is dissatisfied with the decision of the Senate may appeal to the Senate Appeal Sub-Committee within 21 days from the date of receiving the letter communicating the

decision. The appeal shall be accompanied by a non-refundable fee which shall be set by the senate and reviewed by it from time to time.

- 8.9.4 The appeal shall be in writing addressed to DVC (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 $3 \times 2 = 6$.
- 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 2 nd	(4.3 - 3.5)	B+
Lower 2 nd	(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:

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 *Aegrotat degree* in accordance with the following procedure as directed by TCU:

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

11.2 The following details should be provided to the Examination Board:

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

11.3 The following guidelines shall apply to an examining body (Senate) in its consideration of the award of aegrotat award:

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

11.4 Status of an aegrotat degree

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

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 duly presented on behalf of the graduand together with the other documents specified in paragraph 12.6
- 12.6 The following documents shall be presented to the Directorate of Examinations Syndicate for consideration of issuing a duplicate certificate
- (a) A sworn affidavit detailing the circumstances under which the original certificate was lost or destroyed.
 - (b) A certified copy of loss police report.
 - (c) Copy of notification issued in a newspaper for loss of certificate.
 - (d) A receipt of prescribed application fee.
- 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.
- 12.13 The applicant shall be required to pay a certificate reprinting fee due to loss of certificate as approved by University from time to time.

13 Examination Appeal Procedures

- 13.1 Students' appeals on academic grounds other than examination irregularities and malpractices shall be directed to the Deputy Vice Chancellor Academic (DVC ACAD). All Appeals under this section must be lodged within the PERIOD OF SIX MONTH from the date of publication of the results by or under the authority of the SENATE.
- 13.2 Except where unfair marking or other like irregularity in the conduct of any University Examination is alleged, no appeal shall lie in respect of any such examination on any grounds.
- 13.3 Students appealing for remarking will be required to pay the cost for searching the scripts, remarking, processing results, transportation of scripts to the examiners, and general administration costs. A fee of Tsh. 80,000 for Tanzanian nationals or USD 50 for non-Tanzanian

nationals is applicable until when further reviewed by Senate. Faculties will have to seek approval of the DVC 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 student was registered should formally make a request to the relevant examination body for the award of a posthumous degree to the student in question.

14.2 Examination Board

The following details should be provided to the Faculty/Institute Examination Board:

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

14.3 Examining Body (Senate)

The following guidelines apply to an examining body (University Senate) in its request for a posthumous award:

- i) The Senate may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate, provided that:
 - a) for a UQF level 8 degree programme, the study completed by the candidate is greater than the amount normally associated with the UQF level 7 (Higher Diploma); and
 - b) for other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.
- 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.

15 Preservation of Scripts and Release of Examination Results

- 15.1 The University shall preserve the student's scripts for the purpose of reference for a period of five years. After this period the scripts may be destroyed, and no appeal concerning such scripts shall be considered.
- 15.2 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate, shall be published by the Dean of the relevant Faculty soon after the Faculty Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 16 Conduct of Examinations**
- 16.1 Candidates shall be required to appear physically for the examinations at the approved examination centres for all pen and paper examinations or online through audiovisual web conferencing for oral examinations.
- 16.2 An invigilator for pen and paper or examiner for oral examinations appointed by the University shall be responsible for the proper conduct of the examination. The Invigilator and Examiner will submit signed declaration that the regulations have been duly observed throughout the examination.
- 16.3 All candidates will be required to sign the attendance register.
- 16.4 Candidates shall be required to observe any general instructions that may be given by an Invigilator or Examiner, and to note carefully any instructions that appear at the question paper.
- 16.5 Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the times specified.
- 16.6 Candidates shall be required to be physically in their places at least thirty minutes prior to the time prescribed for the commencement of any pen and paper examination. Candidates will have to satisfy themselves that they are in possession of the correct question papers. For OREX examinations, candidates should appear online instantly before commencement of the OREX session.
- 16.8 For a pen and paper examinations, no candidates shall be allowed to enter the examination room before being permitted by the Invigilator and more than half an hour after a paper has been distributed to candidates. No candidate shall be permitted to leave the room until half an hour has elapsed after a paper has been distributed to the candidates.
- 16.9 In case of an examination irregularity other than cheating the Invigilator may, at his/her discretion take any action which in his/her view is necessary and reasonable under the circumstances.
- 16.10 The Invigilator shall report in writing to the 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.
- 16.13 No candidate shall leave the examination room during the last ten minutes of the time allocated, except in case of emergency.
- 16.14 No candidate shall be allowed to enter or leave an examination room with an empty or used answer book.

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

17 Notes to Invigilators

17.1 Procedure in the examination room before the examination:

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

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

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

(i) Sealed envelopes containing question papers must be personally collected by each Invigilator from the strong rooms at most thirty minutes before the examination session.

(ii) Attendance register showing a list of candidates for each examination to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of a master list for the University examinations.

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

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

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

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

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

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.

- 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 room shall 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.

- 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.

- 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 approved by Senate, 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 and academic certificates shall be set by Senate and announced from time to time.
- 22.4 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 23.2 with the approval of the University Senate.

- 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. The applicant shall pay certification fee as approved by University from time to time.
- 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:
- A document which recognize the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)
 - Evidence of receipt of payment of the compulsory fee as revised time to time and indicated in the prescribed application form.
 - 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:
- Application by postal mail shall be by completion of the prescribed application form for issuance of various certificates
 - Present document which identify the applicant and provide proof of payment of application fee as described in section 23.6.
 - The applicant shall meet the cost of delivery

- 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 and the applicant should pay for certificate reprinting fee due to errors.
- 23.12. All application must be forwarded to the Directorate of Examinations Syndicate, Open University of Tanzania, P. O. BOX 23409, Dar es Salaam.

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 and three heads of departments namely Admissions and registration, Supervisions and records, Examinations and Quality Assurance. Whereas the directorate mainly deals with PhD and Master by Thesis, it also provides an overall administrative support for the postgraduate 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 books 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 programme begins with candidates to place application into one of the postgraduate programmes offered by The Open University of Tanzania. Candidates can apply for admission into The University of Tanzania degree programs through either of the two options.

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

Kindly see the details regarding the programs 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 Regional Centre closest to you. All the same, the general admission procedures are hereunder.

- i) Collect an application form at the Open University of Tanzania Headquarters or at OUT Regional 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 Director 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 Regional 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.
- ix) If you have been 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 Regional 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.

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 as an extension fee 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

1.1 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. Such candidates must also publish at least two papers in local journals or refereed conference proceedings or one paper in an international journal or refereed conference proceedings.

1.2 Coursework Delivery for Masters Programmes

OUT have 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 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.

3.2.1 *Duration of the Programme*

Completion of the study will depend on individual study efforts but the maximum period a candidate is allowed is five years for Masters by coursework and 6 years for Masters by Thesis. 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 as an extension fee prior to approval by Senate.

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.

3.4 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 (i.e 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 passing 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. 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 Research Publication and Postgraduate Committee (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 a detailed research proposal is detailed in **Appendix II**

3.2.2 Candidates registered for Master's degree programme by thesis may, on the recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to their fields of study including Research Methodology 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 Research, Publication and Postgraduate Committee (RPPC). 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**.

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.

1.3 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 Research, Publication and Postgraduate Committee (RPPC) 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.

1.4 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 are 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 are below the indicated average grade above, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- 3.6.5 Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) on 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 The grading system for examination in all Faculties and Institutes shall be:

<i>Grade</i>	<i>Marks</i>	<i>Grade Point</i>	<i>Quality</i>
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

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 the dissertation, a candidate shall submit for final approval by the Faculty Board a concise proposal of the research. The Faculty Board at its discretion may decline to approve the proposal or recommend revision if:
- (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 Research, Publication and Postgraduate Committee (RPPC) 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. Forms for testing plagiarism levels are available in **Appendix XI**.

1.5 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 (i.e., after 5 years from the date of registration).
- 3.7.2 Three months before submitting a dissertation a candidate shall, through his/her Supervisor and Faculty, give notice in writing to the Chairman, Research, Publication and Postgraduate Committee (RPPC) of the 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 follow OUT guidelines as indicated in **Appendix V**).

1.6 Examination of Dissertations for a Master's Degree Award

- 3.8.1 Every dissertation submitted shall be examined by atleast two specialists approved by relevant Faculty Board and by Senate. At least one of the examiners must be an academic staff (PhD holder) from other universities apart from The Open University of Tanzania.
- 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/her 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 passed subject to substantial corrections and revisions as indicated in the examination reports. A candidate is usually given a maximum of six months to submit the revised document for re- examination. A small committee of two members (consisting of an internal examiner and the head of the department) will be part of the team to oversee and verify the corrections made by the candidate. After the submission of a revised dissertation to committee members, the members shall be required to submit their reports to DPGS about the dissertation within a maximum period of one week from the date of receipt. Failure of a candidate to resubmit a corrected dissertation accompanied

by an error-free letter (as indicated in Appendix XIII) within six months after being allowed to incorporate corrections shall mean discontinuation from studies.

3.8.7 A dissertation or thesis not accepted as it is but the candidate will be allowed to revise and submit a revised work for re-examination within nine months from the date of the examination.

3.8.8 Where the examiners are not in agreement in the overall recommendations, Senate's Research, Publication and Postgraduate Committee (RPPC) shall examine the case and recommend one of the following actions:

- (i) The recommendation of the External Examiner(s) be adopted.
- (ii) An additional independent examiner be appointed.
- (iii) The relevant Faculty be requested to establish a panel from amongst the experts available to examine the candidate orally.

3.8.9 Work rejected by examiners after re-submission (for the second time) shall not be accepted for re-examination at The Open University of Tanzania.

3.8.10 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" & above from the external examiners report 3.8.2 and cleared all of his/her coursework

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 (PhD holders) with specialized knowledge in the areas of study
- (ii) Two examiners from the Directorate of Postgraduate Studies who also will be responsible for examining the candidates, to take notes of examination proceedings, and coordinating, monitoring and enabling environmental for quality examination process.
- (iii) All members participating in the oral exam 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 The candidate will be given a maximum of 10 minutes to present his/her work, and then followed by questions and answers from the panelists.

3.9.5 At the end of the oral examination, the panel members shall sign an oral examination 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 VIB of this prospectus.

3.9.6 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.

3.9.5 Where there is disagreement between the recommendations of the dissertation examiners and those of the oral examination panellists, the oral examination panel verdict will stand. If a candidate failed to defend his/her work that candidate will be required to re-appear for another oral examination session.

3.10 Examination of Masters by Thesis

3.10.1 The examination process will comprise two parts, namely,

- (i) Examination of Thesis by external and internal examiners
- (ii) Oral examination (viva voce)

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

3.10.3 The member of the viva voce examination will comprise the following

- (i) Independent chair (with non voting power)
- (ii) External examiner or his/her representative
- (iii) Internal examiner (who have not supervised the candidate)
- (iv) Supervisor (Silent observer)
- (v) Head of the department or representative

- (vi) Appointee of the faculty Dean
- (vii) Representative from DPGS office (observer)

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

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

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

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

3.10.6 Where there is disagreement among the examiners, the guidelines stipulated under section 3.9.5 of this prospectus shall be applied.

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

3.10.8 Candidates allowed to sit for viva voce will be examined to ascertain that-

- (i) The thesis presented is the original work of the candidate.
- (ii) Give the candidate an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.
- (iii) Enable the candidate to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the candidate's broader knowledge of the field or discipline within which the thesis falls.
- (iv) For a candidate to sit for the viva voce examination he/she has to pass from both external and internal examiners.
- (v) Just before the oral examination on the day of viva voce, there shall be a pre-viva meeting which, shall normally not exceed 10 minutes which will allow the examiners to agree the broad strategy for the oral examination- who will ask which questions and in what order.

3.10.9 All Masters by Thesis 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 refereed conference proceedings or one paper in an international journal or refereed conference proceedings.

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 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 refereed conference proceedings or one paper in an international journal or refereed 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 VIIIB** 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 labelled correctly.

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.

4.3.7 A candidate shall be required to attach published papers at the end of the Thesis.

4.4 Examination of Thesis for Ph.D. Degree Award

4.4.1 The examination process will comprise two parts, namely,

- (iii) Examination of thesis by external and internal examiners
- (iv) Oral examination (viva voce)

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

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

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

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

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

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

4.4.7 Candidates allowed to sit for viva voce will be examined to ascertain that-

- (i) The thesis presented is the original work of the candidate.
- (ii) The broader subject area in which the study is based is fully grasped by the candidate and
- (iii) Give the candidate an opportunity to defend the thesis, clarify any obscurities that the examiners have identified and discuss the subject of the thesis in its disciplinary and/or interdisciplinary context.
- (iv) Enable the candidate to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the candidate's broader knowledge of the field or discipline within which the thesis falls.
- (v) Just before the oral examination on the day of viva voce, there shall be a pre-viva meeting, which shall normally not exceed 10 minutes, which will allow the examiners to agree the broad strategy for the oral examination- who will ask which questions and in what order.

4.4.8 The *viva voce* examination panel:

- (a) Shall comprise six members appointed by the Senate through the relevant Faculty Board and the Senate's Research, Publication and Postgraduate Committee (RPPC).
- (b) Shall have members so selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas. Members should be Ph.D. holders.
- (c) Shall be composed of the following:
 - (i) Chairman (with non-voting power)
 - (ii) External Examiner who examined the thesis

- (iii) Internal examiner who is an academic staff from the OUT who have examined the thesis
 - (iv) Dean or Appointee of the Dean of Faculty where the candidate is registered.
 - (v) Head or Appointee of the head of Department where the candidate is registered.
 - (vi) A representative from the directorate of postgraduate studies (DPGS) to ensure issues of quality and examination procedures is adhered to during the viva voce examination.
 - (vii) Supervisor (silent observer)
- 4.4.8 Faculty dean and Head of departments shall appoint members of examination who are specialist in the discipline where the research was carried out. They can also attend provided that they are also specialist in the subject matter.
- 4.4.9 Panelists who are unable to be present at the viva voce examination shall submit their viva voce examination questions to the Dean of the Faculty who shall appoint their representatives to attend the viva voce examination on their behalf.
- 4.4.10 The viva voce panelists shall be provided with full texts of the thesis, examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination. Furthermore, viva voce panelists must submit their detailed reports and questions to DPGS at least two days before the viva voce examination.
- 4.4.11 The viva voce panelists shall, as far as possible sign the viva voce recommendation forms to arrive at a unanimous decision of the candidate's results of the Ph.D. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, the chairperson should vote to arrive at a decision. A majority vote in favor of passing the candidate shall be required for passing the Ph.D examination.
- 4.4.12 At the end of the viva voce examination, which shall normally not exceed three hours the panel members shall sign an examination results form, giving specific recommendation for one of the following actions (**See Appendix VIC**). After the viva voce examination, panelist members shall discuss the student's presentation and how he/she managed to respond to the questions. After deliberation on the candidate's performance during viva voce examination, the examiners shall agree upon a final joint report as indicated in **Appendix VIC** giving their recommendation on the outcome of the examination and their comments on the Thesis and the candidates 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 priorities to his/her prior verdict of the Thesis.
- (a) The Ph.D. degree be awarded to the candidate unconditionally (no additional corrections in the thesis are required).
 - (b) The degree to be awarded to the candidate subject to typographical corrections and/minor corrections.
 - (c) The degree to be awarded to the candidate subject to substantial corrections and reversion as indicated in the examination report.
 - (d) The degree not awarded as it is; but the candidate be allowed to re-submit the corrected dissertation after one or more of the following:
 - (i) Additional data collection
 - (ii) Additional analysis
 - (iii) Re-writing
 - (iv) Additional literature review
 - (v) Others (to be specify on separate sheet Candidate fails outright (reasons detailed in viva voce proceedings)
Candidate fails outright (reasons detailed in viva voce proceedings).

