# THE OPEN UNIVERSITY OF TANZANIA

# PROSPECTUS
## 2022/2023

# PROSPECTUS 2022/2023

# The Open University of Tanzania

# PROSPECTUS 2022/2023

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# PRINCIPAL ADDRESSES OF THE UNIVERSITY

The Open University of Tanzania
P.O. Box 23409, Dar es Salaam
Geeral Line:  +255 22 2668992
Fax: +255 22 2668759
E-mail:vc@out.ac.tz, dvc-ac@out.ac.tz, dvc-rm@out.ac.tz, dvc-rs@out.ac.tz
Website: http://www.out.ac.tz

*Vice Chancellor*
The Open University of Tanzania,
P.O. Box 23409,  Dar es Salaam
Tel. +255 (0)22 2668445
*E-mail*:  vc@out.ac.tz

*Deputy Vice Chancellor (Academic, Researech and Consultancy)*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel. +255 (0)22 2668820
*E-mail:*dvc-ac@out.ac.tz

*Deputy Vice Chancellor (Planning, Finance and Administration)*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel. +255 (0)22 2668992
*E-mail*:dvc-rm@out.ac.tz

*Deputy Vice Chancellor (Learning Technologies & Regional Services)*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel. +255-22-2666304
*E-mail:*dvc-rs@out.ac.tz

*Secretary to the Council*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel. +255 (0)22 2667455
E-mail:stc@out.ac.tz

*Directorate of Postgraduate Studies*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel.(0)22 2668992
E-mail: dpgs@out.ac.tz

*Directorate of Undergraduate Studies*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
E-mail: dugs@out.ac.tz

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*Directorate of Research, Publication, Innovation and Entrepreneurship*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
E-mail:drp@out.ac.tz

*Faculty of Law*
The Open University of Tanzania,
P.O. Box 31741, Dar es Salaam
Tel. +255 (0)22 2668762
E-mail:dflw@out.ac.tz

*Faculty of Arts and Social Sciences*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel. +255 (0)22 2668835,
E-mail:dfass@out.ac.tz

*Faculty of Education*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
E-mail: dfed@out.ac.tz

*Faculty of Science, Technology and Environmental Studies*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
*E-mail:*dfstes@out.ac.tz

*Faculty of Business Management*
The Open University of Tanzania,
P.O. Box 23409, Dare es Salaam
Tel. +255 (0)22 2666376
E-mail: dfbm@out.ac.tz

*Institute of Continuing Education*
The Open University of Tanzania,
P.O. Box 23409,
Dar es Salaam
Tel. +255 (0)22 2668992
E-mail:dice@out.ac.tz

*Institute of Educational and Management Technologies*
The Open University of Tanzania,
P.O. Box 23409, Dar es Salaam
Tel. +255 (0)22 2668992
E-mail:diemt@out.ac.tz

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# 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, RESEARCH & CONSULTANCY)*
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 (PLANNING, FINAMCE & ADMINISTRATION)*
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 (LERNING TECHNOLOGY& REGIONAL SERVICES)*
Prof. Alex B. Makulilo: LL.B (UDSM) (Hons), LL.M ICT (OSLO), Ph.D. (Bremen), Postdoc (Bremen)

### *SECRETARY TO COUNCIL/LEGAL COUNSEL*
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 FINANCE AND ACCOUNTS*
Mr. Azimio J. Taluka: ADA (IFM), CPA (T) (NBAA), M.Sc. (Finance) (Strathclde, UK)

### *DIRECTOR OF HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION*
Mr. Francis E. Badundwa: B.A (Political Science & Public Administration), UDSM; MSc HRM (MZUMBE)

### *DIRECTOR OF TEACHING, LEARNING AND EXAMINATION SERVICES*
Prof. Paulo Wilfred: B.Sc. Wildlife Management; M.Sc. Management of Natural Resources (SUA), Ph.D. (Nottingham, UK)

### *DIRECTOR OF POSTGRADUATE STUDIES*
Prof. Magreth S. Bushesha: B.A. Ed. Hons (University of Dar es Salaam); M.A. Geography and EnvironmentaL Management (University of Dar es Salaam); PhD Geography &Envir. Studies, University of Bradford.

### *DIRECTOR OF RESEARCH, PUBLICATION, INNOVATION AND ENTREPRENEURSHIP*
Dr. Harrieth G. Mtae: Diploma in Education (Monduli TTC); BSc (Human Nutrition) SUA; MA (Rural development) SUA, PhD (OUT)

.

**DIRECTOR OF QUALITY ASSURANCE UNIT**
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. Dunlop. O. Ochieng; Dip (Ed); B.A (Culture) Hons; M.A (Linguistics) UDSM, PhD (Germany)

**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. Jacob Leopard: B Ed (English) UDSM, MA (Linguistics) UDSM, PhD (China)

**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)
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**Director of Library Services**
Dr. Lilian D. Isowe: Dip. Ed (DTC), BA Education (UDSM); MA (Information Studies) (UDSM), PhD (Moi, Kenya)

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## DIRECTORS OF REGIONAL/COORDINATION CENTRES

| CENTRE | DIRECTOR |
|---|---|
| Arusha | **Dr. Nangware Kajia Msofe:** B.Sc. in Geology (UDSM), M.Sc. NARAM (UDSM), PhD (Env. Science (China)) |
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| Dodoma | **Dr. Mohamed SalumMsoroka**: Cert. Grd IIIA (Ilonga); Bed (Adult) (Hons) Dar, MA (Ed) UDOM; Ph.D. (Waikato) |
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| Iringa | **Dr. Nasra H Ally** BA Ed (UDSM); MA Kiswahili (UDSM); Ph.D. (OUT) |
| Geita | **Mr Ally Ally Abdu**: BA-AF (MUCCoBS); CPA (T) NBAA; MPM (OUT) |
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| Lindi | **Ms. Neema Paul Magambo:** B.Sc. Ed. (UDSM), M.Sc. Environmental Science (OUT) |
| Manyara | **Mr. Ahmed Idd Mussa:** BA(Ed) UDSM; BA (PA) OUT; MA (PA.) UDSM |
| Mara | **Dr. Asha Katamba:** BBA (Islamic University Uganda; MA(Glasgow).; Ph.D. (Notingam) |
| Mbeya | **Dr. Goodluck J. Moshi:** Cert. (Chinese Language) NENU; Dip. (Ed) (Marangu T.T.C); B.Ed. (ICT) (MMU); MA(Ed) (China); Ph.D. (Educational Economics and Management) (China) |
| Morogoro | **Dr. Wambuka Rangi:** B.Sc. (SUA); M.A. Rural Development (SUA); Ph.D. (OUT) |
| Mtwara | **Dr. Msafiri Njoroge:** B.COM UDSM, MA(IT) UDSM, Ph. D (UDSM) |
| Mwanza | **Dr. Ancyfrida Prosper:** B.A. (Hons), Med (Western Cape); Ph.D. (OUT) |
| Njombe | **Mr. Godwin E. Kessy**: BAF (Hons.), MBA (MU) |
| Rukwa | **Dr. Adam Namamba**: BA Ed. (UDSM); MA Ed. (China); Ph.D. (NENU, China). |
| Ruvuma | **Dr. Frank E. Julius:** Dip Ed., B.A. Ed., M.A. Linguistics, Ph.D. (UDSM) |
| Shinyanga | **Dr. Agatha Mgogo:** BSC Ed, (UDSM) M.A Ed (UDSM); Ph.D. (OUT) |
| Simiyu | **Mr. Raphael J. Mokoki:** BED(ADE), (UDSM) M.A Ed (UDOM) |
| Singida | **Mr. Bernard B. Komba:** B.Ed. (Management and Administration) (UDOM); M.A. (Geography and Environmental Management) (UDSM) |
| Songwe | **Mr. Lusekelo Mwanongwa:** Dip. Ed (Korogwe), BEd (UDSM); M.A. Ed (UDSM) |
| Tabora | **Dr. Johnas A. Buhori:** B.A (Welfare Science & Development Studies) (South Africa); Master of Social Work (Botswana); Ph.D. (OUT) |

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|---|---|
| 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); Ph.D. (SUZA Zanzibar) |
| Tunduru | **Mr. Katuma Wandwi:** BBA, MBA (OUT |
| Kahama | **Mr. Oscar Damas:** BED.COM (UDOM); MED (ODL) (OUT) |

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## INTRODUCTION TO THE OPEN UNIVERSITY OF TANZANIA

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

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

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

OUT has collaborations with sister institutions where applicants are admitted in these institutions and OUT is the awarding institution. We have this arrangement with Laweh Open University in Ghana, St. Mary's University in Ethiopia, Triumphant College in Namibia, Egerton University in Kenya, Zambia College of Open Learning, Uganda Management Institute etc.

This Prospectus combines the Undergraduate as well as the Postgraduate Programmes. It puts together general and specific regulations governing the conduct of all degree and non-degreeprogrammes at the University. The Prospectus has also documented list of all key staff; and more so all acacdemic staff as well as the University almanac for this academic year (2021-2022).

## ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY

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

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

Information for specific programme click the link below

**FASS programme link**
Certificate and Diploma in Socialwork
Certiciate and Diploma in M&E
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 Journalism *(B.A. Journalism)*

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Bachelor of Arts in Mass Communication *(B.A. MC)*
Bachelor of Arts in Economics *(BA Econ)*
Bachelor of Arts in Kiswahili & Creative Studies *(B.A. KCS)*
*Bachelor of Arts in Literature (BA LIT)*
*Bachelor of Arts English language and linguistics (BA ELL)*
Bachelor of Library & Information Management *(BLIM)*
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)*
Post Graduate Diploma in Social Work *(PGDSW)*
Masters of Social work *(MSW)*
Masters of Arts in Gender Studies *(M.A. GS)*
Masters of Science in Economics *(M.Sc. Economics)*
Masters in Community Economic Development *(MCED)*
Masters of Arts in Monitoring and Evaluation *(M.A. M&E)*
Masters in Tourism Planning and Management *(MTPM)*
Masters of Arts in History (*M.A. HIST*)
Masters of Arts in Natural Resource Assessment and Management *(MANRAM)*
Masters of Arts in International Cooperationand Development *(MA ICD)*
Masters of Arts in Governance and Leadership (*M.A. GL*)
Master of Humanitarian Action, Cooperation and Development *(MHA CD)*
Masters of Arts in Kiswahili (*M.A. Kisw*)
Masters of Arts in Linguistics *(M.A. Ling)*
Master of Arts in Geography (*M.A. Geogr*)
Masters of Arts in Mass Communication *(M.A. MC)*
Masters of Library Information Information Management *(MLIM)*
Doctor of Philosophy *(Ph.D.)*

*Faculty of Business Management*

Information for specific programme click the link below


**FBM programme link**
Certificate and Diploma in Entrepreneurship
Certificate and Diploma in Accounting
Certificate and Diploma in Procurement and Supply
Certificate and Diploma in Business Administration
Bachelor of Business Administration in Accounting *(BBA ACC))*
Bachelor of Business Administration in Finance *(BBA FIN)*
Bachelor of Business Administration in Human Resource 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)*
Bachelor of Procurement and Supply Chain Management (BPSCM)
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.)*

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*Faculty of Education*

Information for specific programme click the link below

**FED programme link**
Certificate in Early Childhood Care and Education *(CECCE)*
Diploma in Early Childhood Care ana Education (*DECCE)*
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 Educational technologiesand Open Learning (*MED TOL)*
*Master of Education in* Curriculum Design and Development (*MED CDD*)
**Master of Education in Quality Management (M.ED QM)**
Doctor of Philosophy *(PhD*)

*Faculty of Science, Technology and Environmental Studies*

Information for specific programme click the link below

**FSTES programme link**
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 *(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 (*BSc. ES)*
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 Zoology *(M.Sc. Zoo)*
Master of Science in Botany *(M.Sc. Bot)*
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 Environmental Science *(MES)*

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

***Faculty of Law***

Information for specific programme click the link below

**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 – ICTL)
Master of Law in International Criminal Justice (LL.M -ICJ)
Master of Laws in Land Administration and Management (LL.M LAM)
Master of Laws in International Trade and Investment (LL.M ITIL)
Doctor of Philosophy --Ph.D. (Law)

***Institute of Continuing Education***

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

***Institute of Educational and Management Technologies***

Information for specific programme click the link below

**IEMT programme link**
Basic Computer Applications
Advance Computer Applications
Computer Maintenance and Repair
Video production and animation /Motion Graphic Design
Website Development
Data analysis with SPSS
Social Media and Digital marketing Strategy
E-Learning and Instructional Design
Graphics Design
Basic Microsoft Project
Advance Microsoft Project
IT Essentials I &II
CCNA

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Tailor made courses, customized Basic Computer Applicatiopns, E-office, Employability Skilss etc,
Tailor made courses for persons with special needs (Deaf and Blind) in the following courses"
Certificate in Basic Computer Applivations
IT essential and
Networking in IT (CCNA).