- 4.4.13 If a dissertation or thesis is passed subject to substantial corrections and revisions, a chairperson of the panel will formulate a small committee of **TWO** members consists of internal examiner and head of the department to oversee and verify the corrections. A candidate will be required to fill in the correction matrix form as indicated in **Appendix XII** and submit the revised work to the head of department for distribution to the committee members. The selected committee members will be required to submit their reports to DPGS within 7 days after the students' submission.
- 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 the Senate's Research, Publication and Postgraduate Committee (RPPC) the recommendation of the panel and a comprehensive report approved by the oral panelists.
- 4.4.18 Upon submission, an error-free letter will be issued by the supervisor to assure that the students' work conforms to The OUT inhouse style and that the candidate has incorporated the changes as suggested by the examiners. A sample of an error free letter is available in Appendix XIII of this prospectus.
- 4.4.19 The final decision on the award of the PhD shall be made by the Senate on recommendation of the Research, Publication and Postgraduate Committee (RPPC).

5.0 Guidelines for 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.
 - (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 with 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.

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 and
 - (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 Research, Publication and Postgraduate Committee (RPPC)) 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 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 Research, Publication and Postgraduate Committee (RPPC) 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.
 - 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 consecutive 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 Research, Publication and Postgraduate Committee (RPPC) on their postgraduate students' research progress, the use of a standard progress report form on higher Degree Research Candidates be used (Appendix VII)
- 5.2.3 In the course of the higher degree candidate's research a situation may crop up whereby 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.
- 5.2.4 When such a situation occurs, it is recommended that both the Supervisor and the Candidate report the problem, in writing to the Head of the Department. The Head should study the nature of the problem and recommend to the Faculty's and subsequently to Senate's Research, Publication and Postgraduate Committee (RPPC) 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.
- 5.2.5 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:
- 5.2.5.1 In order to ensure that the candidates are adequately supervised, the Department should control the number of candidates a single staff member can supervise at a time.
- 5.2.5.2 The staff member's supervision responsibilities should be taken into consideration by the head of department when assigning his/her teaching load.
- 5.2.5.3 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.
- 5.2.6 In case of the Supervisor finishing contract with The Open University of Tanzania and:
- 5.2.6.1 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.
- 5.2.6.2 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.

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 consultations with Council and with the approval of the Chancellor, to confer upon any person who in its opinion, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

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 Research, Publication and Postgraduate Committee (RPPC) (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 co-opted 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 workshops 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.

6.1 PhD Club

A PhD club is a scientific and social gathering that provides PhD students with the opportunity to share their research work, develop writing and data analysis skills, as well as develop presentation skills. Generally, the PhD club aims at providing an open and collaborative environment to stimulate networking and new interdisciplinary collaborations between young researchers. These kind of gathering and discussions will benefit students and researchers in all faculties, as well as inspire the PhD and Master by thesis students to think more innovatively and creatively. PhD journey involves students' engagement in an intensive review of literature, theories, methodology, and development of practical skills such as data analysis and of course writing and production of the thesis itself. However, the journey towards writing process is not easy as it pose many challenges for students including lack of writing skills, knowledge and techniques on how to effectively deliver the subject matter and

demonstrate the required skills. As such, for students to smoothly navigate through the journey, they need encouragement, assistance and support from their supervisors, lecturers, and their peers.

Additionally, the PhD club will serve as an avenue which will allow informal and formal discussion, network creation, skills development, warming up and grooming in a more relaxed way. Such a context signifies a need to establish a PhD club to expose learners in social but scientific environment and train learners on how to effectively and efficiently write their project. An introduction of PhD club will help in guiding and helping learners improve their understanding on how to effectively write in the academic arena. It will equip participants with knowledge, skills and techniques in writing, designing and conducting quality research, how to respond to their comments and examinations. It will also reduce the stumbling block students' face when writing for their respective discipline. Not only that, it will also help reduce the possibility of being caught with unintentional plagiarism. Thus, enabling students to produce sound and quality work. Hence, the work becomes marketable and publishable in reputable journals.

Moreover, PhD club offers an opportunity to enhance and sharpen students' critical thinking skills, to apply and synthesize classroom knowledge in real-world settings, to learn how statisticians communicate and exchange ideas outside the classroom, to assess different communication styles, and to stay informed on interesting research in the field. Club provides exposure to trendy topics and innovative solutions to interesting problems. Students are expected to attend the club at least twice in a year.

Additionally, PhD club may extend some of its session to include Journal discussions. Journal discussions is intended to broaden student's statistical horizons, qualitative analysis, keep students abreast of new developments in the field (or simply bring them up to date), foster informal discussions and interactions with colleagues, practice communication and presentation skills, sharpen analytical and synthesis skills, and practice leading a discussion or meeting. Reading the statistical literature, theories, discuss specific theories related to the learners study area, read and discuss peer papers expected or publications, read in-house style on recent published papers (papers explaining criteria's for specific top tier journals).

Normally, PhD club(s) are specific and faculty oriented. However, to start with, the students will initiate clubs by zone for yielding positive results and grab more attention from students. Also, PhD Club is one of the marketing strategy if well utilized and seriously supervised. A PhD Club is composed of students, professors, lecturers with different specialties and sometimes it will invite high-profile keynote speaker(s). DPGS suggests that PhD clubs be mandatory to all PhD students.

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	The course will provide student's skills to create personalised digital libraries to guide them throughout literature review and thesis writing.

personalised digital library for students based on their research topics	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, Sampling Methods and tools	This course will describe research designs, sampling methods, sample selections, sample size, methods of data collections and how to design questionnaires.
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 analysis	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.

6.2 Post-Doctoral Programmes

Currently, the world is implementing sustainable development goals which advocate for society transformations' in terms of social, economic, political and cultural. The Open University of Tanzania (OUT) being among the higher learning institutions is charged with responsibilities of teaching, research, and consultancy. Responding to the needs of transformations, OUT has established Post-Doctoral programme. The post-doctoral programme is believed to be an important source of knowledge creation, sharing of expertise, skills, techniques and experiences of various field and disciplines. The Open University of Tanzania aims to empower postdoctoral fellows to thrive and become front runners in their fields. With postdoctoral programme in place, OUT will benefit in terms of resource and knowledge sharing, enhancing researcher's mobility within and beyond the country, create networks and expand the pool of expertise.

6.3 Eligibility

Prospective Postdocs should meet the following criteria:

- (i) The appointee must have been awarded a degree of Doctor of Philosophy in any field offered at OUT or other recognized university. Postdocs should normally take up the fellowship five years of completing their doctoral studies at a higher education institution in Tanzania or abroad.
- (ii) If they have completed their doctoral studies more than five years prior to taking up the fellowship, written approval by the University Senate is required. A motivation for such approval should be submitted by the prospective mentor.

- (iii) If not yet in possession of a doctoral degree, they need to submit a written statement from the Deputy Vice-Chancellor Academic (DVC A) (or equivalent) at the issuing university confirming that that they satisfactorily fulfilled the university's requirements for a doctoral degree at the time of application for a postdoctoral research fellowship.
 - (iv) For senior academician with more than five years they should have a research experience that has resulted into significant contributions and recognition as established investigators in their specialized fields.
 - (v) Proof of sufficient funding for the programme in case the programme is not funded by OUT
- f) The appointment shall involve full time research or scholarship

DIRECTORATE OF RESEARCH, PUBLICATIONS AND INOVATIONS

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 and Inovations (DRPI) is now fully operational. DRPI 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 three main parts namely, the Department of Research and the Department of Publications and the Department of Inovations.

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.

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 and Innovations

All draft proposals shall first be submitted to the Directorate of Research, Publication and Innovations, 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 of Tanzania.

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.

viii. 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.

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.

- 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. 10,000 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 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,

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 sign 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 reserves 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), Certificate & Diploma in Poultry Health and Production	OUT FSTES NMB BANK	22610005366
Tuition, 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 (1 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, courier 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) Master of Science in Information Technology Management (MSc ITM)	18
Master of Science in Computer Science (MSc CS)	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

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
Anti plagiarism 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
Anti plagiarism 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

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.

Current Regional/Coordination Centres (2017/2018)

1.	Arusha Regional Centre P.O. Box 19 ARUSHA Tel. 027 2545097 DRC: 0714 244956 & 0788 803761 <i>Location:</i> TANROADS Building. e-mail: drcarusha@out.ac.tz	2.	Coast Regional Centre P.O. Box 30420 KIBAHA Tel. 023 2402811 DRC: 0712 447241 <i>Location:</i> Kibaha Education Centre (Library Building) e-mail: drccoast@out.ac.tz
3.	Dodoma Regional Centre P.O. Box 1944, DODOMA. Te. DRC: 0754 430075/0712 966608 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> Institute of Adult Education e-mail: drcilala@out.ac.tz	6.	Iringa Regional Centre P.O. Box 1458 IRINGA Tel. 026 2700163 DRC: 076707607 <i>Location:</i> 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 <i>Location:</i> Kyanyi Nshamba (Along Kashozi Road) e-mail: drckagera@out.ac.tz	8.	Katavi Regional Centre, P.O. Box 662, MPANDA Tel. 025 2820463 OR 0736 502730 DRC: 0692713271 & 0742380507 <i>Location:</i> Near Mpanda Post Office e-mail: drckatavi@out.ac.tz
9	Kigoma Regional Centre P.O. Box 566, KIGOMA Tel. 028 2802981 DRC: 0715 OR 0754 613562 <i>Location:</i> NHC Building e-mail: drckigoma@out.ac.tz	10	Kilimanjaro Regional Centre P.O. Box 517, MOSHI Tel. 027 2753472 DRC: <i>Location:</i> 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: 0689545817 0755323330 <i>Location:</i> Kinondoni B area e-mail: drckinondoni@out.ac.tz	12.	Lindi Regional Centre P.O. Box 742, LINDI Tel. 023 2202725 DRC: 0717 213005 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> Plot 680 Block J, Barracuda - Mazimbu e-mail: drcmorogoro@out.ac.tz
17.	Mtwara Regional Centre P.O. Box 322, MTWARA Tel. 023 2333977 DRC: 0754 800 789 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> DC Compound e-mail: drcnjombe@out.ac.tz	20.	Pemba Coordination Centre, P.O. Box 277, CHAKECHAKE Tel. 024 2452072 DRC: 0777 866234 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> Behind TCC in town e-mail: drcruvuma@out.ac.tz
23.	Simiyu Regional Centre P.O. Box 269, BARIADI Tel. 028 2700123 DRC 0625774872 <i>Location:</i> 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 <i>Location:</i> 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 <i>Location:</i> NSSF Building e-mail: drcshinyanga@out.ac.tz	26.	Tabora Regional Centre, P.O. Box 1204, TABORA. Tel. 026 2605519 DRC: 0752487599 <i>Location:</i> Old CWT Building, Bachu Street Tabora e-mail: drctabora@out.ac.tz
27.	Tanga Regional Centre, P.O. Box 5467, TANGA Tel. 027 2644348 DRC: 0718 997780 <i>Location:</i> 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 <i>Location:</i> DITF (Saba Saba Grounds) drctemeke@out.ac.tz
29.	Zanzibar Coordination Centre, P.O. Box 2599, ZANZIBAR Tel. No. 024 225 0113 DRC: 0713 660492 <i>Location:</i> State University of Zanzibar, Nkrumah College. e-mail: drczanzibar@out.ac.tz	30.	Songwe Regional Centre <i>Location:</i> 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 4 th 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@chrn.or.ke
3.	Uganda Management Institute P.O. Box 20131 Kampala, UGANDA Tel. +256 774 386820 +256 752 259722	4.	Triumphant College P.O. Box 6506, Windhoek NAMIBIA

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.

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.

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

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.

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.
 - ITEM TYPE: You will be informed if it is a book, a series (Journal), newspaper or a CD etc.
 - 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.
 - 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
 - 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. 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
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 Programme. 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 (OFF). 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 cash 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
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 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.

Faculty Information Link

To get information from faculties click on the link below.

[FASS](#)

[FBM](#)

[FSTES](#)

[FLAW](#)

[ICE](#)

[IEMT](#)

[LIBRARY](#)

[FED](#)

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. Alphonse 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 Assistant 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

Assistant to Secretary to Council

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

Human Resource Officer II

Sharifa Abdala Chenga: B.A. HRM (MUCCOBS)

Madina Pius Yango: LL.B, Diploma in Secretarial

Omasec

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

Office Assistant

Cosmas Tanda: Food Production, Standard VII

DIRECTORATE OF PLANNING AND DEVELOPMENT

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

Personal Secretary

Principal Planning and Development Officer

Vacant

Principal Planning Officer

Senior Planning Officer

Mr. Stanslaus M. Benard: B.A. (Econ) UDSM, M.Sc. (Agric. Econ) SUA

Environment and Sanitation Officer, OUT Campus Manager & Eletrical Technician

Mr. Aniceth Mlingi: FTC (DIT)

Estate Manager

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

Senior Civil Technician

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

Estates Officer Grade I

Eng. Said M. Juma: B.Sc (Eng) UDSM Registered Engineer Reg. No. 1317

Senior Eletrical Technician

Mr Paul Hugo: FTC, Mbeya Tech.

Civil Technician

Mr. Nyibooto Seruka: FTC (DIT), Bachellor of Building and Civil Engineering (DIT)

The Plumber

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

INTERNAL AUDIT

Chief Internal Auditor

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

Principal Internal Auditor

Mr Patience T. Nombo: ADCA (IDM); CPA (T) (NBAA)

Internal Auditor

Ms Angela B. Mmbaga: BBA (OUT)

PROCUREMENT MANAGEMENT UNIT

Procurement Manager

Mr Narzis Ndunguru: ADMM (NSTI), CSP (T)

Senior Supplies Officer

Christopher Yesaya: CPSP, ADPSM, MSC PSCM.

Assistance Supplier II

Geofrey Jafari: Diploma in Procurement (TIA)

DIRECTORATE OF COMMUNICATIONS AND MARKETING

Director Communications and Marketing

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

PHRMO II

Ms. Adelaide R. Msambichaka; BBA (Gen.) MBA, OUT

Secretary
Vacant

Head Department of Marketing

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

Principal Marketing Officer

Ms. Ellapendo Albin Lyimo -Kinondoni Regional Center: Bsc Library Information System (Tumaini University- DSM College) M.A. (Marketing) OUT

Marketing Officers II

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

Mr. Mwanauzi Babyegeya: OUT HQ-Bcom (Hons) OUT, MBA (Marketing) Osmania University

Mr. Ishara Charles Nzamilisi: Rukwa Regional Center, BBA (Marketing) OUT

Ms. Martha Ephraim Antony: Tanga Regional Center; BAPRM (St Augustine University of Tanzania)

Ms. Eliaichi Bethuel Kowero: Arusha Regional Center; BBA (St John's University of Tanzania)

Mr. Nkwabi Siyabo: Tabora Regional Center, Bachelor of Arts in Marketing and Entrepreneurship (SUA)

Mr. Isack Eleutery Makend: Ruvuma Regional Center, BAPRM (St Augustine University of Tanzania)

Mr. Paul Mwang'amba: Rukwa Regional Center, BBA (Marketing) OUT

Mr. Martine Nkiligi Boniface: Morogoro Regional Center, BBA (Marketing) OUT

Mr. Dioscory M. Majaliwa: Iringa Regional Center

Ms. Liliani Magaya: Ilala Regional Center

Ms. Mwajuma Mmasi: Kigoma Regional Center

Ms. Subilaga Charles: Mbeya Regional Center

Mr. Oscar Charles: Katavi Regional Center

Amedeus E Tesha: Lindi Regional Centre, BAPRM (St Augustine University of Tanzania)

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Head Department of Communications and Public Relations

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Allumni Records Officer

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DIRECTORATE OF QUALITY ASSURANCE AND CONTROL

Director

Dr. Daphina Libent-Mabagala: BA (Ed) Hons, MA (ASP) Dar, Postgraduate Cert. in Early Childhood (UVic, Canada); PhD (Kenyatta)

Head Department of Records and Statistics

Vacant

Statistician

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Head Monitoring and Evaluation Department

Dr. (Vert.) Vedastus W. Makene: BVM; MVM (SUA)

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Head Risk Management and Certification Department

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OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC)

Deputy Vice Chancellor (Academic)

Prof. Deus D. Ngaruko, BSc (Agric. Econ) Makerere University; MSc (Agric. Econ) SUA; DIC (Economics) & PhD (Econ) Imperial College London, UK.