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# DIRECTORATE OF UNDERGRADUATE STUDIES

## ADMISSION REGULATIONS 2022 - 2023 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 for undergraduate and none degree programmes at OUT is free of charge.

3. **Admission cycles**: The OUT has two admission cycles. The first admission cycle is September 2022 and another admission cycle shall be April 2023. Applicants selected to study in any admission cycle will be admitted according to dates approved by Tanzania Commission for Universities (TCU).

    **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 for    VETA graduates. Applicants applying degree programmes by using prior degree  or old form four and six certificates obtained prior 1988 or NTA level 5 must upload their certificates online in the OUT online application system and send the same  to dugs@out.ac.tz and copy to records.dugs@out.ac.tz and admission@out.ac.tz.

4. **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 holders; National council for Technical Education (NACTVET) for ordinary Diploma and certificates and Tanzania Commission for Universities for Degrees. The equivalence can be obtained through online website 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 ways in that processes. Any application with foreign certificate without equivalence to Tanzanian standards shall not be considered.

5. **Names for academic purposes:** Applicants must use names as they appear in their form four certificates only or equivalent translations of the O level certificate during application processes. Selected students are required to register by using names as they appear in their form four certificates or its equivalent translation.  The official order of names during registration shall be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, only those two names shall be used.  and the second name in the list will be taken as surname. Change of names by students after registration is not allowed.  The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land.

6. **Mode of application:  Application for admissi**on 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

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application system. An applicant must read user guide carefully before applying online. Online application user guide is available at (http://196.216.247.245/uploads/stepby-step.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 and at designated centres outside Tanzania for online processing.

7.  **Admission processes**: Admission processes shall be done in accordance with admission rules as approved by OUT Senate. The selected students shall be submitted to undergraduate admission board, undergraduate studies Committee and Senate for approval. The students approved by OUT senate shall be submitted to TCU and NACTVET for verification.

8.  **Announcement of selected students**: Selected applicants shall be announced through OUT website, OUT regional centres, contacts of selected applicants submitted during application newspaper and social media

9.

**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.

10.  **Registration**: The Registration at the OUT will be considered only if the University receives convincing evidence that the admitted student will be adequately financed during his or her study at the University. Applicants from other countries in need of financial assistance to meet fees and other expenses are advised to apply for bursaries from their respective Governments, employers or other sponsoring agencies.

Registration procedures for newly selected students: -
i)  Student shall be required to pay Tshs 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)  Students shall be required to register courses for the programme selected in the SARIS. Upon registration student must confirm and print invoice. Before registration of courses, students must make sure 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.

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v) Upon payment of required fees, a newly admitted student shall be considered as officially registered student of the Open University of Tanzania.

11. **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 examination or as the time described in the OUT almanac of particular academic year. The registered students will be issued with Examination Hall Ticket (EHT) to allow them to enter in to the examination hall once endorsed by the Director of the Regional Centre.
   iv) Academic services including but not limited to Assignments, tests, practical, face to face Sessions, examinationsand even provision of any financial assistance shall be directed only to students dully registered in that particular academic year.

12. **Paid fees: 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.**

**13. Change of programme:** Registered students may change programme provided that have entry qualification of the programme wish to study. The application for change of programme shall be done online through Open University Online application system (OAS) within two weeks of registration period as required by OUT Senate and TCU. A fee of Tanzanian shillings Tshs.30,000 (thirty thousand only) for local students.

   i) Change of programme shall be made at the beginning of academic year for first year students only.
   ii) No change of programme allowed for any continuing students.

13. **Credit transfer:** A student admitted into a degree programme in any other University 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 successful 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) Credits for dissertation and final year project, practical and field-based subjects shall not be transferred.

ix) A candidate discontinued on academic grounds at any of the accredited universities in Tanzania shall be allowed to apply afresh into another programme.

x) 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.

**The Procedure for Credit Transfer at OUT**

a) Application for credit transfer is done both online and manually as per provided steps below.

i) The applicant must apply for admission at the OUT through the OUT Online Application System (OAS) available at www.out.ac.tz undergraduate window.

ii) Log in OAS by using application account eg. S0175/0012/2009 password 123456 and follow instructions as indicated in the OAS.

iii) Write a 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.

iv) The letter must clearly state reasons for transfer and accompanied by the followings: - Academic transcript from releasing university, releasing letter showing reasons for transfer from releasing University, Relevant academic certificates and AVN numbers for the Diploma holders used to gain admission at releasing university, Official receipt of Tshs 80,000/= for local and USD 100 for international students obtained at any nearest OUT regional centre office.

b) The letter must be sent through email to dvc-acd@out.ac.tz and copy to dugs@out.ac.tz.

14. **Duration of Programmes**: The minimum duration for completion of an undergraduate degree is 3 years, diplomas 2 years and certificates 1 year. The maximum registration period for undergraduate degree is **6** (six) years, 3 for diploma and 2 years for certificate programmes A non-refundable fees of Tshs 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.

15. **Voluntary de-registration:** Students wishing to de-register from from studies at the OUT for any reason must write a letter to DVC academic requesting de registration from studies at 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. **De registration from studies at the OUT must be done at the end of respective academic year only. No de registration is allowed in the mid of the academic year.**

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16.    Admitted students are required to abide with OUT regulations.

17.    **ENTRY REQUIREMENT IN TO DEGREE PROGRAMMES 2022-2023 ACADEMIC YEAR**

Minimum admission entry requirements in to Degree Programmes for 2021/2022 academic year is as shown in the below table. However, for specific admission requirements for each specific programme are presented in appensdix

| 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 |
|  |  | 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<br>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<br>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) ANDAt 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.

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**OPTION III**

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

# ENTRY REQUIREMENT INTO DEGREE PROGRAMMES FOR FORM SIX HOLDERS 2022-2023 ACADEMIC YEAR

| 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,EnglishLanguage, French, Arabic, Fine Art, Economics, Commerce, Accountancy or Advanced Mathematics. | 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, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. | 4.0 | 100 | 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. | 4.0 | 150 | 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. | 4.0 | 350 | 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, Chemistry, Biol- | 4.0 | 200 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points | Admission Capacity | Programme Duration (YRS) |
|---|---|---|---|---|---|---|
| | | | ogy, Advanced Mathematics, Agriculture, Computer Science or Nutrition. | | | |
| 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. | 4.0 | 100 | 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. | 4.0 | 60 | 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. | 4.0 | 2500 | 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 grade in three subjects, from Biology, Chemistry, Physics, Mathematics, Economics, History or Geography. | 4.0 | 200 | 3-6 |
| 10. | Bachelor of Laws | OU012 | Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy Physics, Chemistry, Biology or Advanced Mathematics. | 4.0 | 300 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points | Admission Capacity | Programme Duration (YRS) |
|---|---|---|---|---|---|---|
| 11. | Bachelor of Science General | OU014 | Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. | 4.0 | 250 | 3-6 |
| 12. | Bachelor of Science with Education | OU015 | Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. | 4.0 | 250 | 3-6 |
| 13. | Bachelor of Science in ICT | OU016 | Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition. | 4.0 | 250 | 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. | 4.0 | 400 | 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. | 4.0 | 250 | 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. | 4.0 | 400 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points | Admission Capacity | Programme Duration (YRS) |
|---|---|---|---|---|---|---|
| 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. | 4.0 | 400 | 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. | 4.0 | 250 | 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. | 4.0 | 450 | 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. | 4.0 | 250 | 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. | 4.0 | 200 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points | Admission Capacity | Programme Duration (YRS) |
|---|---|---|---|---|---|---|
| 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. | 4.0 | 400 | 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. | 4.0 | 200 | 3-6 |
| 24. | 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. | 4.0 | 100 | 3-6 |
| 25. | 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. | 4.0 | 250 | 3-6 |
| 26. | 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. | 4.0 | 200 | 3-6 |
| 27. | 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. | 4.0 | 300 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points | Admission Capacity | Programme Duration (YRS) |
|-----|-----------|------|------------------------|----------------------------------------|--------------------|--------------------------|
| 28. | 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. | 4.0 | 300 | 3-6 |
| 29. | 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. | 4.0 | 250 | 3-6 |
| 30. | 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. | 4.0 | 100 | 3-6 |
| 31. | 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**. | 4.0 | 100 | 3-6 |
| 32. | 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 | 150 | 3-6 |
| 33. | 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 Studies. | 4.0 | 250 | 3-6 |

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| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points | Admission Capacity | Programme Duration (YRS) |
|-----|-----------|------|------------------------|---------------------------------------|--------------------|--------------------------|
| **34** | Bachelor of Procurement and Supply Chain Management | OU040 | 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. | 4.0 | 600 | 3-6 |

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## ENTRY REQUIREMENT INTO DEGREE PROGRAMMES FOR DIPLOMA AND FOUNDATION HOLDERS 2022-2023 ACADEMIC YEAR

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 1. | Bachelor of Arts with Education | OU001 | Diploma in Education, School Inspection or Phyisical Education with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 300 | 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, Education or International Relations with an average of "B" or a minimum GPA of 3.0 OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 100 | 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, Education or International Relations with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 150 | 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, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration and management, Development Studies, Information Technology, Computer Science, Public Administration, Marketing and Public Relations, Industrial Relations, Secretarial Studies, Library and Information Management, Human Resource Management, Citizenship, Immigration or Youth Development Work with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 350 | 3-6 |
| 5. | Bachelor of Arts in Social Work | OU006 | Diploma in Sociology, Social Work, Nursing, Gender Studies, Counselling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration and management, Development Studies, Information Technology, Computer Science, Public Administration, Marketing and Public Relations, Industrial Relations, Secretarial Studies, Library and Information Management, Human Resource Management, Citizenship, | 300 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| | | | Immigration or Youth Development Work with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | | |
| 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, Food and Beverage or Agriculture with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 200 | 3-6 |
| 7. | Bachelor of Business Administration with Education | OU008 | Diploma in Business Administration, Education, School Inspection, Phyisical 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 60 | 3-6 |
| 8. | Bachelor of Education in Special Education | OU010 | Diploma in Education, School Inspection or Phyisical Education with an average of "B" or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |
| 9. | Bachelor of Laws | OU012 | Diploma in Laws, Law Enforcement, Police Science, Public Administration, Secretarial Studies, 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 300 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 10. | Bachelor of Science General | OU014 | Diploma in Fisheries Science and Technology, Animal Health and Production, General Agriculture, Education, 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, Health, Nursing or Education with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 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, Fish Processing, Disaster Management Geology and Mineral Exploration or Education with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 150 | 3-6 |
| 12. | Bachelor of Science with Education | OU015 | Diploma in Education, School Inspection or Phyisical Education with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 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 or Logistics Management with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 400 | 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 or Logistics Management with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |
| 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 ChainManagement, Logistic Management, Procurement or Logistics Management with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 400 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 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 or Logistics Management with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 400 | 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 and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |
| 19. | Bachelor of Human Resource Management | OU022 | Diploma in Human Resource Management, 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 or Counseling Psychology with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 4500 | 3-6 |
| 20. | Bachelor of Education in Teacher Educator | OU023 | Diploma in Education, School Inspection or Phyisical Education with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 21. | Bachelor of Education in Adult and Distance Learning | OU024 | Diploma in Education, School Inspection or Phyisical Education with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 200 | 3-6 |
| 22. | Bachelor of Education in Educational Policy and Management | OU025 | Diploma in Education, School Inspection or Phyisical Education with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 400 | 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 or Development Planning with Accounting with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 100 | 3-6 |
| 24. | Bachelor of Arts in Kiswahili and Creative Studies | OU028 | Diploma in Education, Linguistics or Kiswahili with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 100 | 3-6 |
| 25. | 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, Agriculture, Bee Keeping, Geology, Mining Engineering, Water Resource Engineering, Mining Engineering or Mineral Processing with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |
| 26. | 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, Police Science, Criminal Investigation, Development planning, Statistics, Social Work, Economics, Environmental Management, Development Studies, Development Economics, Commonwealth, Youth Development Work, Distance Education or Open Learning with **an average of "B''** or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum **GPA of 3.0.** | 200 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 27. | 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, 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 300 | 3-6 |
| 28. | 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, Strategic Studies, Marketing Management, Commonwealth, Youth Development Work, Sociology or Labour Law with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 300 | 3-6 |
| 29. | 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 GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 100 | 3-6 |
| 30. | 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, 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Duration (YRS) |
|---|---|---|---|---|---|
| 31. | 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 100 | 3-6 |
| 32. | Bachelor of Science in Food, Nutrition and Dietetics | OU038 | Diploma in Clinical Medicine, Agriculture, Clinical Dentistry, 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 any five (5) non religious subjects at O-Level. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 150 | 3-6 |
| 33. | 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, Geomatics or Statistics with an average of "B'' or a minimum GPA of 3.0. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 250 | 3-6 |
| 34. | Bachelor of Procurement and Supply Chain Management | OU040 | 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, Youth Development Work, Office Management and Secretarial Services, Library and Information Management, Labour Relations, Public Relations, Social Work, Project Management, Medical Science, Nursing and Midwifery, Clearing and Forwading, Computer Application, Information Technology, Infromation Technology with Accounting, Police Science, Law, Criminal Investigation, Counseling, Psychology, 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. OR Foundation Programme of the OUT with a minimum GPA of 3.0. | 300 | 3-6 |