Assistant to Deputy Vice Chancellor (Academic)

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Academic Staff Recruitment Officer

Vacant

University Teaching and Learning Services

Dr. Lawi Yohana: BSc. (Ed) (Hons), MSc. (Environ. Sc.) Dar; PhD. Dar.

Personal Secretary

Ms. Josephine Abraham Temu: Certificate in Secretarial Studies, (TPSC -DSM), Diploma in Secretarial Studies (TPSC – DSM), MDEA I (TPSC - DSM).

Record Management Assistant

Ms. Aziza Mhina: Records Management Assistant (TPSC-Mtwara)

OPEN CONSULTANCY BUREAU

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Dr. Emmanuel J. Mallya: BA (Ed) (Hons) UDSM; MA (ISS The Hague), PhD in Social Sciences (Minority Studies); University of Fernando Pessoa, Porto, Portugal

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Director of Undergraduate Studies:

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Head of Admissions:

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Moza Abdulrahman: Dip. Computer engineering (DIT)

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Head Department of Admission and Registration

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Ms Leticia Laurent Misuka: CSE

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Magreth Komba: Diploma in Record Management (TPSC)

Aziza Mhina: Diploma in Record Management (TPSC)

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Mr. Jassam Jabir; Driver to Deputy Vice Chancellor (ACAD)

Mr. Shamsi Mzee; Driver to Deputy Vice Chancellor (Resources Management)

Mr. Ndelimbi S. Urassa; Driver to Deputy Vice Chancellor (LT & RS)

Mr. Johnson Ngowo; Driver to DFED

Mr. Hashim Kalenzo; Driver to Dean (FBM)

Mr. Robert Mwaimu; Driver to Director (DPS)

Mr. Mgendi Magu Masinde; Driver (DCM)

Mr Twala A. Mwampagatwa; Driver (DFASS)

Mr. John Gingi, Driver (DLAW)

Mr. Sunday Laurent; Driver (DFSTES)

Mr. George Kombe; Driver to VC's office
Mr. Deogratias Lwena; Driver to (DIEMT)
Mr. Julius Kidoto; Driver (Kigoma Regional Centre)
Mr. Cornél Mrema; Driver (Dodoma Regional Centre)
Mr. Iddi Hassan Mohamed; Driver (Lindi Regional Centre)

DIRECTORATE OF FINANCE AND ACCOUNTING

Director of Finance and Accounting

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Principal Accountant I

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Principal Accountant

Vacant

Senior Accountants

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Neema Shimwera: CPA (T) NBAA, BBA (UDSM)

Dickson Senni: ADA (IFM), CPA (T) (NBAA), MBA FINANCE (OUT)

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Mr. Jackson Nangi: ADA (IFM) (DSM); PGDFM (IFM), MBA (OUT)

Mr. Hintay Baran: ADA (TIA), MBA (OUT)

Mr. Stewart Kaberege: BCom (OUT)

Mr. Jackson Kamugisha: BBA, MBA (Finance) OUT.

Ms. Jane Madandala: ADA (TIA), MBA (OUT)

Mr. Allen Mwangoka: BBA (OUT)

Ms. Winifrida Nsanzungwako: DBA (CBE), BBA (UDSM), MSc. (Finance) Strathclyde (UK)

Mr. Adrian Zatty: ADA (IFM)

Mr. Hendrick Komba: BBA (Finance & Accounts, SAUT)

Ms. Magreth Mwita: Certificate in Secretarial Studies (TPSC), BBA Finance (OUT)

Assistant Accountants

Vacant

Assistant Accounts

Mr. Xavery Komba: Dip. Accounts, (CBE), BBA (IB) (OUT),

Mr. Fed Salehe: (Diploma in Accounts (CBE), BAF (MZUMBE)

Personal Secretary

Vacant

Record Management Assistant

Ms Scholastica P. Mwingira: Certificate in Records Management (TPSC), Dip. Records Management (TPSC)

Stores Manager

Mr. Sospeter Daudi: ADMM; CSP (T) (NBMM), Msc (PSCM) Mzumbe.

Principal Supplies Officer

Ms Justina Ayila: Foundation Certificate in Material Management (NBMM); BBA (OUT), MSc (PSCM) Mzumbe

Senior Supplies Officer

Vacant

Accountant I

Ms Anna Mollel: NSC (NBMM); BBA (OUT)

Accounting Technician I

Mr. Athanas A. Luvanda: National Bookkeeping Certificate (NABOCE), Basic Book keeping Certificate (DSA), BBA (ACC) (OUT)

Stores Attendant

Vacant

OFFICE OF THE DEAN OF STUDENTS

Dean of Students

Dr. Zacharia Reginard Rwejuna: Dip Ed. (Korogwe); BA. Ed. Hons (UDSM); M.Ed, PhD. (OUT)

Assistant Dean of Students

Ms. Sophia Nchimbi: BA. Sociology Hons (UDSM); MA. Sociology (UDSM)

Games Tutor

Consolata Mwendabantu: BA ED. (UDSM), PGDBA (IFM)

Senior Students Welfare Officer

Ms. Mwanawetu Mbonde: BA. Sociology, Hons. (UDSM); Master in International Trade MIT (UDSM)

Personal Secretary

Getrude Kessy: Diploma in Secretarial Studies (TPSC)

OFFICE OF THE DEPUTY VICE CHANCELLOR LEARNING TECHNOLOGIES AND REGIONAL SERVICES (DVC LT&RS)

Deputy Vice Chancellor Learning Technologies and Regional Services (DVC LT&RS)

Prof. Alex B. Makulilo: LLB (UDSM) (Hons), LLM ICT (OSLO), PhD (Bremen), Postdoc (Bremen)

Assistant to Deputy Vice Chancellor (Regional Services)

Ms Evelyn W. Shipela: Cert. (Ed) Mpwapwa; Dip (Ed) Morogoro; BA (Geg&Env) Hons (UDSM); PGDE (UDSM), MHRM (OUT)

Principal Procurement Officer I

Mr. Thadeo Ndazi: BAPSM (Muccobs), CPSPC (T), MBA CM (Mzumbe), Reg. AU 00460

Senior Human Resources Management Officer

Vacant

OMASEC

Ms. Aneth A. Ngata: Dip. Secretarial Services (TPSC-DSM), MDEA II

Records Management Assistant III

Vacancy

Office Attendant

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FACULTIES

FASS Programmes

FACULTY OF ARTS AND SOCIAL SCIENCES

Dean and Senior Lecturer

Dr. Felician Mutasa: BA (Econ) UDSM, MA (Public Administration) Carleton, MA (Economic Policy and Planning) (ISS, The Hague), PhD (Econ) UDSM

Associate Dean

Dr. Emmanuel P. Mhache: B.A (Hons) (Land Use Planning & Environmental Studies) UDSM; M.A (Geography and Environmental Management) UDSM; PGD, Poverty Analysis REPOA/ISS/ESRF, PhD (Geography) UDSM

Coordinator, Postgraduate Studies (PGS)

Coordinator, Research, Publications and Consultancies (RPC)

Vacant

Faculty Examination Officers

Mr. Alexander Ndibalema Kaija: Certificate in Teaching Grade IIIA (Morogoro); Certificate in Fine Arts & Education (Butimba); BSW (Institute of Social Work), MA (SW) (OUT)

Mr. Vincent Mpepo: BA Mass Comm (UDSM), MA Mass Comm (OUT)

Faculty Planners

Ms. Truda Mahudi

ADMINISTRATIVE STAFF

Principal Human Resources Management Officer I and Faculty Administrator

Ms. Nuru Abdallah: MHRM (OUT); MBA & BSC. (SUA)

OMASEC II

Ms. Zitha Kessy: Diploma in Secretarial Studies (SSC), Diploma in Administration & Secretarial Studies (*Pitman College - London UK*), Management Development for Assistant Certificate – MDEA II (TPSC), Certificate on Secretarial – (Veta Technical College -Mbeya)

Senior Office Attendant

Revocatus Biro: CSE

CENTRE FOR ECONOMICS AND COMMUNITY ECONOMIC DEVELOPEMNT

Coordinator of the Centre and Lecturer

Dr. Christopher Awinia: BA (DS) UDSM, MA (DS) UDSM, PhD (OUT)

Head, Department of Economics and Lecturer

Dr. Timothy Martin Lyanga: BA (ECON) OUT, MBA OUT, PhD (Econ) OUT

Head, Department of Community Economic Development

Dr. Harrieth G. Mtae: Bsc (Human Nutrition) SUA; MA (Rural development) SUA, PhD (OUT)

Associate Professor

Prof. Deus Ngaruko: BSc (Agric.Economics) Makerere University, MSc (Agric.Economics) SUA, DIC (Economics), PhD (Econ) Imperial College London

Prof. Emmanuel Nyankweli:

Senior Lecturers

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Dr. Felician Mutasa: BA (Econ) UDSM, MA (Public Administration) Carleton, MA (Economic Policy and Planning) (ISS, The Hague). PhD (Econ) UDSM

Lecturers

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Dr. Hamidu Shungu: BA(Ed) Hons; MA (DS) UDSM, PhD (OUT)

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Dr. Harrieth G. Mtae: Bsc (Human Nutrition) SUA; MA (Rural development) SUA, PhD -OUT

Dr. Timothy Martin Lyanga: BA (ECON) OUT, MBA OUT, PhD (Econ) OUT

Assistant Lecturers

****Mr. Noel Matamba:** BA (UDSM), MA (DS) UDSM
Godfrey Gradius: BA Statistics (UDSM), MSc (ECON) OUT
Mr. Fidelis Kisusi: BA Reg.Dev Planning, (IRDP), MA Rural Development, (SUA).
Mr. Abdul Kilima: BA Econ (KIUU), MSc (Applied Economics and Business) Mzumbe
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M.A. M&E (OUT)

DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES

Head of Department and Senior Lecturer

Dr. Dunlop .O. Ochieng; Dip (Ed); B.A (Culture) Hons; M.A. (Linguistics) UDSM., PhD (Linguistics) Chemnitz University of Technology (Germany)

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Dr. Hadija Jilala: Dip (Ed); BEd Arts (Hons); M.A (Linguistics) UDSM, PhD Kiswahili (UDSM)
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Lecturers

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Dr. Jacob Leopard: BA (Ed) (English) UDSM, MA Linguistics, (UDSM) PhD (NENU), China
Dr. Julius Francis; Dipl (Education) BA (Education; MA (Linguistics), PhD (Linguistics), UDSM

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Mr. Bakari Kombo Bakari : Dipl(ED) Nkurumah TTC ; BA(Hons) Islamic University Uganda ; MA Linguistics (OUT)
Mr. Constantine Njalambaya : BED (Psychology and French) UDSM ; MA (DS) University of Geniva
Ms. Elizabeth Kyara: BA (ED) (Linguistics) UDSM; MA (Linguistics) UDSM
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Mr. Charles Lazaro: BA (ED) (Kiswahili + Linguistics) STEMMUCO, MA (Linguistics)SAUT.
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Tutorial Assistants

Mr. Faustine D. John: Dip (ED) Marangu TTC, BAED (Literature) OUT
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Ms. Theresia Mbogo: BA Kiswa (UDSM), Postdoct Education (OUT)
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Ms. Caroline Mugolozzi: Dip. (ED) Morogoro TC; BAED (DUCE)
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**** On study leave**

DEPARTMENT OF TOURISM AND HOSPITALITY

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*****Dr. Shogo Mlozi:** BSc. (Eng) (UDSM); MBA Marketing (UDSM); PhD Tourism Management (School of Management, HUST), China; Post Doc. (Hanken School of Economics, Finland)

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** On doctoral studies

***On Secondment

DEPARTMENT OF GEOGRAPHY

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*Mr. Emmanuel Nikombolwe Kazuva: B.A. (Ed) OUT, MANRAM (UDSM)

* Study leave

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DEPARTMENT OF HISTORY, PHILOSOPHY AND LIBRARY STUDIES STAFF

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DEPARTMENT OF POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

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Lecturers

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*Mr. Elias Mseti: B-Local Government, MPA, (Mzumbe)

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DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK

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FACULTY OF BUSINESS MANAGEMENT

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Human Resource Management and Faculty Administrative Officer

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Secretary

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Records Management Officer

Vacant

Office Attendant

Ms. Marcelina Milanzi: OCSSE

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Mr. Hashim Kalenzo

DEPARTMENT OF ACCOUNTING AND FINANCE

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Assistant Lecturers

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 Mr. Biyani Katuma: BBA, MBA (OUT)

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Tutorial Assistants

DEPARTMENT OF LEADERSHIP AND GOVERNANCE

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Mr. Lumbert Fulgence: B.Sc., POM (MU)

Mr Alex Seni: BA HRM (SUA)

* On study leave

** On secondment

DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP

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Dr. Juma Matonya: BSc. Horticulture (SUA); MSc. (Crop Sc) (SUA); MBA (OUT); PhD (OUT)

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Ms. Sophia Mbura: BSc. HE&HN (SUA), MBA Dar

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*Ms. Pamela Liana: BBA (Hons) (MU), MSc (Entrepreneurship) (MU)

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FACULTY OF EDUCATION

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DEPARTMENT OF ADULT AND DISTANCE EDUCATION

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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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*Mr. Raphael Tumaini O'maitarya: BED (OUT)
*Mr. Furaha Said: Dip Ed (Songea TC), B.Ed (OUT), MA. Ed (UDSM)

DEPARTMENT OF POLICY, PLANNING AND ADMINISTRATION***Head of Department***

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Lecturer

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Ms. Rosemary Makiya: Dip. (Ed); BA (Ed); MA Ed (Dar)
Ms. Agatha Ndilanh: Cert. Ed; Dip. (Ed); BA.Ed (KIU); MEMA (Dar)
Ms. NeemaChilumika: B.Ed (Arts) (Dar); M.A. Ed. (NENU)
Mr. Raphael Mokoki: BED (ADE) (Dar); M.A. Ed. (UDOM)
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Mr. Goodluck J. Moshi: Cert. (Chinese Language) NENU; Dip. (Ed)(Marangu T.T.C); B.Ed (ICT) (MMU); MA(Ed) (China)

Tutorial Assistants

Vacant

DEPARTMENT OF PSYCHOLOGY AND SPECIAL EDUCATION

Head of Department and Senior Lecturer

Dr. Cosmas B. F. Mnyanyi: Dip (Ed.) (Mkwawa); B.Sc. (Ed.) (Dar), M.Ed (Special Education), PhD (ÅboAkademi, Finland)

Senior Lecturers

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Assistant Lecturers

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Mr. Daniel Hyera: B.Ed (Psychology.); MA (ASP) (Dar)
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Secretary

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Records Management Assistants

Vacant

*On study leave

**** On secondment

FACULTY OF LAW

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DEPARTMENT OF CIVIL AND CRIMINAL LAW

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Assistant Lecturers

Mr. Erick Gabriel: LL.B (Hons), Mzumbe; LLM, Stellenbosch University (SA)

Mr. Richard J. Paresso: LL.B (Hons) (OUT); LL.M (UDSM)

**Mr. Noel T. Nkombe: LLB (Hons) Mzumbe Univ); LL.M (UDSM)

Mr. Sigsbert Ngemera: LL.B and LL.M (Open University of Tanzania)

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

Tutorial Assistants

Mr. Paul Robert Sayi: LL.B (Hons) - UDOM; LL.M (OUT)

DEPARTMENT OF CONSTITUTIONAL AND INTERNATIONAL LAW

Head of Department

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Associate Professor(s)

Prof. Alex B. Makulilo: LLB (UDSM) (Hons), LLM-ICT (OSLO), PhD (Bremen), Postdoc (Bremen)

Lecturers

Dr. Hellen B. Kiunsi: LLB (Hons) OUT; LLM (Stellenbosch University); PhD (OUT)

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Assistant Lecturers

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Mr. Ally A.M. Abdallah: Dip. in Journalism (UDSM); LLB (Hons) (OUT); LL.M (Mzumbe)

Mr. Festo A.Chikungua: LLB (Hons) & LLM (ODESSA Law Academy) Ukraine

Mr. Moses Masami: LLB (Hons) Mzumbe; LLM (OUT)

DEPARTMENT OF ECONOMIC LAW

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Assistant Lecturers

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Ms. Matilda Lameck: LLB (Hons), LL.M (UDSM)

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Mr. Eliud Kitime LL.B (Hons) Mzumbe; LL.M (OUT)

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Tutorial Assistants

Ms. Scholastica C. Makoye, LLB (Mzumbe), PGDL (Law of School of Tanzania)

ADMINISTRATIVE STAFF

Support Staff

Administrative assistant II

Ms. Sarah Mwaja

* Partial study leave

** On study leave

*** Leave without pay

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

Senior Lecturer and Dean of the Faculty:

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

Lecturer and Associate Dean:

Faculty Administrator

Mary Noel Mkumbo: Bachelor of Public Administration (Mzumbe University) MBA (Human Resource Management, (OUT)

DEPARTMENT OF PHYSICAL SCIENCES

Lecturer and Head of Department

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)

Lecturer:

Dr. Seleman Ismail: Dipl. Education (Klerruu); B.Sc. Mathematics (Hons) (OUT); M.Sc. Mathematics & Computational Science (NM-AIST); PhD. Applied Mathematics & Computational Science (NM-AIST).