## ENTRY REQUIREMENT INTO DIPLOMA, CERTIFICATE AND FOUNDATION PROGRAMMES 2022-2023 ACADEMIC YEAR

| S/N. | Programme | Admission Requirements | Duration (Yrs) | Admission Capacity |
|---|---|---|---|---|
| 1 | Basic Technician Certificate in Entrepreneurship | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects | 1 | 100 |
| 2 | Basic Technician Certificate in Hair and Beauty | Holders of certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects | 1 | 100 |
| 3 | Certificate in Early Childhood Education (CECE) | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects**OR** National Vocational Awards (NVA) Level III with at least (2) passes in Certificate of Secondary Education Examination (CSEE) | 1 | 10000 |
| 4 | Certificate in Library and Information Studies | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects | 1 | 100 |
| 5 | Certificate in Open Distance Learning | Holders of certificate of Secondary Education Examination (CSEE) with at least our (4) passes in non-religious subjects | 1 | 300 |
| 6 | Certificate in Youth Work | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects | 1 | 300 |
| 7 | Diploma in Common Wealth Youth Programme | Holders of Technician Certificate (NTA Level 5) in Youth work **OR** Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and Subsidiary in Principal subjects | 2 | 300 |
| 8 | Diploma in Distance Education and Open Learning | Holders of Technician Certificate (NTA Level 5) in Distance Education | 1 | 300 |
| 9 | Diploma in Early Childhood Education (DECE) | Holder of certificate of secondary education examination (CSEE) with Four passes **OR** with two passes for those who have NVA level III recognized by VETA and Grade III A**OR** Basic technician certificate in teaching with an average of B and above | 2 | 10000 |
| 10 | Diploma in Library and Information Studies. | Holders of Technician Certificate (NTA level 5) in Library and Information studies | 2 | 100 |
| 11 | Diploma in Poultry Production and Health (OD-PPH) | Holders of Technician Certificate (NTA Level 5) in Animal Production, General Agriculture With 2.0 GPA and above. | 1 | 300 |
| 12 | Diploma in Primary Teacher Education (OD-PTE) | Holder of Certificate of Secondary Education Examination (CSEE) with Four Passes **OR** with two Passes for those who Have NVA Level III Recognized by VETA and Grade III A **OR** Basic Technician Certificate in Teaching with an average of B+ and above **OR** | 2 | 10000 |

| | | Holder of advance certificate of secondary education with One Principal Pass and one Subsidiary from any Two Subjects | | |
|---|---|---|---|---|
| 13 | Ordinary Diploma in Accountancy | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects | 3 | 1000 |
| | | Holders of Basic Technical Certificate (NTA Level 4) in Accountancy **OR**<br>Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects | 2 | 1000 |
| 14 | Ordinary Diploma in Business Administration | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects | 3 | 1000 |
| | | Holders of Basic Technical Certificate (NTA Level 4) in Business Administration, Accountancy Marketing and Procurement and Supply **OR**<br>Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass and one Subsidiary in Principal subjects | 2 | 1000 |
| 15 | Ordinary Diploma in Computing and Information Communication Technology | Holders of Certificate of Secondary Education Examination (CSEE) with Four (4) passes in non-religious subjects. | 3 | 180 |
| | | Holders of Basic Technician Certificate (NTA Level 4) in Information Communication Technology **OR**<br>Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and One Subsidiary Pass. | 2 | 100 |
| 16 | Ordinary Diploma in Procurement and Supply | Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects | 3 | 1000 |
| | | Holders of Basic Technician Certificate (NTA Level 5) in Procurement and Supply, Logistics, Clearing and Forwarding, Business Administration, Accounting **OR**<br>Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and one Subsidiary in principal subjects. | 2 | 1000 |
| 17 | Ordinary Diploma in Social Work | Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects | 3 | 100 |
| | | Holders of Basic Technician Certificate (NTA Level 5) in Social work<br>Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and one Subsidiary in principal subjects | 2 | 200 |
| 18 | Foundation Programme | 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<br>ii) An Ordinary Diploma from a recognized institution with a GPA of at least 2.0 OR<br>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 | 1 | 6000 |

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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

## 18.  ENTRY REQUIREMENT INTO NON-DEGREE PROGRAMMES
### A.  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

### B.  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.

### C.  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**

### D.  DIPLOMA IN PRIMARY TEACHER EDUCATION
    i)  At leastGrade 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.

### E.  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

## F.  DIPLOMA IN LIBRARY AND INFORMATION STUDIES

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

## G.  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) nce certificate of secondary Education with at least one principal 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**

## H.  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 c**ounted

## I.  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**

## J. 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

## K. 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**

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

## M. 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.

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

## O. 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

## P. 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.

## Q. 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

**R.  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 (NVALevel3) in any field from an institution recognized by VETA

**S.  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

**T.  BASIC CERTIFICATE IN PROCUREMENT AND SUPPLY (NTA LEVEL 4)**
   i)  Certificate of Secondary Education with at least 4 passes OR
   ii) National Vocational Award (NVALevel 3) in any field from an institution recognized by VETA

**U.  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 (NVALevel3) in any field from an institution recognized by VETA

19. **GENERAL GUIDELINES ON MODE OF STUDY FOR UNDERGRADUATE COURSES**

i)   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.

ii)  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.

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

iv)  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.

v)   Every student must fill in the Student Progress Portifolio (SPP) online, for courses registered to be allowed to write the annual examination.  SPPs must be presented online

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> to course instructors before, during or immediately after Knowledge Area six of the course is covered.

vi) 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.

## 20. 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 indicate 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 progress 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.

21. **GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR UNDERGRADUATE COURSES**

**1.0 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 written 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 annualexamination 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 (ARC) prior to the commencement of the examinations period.

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

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.

**2.0 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.

**3.0 Eligibility for Examinations**

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

3.2 A candidate shall be permitted to participate incoursework assessment after having paid at least 50% of all the requisite tuition fees and examination fees.

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

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3.4     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.

## 4.0     The Directorate of Teaching, Learning and Examination Services

The Open University of Tanzania has established a Directorate of Teaching, Learning and Examination Services (DTLES) responsible for overseeingteaching, learning and 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 DTLES for permanent storage in the Academic Records Management Information System (ARMIS).

## 5.0     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.

## 6.0     Admission to Examinations

6.1     Only candidate who have been cleared for having paid all university fees.
6.2     Candidates who have met all requirements for pen and paper examination admission will be issued Examination Hall Tickets (EHT), automatically generated from Examination Registration System (ERIS). To be a valid document, usually EHT is verified and confirmed by the Director of Regional Center as guided by DTLES.
6.3     Candidates who have met all requirements foradmission 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 DTLES.

## 7.0     Conduct of Examinations

The university examinations shall be conducted through the Directorate of Teaching, Learning and Examination Services (DTLES) under the control of the Deputy Vice Chancellor (ARC) or such officer of the University appointed by him/her.

## 8.0     Examination Malpractices and Irregularities Regulations

### 8.1     *Malpractices in Relation to Coursework*

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

**Penalty**

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

### 8.2     *Fraud in Relation to Coursework*

It shall be an offence for a student/candidate to:
   a)   Submit assignment not prepared by him/her.

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     b)   Substantially plagiarize the work of any other person.
     c)   Falsify/alter marks awarded on an assignment script or test script
     d)   And any other such cases related to or connected to or arising from the above specified.

**Penalty**

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

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

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

**Penalty**

Any student/candidate found guilty of contravening Regulation 8.3 above, shall be liable to:
     a)   Cancellation of the relevant examination, **AND**
     b)   Suspension from the University for a period not exceeding two years, **OR**
     c)   Discontinuation from the University.

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

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

It shall be an offence for any student/candidate involved in an examination to:
     a)   Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment or any other materials as may be specified from time to time by the DVC (Academic).

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b) Copy from any other candidate/student.
c) Aid and/or abet another candidate/student to copy from a script/booklet of another person.
d) Exchange answers with another candidate/student in or outside the examination room.
e) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.
f) Communicate with other students verbally or through other means, during examination without permission from the invigilator.
g) Begin the exam before being authorized by the invigilator.
h) And any other such cases related to or connected to or arising from the above specified.

**Penalty**

Any student/candidate found guilty of cheating in examinations as defined in Regulation 8.4 above shall be liable to:
a) Cancellation of the relevant examination, **AND**
b) Suspension from the University for a period not exceeding two years, **OR**
c) Discontinuation from the University.

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

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

It shall be an offence for a student/candidate or any other person involved in an examination to:
a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
c) Falsify or alter marks awarded on an examination script/booklet.
d) Impersonate another student/candidate.
e) Procure or induce another person to sit for him/her.
f) Presentfalse document(s) in relation to eligibility to sit for University examinations.
g) Sit or attempt to sit an examination without authority.
h) Fraudulently receive examination papers/questions which have been illegally procured or made available.
i) Fraudulently access or attempt to access examination questions before the examination is due.
j) Pay or induce another person to illegally procure or make available examination questions/papers.
k) View examinations questions prior to sitting for the exams
l) Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
m) The following malpractices shall specifically be considered as an offence for a candidate sitting for OREX examinations:
n) Deliberate actions leading to candidate disconnecting from the active OREX session without prior permission from examiners.
o) Use supportive devices hidden behind the camera for the purpose of assisting in giving on the spot answers.

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 p) Share a recorded OREX session to social networks without prior permission from the University.

 q) 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.

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

**Penalty**

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

 a) Any student/candidate found guilty of contravening Rule 8.5(a), (b), (h), (i), (j), and (k) above shall be discontinued from the University.

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

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

### 8.6 *Offences Relating to the Conduct of Irregularities Hearing*

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

 a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Irregularities Committee or any other body hearing the irregularities or appeal.

 b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.

 c) Destroy evidence relating to an alleged irregularity.

 d) Forge or utter false documents in relation to an alleged irregularity.

 e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.

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

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

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

**Penalty**

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

 a) Cancellation of the relevant examinations, or

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

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

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

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

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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 considered:

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 consider the following principles of natural justice:

a) Fair and equal treatment of all students/candidates,
b) The opportunity to enter a plea of guilty or not guilty,
c) Fair hearing accorded to all students/candidates,
d) Right of students/candidates to appear and to defend themselves,
e) Staff not to sit in judgment of their own cause, and
f) Consistency in punishments.