Dr. Janeth J. Ngana: B.Sc. Mathematics and Economics (OUT), M.A. Economics (UDSM); M.Sc. Mathematical and Computer Sciences and Engineering (NM-AIST)., PhD Maths (NM-AIST)

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).

*Ms. Mary C. Swai: Dipl. Education (DTC); B.Sc. Mathematics and Economics (OUT); M.Sc. Mathematical Modeling (UDSM).

Mr. Mustapha A. Kiswanya: B.Sc. Ed (Univ. of Zanzibar), M.Sc Mathematical Modeling, (UDSM)

*Mr. Rene Costa: B.Sc.Ed (Hons) (Chemistry/Biology) OUT; M.Sc. in Materials Science and Engineering (NM, AIST)

Mr. Isaya Mahulu: B.Sc. Mathematics (UDOM); M.Sc. (Maths) UDSM

Tutorial Assistants:

Ms. Salamba Kashinje: B.Sc. Ed (Hons) (DUCE)

Mr. Michael Peter: B.Sc. (Hons) Mathematics (OUT)

Note: * Currently studying or on study leave.

DEPARTMENT OF LIFE SCIENCES

Lecturer and Head of Department

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Prof. Emanuel S.P. Kigadye: Dipl. Clinical Medicine (BUCHS); B.Sc. (Hons); M.Sc., Ph.D. Zoology (UDSM)

Senior Lecturer

Dr. Paulo Wilfred: B.Sc. Wildlife Management; M.Sc. Management of Natural Resources (SUA), Ph.D. (Nottingham, UK)

Dr. Angaza A. Gimbi: BVM; M.Sc. (Animal Science and Production); Ph.D. (Animal Science and Production) (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. 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

Dr. Elina Maseta: B.Sc. Home Economics & Human Nutrition (SUA); M.Sc. Applied Human Nutrition (University of Nairobi), PhD (SUA)

Dr. Esther Agatha Marijani: B.Sc. Food Science and Technology (SUA), M.Sc. Food Safety (Wageningen University), Netherlands, PhD Food Science (OUT)

Assistant Lecturers

Ms. Nemela. Mligiliche: B.Sc. Food Science & Tech (SUA); M.Sc. Food Tech (Nottingham-UK)

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. Rogers Bhalalusesa: BSc Computer Science (UDSM), MSc Computer Science (Kent, UK), PhD Computer Science (Universiti Sains Malaysia, Malaysia)

Associate Professor:

Prof. George Oreku: BSc. Computer Science (Ukraine); MSc. Computer Science (Ukraine); PhD Computer Science (People's Republic of China); Post-Doctoral Economic Sciences and Information Technology (South Africa)

Senior Lecturer:

Dr. Said Ally: BSc. Computer Science (UDSM); MSc ICT (OUT); PhD ICT (OUT)

Lecturers:

Dr. Edephonc Ngemera Nfuka: B.Sc. Automatic control & Computer Eng. (Havana, Cuba); M.Sc. Software Eng., (Barcelona), Ph.D. (Stockholm)

Dr. Khamis Kalegele: Bsc. in Engineering (hons), Computer Engineering and IT (UDSM); Master of Engineering, Computer Science (Ehime University, Japan); PhD, Computer/Information Sciences (Tohoku University, Japan)

Dr. Rogers Bhalalusesa: BSc Computer Science (UDSM), MSc Computer Science (Kent, UK), PhD Computer Science (Universiti Sains Malaysia, Malaysia)

Assistant Lecturer:

*Ms. Juliana Kamaghe: BEng in Eletronics and Telecommunications (DIT), MSc Electronics and Telecom Engineering (ISEP, Paris)

*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 Mbvette: 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)
 Mr. Godfrey Haonga: Bsc. in Information Systems (UDOM), MSc. Management Information Systems (University of Manchester)
 *Mr. Michael Nachipyangu: Bsc ESC (UDSM), M.Eng. Signal and Information Processing (TUTE) China

Tutorial Assistant:

Mr. Mwemezi Ndibalema: BSc ICT (OUT)

Note:*On study leave

**On sabbatical leave

DEPARTMENT OF ENVIRONMENTAL STUDIES

Lecturer and Head of Department

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)
 Dr. Pamela Semiono: B.Sc. Environmental Engineering (UDSM), M.Sc. Environmental Engineering and Technology (UDSM), PhD Environmental Engineering (Ardhi University)

Assistant Lecturers

Mr. Shelard Mukama: Diploma in Fisheries Sciences, (Kunduchi), B.Sc. Zoology and Botany (OUT), M.Sc. (Limnology and Wetland Ecosystems- UNESCO-IHE, Delft-Netherlands)
 *Ms. Nangware Msofe: B.Sc. in Geology (UDSM), M.Sc. NARAM (UDSM)
 *Ms. Isabela Thomas; B.Sc. Environmental Engineering, (ARDHI), M.Sc. Urban Environmental Management (Wageningen)
 Ms. Grace Maseta: Postgraduate Diploma in Finance (IFM), B.Sc. Environmental Science and Management (SUA). M.Sc
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***

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

Chief of Information Security Officer.

Mr. Bariki Kamara: Computer Programmer: BSc (Computer Science) Dar, M (Institute of Security) (IAA)

Personal Secretaries

Ms. Jasmin Hassan: Diploma in Secretary (TPSC)

Administrative Officer

Mr. Juma w. Bakari: BA Sociology (OUT)

Ms. StelaTadei: Accountant. Adv.Dipl. Accounting (IAA) Arusha, MBA (OUT)

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. Hamad Kassim: Dipl. (Computer Eng.), Dar Inst. Tech, BSc ICT (OUT)

Mr. Godfrey Haonga: BSc Information System (UDOM), MSc. Management Information Systems (University of Manchester)

Mr. Albert Ishengoma: FTC (Telecom & Electronic) DIT; BSc. ICT (OUT)

Computer Programmer

Mr. Hassan Hussein BSc in Computer Science (RUAHA University)

Mr. Mahfoudh Katakweba. Bachelor of Computer Engineering (MUST)

Mr. George Abia: Computer Programmer: BSc. (Computer Engineering), SJUIT

Mr. Joackim Nyakianile. BSc Computer Science (UDSM)

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. Jane Bethuel: BSc (Computer. Science) Dar; MBA (OUT) MSc ICT for Dev (Uganda)

Training Manager

Mr. Abdulazizi S. Mnyengema: Computer Technician; Cert. in Inf. Tech. (DIT); Diploma in Computing & Information Technology, UCC

ICT Training Section

Head Training Section

Mr. Abdulazizi S. Mnyengema: Computer Technician; Cert. in Inf. Tech. (DIT); Diploma in Computing & Information Technology, UCC

Ms. Halima Sumwa Dipl. in Record Mangt Asst, BA (SW), MCED

Ms. Stella Shayo – FTC (Computer Eng.) (DIT).

ICT Consultancy Section

Head Consultancy Section

Mr. Emmanuel Thomas: Computer Technologist: FTC in Computer Engineering (DIT), BSc. ICT (OUT),

Information Resource Management (IRM) Department

Head of Department

Mr. Emmanuel Joseph: Computer Technician: Cert in (Inf. Tech), Dar Inst. Tech, Diploma IT, UDSM, BSc in Comp Sc. (UDSM),

Office Automation Section

Mr. Evodius Albart: Head of Section, Computer Programmer; BSc Computer Science, IFM
Mr. Godgifty Kimaro BSc Information and Communications Tech (MUCCOS)

Information Systems Development and Administration Section

Head of Section.

Mr. Josephat Mathayo: Computer Programmer: BSc. (Computer Science), UDSM
*Mr. Beatus Mbunda: Computer Programmer, BSc. (Computer Science) TIANJIN
Mr. Allen Francis. BSc Information Technology and Systems (MZUMBE)
Mr Elisha Sindikwi. BSc Computer Sciene (UDOM)

Network Infrastructure Section

Head of Section

Mr. Hassan W. Shunda: Computer Technician: Dipl. in Inf. Tech. UCC, Dar, BSc ICT (OUT)
Mr. Joseph Sumbe: Computer Technician; Diploma in Computing and Information Technology (UCC), BSc ICT (OUT)
Mr. Petro Sanga: System administrator: BSc. (Electronics &Telecomm), SJUIT
Mr. Stephen J. Lukindo: BSc (Electrical Eng.), Dar; CCNA
Mr. Augustine Kitulo;Computer Technologist, Adv. Dipl Software Engineering, UNIQUE Academy (APTECH) Dar,

Smart Card Section

Head of Section

Ms. Jamila Mfaume. : FTC (Computer Eng.), BSc.Computer Engineering (DIT), CCNA.
Ms. Vicky M. Kiyuga: Computer Technician: Cert. in (Inf. Tech), DIT, Diploma in Computing and Information Technology (UCC)
Mr. Alex Mwanza. BSc Information system (UDOM)

Hardware Maintenance Section

Head of Section

Mr. Alpha Mwangono: Senior Technician: Adv. Dipl. (Electronics & Telecom), Dar Inst. Tech
Mr. Abdulrahman Juma: Computer Technician; Diploma in Computer Engineering, (DIT),
Ms. Esther Liwenga: Computer Technician; Dipl. (Computer Eng.), New Horizon
Mr. Thabit H. Molly: Computer Technician: Cert. in Inf. Tech, Dar Inst. Tech; Dipl in Comp. Sc. (OUT),

Service Control and Planning Department

Head of Department

Ms. Luly Bulili: BSc (IT) Islamic University Uganda (IUIU) CCNA, Project Management certificate (Dar)

Quality Control and Standardization Section

Head of Section

Mr. Erasmus Rukantabula: Computer Technologist. Adv. Dipl. in Computing (IT), UCC, Dar, BSc, ICT (OUT), Dar

ICT Help Desk Section

Head of Section

Mr. Juma Songoro: Computer Technician; Diploma in Computer Science (OUT)
Mr. Benjamin Nkila: Computer Technician, Cert in Inf. Tech, (DIT)

Regional Centers Technicians:

Mr. Khalim Salim: Computer Technician, Cert. in (Inf. Tech) (DIT) – KINONDONI RC

Mr. Oscar G. Masimbani: Computer Technician; Diploma in Computing and Information Technology, (UCC), MWANZA RC

Mr. Ridhiwan Issah: Computer Technician, Cert in Inf. Tech, (DIT), Bsc in Computer Science in information System (Ruaha Univ College) - IRINGA RC

Mr. Chacha Mwita: Computer Technician Zanzibar Dipl. (Computer Science) UDSM

Mr. Kassim Mnyengema: Computer Technician Rukwa – Cert in Computing and IT, Diploma in Computing and IT – (UCC) Dar,

Mr. Khashir Said: Computer Technician, Cert. in (Inf. TechDIT), Diploma in Computing and information Technology (UCC) - KIGOMA RC

Mr. John Kagu: Diploma in Computing and Information Technology (Dar) – Mtwara RC

Mr. Ibrahim J. Kasonso: Diploma in Information Technology – Mbeya RC

Mr. Wenceslaus Lahi: Diploma in Computer Engineering (MUST) – Shinyanga RC

Mr. Hassan A. Mwazema: Diploma in Computer Engineering, BSc Computer Engineering – Dodoma RC

Mr. Florence Tabla. Diploma in Computer Science (OUT) BSc ICT (OUT) - Kagera RC

Note:

* On study leave

THE DIRECTORATE OF LIBRARY SERVICES

ACADEMIC STAFF

Director of Library Services

Dr. Athumani S. Samzug: BA, MA Library & Information Science (St. Petersburg State Institute of Culture (Russia); PhD. (OUT)

Head, Department of Readers and Technical Services

Mr. Mugisha Kafuma: BLIS (Makerere - Uganda), MSc. Library Science (Northeast Normal University)

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)

Senior Librarian

Dr. Athumani S. Samzug: BA, MA Library & Information Science (St. Petersburg State Institute of Culture (Russia); PhD. (OUT)

Librarians

Dr. Lilian Isowe: Dip. Ed. (Changómbe TTC) BEd (UDSM), MA Information Studies (UDSM), PhD (Nairobi)

Mr. Nelson Msagati: B.Sc. Food Science and Technology (SUA); M.A. Information Studies (UDSM).

Assistant Librarians

Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM).

Mr. Boniface Mbanga: BA (Education) (UDSM), M.A. Information Studies (UDSM).

Mr. Ntimi Kasumo: BALIS (Tumaini University), MA Information studies (UDSM)

Tutorial Librarians

Mr. Frank Charles- BALIS (Tumaini University),

Ms. Elinahamisa Mgaya -BALIS (Tumaini University),

ADMINISTRATIVE STAFF

HRMO

Vacant

Library officers

Mr. Salatiel Chaula: Certificate in Librarianship (TLSB); BLIS (Tumaini University)

Mr. Busunzu, Underson BALIS (Tumaini University)

Ms. Happy J. Shunda, BALIS (Tumaini University)

Mr. Ally Msuya, BALIS (Tumaini University)

Mr. Richard Mfinanga, BALIS (Tumaini University); Manyara Regional Centre

Ms. Asia Adam Kassim, BALIS (Tumaini University); Dodoma Regional Centre

Ms. Winifrida Sanga, BALIS (Tumaini University); Tanzania Iringa Regional Centre

Mr. Said Mbelwa, 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. Juvent K. Method, BALIS (Tumaini University); Kagera Regional Centre

Ms. Rehema Machimo: Diploma in Librarianship (SLADS), BALIS (TUDARCo)

Library Assistants

Ms. Restituta Kisamo: Diploma in Librarianship (SLADS)-Bagamoyo

Mr. Habibu Vicent Kazimzuri: Diploma in Librarianship (SLADS) Bagamoyo

Ms. Khadija Katele: Diploma in Librarianship (SLADS) Bagamoyo

Office Management Secretary**MEMBERS OF THE COUNCIL (2017-2020)**

S/N	Name and Address	Appointing Authority
1.	Prof. Rwekaza Sympho Mukandala Chairman of the Council, P.O. Box Dar es Salaam.	Presidential Appointment as Chairman from.....
2.	Prof. Elifas T. Bisanda, Vice Chancellor The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	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.	Ex- Officio as Deputy Vice Chancellor (Academic)
4.	Prof. George Oreku Vice Chancellor (Resources Management) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	Ex- Officio as Deputy Vice Chancellor (Resources Management)
5.	Prof. Alex B. Makulilo Deputy Vice Chancellor (Learning Technologies & Regional Services) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	Ex- Officio as Deputy Vice Chancellor (Learning Technologies &Regional Services)
6.	Prof. Emmanuel D. Mbennah	Appointee of the Committee of Vice Chancellors and Principals in Tanzania
7.	Mr. Azizi Hassan Kifile, Box 9111, DAR-ES-SALAAM.	Appointee of the Minister for Finance

8.	Dr. Eugenia Kafanabo	Appointee of the Minister for Education and Vocational Training
9.	Bi. Maimuna Fadhili. Abbas	Appointee of the Revolutionary Government of Zanzibar
10.	Prof. David Urassa	Appointee of the Senate
12.	Prof. Honoratha Mushi P.O. Box 23409, DAR ES SALAAM.	Appointee of Convocation
13.	Bw. Ambakisye Mwaifuge	Appointee of students Organisation (OUTSO).
14.	Bw. Dunstan Komba	Appointee of students Organisation (OUTSO).
17.	Bw. Innocent Messo	Appointee of OUT Workers Council
18.	Bi. Luly Bulili	Appointee of OUT Workers Council

THE OPEN UNIVERSITY OF TANZANIA



ALMANAC FOR THE 2020/2021 ACADEMIC YEAR

01-Jul-20	Wednesday	Start of Exam Registration (OREX & ODEX)	DVCAC/DES
02-Jul-20	Thursday		
03-Jul-20	Friday		
04-Jul-20	Saturday		
05-Jul-20	Sunday		
06-Jul-20	Monday	Sabasaba Exhibitions	DCM
07-Jul-20	Tuesday		
08-Jul-20	Wednesday	Start of Pen/Paper Exams for Non-Degree Programmes	DVCAC/DES
09-Jul-20	Thursday		
10-Jul-20	Friday	End of Exam Registration (OREX & ODEX)	DES
11-Jul-20	Saturday		
12-Jul-20	Sunday		
13-Jul-20	Monday		
14-Jul-20	Tuesday		
15-Jul-20	Wednesday	<ol style="list-style-type: none"> Deadline for submission of new OPRAS performance Contracts Beginning of 2019/2020 academic year July intake 	
16-Jul-20	Thursday		
17-Jul-20	Friday		
18-Jul-20	Saturday		
19-Jul-20	Sunday		
20-Jul-20	Monday	Start of OREX exams (Event One)	DVCAC/DES
21-Jul-20	Tuesday		
22-Jul-20	Wednesday		
23-Jul-20	Thursday		
24-Jul-20	Friday	STAFF MEETING	VC/THTU
		End of Pen/Paper Exams for Non-Degree Programmes	DES
25-Jul-20	Saturday	Orientation for July intake 2019-2020 academic year	DVCAC/DUGS
26-Jul-20	Sunday		
27-Jul-20	Monday		
28-Jul-20	Tuesday	FASS BOARD MEETING	DFASS
29-Jul-20	Wednesday		
30-Jul-20	Thursday		
31-Jul-20	Friday	FLAW BOARD MEETING	DFLAW
01-Aug-20	Saturday	Beginning of TCU admission cycles	DUGS
02-Aug-20	Sunday		

03-Aug-20	Monday		
04-Aug-20	Tuesday	FBM BOARD MEETING	DFBM
05-Aug-20	Wednesday	FACULTY/ACADEMIC INSTITUTE BOARD MEETINGS	DEANS/DIRECTORS
06-Aug-20	Thursday		
07-Aug-20	Friday	FED BOARD MEETING	DFED
08-Aug-20	Saturday		
09-Aug-20	Sunday		
10-Aug-20	Monday	ICE BOARD MEETING	DICE
11-Aug-20	Tuesday	1st Professors' Forum	DVC- ACADEMIC
12-Aug-20	Wednesday	RDCC	DVC – LT/RS
13-Aug-20	Thursday	FSTES BOARD MEETING	DFSTES
14-Aug-20	Friday	IEMT BOARD	DIEMT
14-Aug-20	Friday	End of OREX Exams (Event One)	DVCAC/DES
15-Aug-20	Saturday		
16-Aug-20	Sunday		
17-Aug-20	Monday	LIBRARY BOARD	DVCLT/RS, DLS
		Start of Pen/Paper (ODEX) Exam Registration Field Practice for DLIS & CLIS begins	DVCAC/DES
		Field Practice for DLIS & CLIS begin	
18-Aug-20	Tuesday		
19-Aug-20	Wednesday	IGSC	DVCRM, CORD. IGU
20-Aug-20	Thursday	GENDER STEERING COMMITTEE	VC, DGU
21-Aug-20	Friday	TENDER BOARD	CHAIRPERSON, TB
22-Aug-20	Saturday		
23-Aug-20	Sunday		
24-Aug-20	Monday	ICT STEERING COMMITTEE	VC
25-Aug-20	Tuesday	MANAGEMENT MEETING	VC
26-Aug-20	Wednesday		
27-Aug-20	Thursday	UGSC	DVC ACAD
28-Aug-20	Friday	HRMC	VC, DVC-RM, STC
29-Aug-20	Saturday		
30-Aug-20	Sunday		
31-Aug-20	Monday	End of Pen/Paper (ODEX) Exam Registration	DVCAC/DES
01-Sep-20	Tuesday	QACC	DQA
02-Sep-20	Wednesday		
03-Sep-20	Thursday		
04-Sep-20	Friday	RPPC	DVC AC
05-Sep-20	Saturday		
06-Sep-20	Sunday		
07-Sep-20	Monday	SAC	DVC AC, DOS
07-Sep-20	Monday	Start of Pen/Paper (ODEX) Exams	DES
08-Sep-20	Tuesday		
09-Sep-20	Wednesday	AUDIT COMMITTEE	DVC RM, STC
10-Sep-20	Thursday	TASC MEETING	VC
11-Sep-20	Friday	QUALITY ASSURANCE COMMITTEE	VC, DQAC

		Field Practice for DLIS & CLIS begins	VC, DQAC
12-Sep-20	Saturday		
13-Sep-20	Sunday		
14-Sep-20	Monday	TENDER BOARD	CHAIR, TB
15-Sep-20	Tuesday	ESTATE & INVESTMENT CMT	DVC RM/STC
16-Sep-20	Wednesday	51ST FPDC	COUNCIL, STC
		Undergraduate admission Board	UA Board
17-Sep-20	Thursday		
18-Sep-20	Friday	105th SENATE	DVCAC/STC
19-Sep-20	Saturday		
20-Sep-20	Sunday		
21-Sep-20	Monday	MANAGEMENT MEETING	VC, STC
21-Sep-20	Monday	Start of September OREX Registration	DES
22-Sep-20	Tuesday		
23-Sep-20	Wednesday	RSP REVIEW	VC, DPD
24-Sep-20	Thursday	FLW Moot Court Sessions Start	DFLW, HoDS
25-Sep-20	Friday	End of September OREX Registration	DES/DUGS
		End of Pen/Paper (ODEX) Exams	DES/DUGS
		Submission of selected applicants in to NACTE portal	DVCAC/DES/DUGS
26-Sep-20	Saturday		
27-Sep-20	Sunday		
28-Sep-20	Monday	Start of September OREX Week	DES
29-Sep-20	Tuesday		
30-Sep-20	Wednesday	105th COUNCIL	OUT COUNCIL, VC
01-Oct-20	Thursday		
02-Oct-20	Friday	End of September OREX Week	DES
03-Oct-20	Saturday		
04-Oct-20	Sunday		
05-Oct-20	Monday	FASS BOARD MEETING	DFASS
06-Oct-20	Tuesday	FBM BOARD MEETING	DFBM
07-Oct-20	Wednesday	ICE BOARD MEETING	DICE
08-Oct-20	Thursday	FED BOARD MEETING	DFED
09-Oct-20	Friday	FSTES BOARD MEETING	DFSTES
10-Oct-20	Saturday	Deadline for uploading selected students to TCU round 1	DUGS
11-Oct-20	Sunday		
12-Oct-20	Monday	FLAW BOARD MEETING	DFLAW
13-Oct-20	Tuesday	IEMT BOARD	DIEMT
14-Oct-20	Wednesday	Mwl Nyerere Day	
15-Oct-20	Thursday	USRC - Mara	VC/DOS
16-Oct-20	Friday		
17-Oct-20	Saturday		
18-Oct-20	Sunday		
19-Oct-20	Monday	IGSC	DVCRM, CORD. IGU
		Start of October OREX Registration	DES
20-Oct-20	Tuesday	GENDER STEERING COMMITTEE	VC, DGU/DUGS

		Admission Board for TCU selected applicants round 2	VC, DGU/DUGS
21-Oct-20	Wednesday		
22-Oct-20	Thursday	LIBRARY BOARD	DVCLT/RS, DLS
23-Oct-20	Friday	ICT STEERING COMMITTEE	DVCLT/RS VC
23-Oct-20	Friday	End of October OREX Registration	DES
24-Oct-20	Saturday		
25-Oct-20	Sunday		
26-Oct-20	Monday	Start of October OREX Week	DES
		AUDIT COMMITTEE	DVC RM, STC
27-Oct-20	Tuesday	RPPC	DVC AC
28-Oct-20	Wednesday	GENERAL ELECTIONS	ALL
29-Oct-20	Thursday	TASC MEETING	VC
30-Oct-20	Friday		
		End of October OREX Week	DES
31-Oct-20	Saturday		
01-Nov-20	Sunday		
02-Nov-20	Monday	QUALITY ASSURANCE COMMITTEE	VC, DQAC
03-Nov-20	Tuesday	Investment Taskforce	VC, DVC-RM,
		UGSC	DVC ACAD
04-Nov-20	Wednesday	TENDER BOARD	CHAIR, TB
05-Nov-20	Thursday	SAC	DVC AC, DOS
06-Nov-20	Friday	HRMC	VC, DVC-RM, STC
07-Nov-20	Saturday		
08-Nov-20	Sunday		
09-Nov-20	Monday		
		2nd Professors' Forum Meeting	DVC AC
10-Nov-20	Tuesday	ESTATE & INVESTMENT COMMITTEE	DVC RM/STC
11-Nov-20	Wednesday	52nd FPDC	COUNCIL, STC
11-Nov-20	Wednesday		
12-Nov-20	Thursday		
13-Nov-20	Friday	106th SENATE	DVCAC/STC
13-Nov-20	Friday		
14-Nov-20	Saturday		
15-Nov-20	Sunday		
16-Nov-20	Monday		
17-Nov-20	Tuesday		
18-Nov-20	Wednesday		
19-Nov-20	Thursday		
20-Nov-20	Friday	MANAGEMENT MEETING	VC, STC
21-Nov-20	Saturday		
22-Nov-20	Sunday		
23-Nov-20	Monday	1. Beginning of academic year 2020/2021 2. Start of Nov/Dec OREX Registration	DES
24-Nov-20	Tuesday	Beginning of Orientation for 2020/2021 November intake	

25-Nov-20	Wednesday		
26-Nov-20	Thursday		
27-Nov-20	Friday	End of Nov/Dec OREX Registration	DES
27-Nov-20	Friday	106th COUNCIL	Chairman, VC
28-Nov-20	Saturday	Orientation of New Students	DVC Ac
29-Nov-20	Sunday		
30-Nov-20	Monday	Registration of New and Continuing students	DVC Ac
30-Nov-20	Monday	Start of Nov/Dec OREX Week	DES
01-Dec-20	Tuesday	HEALTH AWARENESS DAY	VC/TASC Coordinator
02-Dec-20	Wednesday	Start of Real time online teaching –KA1	DVC Ac/UTLS
03-Dec-20	Thursday		
04-Dec-20	Friday	End of Nov/Dec OREX Week	DES
05-Dec-20	Saturday	Orientation -Official opening of 2020/2021 academic year/Intensive Face to Face for DPTE begins	DVC-AC, DICE, DPTE Coordinator
06-Dec-20	Sunday		
07-Dec-20	Monday		
08-Dec-20	Tuesday	MANAGEMENT MEETING	VC
09-Dec-20	Wednesday	SPORTS BONANZA	DOS
10-Dec-20	Thursday		
11-Dec-20	Friday		
12-Dec-20	Saturday		
13-Dec-20	Sunday		
14-Dec-20	Monday		
15-Dec-20	Tuesday		
16-Dec-20	Wednesday	Conference & Convocation	President Convocation
17-Dec-20	Thursday	39th GRADUATION, Bungo KIBAHA	VC, DVCAC
18-Dec-20	Friday		
19-Dec-20	Saturday		
20-Dec-20	Sunday		
21-Dec-20	Monday		
22-Dec-20	Tuesday		
23-Dec-20	Wednesday	End of orientation for 2020/2021 November intake/ Intensive Face-to-Face for DPTE ends	DRCs
24-Dec-20	Thursday		
25-Dec-20	Friday		
26-Dec-20	Saturday		
27-Dec-20	Sunday		
28-Dec-20	Monday	Start of Pen/Paper Main Timed Tests & Exams	DVCAC/DES
29-Dec-20	Tuesday	Deadline for submission of Mid-Year Review OPRAS	
30-Dec-20	Wednesday		
31-Dec-20	Thursday	Deadline for submission of Mid Year Review OPRAS/	
		End of Real time online teaching –KA1	DVC Ac/UTLS
01-Jan-21	Friday	New Year	
02-Jan-21	Saturday		
03-Jan-21	Sunday		
04-Jan-21	Monday	ODEX start	DVCAC/DES

05-Jan-21	Tuesday		
06-Jan-21	Wednesday		
07-Jan-21	Thursday		
08-Jan-21	Friday	MANAGEMENT	VC
09-Jan-21	Saturday	End of Pen/Paper Main Timed Tests & Exams	DES
10-Jan-21	Sunday		
11-Jan-21	Monday	MTT Registration begins	DES
12-Jan-21	Tuesday		
13-Jan-21	Wednesday	Start of Pen/Paper Main Timed Tests & Exams	DES
14-Jan-21	Thursday		
15-Jan-21	Friday		
16-Jan-21	Saturday	ORIENTATION OF NEW ACADEMIC YEAR	DVC AC/DUGS
17-Jan-21	Sunday		
18-Jan-21	Monday	FBM Field Practical begins	DFBM
		Workers Council Meeting (Zones)	VC, SWC
19-Jan-21	Tuesday	Library Board	DVC LT/RS,DLS
		End of MTT Session	DES
20-Jan-21	Wednesday	Beginning of AE/SUPP Session	DES
21-Jan-21	Thursday	IEMT BOARD MEETING	DIEMT
22-Jan-21	Friday	FACULTY BOARD MEETINGS	DEANS
23-Jan-21	Saturday		
24-Jan-21	Sunday		
25-Jan-21	Monday	SAC	DVC AC,DOS
		End of Course Registration for MTT	DVC AC/
26-Jan-21	Tuesday	ICE BOARD MEETING	DICE
27-Jan-21	Wednesday	UGSC	DVC AC, DUGS
28-Jan-21	Thursday	IGSC	DVC RM
29-Jan-21	Friday	End of Pen/Paper Main Timed Tests & Exams	DES
		ICT Steering Committee	VC
		Beginning of academic year January Intake 2020/2021	DVC - A
30-Jan-21	Saturday		
31-Jan-21	Sunday		
01-Feb-21	Monday	Executive Committee of Masters Workers Council (Dar es Salaam)	VC/SWC
02-Feb-21	Tuesday	ICT Steering Committee Meeting	VC
		MTT Examination begin	DES
03-Feb-21	Wednesday		
04-Feb-21	Thursday	RPPC	DVC AC, DRPS
05-Feb-21	Friday	QALITY ASSURANCE COMMITTEE	VC
		Orientation- official opening of January Intake academic year	DVC Acad/DUGS/DEANS / DICE
		Tender Board	Chairperson of TB
06-Feb-21	Saturday		
07-Feb-21	Sunday		
08-Feb-21	Monday	Special MANAGEMENT MEETING	VC.STC
		Start of Panel Marking for Pen/Paper MTT & Exams	DES