### 8.9 Appeals against Examination Irregularities

8.9.1 Students wishing to exercise their right of appeal against a decision made by Senate 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.

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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 consider the principles set out under Regulation 8.8.

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

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

**9.0　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.

**10.0　Classification of Degrees**
10.1　In the classification of degrees, a FIVE points system will be used in averaging the final grades:

10.2　The letter grades will be assigned the following points:

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

10.3　Courses given for each degree have to be appropriately weighted by the units.

10.4　To get the score for each course, multiply the points, as in 10.2 by the appropriate weights, as obtained in 10.3 e.g. getting a B in a 2-unit course the score shall be 3 x 2 = 6.

10.5　The total score for the degree will be the total scores for all courses taken for the final, computed as in 10.4.

10.6　The average score for the degree will be computed by dividing the Total Score in 10.5 by the total weight obtained under 10.3.

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

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

**10.8　Rounding Off of GPA:**
GPA figures will be presented to the nearest single decimal point to be rounded up for $\geq 0.05$ 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.

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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%) |

**11.0   Aegrotat Degree**

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

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

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

11.3   The following guidelines shall apply to an examining body (Senate) in its consideration of the award of aegrotat award:
   i)      The Senate should be satisfied that the candidate's prior performance shows on balance of probabilities that he/she would have passed, but the illness which occurred prevented him/her.
   ii)     The Senate should be satisfied that the candidate is unlikely to be able to return to complete his/her study at a later date within a reasonable period.
   iii)    The Faculty/Institute Board shall require the candidate to confirm in writing that he/she is willing to accept an aegrotat award.
   iv)     Where the candidate is unwilling to do so, the Faculty/Institute Board shall seek for appropriate extension of the student's registration and permit the candidate to complete the examinations/assessment in question accordingly.
   v)      An aegrotat degree, diploma, or certificate shall be unclassified and in all other respects, ungraded. An aegrotat award does not necessarily entitle the holder to registration with the professional body, or exemotion from the requirements of any professional qualification, or progression to another academic programme

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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.

**12.0   Loss of Certificates**

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

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

12.2   Duplicate certificate shall be issued only when it is lost or destroyed irreversibly.

   a)   LOSS means and includes situations where a graduand has failed to find or trace a certificate after exercising a due diligent and reasonable search.

   b)   DAMAGE/DESTRUCTION means and includes all situations in which a certificate has been rendered incapable of any use as a result of damage or destruction

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

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

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

12.6   The following documents shall be presented to the Directorate of Examinations Syndicate for consideration of issuing a duplicate certificate

   (a)   A sworn affidavit detailing the circumstances under which the original certificate was lost or destroyed.

   (b)   A certified copy of loss police report.

   (c)   Copy of notification issued in a 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.

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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.

**13.0 Examination Appeal Procedures**

13.1 Students' appeals on academic grounds other than examination irregularities and malpractices shall be directed to the Deputy Vice Chancellor (ARC). All Appeals under this section must be lodged within the PERIOD OF SIX MONTH from the date of publication of the results by or under the authority of the SENATE.

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 (ARC) for remarking, if they are satisfied with the presented appeal case, after the candidate has paid a fee as set and approved by Senate.

**14.0 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 leve8 degreeprogramme, the study completed by the candidate is greater than the amount normally associated with the UQF leve 7 (Higher Diploma); and

    b)   for other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.

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

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

### 14.4 *Endorsement of documents*

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

### 14.5 *Holder's name*

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

### 15.0 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.

### 16.0 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

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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.

16.7    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.

16.8    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.

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

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

16.11   Question papers for any given examination shall not be taken out of the examination room.

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

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

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

**17.0   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.

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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 examinationsession.

ii) Attendance register showing a list ofcandidates 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.

**18.0   Practices during the Examination**

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

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

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

    1.8.3.1    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.

    1.8.3.2    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.

**19.0    General**

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

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

19.3    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.

19.4    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.

**20.0    Regulations Governing the Position and Conduct of Internal Examiners**
The Directorate of Teaching, Learning and Examination Services (DTLES) shall coordinate all examination matters for the whole Institution and shall be directly answerable to the Deputy Vice-Chancellor (ARC).

21.1    The University examinations shall be conducted under the control of the Deputy Vice-Chancellor (ARC) with the Directorate of Teaching, Learning and Examination Services (DTLES).

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

21.3    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

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to warrant him or her to be permitted to set and mark examinations as an internal examiner.

21.4 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.

## 21.0 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.

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

21.2 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.

21.3 The office of the Deputy Vice Chancellor (ARC) 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.

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

21.5 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.

## 22.0 Academic offences for which a student can be charged
22.1 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.

22.2 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.

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

22.4 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.

22.5 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.

22.6 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.

22.7 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.

22.8 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.

22.9 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.

22.10 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.

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

**23.0    Issuance of Certificates and Transcripts**
23.1 Certificates, Diplomas, and Degrees for awards approved by Senate shall be issued after being approved by Senate, for candidates who complete the clearance process.

23.2 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.

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

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

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**24.0    Regulations for issuance of certificates**

24.1    The subsequent regulations shall be observed when issuing various certificates offered by the Open University of Tanzania.

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

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

24.3    (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(ARC) | 1 | OUT Seal |
| 2 | Academic transcripts | DVC(ARC), Dean/DICE/DIEMT | Unlimited | DVC(ARC) and Dean/DICE/DIEMT stamps |
| 3 | Postgraduate diploma certificates | VC, DVC(ARC) | 1 | OUT Seal |
| 4 | Diploma certificates | VC, DVC(ARC) | 1 | OUT Seal |
| 5 | Foundation programme certificates | VC, DVC(ARC) | 1 | OUT Seal |
| 6 | Certificate in distance education | VC, DVC(ARC) | 1 | OUT Seal |
| 7 | Certificate in teachers education | VC, DVC(ARC) | 1 | OUT Seal |
| 8 | Provisional results | DTLES | Unlimited | DTLES Stamp |

   (b)    The DVC (ARC) may certify and/or authenticate copies of the above certificates as true copies of the original document only upon written request from the applicant. The applicant shall pay certification fee as approved by University from time to time.

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

24.5    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.

24.6    Application made in person shall be by completion of the prescribed application form for issuance of various certificates

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     (a)    A duly filled application form must be accompanied by the following documents:

          (i)    A document which recognize the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)

          (ii)   Evidence of receipt of payment of the compulsory fee as revised time to time and indicated in the prescribed application form.

          (iii)  A clearance form.

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

24.7    In case an application is made through a third party, a special power of attorney duly prepared by a registered advocate 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.

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

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

24.10  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.

24.11  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.

24.12  All application must be forwarded to the Directorate of Teaching, Learning and Examination Services, Open University of Tanzania, P. O. BOX 23409, Dares Salaam.

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# DIRECTORATE OF POSTGRADUATE STUDIES

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

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

### 1.0    How to Apply

Candidates can apply for admission into higher degree programs offered by The Open University of Tanzania through either of the two options.

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

Kindly see details regarding higher degree programs offered by the University in our current University Prospectus which is available at: 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 format 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 iii) 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 research concept note or a research proposal if you are applying for a master's degree by thesis or for a Ph.D.
vi)  Applicants are required to pay an application fee of 30,000 Tanzanian Shillings for Tanzanian citizens or 30 USD for international applicants.
   a)   Local applicants should visit any nearest OUT regional centre to obtain a control number which will enable them to make payments.
   b)   International applicants should pay their fees through the Open University of Tanzania, Forex Account, NBC Bank, Swift Code, NLCB TZTX, Corporate Branch, Account Number, 011105000670.

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vii) 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

viii) 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.

ix) Check our website in a month time to see if you have been selected to join the program you applied for.

x) If you have been selected, collect your admission letter at Postgraduate Admission Office at OUT headquarters (Block B, First Floor – Right wing) or at any OUT Regional centre closest to you. Your admission letter can also be sent via your email adress if you provided one during application.

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.

## 2.0    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.

## 3.0    Admissions into Master's Degree
### 3.1    *Minimum Qualifications for a Master's Degree*
a)   For admission to the Master's Degree of The Open University of Tanzania a candidate shall either hold a degree of The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of The Open University of Tanzania of not less than GPA 2.7.

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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 refered conference proceedings or one paper in an international journal or refered conference proceeding.

## 3.2 *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.

## 3.3 *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 is 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).

### 3.5    Registration for Master's Degree by Thesis

3.5.1    Candidates who intend to do their Masters Degree by thesis will have to observe the following procedures:

i)     Registration for studentship after satisfying admission requirements (**Appendix I**)

ii)    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 Commiteee (RPPC) for onward transmission to Senate for approval. Once Senate approves, the student becomes a candidate for the award of the degree sought.

iii)   Guidelines on the writing of a detailed research proposal is detailed in **Appendix II**

3.5.2    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.

3.5.3    Upon admission, such a thesis candidate shall be assigned a supervisor(s) appointed by Senate on recommendation of the Research, Publication and Postgraduate Commitee (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.

3.5.4    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.

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

### 3.6    Registration for Master's Degree by Coursework and Dissertation

3.6.1 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.

3.6.2 Each candidate shall be assigned a supervisor(s) appointed by Senate on the recommendation of the Research, Publication and Postgraduate Commitee (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.

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

### 3.7    Coursework Evaluation for Master's Degree

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

3.7.2 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.

3.7.3 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.

3.7.4 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.

3.7.5 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.

3.7.6 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.

3.7.7 Candidates failing supplementary examinations shall be required to repeat the course.

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

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

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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.

3.7.9   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.

3.7.10 All cases of alleged examination irregularities shall be referred to the Research, Publication and Postgraduate Commitee (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.

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

### 3.9   *Submission of Dissertation*
3.9.1   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).

3.9.2   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 Commitee (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)**.

3.9.3   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".

3.9.4   A dissertation submitted for the Master's degree must follow OUT guidelines as indicated in Appendix **V**).

### 3.10   *Examination of Dissertations for a Master's Degree Award*
3.10.1 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.

3.10.2 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.

3.10.3 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.

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

3.10.5 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.

3.10.6 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 commitee 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.

3.10.7 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.

3.10.8 Where the examiners are not in agreement in the overall recommendations, Senate's Research, Publication and Postgraduate Commitee (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.

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

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

### 3.11   *Oral Examination of Master's by Dissertation*
3.11.1 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

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

3.11.2 Candidates allowed to sit for oral examination will be examined in the following aspect

3.11.3 The originality of the candidate's work,

    (i)    Full grasp of the candidates' broader subject area and,

    (ii)    Weak areas of the dissertation (if any) which need further improvement

3.11.4 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.

3.11.5 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.

3.11.6 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.

3.11.7 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.

3.11.8 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.

3.11.9 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.

### 3.12   *Examination of Masters by Thesis*
3.12.1 The examination process will comprise two parts, namely,

    (i)    Examination of Thesis by external and internal examiners

    (ii)    Oral examination (viva voce)

3.12.2 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.

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

    i)    Independent chair (with non-voting power)

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<ol type="ii" start="2">
<li>External examiner or his/her representative</li>
<li>Internal examiner (who have not supervised the candidate)</li>
<li>Supervisor (Silent observer)</li>
<li>Head of the department or representative</li>
<li>Appointee of the faculty Dean</li>
<li>Representative from DPGS office (observer)</li>
</ol>

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

3.12.5 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 Commitee (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.

3.12.6 Each examiner shall summarize his/her report about the thesis with a definite recommendation for one of the following actions:
   i) The thesis submitted is of an acceptable standard and passed from him/her and only then the candidate be allowed to sit for a viva voce examination.
   ii) The thesis be rejected but may be re-submitted after a further period of research and/or study ranging from 9-12 months.
   iii) The thesis be re-written for re-submission for a Master's degree award.
   iv) The thesis be rejected outright.

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

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

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

3.12.10 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 refered conference proceedings or one paper in an international journal or refered conference proceedings.