09-Feb-21	Tuesday	TASC	VC
10-Feb-21	Wednesday	Audit Committee	DVC RM, CIA
11-Feb-21	Thursday		
12-Feb-21	Friday	107th SENATE	VC/STC
13-Feb-21	Saturday		
14-Feb-21	Sunday		
15-Feb-21	Monday	Start of Feb OREX Registration	DES/DFED
		MASTER WORKERS COUNCIL	VC/DVC RM
		Teaching Practice Begins	DVC AC, DFED,DICE
16-Feb-21	Tuesday		
17-Feb-21	Wednesday	3 rd Professors' Forum	DVC- A
18-Feb-21	Thursday		
19-Feb-21	Friday	End of Feb OREX Registration	DES
		HRMC	DVC RM
19-Feb-21	Friday	End of Panel Marking for Pen/Paper MTT & Exams	DES
20-Feb-21	Saturday		
21-Feb-21	Sunday		
22-Feb-21	Monday	Start of Feb OREX Week	DES
23-Feb-21	Tuesday		
24-Feb-21	Wednesday	RPPC Meeting	DVC-AC
		53rd FPDC	Chairman/VC/DFA
25-Feb-21	Thursday		
26-Feb-21	Friday	End of Feb OREX Week	DES
27-Feb-21	Saturday		
28-Feb-21	Sunday	End of orientation for January Intake	DRCs
01-Mar-21	Monday		
02-Mar-21	Tuesday		
03-Mar-21	Wednesday	SOW Field Practicum Begins	DFASS,HOD Sociology
04-Mar-21	Thursday	Management Committee	VC
05-Mar-21	Friday	Tender Board	Chairperson of TB
06-Mar-21	Saturday		
07-Mar-21	Sunday		
08-Mar-21	Monday		
09-Mar-21	Tuesday		
10-Mar-21	Wednesday	107th Council	VC, STC
11-Mar-21	Thursday		
12-Mar-21	Friday		
13-Mar-21	Saturday		
14-Mar-21	Sunday		
15-Mar-21	Monday		
16-Mar-21	Tuesday	Undergraduate admission Board for April Intake	DUGS/ASS.DEANS
17-Mar-21	Wednesday		
18-Mar-21	Thursday	Examination Technical Committee Meeting	DES
19-Mar-21	Friday		
20-Mar-21	Saturday		
21-Mar-21	Sunday		
22-Mar-21	Monday	Start of March OREX Registration	DES

23-Mar-21	Tuesday		
24-Mar-21	Wednesday	ACDE Conference	
25-Mar-21	Thursday	Undergraduate admission Board for April intake	DUGS/ASS.DEANS/DICE
26-Mar-21	Friday	End of March OREX Registration	DES
27-Mar-21	Saturday		
28-Mar-21	Sunday	End of teaching practice	DVC AC, DFED,DICE
29-Mar-21	Monday	Start of March OREX Week	DES
30-Mar-21	Tuesday	Deadline for uploading selected applicants in to TCU portal	DUGS
31-Mar-21	Wednesday		
01-Apr-21	Thursday	DRC,s Seminar in Singida	
02-Apr-21	Friday	End of March OREX Week	DES
		FBM field practical ends	DFBM
03-Apr-21	Saturday		
04-Apr-21	Sunday		
05-Apr-21	Monday	F2F – GROUP 1	DVC AC,DUGS
		Start of ODEX Exams	DES
06-Apr-21	Tuesday		
07-Apr-21	Wednesday	IEMT BOARD MEETING	DIEMT
08-Apr-21	Thursday	IGSC	DVC RM,Cord, IGU
09-Apr-21	Friday	ODEX END	DVC AC, DES
10-Apr-21	Saturday		
11-Apr-21	Sunday		
12-Apr-21	Monday		
13-Apr-21	Tuesday	FACULTY/ACADEMIC INSTITUTE MEETINGS	DEANS/DIRECTORS
14-Apr-21	Wednesday	ICE Board Meeting	DICE
		Start of ODEX Marking	DES
15-Apr-21	Thursday	Beginning of April intake 2020/2021 academic year	DVC Acad/ DUGS
		IEMT Board Meeting	DIEMT
16-Apr-21	Friday	Beginning of orientation for April Intake	DVC Acad/DUGS /DRCs
		End of ODEX Marking	DES
17-Apr-21	Saturday	Opening of admission cycle July intake 2020/21	DUGS
18-Apr-21	Sunday	Start of Exam Registration	DES
19-Apr-21	Monday		
20-Apr-21	Tuesday	SAC	DVC-A
		Geograph Field Practicals Begins	DFASS
21-Apr-21	Wednesday	Deadline for application for fourth cycle	DUGS
22-Apr-21	Thursday		
23-Apr-21	Friday		
24-Apr-21	Saturday	Orientation -Official opening of academic year April Intake	DVC Acad/DUGS /DRCs/Deans/DICE
25-Apr-21	Sunday	Registration for Special MTT and Annual Exams starts	DES
26-Apr-21	Monday	Start of Apr/May OREX Registration	DES
		RDCC	DVC – LT/RS
27-Apr-21	Tuesday	RSP	DPD
28-Apr-21	Wednesday	RSP	DPD

29-Apr-21	Thursday		
30-Apr-21	Friday	End of Apr/May OREX Registration	DES
01-May-21	Saturday		
02-May-21	Sunday		
03-May-21	Monday	Start of Apr/May OREX Week	DES
04-May-21	Tuesday		
05-May-21	Wednesday	ICT Steering Committee	VC
		FACULTY BOARDS	DEANS
06-May-21	Thursday	End of orientation for April intake	DRCs
07-May-21	Friday	Start of Apr/May OREX Week	DES
		Quality Coordinators Committee	DQA
08-May-21	Saturday	Tourism Field Trip Begins	
		Orientation for new PhD students	DVC AC/DRP
09-May-21	Sunday	Tourism Field Trip Ends	DFASS, HOD Tourism
		Orientation for April intake	DUGS
10-May-21	Monday	Orientation for April intake	DUGS
		Start of Registration for ODEX Pen/Paper (MTTs/AE)	DES
11-May-21	Tuesday	SAC	DVC AC, DOS
		UGSC	DVC AC
12-May-21	Wednesday		
		MARKING OF MTTs END	DES
13-May-21	Thursday	End of Exam Registration	DES
		Submission of Coursework Assessment (CA)	DES
14-May-21	Friday	Moodle Results to DES	
15-May-21	Saturday		
16-May-21	Sunday		
		Registration for Special MTT and Annual Exams ENDS	DES
17-May-21	Monday		
		QA Coordinators Committee	VC
18-May-21	Tuesday	TASC Meeting	
19-May-21	Wednesday	4th Professors' forum	DVC- A
20-May-21	Thursday	RPPC Meeting	DVC - A
21-May-21	Friday	Geography Field Practical Ends	DFASS
22-May-21	Saturday	Deadline for application for fourth cycle	DUGS
23-May-21	Sunday	Start of MTT Session	DES
		Field Assessment Journalism and Media studies Ends	DFASS,HOD Journalism
24-May-21	Monday		
25-May-21	Tuesday		
26-May-21	Wednesday	HRMC	DVC RM, VC
27-May-21	Thursday	IGU Stearing Committee	VC/DVC RM
		End of Registration for ODEX Pen/Paper (MTTs/AE)	DES
28-May-21	Friday		
29-May-21	Saturday		
30-May-21	Sunday		
		Start of Pen/Paper ODEX Pen/Paper (MTTs/AE)	DES
31-May-21	Monday		
01-Jun-21	Tuesday	Annual Exams for July 2020 AE/SP Begins	DVC AC/DES

02-Jun-21	Wednesday	QAC COMMITTEE	VC/DQA
		End of MTT Session	DES
03-Jun-21	Thursday		
04-Jun-21	Friday		
05-Jun-21	Saturday		
06-Jun-21	Sunday		
07-Jun-21	Monday	Gender Steering Committee	VC/DGU
08-Jun-21	Tuesday	AUDIT COMMITTEE	VC/CIA
09-Jun-21	Wednesday	108th SENATE	VC, DVC AC
10-Jun-21	Thursday	Tender Board	Chairperson of TB
11-Jun-21	Friday		
12-Jun-21	Saturday		
13-Jun-21	Sunday		
14-Jun-21	Monday		
15-Jun-21	Tuesday		
16-Jun-21	Wednesday		
17-Jun-21	Thursday	54th FPDP	Chairperson/STC
18-Jun-21	Friday	End of Pen/Paper ODEX Pen/Paper (MTTs/AE)	DES
19-Jun-21	Saturday		
20-Jun-21	Sunday	Start of Panel Marking Session	DES
21-Jun-21	Monday		
22-Jun-21	Tuesday	Examination Technical Committee	DES
23-Jun-21	Wednesday		
24-Jun-21	Thursday	108th COUNCIL	Chairperson/STC
25-Jun-21	Friday		
26-Jun-21	Saturday		
27-Jun-21	Sunday		
28-Jun-21	Monday	Start of Registration for July OREX Main Event	DES
29-Jun-21	Tuesday		
30-Jun-21	Wednesday	Deadline for admission for 2020/2021 academic Year	DUGS
		Start of Panel Marking Session	DES
		Saba saba 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.

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 OF TABLES (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

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

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?

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 some funders. You need to find this out and eliminate them from your 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 Appendix III) and have it countersigned by your supervisor.

APPENDIX III: DECLARATION OF CONFIDENTIALITY

**THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE
STUDIES**

Tel: 255-22-2668992; E-
mail: drpc@out.ac.tz

P.O. Box 23409,
Dar es Salaam, Tanzania
<http://www.out.ac.tz>

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

APPENDIX IV: GUIDELINES FOR MASTERS AND PhD RESEARCH PROPOSAL PRESENTATION

1.0 Introduction

The general regulations and guidelines for higher degrees at the OUT require students 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, within a 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 advise accordingly.
- (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

- (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.

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.

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:

i. Preliminary pages:

Title page, Supervisors(s) certification, Statement of copyright, Declaration by the candidate, Dedication (if any), Acknowledgement, Abstract, Table of contents, List of tables, List of figures, List of appendices, List of abbreviations/acronyms/symbols etc (choose the appropriate title)

ii. Main body:

Introduction, Literature review, Materials and Methods, Results and Discussion (Results may be presented separately from discussion), Conclusion and Recommendations, References, and Appendices.

(b) *Typing*

The thesis/dissertation must be typewritten 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.

(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 FULFILLMENT/ PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree), Indicate the host department, THE OPEN UNIVERSITY OF TANZANIA"

- i. Indicate the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation is made).

Front Page

4cm

Title Page

EFFECTS OF REWARDS ON EMPLOYEES PERFORMANCE IN COMMERCIAL BANKS OF TANZANIA: AN EMPIRICAL STUDY

- 12 Points
- Bold
- Centered

2.5cm

4cm

(Name of the Student e.g.)

THERESA JUNE BAGENDA

- 12 Points
- Bold
- Centered

A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT
OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF
HUMAN RESOURCES MANAGEMENT (MHRM)

DEPARTMENT OF LEADERSHIP AND GOVERNANCE

OF THE OPEN UNIVERSITY OF TANZANIA

2020

ii. *Certification*

The undersigned certifies that he has read and here by recommends for acceptance by The Open University of Tanzania a dissertation entitled, **Effects of Rewards on Employees' Performance in Commercial Banks of Tanzania: An Empirical Study**. In partial fulfilment of the requirements for the award of Degree of Masters in Human Resources Management (MHRM).

.....
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

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*

The thesis/dissertation must contain a one-page abstract, which shall concisely indicate the research objectives, problem investigated, data collection methods, data analysis employed, sample size, the main findings of the study as well as the implication of a study finding. Also students are requested to indicate at least 4 keywords at the end of the abstract.

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

This section must cover a comprehensive introduction to the problem, a Statement of the Problem, Research Objectives, Hypotheses/Research questions, significance of the study as well as the chapter summary.

CHAPTER 2: LITERATURE REVIEW

This section must cover attention on the definition of key study concepts, relevant theory(s) guiding the study, relevant empirical literature on the problem and identification of gaps in knowledge. This section sometimes may include conceptual framework (in case of a quantitative study) and it should contain recent references from the last three years.

CHAPTER 3: RESEARCH METHODOLOGY

Give details of the research philosophy, research design, sampling designs, study area, data collection methods, data analysis methods used in the research, the critical choices made (with justifications).

CHAPTER 4: FINDINGS

Present findings of the study in this chapter. In some discipline the term findings can be represented by the term results.

CHAPTER 5: DISCUSSION OF THE FINDINGS

Discussion of findings should be presented in this chapter.

CHAPTER 6: CONCLUSIONS AND RECOMMENDATIONS

Conclusions (theoretical and managerial), 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 more than one page. 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: Rwegoshora and Kara (2020).
- (f) Give references for tables in full only in the references' list at the end of the dissertation/thesis and not as footnotes to the text.
- (g) The word Table, Figure, Appendix or Map which refers to a specific table, figure, appendix or map in the text should start with an upper case letter.

iii. Authors should take notes of limitations set by the size and layout of the document. Large tables should be avoided in the main text and if necessary they should be placed as Appendices at the end of the manuscript. A table in the text should not exceed the printed area of the page. Fold-outs are not accepted in the main text. If many data are to be presented together, an attempt should be made to divide these over two or more tables or reduce the size using smaller fonts (not smaller than size 9) and/or photocopying machines but should remain readable.

Presentation of Illustrations (figures, pictures, graphs, charts etc):

- Present these on separate pages in case they cover more than one page.
- 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) must follow an APA referencing style version 6. Example on how to do citations using an APA referencing style is presenting in Table 1.*

Table 1: Reference style using an APA Reference Style version 6

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
BOOKS & BOOK CHAPTERS	One author – in-text reference placement <i>Note:</i> There are two main ways to use in-text references. Firstly, to focus on the information from your source – ‘information prominent’. Secondly, to focus on the author – ‘author prominent’.	<i>Information prominent’ (the author’s name is within parentheses):</i> The conclusion reached in a recent study (Cochrane, 2007) was that... OR <i>‘Author prominent’ (the author’s name is outside the parentheses):</i> Cochrane (2007) concluded that...	Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i> . Malden, MA: Blackwell Publishing.
BOOKS & BOOK CHAPTERS	One author – when fewer than 40 words are quoted Include the material in the paragraph and include specific page number/s. Use quotation marks to show the exact words.	An interesting view was expressed that “the connection of high profile developments to their surrounding environment has increasingly been questioned” (Cochrane, 2007, p. 117). OR An interesting view was expressed by Cochrane (2007) that “the Connection of high profile developments to their surrounding environment has increasingly been questioned” (p. 117).	Cochrane, A. (2007). <i>Understanding urban policy: A critical approach</i> . Malden, MA: Blackwell Publishing.
BOOKS &	One author – when 40	Much has been written	Finkelman, A. W. (2006).