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

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

4.1.1   A candidate for admission to the Ph.D. degree programme of the Open University of Tanzania shall hold a relevant Master's Degree of the Open University of Tanzania or 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    *Registration into a PhD program***

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

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

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

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

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

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

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

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

**4.3    *PhD Thesis Submission***

4.3.1   The Ph.D. degree examination requires submission of a thesis by the candidate, based on the results of his/her research.

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.

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

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

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

4.4.7 The thesis presented is the original work of the candidate.
   (i) The broader subject area in which the study is based is fully grasped by the candidate and
   (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.

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       (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)    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 Commitee (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)

4.4.9  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.

4.4.10  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.

4.4.11  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.

4.4.12  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.

4.4.13  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). 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 VI 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 priorites to his/her prior verdict of the Theis.

(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)

    (vi) Candidate fails outright (reasons detailed in viva voce proceedings).

4.4.14 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.

4.4.15 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.

4.4.16 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.

4.4.17 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.

4.4.18 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.

4.4.19 The Chairman of the viva voce panel shall submit to the Senate's Research, Publication and Postgraduate Commitee (RPPC) the recommendation of the panel and a comprehensive report approved by the oral panelists.

4.4.20 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.

4.4.21 The final decision on the award of the PhD shall be made by the Senate on recommendation of the Research, Publication and Postgraduate Commitee (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.

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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 Commitee (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 including:

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 Commitee (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.

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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 TheSupervisor 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 Commitee (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 Commitee (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  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.

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### 5.4    Regulations Pertaining to Freezing and Discontinuation of Higher Degree Studies

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

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

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

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

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

### 5.5    Honorary Degrees
5.5.1    Definition

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

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

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

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

### 5.7    Procedure for the Evaluation of Candidates for the Award of an Honorary Degree
5.7.1    Upon receiving a proposal for the award of an honorary degree the Vice Chancellor shall refer such a proposal to the Research, Publication and Postgraduate Commitee (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 coopted to the RPPC considering the case.

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

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

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      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.)
    (v)    Doctor of Philosophy Honoris Causa

### 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 won't pay extra tuition fee if they learn the courses through elearning platform. However, the courses will also be running in form of executive intensive wokshops where one course will be covered in one weekend ie Saturday and Sunday. The executive workshops will be run at the Head quarters but also at regional centres and all participants will be contributing some token to cover for refreshments and materials. Registered students have options of attending either online or a paid workshop training.

### 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.

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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 cluboffers 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 leaners study area, read and discuss peer papers expected or publications, read in-house style on recent published papers (papers explaining criteria 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 strategies 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. |

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| OSD 602:<br>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:<br>Development of personalised digital library for students based on their research topics | The course will provide student's skills to create personalised digital libraries to guide them throughout literature review and thesis writing. Students will also be able to systematically arrange the libraries (conference and journal articles, books, reports, etc.) topic-wise and according to their needs. |
| OSD 604:<br>Research Designs, Samling Methods and tools | This course will describe research designs, sampling methods, sample selections, sample size, methods of data collections and how to design questionnaires. |
| OSD 605:<br>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:<br>Quantitative data analyis | This course will describe quantitative data analysis methods and techniques by which students could use to convert data to numerical forms and subject them to statistical analysis in order to generate meaningful results. This lecture will also cover quantitative data analysis methods: Excel, SPSS, STATA |
| OSD 607:<br>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:<br>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

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postdoctoral fellows to thrive and become frontrunners 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

vi)  The appointment shall involve full time research or scholarship

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# DIRECTORATE OF RESEARCH, PUBLICATION, INNOVATION AND ENTREPRENEURSHIP

### 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, Publication, Inovation and Entrepreneurship (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 and Entrepreneurship. 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 Agendaand 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.

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## 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, Publication, Innovation and Entrepreneurship
  ii) All draft proposals shall first be submitted to the Directorate of Research, Publication, Innovation and Entrepreneurship for initial technical evaluation.
  iii) Scrutinisation by the Faculties/Departments/Institutes
  iv) 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.
  v) Evaluation of Research Proposal by the RPPC
  vi) 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.
  vii) Registration and Approval
  viii) The Directorate of Research and Publications shall be responsible to receive and register all research projects of The Open University of Tanzania.
  ix) Research Contract and Funding at OUT
  x) 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.
  xi) Interim Reports
  xii) 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.

| | |
|---|---|
| xiii) | Internal Quality Control |
| xiv) | 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. |
| xv) | Final Research Report |
| xvi) | 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 report 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

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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.

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# DIRECTORATE OF FINANCE AND ACCOUNTS

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

**1.0    BURSARIES AND FEES**
**1.1    The Application, Tuition and Other Fees**

1.2    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.

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

1.4    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.

1.5    A non-refundable application fee of Tsh. 30,000 must be paid by all Tanzanian applicants for Postgraduate programmes, while non-Tanzanians have to pay USD 50.

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

**2.0    Fees Structure for Undergraduate Studies 2021/22 Academic Year**
**2.1    levels used during the 2020/21 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 and Tshs. 10,000 for every paper registered for TT. Students who were admitted before 2012/13 academic year, should evaluate the cumulative amount of fees that they have paid since beginning studies at OUT, then subtract this from the PROGRAMME FEE, to know how much they still need to pay at the level that they have reached. For most programmes, those wishing to advance to Level 2 (200 series) must have paid at least Tsh. 720,000; those moving to level 3 (300 series), must have paid at least Tsh. 1,440,000. Before graduation, one must have paid at least Tsh. 2,160,000. This does not include fees for REPEAT subjects. Students who still lag behind in fees are advised to complete the gap in fees paid before being allowed to continue with the next level. DRCs will be there to check and advice students accordingly. Evidence of previous payments made must be presented and copies must be attached to the registration form.

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

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

(e) Fees once paid, cannot be refunded until after the expiry of the registration period. The refund will be made after deduction of 15% administration costs, on the excess amount to be refunded.

2.2 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.

2.3 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 2020/21 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 signs the fee remittance notices; hence it is upon the sponsored students to ensure that the relevant notices have been signed. Failure to sign the remittance forms may lead to HESLB cancelling the sponsorship/loan.

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

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

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

2.3.6 Students who deposit their fees through the banks, bank agencies and using their mobile phones for mobile networks services must obtain control numbers from either OUT Head office in Dar es Salaam or from OUT Regional Centres. They then use the control numbers to pay their respective fees in the banks,bank agencies and in mobIle networks.From the banks and bank agencies they will be given the deposit slips which they will present to OUT Finance section in

Head Office or OUT Regional Centres for issuance of GePG receipts.In the case of mobile networks they will receive messages in their mobile phones and present them to Head office or Regional Centres for issuance of GePG receipts

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

2.3.10 The University Council has power to revise the various fees charged for all OUT activities. Prior notification will be given to students, before commencement of the academic year.

2.3.11 Every candidate, who successfully completes his/her course, shall be allowed to graduate, only after having paid all fees due to the university. The university further deserves the right to withdraw its certificate from any candidate, who fails to honour his/her financial obligations to the university.

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

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

**Table 1: Bank Accounts for Various Student Fees**

| Type of Payment | Bank | Account No. |
|---|---|---|
| Tuition fees (local) | NBC, Corporate | 011103002558 |
| Tuition fees (local) | NMB, Bank House | 2011100105 |
| Registration, ID and Examinationfees | As above | As above |
| Tuition fees (foreign) | NBC, Corporate Branch | 011105000670 |
| Tuition fees(local) | OUT FBM Acc CRDB Kijitonyama | 01J1013375900 |
| 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 |

**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 control numbers for payment of all fees and obtain GePG receipts for all payments made from OUT Head Office or in our Regional Centre

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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) |

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

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

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

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

**Table 7:       Units of the offerred 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 of Education in Quality Management (MED QM) | 18 |
|---|---|
| Postgraduate Diploma in Technical and Vocational Education and Training (PGD-TVET) | 28 |
| 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 (LLM ICT) | 18 |
| Master of Law in International Criminal & Justice (LLM ICJ) | 18 |
| Master of Laws in Land Administration and Management (LL.M LAM) | 18 |
| Master of Laws in International Trade and Investment (LL.M ITIL) | 18 |

## FACULTY OF SCIENCE, TECHNOLOGY & ENVIRONMENTAL STUDIES (FSTES)

| Programme | Units |
|---|---|
| Master of Science in Environmental Studies – Management (MES) Master of Science in | 18 |
| Master of Science in Information Technology Management (MSc ITM) | 18 |
| Master of Science in Computer Science (MSc CS) | 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 Plannning and Management (MPTM) | 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 |
| Master of Humanitarian Action, Cooperation &Development (MHACD) | 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 |
| Antiplagiarism annual licence fee (Turnitin) | 20,000 | 20 | 20 |
| Student organization fee | 60,000 | 40 | 40 |
| Quality Assurance fee | 60,000 | 40 | 40 |
| Tuition fee | 1,700,000 | 940 | 3,500 |
| Examination fee | 1,850,000 | 1,050 | 1.500 |
| Supervision fee | 2,900,000 | 920 | 1,800 |
| **TOTAL (A)** | **6,690,000** | **3.160** | **7,050** |

.

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

**Table 9b: Other Recommended Direct Student Cost for Doctorate Students**

| DESCRIPTION | LOCALS (Tsh.) | | FOREIGN STUDENTS (USD) | |
|---|---|---|---|---|
| | Life/Physical Sciences | Social Sciences | Life/Physical Sciences | Social Sciences |
| Books | 1,000,000.00 | 1,000,000.00 | 700 | 700 |
| Stationeries | 1,000,000.00 | 1,000,000.00 | 700 | 700 |
| Research/Field costs/Consultations | 7,000,000.00 | 5,000,000.00 | 5,000 | 3,500 |
| Thesis production | 1,000,000.00 | 1,000,000.00 | 700 | 700 |
| **TOTAL (B)** | **10,000,000.00** | **8,000,000.00** | **7,100** | **5600** |
| **TOTAL PROGRAMME COST (A + B)** | **16,690,000** | **14,690,000** | **EAC/SADC 10,260 NON-EAC/SADC 11,400** | **EAC/SADC 8,760 NON EAC/SADC 9,900** |

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

**Table 10: Fees for Masters by Research /Thesis**

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

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

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# 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

**Current Regional/Coordination Centres (2022/2023)**

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

| | | | |
|---|---|---|---|
| 1. | Arusha Regional Centre, P.O. Box 19, ARUSHA. Mob: 0688 987 289 *Location:* East African Community Road, Plot 75, Opposite Mount Meru Hospital, (TBA Building) E-mail: drcarusha@out.ac.tz | 2. | Coast Regional Centre P.O. Box 30420, KIBAHA Mob: 0753/0655 328346 *Location:* BUNGO KIBAHA E-mail: drccoast@out.ac.tz |
| 3. | Dodoma Regional Centre, Boma Road, P.O. Box 1944, DODOMA. Tel: 026-2322346 Mob: 0684 273756 *Location:* Boma Road E-mail: drcdodoma@out.ac.tz | 4. | Geita Regional Centre P.O. Box 417, GEITA Mob: 0764 234 821/ 0717 759 554 *Location*: Magogo, Opposite Geita Referral Hospital E-mail : drcgeita@out.ac.tz |
| 5. | Ilala Regional Centre, P.O. Box 21745, D'SALAAM. Tel. 022 2150116 Mob: 0754 363 975 *Location:* Institute of Adult Education E-mail: drcilala@out.ac.tz | 6. | Iringa Regional Centre, P.O. Box 1458, IRINGA Tel. 026 2700163 Mob: 0717 029 716 *Location:* OUT Building at Former TRC Workshop (Gangilonga Area) E-mail: drciringa@out.ac.tz |

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| 7. | Kagera Regional Centre, P.O. Box 1954, BUKOBA. Mob: 0765 108 172 *Location:* Kyanyi Nshambya (Along Kashozi Road) E-mail: drckagera@out.ac.tz | 8. | Katavi Regional Centre, P.O. Box 662, MPANDA Tel. 025 2820463 OR 0736 502730 Mob: 0692 713 271 & 0742 380 507 *Location:* Near Mpanda Post Office E-mail: drckatavi@out.ac.tz |
|---|---|---|---|
| 9 | Kigoma Regional Centre, P.O. Box 566, KIGOMA Tel. 028 2802981 Mob: 0715 874 005 *Location:* Ujiji Municipality, Masimbu Ward, Kisingirima Street E-mail: drckigoma@out.ac.tz | 10 | Kilimanjaro Regional Centre P.O. Box 517, MOSHI Tel. 027 2753472 Mob: 0754 026 956 *Location:* Former PEHCOL Yard, Majengo E-mail: drckilimanjaro@out.ac.tz |
| 11 | Kinondoni Regional Centre, P.O. Box 13224, D'SALAAM. Mob: 0754467293 *Location:* Kinondoni B area E-mail: drckinondoni@out.ac.tz | 12. | Lindi Regional Centre, P.O. Box 742, LINDI Mob: 0717 213 005 *Location:* Matopeni Ward, Mtuleni B Street ) E-mail: drclindi@out.ac.tz |
| 13. | Manyara Regional Centre, P.O. Box 271, BABATI-MANYARA Mob: 0714 060 617 *Location: Bagara Ward, Along Nakwa Road* E-mail: drcmanyara@out.ac.tz | 14. | Mara Regional Centre, P.O. Box 217, MUSOMA Tel. 028 2620 401 Mob: 0713 377 883 *Location:* TTCL CCM Road, Musoma Municipality E-mail: drcmara@out.ac.tz |
| 15. | Mbeya Regional Centre P.O. Box 2803, MBEYA Tel. 025 2502675 Mob: 0752 547547 *Location:* Old Forest, Maghorofani Area E-mail: drcmbeya@out.ac.tz | 16. | Morogoro Regional Centre, P.O. Box 2062, MOROGORO Tel. 023 2613303 Mob: 0786 330 032 *Location:* Plot 680 Block J, Barracuda - Mazimbu E-mail : drcmorogoro@out.ac.tz |
| 17. | Mtwara Regional Centre P.O. Box 322, MTWARA Tel: 023-2333977 Mob: 0754 405 408 \|658 610 083 *Location:* Mnarani Round About E-mail: drcmtwara@out.ac.tz | 18. | Mwanza Regional Centre, P.O. Box 2485, MWANZA Tel: 028-2506025 Mob: 0764 580233 *Location:* Mkolani near TANESCO buildings E-mail: drcmwanza@out.ac.tz |

| 19. | Njombe Regional Centre, P.O. Box 938, NJOMBE Tel: 026 2782191 Mob: 0713 316 845 *Location:* Regional Commissioner Compound E-mail: drcnjombe@out.ac.tz | 20. | Pemba Coordination Centre, P.O. Box 227, CHAKECHAKE Mob: 0777 424 767 *Location*: Mkoani Road, Mr. Ally Seif Hemed Building. E-mail: drcpemba@out.ac.tz |
|---|---|---|---|
| 21. | Rukwa Regional Centre, P.O. Box 255, SUMBAWANGA, Mob: 0758 769408 *Location:* OUT Buildings at Former RUKWA-RETCO Ltd, Workshop E-mail: drcrukwa@out.ac.tz | 22. | Ruvuma Regional Centre, P.O. Box 338, SONGEA. Mob: 0754 635189 *Location:* Bohari Street E-mail: drcruvuma@out.ac.tz |
| 23. | Simiyu Regional Centre P.O. Box 269, BARIADI Tel. 028 2700123 Mob: 0715 154020 *Location:* Bomani (Former HASHI Offices) E-mail: drcsimiyu@out.ac.tz | 24. | Singida Regional Centre, P.O. Box 617, SINGIDA Mob: 0621 420581 *Location: Barabara ya Chuo Kikuu Huria* Makumbusho Building E-mail: drcsingida@out.ac.tz |
| 25. | Shinyanga Regional Centre, P.O. Box 1203, SHINYANGA Mob: 0744 403794 *Location:* Karena Road, Kambarage Street E-mail: drcshinyanga@out.ac.tz | 26. | Tabora Regional Centre, P.O. Box 1204, TABORA Tel. 026 2605519 Mob: 0757210969 *Location:* Sued Street, Opposite Aga Khan Hospital E-mail: drctabora@out.ac.tz |
| 27. | Tanga Regional Centre, P.O. Box 5467, TANGA Tel. 027 2644348 Mob: 0713 656946 *Location:* Chumbageni JUWATA Street TUCTA Building E-mail: drctanga@out.ac.tz | 28. | Tunduru Coordination Centre P.O. Box 70, TUNDURU Mob: 0713 184869 Location: Kalanje Street; Majengo Ward Offices Email: drctunduru@out.ac.tz |
| 29. | Zanzibar Coordination Cenre, P.O. Box 2599, ZANZIBAR Mob: 0778 701115 *Location:* State University of Zanzibar, Nkrumah College, Beit el Raas E-mail: drczanzibar@out.ac.tz | 30 | Songwe Regional Centre P.O. Box 23, MBOZI Mob: 0769 434 309/0779 791513 *Location:* Mlowo Mtaa wa Kiwandani E-mail: drcsongwe@out.ac.tz |

| 31 | Kahama Coordination Centre<br>P.O. Box 537, KAHAMA<br>Mob: 0742 951587<br>*Location*: Tabora Road, Nyihogo,<br>Sazia Street (Community Centre)<br>Email: drckahama@out.ac.tz | | |
|---|---|---|---|
| **Centres Outside Tanzania** | | | |
| 1. | Egerton OUT Centre,<br>Centre for Continuing and<br>Distance Education,<br>Egerton University,<br>P.O. Box 536-20115,<br>Egerton,<br>KENYA<br>Tel. +254 51 2217849<br>Fax: +254 51 2217849 | 2. | College of Human Resource<br>Management (CHRM),<br>Ufundi Co-Op Plaza<br>4th Floor<br>Moi Avenue<br>P.O. Box 4322-00200,<br>Nairobi, KENYA<br>Tel.  +254(0) 202217490/<br>+254 (0) 20 221 7979<br>+254 (0) 20 224 8095<br>Fax: +254(0) 202244557<br>e-mail: college@chrm.or.ke |
| 3. | Uganda Management Institute<br>P.O. Box 20131,<br>Kampala, UGANDA<br>Tel.+256 774 386820<br>        +256 752 259722 | 4. | Triumphant College<br>P.O. Box 6506,<br>Windhoek<br>NAMIBIA |

**The following Centres Serve Students Resident Outside Tanzania**

   i)    Mwanza:  Students in Uganda and further North
   ii)   Bukoba:  Students in Rwanda, Burundi
   iii)  Kigoma: Students in Burundi and the Democratic Republic of the Congo
   iv)   Mbeya:  Students in Zambia and further South
   v)    Mtwara:  Students in Mozambique and Indian Ocean Islands
   vi)   Egerton Centre in Nairobi:  Students from Kenya
   vii)  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.  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

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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.

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

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

The 2007 Charter of the Open University of Tanzania, Part IV Section 24 provides for the establishment of the student organisation whose objects and purposes shall be to:
- (a) Stimulate and promote meaningful discussion amongst the students on matters of academic and social interest.
- (b) Sponsor social and other functions for the purpose of enhancing intellectual and cultural development of the University and
- (c) Cooperate with the other organs of the University in matters of general interest to the University Community

### *Membership of OUTSO*
Every student admitted and registered at OUT shall become a member of OUTSO as provided in the Charter of OUT. Every member of OUTSO shall pay an annual subscription fee as may be prescribed from time to time by University Students' Representative council and approved by the university council. The affairs of the University Student Organization shall be conducted in accordance with its constitution. 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.

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# 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.

## Online 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:
   a)   Open OUT website: http://www.out.ac.tz/
   b)   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.

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- o ITEM TYPE: You will be informed if it is a book, a series (Journal), newspaper or a CD etc.
- o LOCATION: You will be directed/ shown where to obtain the required material e.g OUT Main Library, Book Bank, Special Reserve, East Africana, Manyara, Mbeya and Iringa, Dodoma etc.
- o CALL NUMBER: You will be given the number for you to locate the specific document you need in the shelves of the relevant collection/ location e.g. 658.15 SHI
- o STATUS: You will be informed if the document you are seeking is available or not.

**Services Offered at the E-Library Section**

Through the Consortium of Tanzania University Libraries (COTUL) staff and students can access a full range of journal databases in various academic disciplines. Users may access these e-journals from any computer terminal at the OUT-Head Offices with Internet connectivity, in the regional centres where Internet is accessible or at any computer with internet connectivity, through OUT website.

**Objectives of this service**

- i) To provide researcher with access to International Scholarly Literature based on electronic delivery.
- ii) 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.

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**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

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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

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# 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 Prpgramme. The award is a certificate plus a cash award of Tsh. 150,000

6. **HON. Dr. JUGDE PAUL KIHWELO'S PRIZE**: The prize is awarded to the candidate with the highest score in the course of Intellectual Property Law. The award is a certificate plus a cash prize of Tsh. 150,000

7. **PROF/ ELIFAS BISANDA PRIZE**: The prize is awarded to the best overall performance in the Open Foundation Programme (OFP). It is a cash prize worth Tsh 150,000 and a certificate

## SCHOLARSHIPS
Loans and Financial Assistance

## *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**
i) Students may obtain application forms (HESLB SLF 1) from The Higher Education Students Loans Board's Website: http://www.heslb.go.tz/
ii) Filling and submitting forms:
    a) 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.
    b) Duly filled HESLB SLF 1 forms together with other relevant documents as stipulated therein should be submitted both in soft and hard copy to:

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Executive Director,
Higher Education Students Loans Board
P.O. Box 76068,
**DAR ES SALAAM**.

**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.

*ROBERT MUGABE AFRICAN COUNCIL FOR DISTANCE EDUCATION LEGACY SCHOLARSHIP*
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 member 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.

**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.

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**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 bachelor's degree programme
iv) Students with disabilities are given priority;
v) Female students in science programmes have added advantage.

All these are indicated in the scholarship announcement.

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## SENIOR STAFF LIST

**OFFICE OF THE VICE CHANCELLOR**
*Vice-Chancellor*
Prof. Elifas T. Bisanda: B.Sc. (Eng) Dar; M.Sc. (Cranfield); Ph.D (Bath), DBA (*honoris Causa*) (Chosun, South Korea)

*Manager, Vice Chancellor's Office*
Dr. Albert Z. Memba*:* Diploma in Journalism (TSJ), B.A. (PSPA), M.A. (PS & PA) UDSM, Ph.D (China)

*Personal Assistant to the Vice Chancellor*
Ms. Bilhuda Chamshama: Dip. Ed (Korogwe), BED (Psychology) (UDSM), MED (UDSM)

*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 LEGAL SERVICES UNIT**
*Head of Legal Sercices Unit:*
Nelly G. M. Moshi (Advocate): LL.B (UDSM), LL.M (IT and Telecommunication) OUT

*Senior Legal Counsel*
Vacant

*Assistant to Secretary to Council (Human Resource Officer I)*
Ms. Brigiter James (Advocate): LL.B (Mzumbe)

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

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

*Senior Office Assisntant*
Ms Leticia Laurent Misuka: CSE

**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*

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***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 Builiding and Civil Engineering (DIT)

***Senior Eletrical Technician***
Mr Paul Hugo: FTC, Mbeya Tech.

***Civil Technician***
Mr. Nyiboto Seruka: FTC (DIT), Bachellor of Building and Civil Engineering (DIT)

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


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

**Internal Auditor**
Ms Angela B. Mmbaga: BBA (OUT)

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***Assistance Supplier II***
Mr. Nkanda Magayane

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Grace Ngata, Diploma in Secretarial Studies (TPSC)

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

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

.