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
BOOK CHAPTERS	<p>or more words are quoted</p> <p>Begin quoting the material on a new line, indent it 5 spaces (use the indent tool to keep all lines of the quote evenly indented), and include specific page number/s.</p> <p>Omit the quotation marks.</p> <p>Use double spacing for both your text and the indented quote.</p> <p>Make sure the quote is exactly as it was published.</p>	<p>about acute care. Finkelman (2006), for example, points out that:</p> <p>There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of the surgical service in 1 day or even a few hours. (p. 184).</p> <p>Recently, this trend has been seen in some Australian hospitals and research here...</p>	<p><i>Leadership and management in nursing</i>. Upper Saddle River, NJ: Pearson Prentice Hall.</p>
BOOKS & BOOK CHAPTERS	Two authors	When considering the Howard Government's Indigenous health expenditure, Palmer and Short (2010) maintain that...	Palmer, G. R. & Short, S. D. (2010). <i>Health care and public policy: An Australian analysis</i> (4th ed.). Melbourne, Australia: Palgrave Macmillan.
BOOKS & BOOK CHAPTERS	Three to five authors	<p>A recent study (Seeley, VanPutte, Regan, & Russo, 2011) concluded that...</p> <p>Subsequent in-text reference/s: (Seeley et al., 2011).</p>	Seeley, R., VanPutte, C., Regan, J. & Russo, A. (2011). <i>Seeley's anatomy & physiology</i> . New York, NY: McGraw-Hill.
BOOKS & BOOK CHAPTERS	Six to seven authors	The Russian Revolution may never have succeeded if there hadn't already been widespread discontent among the Russian populace (Bulliet et al., 2005).	Bulliet, R. W., Crossley, P. K., Headrick, D. R., Hirsch, S. W., Johnson, L. L. & Northrup, D. (2011). <i>The earth and its peoples: A global history</i> (5th ed.). Boston, MA: Wadsworth.
Works by different	For in-text references, include the initials of	These techniques have been shown to improve test	Smith, C. & Laslett, R. (1993). <i>Effective classroom management:</i>

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
authors with the same family name	the authors in question to enable readers to differentiate between them. List references alphabetically by the authors' initials in the Reference List.	scores among primary school aged children (R. Smith, 2010). If funding were enhanced, it is arguable these problems could be ameliorated (C. J. Smith & Laslett, 1993).	A teacher's guide (2nd ed.). London, United Kingdom : Routledge. Smith, R. (2010). <i>Rethinking teacher education: Teacher education in the knowledge age</i> . Sydney, Australia: AACLM Press.
Several works by the same author in different years	When citing references separately, no special rule needs to be observed. When citing references collectively, separate years with a comma and insert years earliest to latest. List references chronologically (earliest to latest) in the Reference List.	These techniques have changed markedly in the last decade (Greenspan, 2000, 2011).	Greenspan, A. (2000). <i>Orthopedic radiology: A practical approach</i> (3rd ed.). Philadelphia, PA: Lippincott Williams & Wilkins. Greenspan, A. (2011). <i>Orthopedic imaging: A practical approach</i> (5th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.
Several works by the same author in the same year	Arrange alphabetically by title in the Reference List. Place lowercase letters ("a", "b", "c", etc.) immediately after the year.	Leadership and change in schools have been major topics of discussion for several years (Fullan, 1996a, 1996b) and this conference... "Educational change" has taken on a new meaning in recent years (Fullan, 1996b) ...	Fullan, M. (1996a). Leadership for change. In <i>International handbook for educational leadership and administration</i> . New York, NY: Kluwer Academic . Fullan, M. (1996b). <i>The new meaning of educational change</i> . London, United Kingdom: Cassell.
Several authors, different years, referred to collectively in your work	List sources alphabetically by family name in the in-text reference in the order in which they appear in the Reference List. Separate each reference with a semicolon.	The cyclical process (Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; MacIsaac, 1995) suggests...	Carr, W. & Kemmis, S. (1986). <i>Becoming critical: Education knowledge and action research</i> . London, United Kingdom: Falmer Press. Dick, B. (2000). <i>A beginner's guide to action research</i> . Retrieved from http://www.scu.edu.au/schools/gcm/ar/arp/guide.html Kemmis, S. & McTaggart, R. (Eds.). (1988). <i>The action research planner</i> (3rd ed.). Melbourne, Australia: Deakin University Press.
eBook – online book	If the URL leads to information about how	We found helpful information about deaf	Niemann, S., Greenstein, D. & David, D. (2004). <i>Helping</i>

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
	to obtain the book, use “Available from” instead of “Retrieved from”. <i>If the eBook has a DOI, add this in.</i>	children (Niemann, Greenstein, & David, 2004) that meant we could... OR Schiraldi (2001) offers solutions to PTSD.	<i>children who are deaf: Family and community support for children who do not hear well.</i> Retrieved from http://www.hesperian.org/publications_download_deaf.php Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722
An article/ chapter in eBook	<i>If the article/ chapter has a DOI, add this in.</i>	Screening is helpful to identify major depression in adults (Williams & Nieuwsma, 2016) ...	Williams, J. & Nieuwsma, J. (2016). Screening for depression in adults. In J. A. Melin (Ed.), <i>UpTpDate</i> . Retrieved from https://www.uptodate.com/contents/screening-for-depression-in-adults
	Chapter in edited book	A discussion about Australia’s place in today’s world (Richards, 1997) included reference to... OR Richards (1997) proposed that...	Richards, K. C. (1997). Views on globalization. In H. L. Vivaldi (Ed.), <i>Australia in a global world</i> (pp. 29-43). Sydney, Australia: Century.
	Brochure – author is also publisher	The security of personal information is addressed in the Trans ACT brochure (Trans ACT, n.d.)	Trans ACT . (n.d.). <i>Guide to equipment and service</i> [Brochure]. Canberra, Australia: Author.
	Editor	In discussing best practice, Zairi (1999) identified... OR Best practice indicators in management have been identified (Zairi, 1999) and...	Zairi, M. (Ed.). (1999). <i>Best practice: Process innovation management</i> . Oxford, United Kingdom: Butterworth-Heinemann.
	Compiler, or Reviser, or Translator Use the following abbreviations after the person’s name in the Reference List: Comp. Rev. Trans.	This novel by Gaarder (1991/1994) provides an appealing approach to... OR Socrates has been described as “enigmatic” (Gaarder, 1991/1994, p. 50) which provides us with...	Gaarder, J. (1994). <i>Sophie’s world: A novel about the history of philosophy</i> (P. Møller, Trans.). London, United Kingdom: Phoenix House. (Original work published 1991).
Corporate	Spell out the full name	A recent study (Australian	Australian Institute of Health and

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
author – when the author is also the publisher	of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation only for subsequent references.	Institute of Health and Welfare [AIHW], 2009) highlighted ... Subsequent in-text reference/s: The AIHW (2009) found that...	Welfare. (2009). <i>Indigenous housing needs 2009: A multi-measure needs model</i> (AIHW cat. no. HOU 214). Canberra, Australia: Author.
	Corporate author – commissioned reports	The report prepared by the South Australian Centre for Economic Studies (2009) was discussed.	South Australian Centre for Economic Studies. (2009). <i>Local government's current and potential role in water management and conservation: Final report</i> . Commissioned by the Local Government Association of South Australia. Adelaide, Australia: Author.
	No date of publication	Some aspects of forensic science are more challenging than others (Browne, n.d.) and for this reason...	Browne, J. D. (n.d.). <i>Forensic science as a career</i> . London, England: Tower.
	Second or later edition	Peters (2001, p. 6) argued that "..."	Peters, T. (2001). <i>The elements of counselling</i> (2nd ed.). Brisbane, Australia: Macmillan.
	Multi-volume work	Inge, Duke and Bryer (1978, p. 27) claim that there is much to learn about these writers which results in... OR There is so much to learn about our country (Clark, 1978, p. 42) that we kept returning to...	Inge, M. T., Duke, M., & Bryer, J. R. (Eds.). (1978). <i>Black American writers: Bibliographical essays</i> (Vols. 1-2). New York, NY: St. Martins. Clark, C. M. H. (1978). <i>A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888</i> . Australia: Melbourne University Press.
DICTIONARY / ENCYCLOPAEDIA	Dictionary / Encyclopaedia – print Include information about editions, volume numbers and page numbers in parenthesis following the title in the	According to one definition of "bivalence" (VandenBos, 2007, p. 123)...	VandenBos, G. R. (Ed.). (2007). <i>APA dictionary of psychology</i> . Washington, DC: American Psychological Association.

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
	Reference List.		
Dictionary / Encyclopaedia – online	Include information about editions, specific volume numbers or page numbers in parenthesis following the title in the Reference List.	A psychological overview of ADHD (Arcus, 2001)...	Arcus, D. (2001). Attention deficit / hyperactivity disorder (ADHD). In B. Strickland (Ed.), <i>The Gale encyclopedia of psychology</i> . Retrieved from http://www.gale.cengage.com/ Note: If retrieved from a database, do a Web search for the home page of the publisher of the encyclopaedia and use the URL in the reference.
JOURNAL, NEWSPAPER & NEWSLETTER ARTICLES	Journal article with one author – separated paging (paginated by issue) If each issue of a journal begins on page 1, include the issue number in parenthesis immediately after the volume number in the Reference List. <i>If the journal article has a DOI, add this in.</i>	In an earlier article, it was proposed (Jackson, 2007)...	Jackson, A. (2007). New approaches to drug therapy. <i>Psychology Today and Tomorrow</i> , 27(1), 54-59. Dempsey, I. (2012). The use of individual education programs for children in Australian Schools. <i>Australasian Journal of Special Education</i> , 36(1), 21-31. doi:10.1017/jse.2012.5
Journal article with two authors – continuous paging throughout a volume.	If the journal volume page numbers run continuously throughout the year, regardless of issue number, do not include the issue number in your Reference List entry. <i>If the journal article has a DOI, add this in.</i>	Kramer and Bloggs (2002) stipulated in their latest article... OR This article on art (Kramer & Bloggs, 2002) stipulated that...	Kramer, E. & Bloggs, T. (2002). On quality in art and art therapy. <i>American Journal of Art Therapy</i> , 40, 218-231.
Journal article with three to five authors	For the first in-text reference, list all the authors' family names, then use the first author's family name followed by 'et al.' for subsequent entries. <i>If the journal article has a DOI, add this in.</i>	A recent study to investigate the effects of an organisational stress management program on employees (Elo, Ervasti, Kuosma, & Mattila, 2008) concluded that... Subsequent in-text reference/s: (Elo et al., 2008)	Elo, A., Ervasti, J., Kuosma, E. & Mattila, P. (2008). Evaluation of an organizational stress management program in a municipal public works organization. <i>Journal of Occupational Health Psychology</i> , 13(1), 10-23. doi: 10.1037/1076-8998.13.1.10
Journal article with six to	For all in-text references, list only the	A simple ALMA is described in a recent study	Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A. &

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
seven authors	first author's family name followed by 'et al.' All authors are included in the Reference List. <i>If the journal article has a DOI, add this in.</i>	(Restouin et al., 2009).	Collette, Y. (2009). A simplified, 96-well–adapted, ATP luminescence–based motility assay. <i>BioTechniques</i> , 47, 871–875. doi: 10.2144/000113250
Journal article with eight or more authors	For all in-text references, list only the first author's family name followed by 'et al.' In the Reference List, include the first six authors' names, then insert three ellipsis points (...), and add the last author's name. <i>If the journal article has a DOI, add this in.</i>	Traumatic injury is the leading cause of death and disability worldwide (Steel et al., 2010).	Steel, J., Youssef, M., Pfeifer, R., Ramirez, J. M., Probst, C., Sellei, R., ... Pape, H. C. (2010). Health-related quality of life in patients with multiple injuries and traumatic brain injury 10+ years postinjury. <i>Journal of Trauma: Injury, Infection, and Critical Care</i> , 69(3), 523-531. doi: 10.1097/TA.0b013e3181e90c24
Journal or magazine article with no volume or issue number	<i>If the journal article has a DOI, add this in.</i>	Wychick and Thompson (2005) foreshadow that scam will still be enticing... OR An interesting approach to scam (Wychick & Thompson, 2005) suggested that...	Wychick, J. & Thompson, L. (2005, November 24). Fallen for a scam lately? <i>AustraliaToday</i> , 54-60.
Journal article retrieved from a database – with a DOI (Digital Object Identifier)	A DOI is a unique, permanent identifier assigned to articles in many databases. Always include the DOI if one is provided (usually in the article's full-text, abstract or database record). If there is a DOI, no other retrieval information is necessary.	A study examining priming (Johns & Mewhort, 2009) discovered ...	Johns, E. & Mewhort, D. (2009). Test sequence priming in recognition memory. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i> , 35, 1162-1174. doi: 10.1037/a0016372
	Journal article – in press	Influence of music in running performance (Lee & Kimmerly, in press) ...	Lee, S. & Kimmerly, D. (in press). Influence of music on maximal self-paced running performance and passive post-exercise recovery rate. <i>The Journal of Sports Medicine and Physical Fitness</i> .

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
Journal article – Cochrane Review with DOI	Journal article – Cochrane Review with DOI	Overweight and obesity are increasing throughout the industrialised world (Shaw, O’Rourke, Del Mar, & Kenardy, 2005) ...	Shaw, K., O'Rourke, P., Del Mar, C. & Kenardy, J. (2005). Psychological interventions for overweight or obesity. <i>The Cochrane database of systematic reviews</i> (2). doi:10.1002/14651858.CD003818.pub2
Journal article retrieved from a database – without a DOI	If there is no DOI, do a Web search to locate the URL of the journal’s home page & include it in the Reference List. The journal URL can sometimes be found in the database record or in the full text view of the article. - If the online article is ONLY available from a database (e.g. for discontinued journals where the journal home page doesn’t exist), include the entry page URL of the database where it was found. Give the database name if not in the URL.	The effects of climate change on agriculture are studied by Ramalho, Da Silva and Dias (2009)... Primary care is one area marked for improvement (Purtilo, 1995).	Example using URL of journal home page: Ramalho, M., Da Silva, G. & Dias, L. (2009). Genetic plant improvement and climate changes. <i>Crop Breeding and Applied Biotechnology</i> , 9(2), 189-195. Retrieved from http://www.sbmp.org.br/cbab Example using URL of database (where there is no journal home page): Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. <i>Trends in Health Care, Law and Ethics</i> , 10, 105-118. Retrieved from http://www.proquest.com
	Book review in a journal	In his review of Thomas Samaras’ latest book, Marson (2009) identifies...	Marson, S. M. (2009). How big should we be? A Herculean task accomplished [Review of the book <i>Human body size and the laws of scaling: Physiological, performance, growth, longevity and ecological ramification</i> , by T. Samaras]. <i>Public Health Nutrition</i> , 12, 1299–1300. doi:10.1017/S1368980009990656
	Newspaper article – with an author	The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).	Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p. 11.
	Newspaper article – without an author	The redesign of the Internet (“Internet pioneer”, 2007) is said to...	Internet pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p. 15.