*Marketing Officers*
   i)   Ms Getrude Pastory: Shiyanga Regional Center: BBA (St. Augustine University of Tanzania), MPM (OUT)
  ii)   Mr. Mwanauzi Babyegeya: OUT HQ-Bcom (Hons) OUT, MBA (Marketing) Osmania University
 iii)   Ms. Martha Ephraim Antony: Tanga Regional Center; BAPRM (St Augustine University of Tanzania)
  iv)   Ms. Eliaichi Bethuel Kowero: Arusha Regional Center; BBA (St John's University of Tanzania)
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  vi)   Mr. Isack Eleutery Makendi: Ruvuma Regional Center, BAPRM (St Augustine University of Tanzania)
 vii)   Mr. Paul Mwang'amba: Rukwa Regional Center, BBA (Marketing) OUT
viii)   Mr. Martine Nkiligi Boniface: Morogoro Regional Center, BBA (Marketing) OUT
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   x)   Ms. Subilaga Charles: Ilala Regional Center
  xi)   Mr. Oscar Charles: Katavi Regional Center
 xii)   Amedeus E Tesha: Lindi Regional Centre, BAPRM (St Augustine University of Tanzania)
xiii)   Neema Samwel: Singida regional Center, BAPRM (St Augustine University of Tanzania)

*Head Department of Communications and Public Relations*
Mr. Yusuphu Nandonde: BA (Mass Communication) OUT

*Allumni Records Officer*
Ms Sara Abbdi: Diploma in Records Management (TPSC)

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

*Coordinator, Statistics and Data Management Unit*
Dr. Juliana Kamaghe: B. Eng (ETE)- DIT, MSc (ETE) - ISEP- France, PhD (ICSE) - NM-AIST

*Statistician*
Mr. Yusufu F. Libondoka:  BSc (Statistics), PGDSC (UDSM).

*Coordinator Monitoring and Evaluation Unit*
Dr. Emmanuel Kazuva: BA (Ed) Hons, OUT; MSc (NRAM), UDSM; PhD (Envir. Sc.), NENU, People's Republic of China

*M&E Officer*
Janeth Gwimile: B.Sc. (Computer Sc – Osmania, India), Cert. M& E (MSTCDC, Arusha), M.A. M&E (OUT)

.

**Coordinator Risk Management Unit**
Dr. Prisca Mbogo: Dip (ED) Morogoro TTC; BED (ARTS)UDSM; MA. Ed (UDSM), PhD (OUT

**QUALITY ASSURANCE COORDINATORS**
*Directorate of Teaching, Learning and Examination Services*
Mr. Godfrey Gradius:  Godfrey Deus Gradius: BSc. Statistics (UDOM), MSc. Economics (OUT)

*Directorate of Postgraduate studies*
Dr. Noel Matemba: BA (UDSM), MA (DS) UDSM, PhD (SUA)

*Directorate of Undergraduate Studies*
Ms. Sia Machenje, LLB (OUT) Masters of Human Resources (OUT)

*Directorate of Communications and Marketing*
Mr. Yusuphu Nandonde: BA (Mass Communication) OUT

*Internationalization and Convocation Unit*
Mr. Maulana Ayoub Ali: LLB (Hons), Zanzibar University; LLM in IT &T (OUT)

*The Directorate of Library Services*
Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM).

*Directorate of Planning and Development*
Ms. Sikudhani Hamis

*Directorate of Finance and Accounting*
Mr. Jackson Kamugisha: BBA, MBA (Finance) OUT.

*Directorate of Research, Publications, Innovation and Entrepreneurship*
Dr. Gwahula Raphael: BSc (Ed) (Hons), UDSM; MBA (OUT); PhD (Finance) China

*Directorate of Human Resources Management and Administration*
Ms. Theresa J. Bagenda (Principal HRO II): LLB (OUT), MBA in Human Resources Management (OUT), Bachelor of Arts with Education (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC).

*Faculty of Arts and Social Sciences*
Ms. Celia Muyinga: BA (Hons) Tourism Management, (Leads UK) MA Tourism studies with Ecotourism

*Faculty of Education*
Mr. Mark M. Issamaki: Dip Phil (Morogoro), BA (Phil) (Italy), PGDE (UDSM) MEd ODL (OUT)

*Faculty of Business Management*
Dr. Salum. S. Mohamed: BBA (Hons) (ZU), MBA (WHUT China), PhD (WHUT China)

.

***Faculty of Science, Technology and Environmental Studies***
Dr. Vedastus W. Makene: BVM; MVM (SUA), PhD (South Africa)

***Faculty of Law***
Mr. Msafiri Mabera: LLB (Hons), Zanzibar Univ., LL.M (Mzumbe).

***Institute of Educational and Management Technologies***
Ms. Luly Bulili: BSc IT (IUIU, Uganda); MSc ICT4D (CBE)

***Institute of Continuing Education***
Mr. Beatus Nsiima

***Procurement Management Unit***
Mr. Atufigiwege Mwaibinga

***Directorate of Students Services***
Ms. Sophia Nchimbi: BA. Sociology Hons (UDSM); MA. Sociology (UDSM

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***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, Research and Consultancy)***
Mr. Kinswemi Malingo: Dip. Education (Butimba T.T.C), B.A (Gen), UDSM, MBA – Human Resource, (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC),

***University Teaching and Learning Services***
Dr. Lawi Yohana: BSc. (Ed) (Hons), MSc. (Environ. Sc.) UDSM ; PhD. UDSM.

***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)

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***Head of Admissions***
Ms. Sia Machenje, LLB (OUT) Master of Human Resource Management (OUT)

.

*Head of Student Records*
Said Ramadhan Said: Bsc (Computer) UDSM, MSc (ICT) OUT.

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Anganile Sanga: BA Education (Hons) (OUT)
Ezechiel S. G. Malunda: BA General (Hons) (OUT)

*Admission officer*
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Moza Abdulrahaman: Dip. Computer Engineering (DIT), BSc ICT (OUT)

*Accountant I*
Mr. Chediel Charles: BCOM (OUT)

*Records Management Assistant*
Lucia Fabian Njuu: Cert. in Records Management (TPSC)

*Personal Secretary*
Ms. Hellen Shayo: Diploma in Secretarial Studies (TPSC), MDEA II


**INTERNATIONALIZATIONAND CONVOCATION UNIT**
*Director of Internationalization and Convocation Unit*

Dr. Maulid J. Maulid: Dip.Ed (Morogoro); B.Ed (Arts); MEMA (UDSM); PhD in Management (York, UK)

**Department of International Students**
*Head of Department International Students*
Dr. Flora Kiwonde: B.A(Ed); M.A(Ed) (UDSM); PhD (OUT

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*Head of Department Links and Alumni and Convocation*
Mr. MaulanaAyoub Ali: LLB (Hons), Zanzibar University; LLM in IT &T (OUT)

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**Department of Admision and Registration**
*Head Depaerment of Admission and Registration*
Dr. Isabela Thomas: B.Sc. Environmental Engineering, (ARDHI), M.Sc. Urban Environmental Management (Wageningen). PhD Environment.

*Assistant to HoD of Admission and Registration*
Mr. Luiham Ringo: *OFC (OUT); Cert (RMA) (TPSC); BA. Sociology (OUT)*.

.

**Head Department of Supervision**
Dr. Pamela Peter Semiono: BSC- Environmental engineering (UDSM), MSc -Environmental engineering (UDSM), PhD –Environmental technology and management (ARU)

**Assistant to HoD of Department of Surpervision**
Ms. Jacqueline Thomas Hokororo: Dip (IR) (CFR Dar); Dip (Ed) (Songea); B.A (ED) (OUT)

**Head Department of Examination and Quality Assurance**
Dr. Noel Matemba

**Assistant to HoD of Examination and Quality Assuarance**
Shaban J. Kangomba: Dip. Records Management (TPSC), BLIM (OUT)

**Senior Human Resource Management Officer**
*(Vacant)*

**Personal Secretary**
Lucy Temu

**Examination officer II**
Eliud Rugaimukamu: OFC (OUT); BA (Law) (OUT).

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**Head, Department of Publications**
Dr. Gwahula Raphael: BSc (Ed) (Hons), UDSM; MBA Finance (OUT); PhD (Finance) DUFE China

**Head, Department of Innovation and Entrepreneurship**
Dr. Khamis Kalegele: Bsc. in Engineering (Hons), Computer Engineering and IT (UDSM); Master of Engineering, Computer Science (Ehime University, Japan); PhD,

**Liason Officer**
Mrs. Georgina Manyatta: Diploma in Secretarial studies (TPSC), MDEA II&I (TPSC), OFC (OUT), BBA (Marketing), MBA (UDSM*)*

**Editorial Services Section**
**Editor**
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Mr. Godfrey Gradius:  BSc. Statistics (UDOM), MSc. Economics (OUT)

### *Tutorial Assistant and Records Officer*
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### *Records Management Assistant*
Mr. OmbeniKayuni: National Storekeeping Certificate (TIA), Diploma in Procurement and Supplies (CBE), B. Procurement and Supplies, CBE

### *Records Management Assistant*
Ms. Fauzia Mussa: Diploma in Records & Archive Management

### Coordination Unit for Examination Data Bank and Logistics
### *Unit Coordinator*
Mr. AbdillahAbdulrahamani Mkonyi: BSc. (Computer Science) Dar.

### *Examination Officer*
Lydia Johnson Mwankusye: BA. Ed., MBA (UDSM)

### *Records Management Assistant*
Scholastica P. Mwingira; Certificate of Records Management; Diploma in Records Management (TPSC), Bachelor of Library and Information Management (OUT)

### Coordination Unit for Teaching and Learning Services
### *Unit Coordinator*
Dr. Lawi Yohana: BSc. (Ed) (Hons), MSc. (Environ. Sc.) Dar; PhD. Dar.


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Esther G. Halla: BA. Education (UDSM), Bachelor of Human Resource Management (OUT), PGD (HRM) (IFM), Masters of Public Administration (Mzumbe), Diploma in International Relations and Diplomacy (CFR), Proficiency Certificate for Human Resources (TPSC).

.

*Personal Secretary*
Saida M. Mdime: Diploma in Secretarial Studies (TPSC)

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*Director of Administration and Human Resources Management*
Francis E. Badundwa: BA. Political Science & Public Administration (UDSM), MSc. HRM (Mzumbe), Proficiency Examination Certificate for Human Resource Officers (TPSC).

*Department of HR Recruitment, Deployment and Discipline (RDD)*
Adelaide R. Msambichaka (Principal HRO II): Bachelor of Business Administration (OUT), MBA in Human Resources Management (OUT), Proficiency Examination Certificate for Human Resource Officers (TPSC).

*Human Resources Officer under the Department*
Agness G. Nkya (Senior HRO): LL.B (UDSM), PGD in Legal Practice (Law School of Tanzania), MBA in Human Resources Management (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC), Advocate and Notary Public and Commissioner of Oaths
Bridgeth R. Njau (HRO I): BA. Political Science and Public Administration (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC).

*Department of HR Planning, Development and Appraisal (PDA)*
Joyce V. Kimati (Principal HRO I): Bachelor of Public Administration (Mzumbe), MBA (Human Resources Management) (OUT), Proficiency Examination Certificate for Human Resource Officers (TPSC).

*Human Resources Officer under the Department*
Theresa J. Bagenda (Principal HRO II): LLB (OUT), MBA in Human Resources Management (OUT), Bachelor of Arts with Education (UDSM), Proficiency Examination Certificate for Human Resource Officers (TPSC).
Shauri O. Kinunda (HRO II): Bachelor of Human Resources Management (Mzumbe).

*Department of HR Welfare, Emoluments and Motivation (WEM)*
Nemganga Grace Mfundo (Principal HRO II): BA. Political Science & Public Administration (UDSM), MSc. HRM (Mzumbe), Proficiency Examination Certificate for Human Resource Officers (TPSC).

*Human Resources Officer under the Department*
Edgar K. Mazigo (HRO I): BA. Political Science and Public Administration (UDSM).
Haubert T. Makoke (HRO II): Bachelor of Human Resources Management (ISW).

.

**Office Management Secretary**
Baby G. Mahe (OMASEC I): Diploma in Secretarial Studies, Certificate of Management Development Executive Assistant I

**Office Assistant**
Marcelina E. Millanzi (Principal OA): Certificate of Secondary Education Examination

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Rebecca J. Nyambega (RMA I): Diploma in Records Management (TPSC)
Magreth P. Komba (RMA II): Diploma in Records Management (TPSC)
Lilian A. Makungu (RMA II): Diploma in Records Management (TPSC)
Mr. Kelvin Haule (RMA II): Certificate in Records Management (TPSC)

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Mr. Rojamilla S. Julius (Transport Officer II): Bachelor Degree in Logistics and Transport Management (NIT).