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
	Newspaper article retrieved from a database Do a Web search to locate the URL of the newspaper's home page & include it in the Reference List.	In an attempt to save the tiger, Darby (2002) provided...	Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. <i>Sydney Morning Herald</i> . Retrieved from http://www.smh.com.au
	Article in an online newsletter	Australia's casualty rate was almost 65 per cent - the highest in the British Empire ("Australians and the Western Front", 2009)	Australians and the Western Front. (2009, November). <i>Ozculture newsletter</i> . Retrieved from http://www.cultureandrecreation.gov.au/newsletter/
CONFERENCE / SEMINAR PAPERS	Conference or seminar papers in published proceedings – print If the paper is from a book, use the Book chapter citation format. If it is from regularly published proceedings (e.g. annual), use the Journal article citation format.	In a paper about conservation of photographs (Edge, 1996), the proposition that...	Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), <i>Proceedings of the Conference on Research Techniques in Photographic Conservation</i> (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.
	Conference or seminar papers in published proceedings – online	Tester (2008) points to the value of using geothermal sources for power and energy.	Tester, J. W. (2008). The future of geothermal energy as a major global energy supplier. In H. Gurgenci & A. R. Budd (Eds.), <i>Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference</i> , Canberra, Australia: Geoscience Australia. Retrieved from http://www.ga.gov.au/image_cache/GA11825.pdf
GOVERNMENT PUBLICATIONS	Government department as author Spell out the full name of the body each time it is cited in-text, unless it is long and has a familiar/easily understood abbreviation. In the	The need for guidelines to manage and use multiple channels to deliver e-government services (Department of Finance and Administration [DOFA], 2006) presents Australian Government agencies with...	Department of Finance and Administration. (2006). <i>Delivering Australian Government services: Managing multiple channels</i> . Canberra, Australia: Author.

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
	latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation for subsequent references.	Subsequent in-text reference/s: DOFA (2006) identified ...	
	Government publication – with identifying number Includes report numbers, catalogue numbers, etc.	Recently released statistics from the Australian Bureau of Statistics (ABS) (2007) reveal interesting changes in Australian society. Subsequent in-text reference/s: The ABS (2007) reported that ...	Australian Bureau of Statistics. (2007). <i>Australian social trends</i> (Cat. no. 4102.0). Canberra, Australia: ABS.
	Government report – online	First in-text reference: A recent government report (Department of the Prime Minister and Cabinet [PM&C], 2008) examines a selection of key topics ... Subsequent in-text reference/s: Families in Australia were highlighted (PM&C, 2008)...	Department of the Prime Minister and Cabinet. (2008). <i>Families in Australia: 2008</i> . Retrieved from http://www.dpmc.gov.au/publications/families/index.cfm#contact
	Government approved standards	...and “including data in computer systems, created or received and maintained by an organisation” (Standards Australia, 1996, p. 7) as well as...	Standards Australia. (1996). <i>Australian Standard AS 4390: Records Management</i> . Sydney, Australia: Author.
LEGISLATION Note: For more comprehensive information please consult the following publication: <i>The bluebook: A uniform system of citation</i> (19th ed.). (2010). Cambridge, MA: Harvard Law Review	Act – print	According to s. 8.1 of the <i>Anti-Discrimination Act 1977</i> (NSW), it is unlawful for an employer to discriminate against a person on the ground of race.	<i>Anti-Discrimination Act 1977</i> (NSW) s. 8.1 (Austl.). Follow this convention: <i>Short Title of the Act</i> (in italics) <i>Year</i> (in italics) (Jurisdiction abbreviation) Section number Subdivision, if relevant (Country abbreviation).

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
Association.			
	Bill – print	The Mental Health Bill 2013 (WA) prohibits...	Mental Health Bill 2013 (WA) (Austl.). Follow this convention: Bill Name (no italics) Year (Jurisdiction abbreviation) (Country abbreviation).
	Act & Bill – online	According to Ellis v. Wallsend District Hospital (1989).....in a land right case (<i>Mabo v. Queensland</i> , 1988)...	<i>Ellis v. Wallsend District Hospital</i> 1989 17 NSWLR 553 (Austl.). <i>Mabo v. Queensland</i> 1988 166 CLR 186 (Austl.). Follow this convention: <i>Case Name</i> (in italics) Year Volume number Reporter abbreviation First page number (Country abbreviation).
IMAGES, MUSIC & AUDIOVISUAL MEDIA	CD recording	Lyrics from Paul Kelly’s song “From Little Things Big Things Grow” (Kelly, 1997, track 10) were used in recent television advertisements.	Kelly, P. (1997). From little things big things grow. On <i>Songs from the south: Paul Kelly’s greatest hits</i> [CD]. Melbourne, Australia: Mushroom Records.
	DVD / Video recording	Jane Austen’s world came alive in <i>Sense and sensibility</i> (Lee, 1995)	Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video.
Figure, Table, Graph, Map or Chart	Cite each of these as you would for a book. Include, in square brackets, the type of entry immediately after the title: [Figure]. [Table]. [Map]. [Graph]. [Chart].	Graph The internal processes were well described (Kaplan & Norton, 2004) which led to... Map To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers...	Graph Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In <i>Strategy maps: Converting intangible assets into tangible outcomes</i> (p. 48). Boston, MA: Harvard Business School. Map Geoscience Australia [NATMAP] (Cartographer). (2004). <i>ACT region, New South Wales and Australian Capital Territory</i> [Map]. Canberra, Australia: Author.
	Image – online	The effective use of light in Monet’s ‘Haystacks’ (Monet, 1890)...	Monet, C. (1890). <i>Haystacks, midday</i> [Painting]. National Gallery of Australia, Canberra. Retrieved from http://artsearch.nga.gov.au/

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
			Detail- LRG.cfm?IRN=29073&View=L RG
	Liner notes	The American jazz trombonist, bandleader and composer Jack Teagarden (Weiner, 1995)...	Weiner, D. J. (1995). [Liner notes]. J. Teagarden (Composer), <i>Big 'T' jump</i> [CD]. USA: Jass Records.
	Interview – on radio	In a recent interview with the Prime Minister (Mitchell, 2009)...	Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW.
	Interview – on television	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and...	Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i> . [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.
	Motion picture (movie)	Jackson and Pyke (2003) provide evidence that belief in a world...	Jackson, P. (Director), & Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. New Zealand: Imagine Films. Note: Give the country where the movie was made – not the city.
	Radio program – broadcast	When discussing how people write about music, Koval (2009)...	Koval, R. (Presenter). (2009, November 19). <i>The Book Show</i> [Radio broadcast]. Melbourne, Australia: ABC Radio National.
	Radio program – transcript	The views of the internationally renowned author and public speaker, De Bono, prompted me to follow up one of the interviews (Mascall, 2005) which...	Mascall, S. (Reporter). (2005, February 14). Are we hardwired for creativity? In <i>Innovations</i> [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from http://www.abc.net.au/ra/innovations/stories/s1302318.htm
	Speech – online	In her ANZAC Day speech (Clark, 2007), the Prime Minister of New Zealand referred to...	Clark, H. (2007, April 25). <i>Prime Minister's 2007 ANZAC Day message</i> [Transcript]. Retrieved from http://www.anzac.govt.nz
	Television advertisement	The problems of teenage anxiety were graphically captured (Beyondblue, 2009)...	Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. Canberra,

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
			Australia: WIN TV.
THESIS/DISSERTATION	Thesis or Dissertation – print	Nurses working in an acute care environment tend to experience a high degree of workplace conflict (Duddle, 2009).	Duddle, M. (2009). <i>Intraprofessional relations in nursing: A case study</i> (Unpublished doctoral thesis), University of Sydney, Australia.
	Thesis or Dissertation – retrieved from a database	The field of engineering has largely developed around the positivist philosophical position (Hector, 2008).	Hector, D. C. A. (2008). <i>Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse</i> (Doctoral thesis). Available from Australasian Digital Theses database. (Record No. 185877) Note: End the reference with the unique number or identifier assigned to the thesis/dissertation.
	Thesis or Dissertation – retrieved from the web	Lacey (2011) differentiates between instrumental violence and violence inflicting injury for its own sake.	Lacey, D. (2011). <i>The role of humiliation in collective political violence</i> (Masters thesis, University of Sydney, Australia). Retrieved from http://hdl.handle.net/2123/7128
UNIVERSITY PROVIDED STUDY MATERIALS	Lecture / tutorial notes, etc. – online	Septicaemia is one of many infections commonly acquired in hospitals (Maw, 2010) ...	Maw, M. (2010). <i>NURS5082 Developing nursing practice, lecture 2, week 1: Healthcare-associated infections and their prevention</i> [Lecture PowerPoint slides]. Retrieved from http://learn-online.ce.usyd.edu.au/
SOCIAL MEDIA	Facebook update List the author's name as it is written (including nicknames).	\$52 million will be provided to deploy Australian civilian troops (Rudd, 2009)	Rudd, K. (2009, October 24). Australian civilian corps to help in crises [Facebook update]. Retrieved from http://www.facebook.com/note.php?note_id=200124043571&ref=mf
Blog post	List the author's name as it is used in the posting (including nicknames). - For a blog comment, use 'Blog comment' instead of 'Blog post' and include the exact title (including 'Re:' if used)	The plight of the flapper skate was recently highlighted (Keim, 2009)...	Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Blog post]. Retrieved from http://www.wired.com/wiredscience/2009/11/extinction-error/

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
	Video blog post (eg YouTube)	The Prime Minister, speaking about Australia's role in the G20 forum (Rudd, 2009)...	Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from http://www.youtube.com/watch?v=i8IdJ-0S5rs
Twitter tweet	If the author uses their name as their Twitter 'handle', do not alter its format to follow the convention of 'Family name, Initial(s).'	President Obama announced the launch of the American Graduation Initiative (Barack Obama, 2009).	BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366 Note: This reference would be filed under 'B', not 'O'
PERSONAL COMMUNICATION AND EMAIL	Personal communication Includes private letters, memos, email, telephone conversations, personal interviews, etc. These are cited in-text only, not in the Reference List.	J. Francis (personal communication, August 6, 2007) was able to confirm that the floods had not reached their area.	Not included in Reference List. Cite in-text only.
WEB RESOURCES	Web document – author or sponsor given, dated Note: A web document is a file (e.g. a Word or PDF file) found on the Web. Often there are links to Web documents from Web pages. A Web document is not the same as a web page.	An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period...	Simon, J., Smith, K. & West, T. (2009). <i>Price incentives and consumer payment behaviour</i> . Retrieved from the Reserve Bank of Australia website: http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html
	Web document – author or sponsor given but not dated	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO, n.d.).	Commonwealth Scientific and Industrial Research Organisation. (n.d.). <i>Reducing Australia's greenhouse emissions factsheet</i> . Retrieved from http://www.csiro.au/resources/ps282.html
	Web page with no page numbers <i>Include in in-text references:</i>	Usually the author or creator of a work is the copyright owner (University of Sydney, 2010). When	University of Sydney. (2010). <i>Guide to copyright</i> . Retrieved March 21, 2011, from http://sydney.edu.au/copyright/stu

CATEGORY		IN-TEXT REFERENCE	REFERENCE LIST
	<p>-If directly quoting, a paragraph number with the abbreviation ‘para’ (count paragraphs if numbers are not visible)OR-A section heading and paragraph number (e.g. Introduction, para. 3). A long section heading may be shortened and enclosed in double quotation marks. Note: Because Web pages can be updated, you must include the date on which you accessed the source.</p>	<p>directly quoting a section of a webpage, you will need to include more information: (University of Sydney, 2010, “Who owns copyright?”, para. 1).Note: The heading of the section was “Who owns copyright?”</p>	<p>dents/ coursework.shtml#who</p>
Web source – no author or sponsor given	<p>When there is no author for a source you find on the Web (whether it be a Web document or a Web page), the title moves to the first position of the reference entry. If the title is long, use an abbreviated version of it for in-text citations. Insert double quotation marks around the title Note: If you were citing the title of a book, periodical, brochure or report, you would use italics rather than double quotation marks.</p>	<p>This vaccine is 6 times more efficient than vaccines previously used to immunise against the condition (“New child vaccine”, 2001).</p>	<p>New child vaccine gets funding boost. (2001). Retrieved April 16, 2012, from http://news.ninemsn.com.au/health/story_13178.asp</p>

(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.

ii. *Numbers*

- a) In numbers with four digits on either side of the decimal point, run digits together, e.g. 1000; 8285; 0.3284
b) In numbers with more than four digits, leave a space (not a comma) between each group of three digits on either side of the decimal point e.g. 1 262 843; 256 421; 10 000; 0.032.
c) In columns of numbers (e.g. in tables) containing four or more than four digits, group the digits into three as follows:

d) 28 032

- i. 1 422
- ii. 862
- iii. For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
- iv. For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.
- v. Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
- vi. In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in Zambia, 4 in Malawi and 8 in Mozambique.....'
- vii. Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.
- viii. Spell out numbers that occur at the beginning of sentences.
- ix. Express fractions as decimals, though percentages and simple fractions can still be used.
- x. For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.
- xi. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or 1.6 x 10⁶.

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 organizations, 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. Students are required to append plagiarism report generated from the Turn it in software together with the research clearance letter at the end of the dissertation/Thesis. For PhD and Masters by Thesis are also required to append the published papers at the end of their thesis.

3. FINAL SUBMISSION

- a. After satisfactorily completing all the corrections recommended by examiners under the guidance 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 four and four copies (in case of Masters by coursework and Masters by Thesis and PhD candidates, respectively) of fully hard bound dissertations/Theses to the secretariat, Postgraduate Studies Committee. Each copy shall be bound black.

- b. The spine shall be embossed in gold, bearing:
 - i. The surname and initials of the candidate.
 - ii. the degree for which the thesis/dissertation has been submitted, and
 - 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.
- e. All submissions (dissertation & Thesis) should be accompanied by an error free letter signed by the supervisor, 1 CD ROM contains a soft copy of dissertation/thesis (PDF format). The CD has to be printed candidates full name, Registration number, program, and year.

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: 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 corrections refer to one or more following: No conceptual or theoretical framework, re-stated problem statement, objective not clear, poor justification or research method, sampling technique not clear, data not related to analysis etc.

Name of Examiner
 Signature
 Date

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 every six months by all registered postgraduate students)

PERIOD COVERED: FROM TODATE

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 COMPLETED 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 Address:

Mobile phone number:

ii)

Email Address:

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:

**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

SignatureDate:

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

SignatureDate:

Appendix VI

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 IX: POSTGRADUATE PROGRAMMES
THE 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 Account no. 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 ☐

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	Masters of Science in Food Science by Thesis (M.Sc. Food Science)	
7	Masters of Science in Applied Biotechnology by Thesis (M.Sc. Applied Biotechnology)	
8	Masters of Science in Information Communication Technology by Thesis (M.Sc. ICT)	
9	Master of Science in Physics by Thesis (M.Sc Physics)	
10	Master of Science in Zoology by Thesis (M.Sc Zoology)	
11 12 13	Master of Science in Environmental Science by Thesis (MES) Master of Science in Information Technology Management (MSc ITM) Master of Science in Computer Science (MSc CS)	
14	Doctor of Philosophy(PhD) in Mathematics, Chemistry, Physics, Zoology, Botany, Biology, Environment Studies, Food Science 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 (<i>MATS</i>)-Thesis	
5	Masters of Arts in History (<i>MA History</i>)	

6	Master of Arts in Natural Resource Assessment and Management (<i>MANRAM</i>)	
7	Master of Arts in International Development and Cooperation (<i>MA ICD</i>)	
8	Masters of Science in Humanitarian Action, Cooperation & Development (<i>MSc HACD</i>)	
9	Master of Arts in Governance and Leadership (<i>MA GL</i>)	
10	Master of Arts in Kiswahili (<i>MA Kiswahili</i>)	
11	Master of Arts in Linguistics (<i>MA Ling</i>)-Thesis	
12	Master of Arts in Geography (<i>M.A. Geography</i>)-Thesis	
13	Master of Arts in Economics (<i>M.A. Econ</i>)-Thesis	
14	Post Graduate Diploma in Social Work (<i>PGDSW</i>)	
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 **Thesis**
 (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.

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**

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 the main objective and 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

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 should provide 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.

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 University of Tanzania that was repealed by

the Universities Act of 2005. Since January 2007, the Open University of Tanzania is governed by the Charter and Rules 2007.