**Transport Officer under the Unit**
Mr. Jafari S. Mdongwa (Transport Officer I): Bachelor Degree in Logistics and Transport Management (NIT), Diploma in logistics and transport

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Mr. Azimio J. Taluka: ADA (IFM); CPA (T) NBAA; MSc (F) Strathclyde UK

**Financial Controller**
**Principal Acountant I**
Ms Beatrice Felician: B.Com (Finance), MBA (Finance), UDSM; CPA (T).

.

**Principal Accountant**
Vacant

*Senior Accountants*
Dickson Senni: CPA (T) (NBAA), ADA (IFM), MBA FINANCE (OUT)
Ukundi J. Nkya: CPA (T) NBAA, ADA (IFM)
Neema Shimwera: CPA (T) NBAA, BBA (UDSM)

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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) Strathalyde (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)

*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

.

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

*Assistant Director*
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*
*(Vacant)*


**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 (Learning Technologies and Regional Services)*
Ms Evelyne W. Shipela: Cert. (Ed) Mpwapwa TC; Dip (Ed) Morogoro TC; BA (Geg&Env) Hons (UDSM); PGDE (UDSM), MHRM (OUT)

**Regional Centre Coordination and Liaison Officer**
Dr. Mato J. Magobe:  BAF (Hons.) (MU), CPA (T) (NBAA); MBA (International Business) (Ajou South Korea), PhD (Hull, UK)

*Human Resources Management Officer*
Ms. Jacqueline George: Dip. Business Administration (DSM), BBA (HR) OUT

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

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

*Personal Secretary*
Dorine Joshua Mkekengele: Diploma in Secretarial Studies, UHAZILI Tabora

**INSTITUTE OF EDUCATIONAL AND MANAGEMENT TECHNOLOGIES**
*Director*
Dr. Catherine Mkude: BSc. Computer Science (UDSM); MSc. Business Information Systems Management (Middlesex, London); PhD E-Government (Koblenz, Germany)

.

***Chief of Information Security Officer:***
Mr. Joseph Sumbe: Diploma in Computing and Information Technology (UCC); BSc ICT (OUT)

***Personal Secretary***
Ms. Jasmin Hassan: Diploma in Secretarial Studies (TPSC)

***Administrative Officer***
Mr. Juma Bakari: BA Sociology (OUT)

***Accountant***
Mr. Hendrick Komba: BBA (Finance & Accounts, SAUT), MA Project Mngt (OUT) CPA (T)

***Institute Planner and budgeting officer:***
*Ms. Luly Bulili: BSc IT (IUIU, Uganda); MSc ICT4D (CBE)

**E-learning Unit**
***Coordinator of Unit:***
Mr. Shadrack Mbogela: Adv. Dipl. in IT (IAA)

**E-Learning Section**
***Coordinator of Section:***
Mr. Hassan Hussein: BSc in Computer Science (Ruaha University)

***List of Staff:***
Mr. Albert Ishengoma: FTC Telecom & Electronic (DIT); BSc. ICT (OUT)
Mr. Hamad Kassim: Dipl. in Computer Engineering (DIT); BSc ICT (OUT)
Ms. Jamila Mfaume: FTC Computer Engineering (DIT); BSc. Computer Engineering (DIT
Mr. Alex Mwanza: BSc Information Systems (UDOM)
*Mr. Godfrey Haonga: Bsc. in Information Systems (UDOM), MSc. Management Information Systems (University of Manchester) UK

**Multimedia section:**
***Coordinator of Section:***
Mr. Joackim Nyakianile: BSc. in Computer Science (UDSM)

***List of Staff:***
Ms. Vicky Kiyuga: Cert. in Information Technology (DIT); Diploma in Computing and Information Technology (UCC)
Mr. Abdulazizi Mnyengema: Cert. in Information Technology (DIT); Diploma in Computing & Information Technology (UCC)

**ICT Services and Quality Control Unit**
***Coordinator of Unit:***
Ms. Jane Bethuel: BSc in Computer Science (UDSM); MBA (OUT); MSc ICT4D (NIU), Uganda

.

**ICT Services section**
*List of Staff:*
Mr. Augustine Kitulo: Adv. Dipl Software Engineering (UNIQUE Academy, APTECH) MA Project Mngt (OUT)

**ICT Training and Marketing Section**
*Coordinator of Section*
Ms. Maria Augusti: BSc Computer Engineering and Information Technology (UDSM); MSc ICT4D (NIU, Uganda)

**List of Staff:**
Ms. Stella Shayo: FTC Computer Engineering (DIT)

**ICT Quality Control Section**
*Coordinator of Section*
Mr. Bariki Kamara: BSc Applied Computer Science (UDSM/RMIT University, Australia); Master in Information Security (IAA/GALGOTIAS University, India)

*List of Staff:*
Mr. Erasmus Rukantabula: Adv. Dipl. in Computing IT (UCC); BSc ICT (OUT)

**ICT Helpdesk Section**
*Coordinator of Section*
Mr. Juma Songoro: Diploma in Computer Science (OUT); BSc ICT (OUT)

**ICT Infrastructure Unit**
*Coordinator of Unit:*
Mr. Elisha Sindikwi: BSc Computer Science (UDOM)

**Information Systems Development and Administration Section**
*Coordinator of Section*
Mr. Mahfoudh Katakweba: BSc Computer Engineering (MUST)

*List of Staff:*
Mr. Beatus Mbunda: BSc Computer Science (TIANJIN), MSc in Embedded and Mobile Systems (The Nelson Mandela Inst of Sc &Tech)
Mr. Evodius Albart: BSc Computer Science (IFM)
Mr. Godgifty Kimaro: BSc Information and Communications Technology (MUCCOS)

**Network Administration Section**
*Coordinator of Section*
Mr. Hassan Shunda:   Dipl. in Information Technology (UCC); BSc ICT (OUT)

*List of Staff:*
Mr. Joseph Sumbe: Diploma in Computing and Information Technology (UCC); BSc ICT (OUT)
Mr. Petro Sanga: BSc. Electronics &Telecommunication (SJUIT)

.

Mr. Emmanuel Thomas: FTC in Computer Engineering (DIT); BSc. ICT (OUT); MSc ICT4D (NIU, Uganda)

**Hardware Maintenance Section**
*Head of Section:*
Mr. Alpha Mwangono: Adv. Dipl. Electronics & Telecom (DIT)

*List of Staff:*
Mr. Abdulrahman Juma: Diploma in Computer Engineering (DIT)
Ms. Esther Liwenga: Cert. in Computer Science (UDSM); Dipl. Computer Engineering (New Horizon); Dipl. Computer Engineering (UDSM)

**Assistive Technologies Unit (ASTU)**
*Coordinator of Unit:*
Dr Lilian Mutalemwa: B.Sc. Telecommunications Engineering (Essex, UK), M.Sc. Mobile and Satellite Communications (Surrey, UK), PhD Computer Eng. (Chosum Univ) South Korea

*List of Staff:*
Mr. George Abia: BSc. Computer Engineering (SJUIT)

**Regional Centers Technicians:**
Mr. Khalim Salim: Cert. in Information Technology (DIT) – Kinondoni

Mr. Oscar Masimbani: Diploma in Computing and Information Technology (UCC) - Mwanza

Mr. Ridhiwan Issah: Cert in Information Technology (DIT); BSc in Computer Science and information Systems (Ruaha University) – Iringa

Mr. Kassim Mnyengema: Cert in Computing and IT (UCC); Diploma in Computing and IT (UCC) - Rukwa

Mr. Khashir Said: Cert. in Information Technology (DIT); Diploma in Computing and information Technology (UCC) – Kigoma

Mr. John Kaguo: Diploma in Computing and Information Technology (Iringa University) – Mtwara

Mr. Ibrahim Kasonso: Diploma in Information Technology (SJUIT); BSc Information Systems and Network Engineering (SJUIT) – Mbeya

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

Mr. Hassan Mwazema: Diploma in Computer Engineering (MUST); BSc Computer Engineering (DIT) – Dodoma

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

Mr. Benjamin Nkila: Cert in Information Technology (DIT) - Geita

Mr. Thabit Molly: Cert. in Information Technology (DIT); Diploma in Computer Science (OUT) - Manyara

*Staff is under the Department of Mathematics and ICT, Faculty of Science, Technology and Environmental Studies

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**THE DIRECTORATE OF LIBRARY SERVICES**
**Academic Staff**
*Director of Library Services*
Dr. Lilian D. Isowe: Dip. Ed (DTC), BA Education (UDSM); MA (Information Studies) (UDSM), PhD (Moi, Kenya)

*Coordinator- Readers & Technical Services unit*
Mr. Mugisha Kafuma: BLIS (Makerere - Uganda), MSc. Library Science (Northeast Normal University)

*Coordinator - Documentation Unit*
Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM).

*Coordinator - Regional and Outreach Services Unit*
Mr. Nelson Msagati:  B.Sc. Food Science and Technology (SUA); M.A. Information Studies (UDSM).

*Senior Librarians*
Dr. Athumani S. Samzugi: 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).
Ms. Chausiku Mwinyimbegu: Dip. in Librarianship (SLADS), B.Ed. Psychology (UDSM); M.A. Information Studies (UDSM)

*Assistant Librarians*
Mr. Aziz H. Kagugu: BLIS (Makerere University); MA. Information Studies (UDSM).
Mr. Boniface Mbangala: BA (Education) (UDSM), M.A. Information Studies (UDSM).
Mr. Ntimi Kasumo: BALIS (Tumaini University), MA Information studies (UDSM)
Mr. Mugisha Kafuma: BLIS (Makerere - Uganda), MSc. Library Science (Northeast Normal University)
Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM).

*Tutorial Librarians*
Mr. Frank Charles- BALIS (Tumaini University)
Ms. Elinahamisa Mgaya -BALIS (Tumaini University)
Mr. Shaban Kangomba-BLIM (The Open University of Tanzania).

**Administrative Staff**
*Library officers*
Mr. Salatiel Chaula: Certificate in Librarianship (TLSB); BLIS (Tumaini University), MLIM (OUT)
Mr. Underson Busunzu, BALIS (Tumaini University)
Ms. Happy J. Shunda, BALIS (Tumaini University)
Mr. Ally Msuya, BALIS (Tumaini University)

.

Mr. Richard Mfinanga, BALIS (Tumaini University); Manyara Regional Centre
Ms. Asia Adam Kassim, BALIS (Tumaini University); Dodoma Regional Centre
Ms. Winifrida Sanga, BALIS (Tumaini University); Tanzania Iringa   Regional Centre
Ms. Happy Mhina, BALIS (Tumaini University); Kilimanjaro   Regional Centre
Mr. Juvent K. Method, BALIS (Tumaini University); Kagera Regional Centre
Ms. Saumu Iddi; Foundation (OUT) BA Political Science (OUT) BLIM (OUT); Mbeya Regional Centre
Ms. Rehema Machimo: Diploma in Librarianship (SLADS), BALIS (TUDARCo) : Mwanza Regional Centre
Ms. Angel Kidela, Diploma of Records (TPSC); BLIM (The Open University of Tanzania); Dodoma Regional Centre

*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

.

**FACULTIES**

**FACULTY OF ARTS AND SOCIAL SCIENCES**

**Dean's Office**
*Dean and Senior Lecturer*
Dr. Dunlop Ochieng: Dip (Ed); B.A (Culture) Hons; M.A (Linguistics) UDSM, PhD (Germany)

*Coordinator, Postgraduate Studies (PGS)*
Dr. Fredrick Ladislaus Batinoluho: BSc in Horticulture (SUA); MSc in Protected Landscapes Management (Integrating Conservation and Development), Univ. of Wales, Aberystwyth, UK; MBA Corporate Management (Mzumbe University). PhD (OUT)

*Faculty Examination Officers*
Alexander Ndibalema Kaija: Certificate in Teaching Grade IIIA (Morogoro); Certificate in Fine Arts & Education (Butimba); BSW (Institute of Social Work); MSW (OUT)
Mr. Vincent Mpepo: BA (Mass Comm) UDSM; MA Mass Communication (OUT)

*Faculty Planners*
Mr. Manning Yusuph B.: Diploma in International Relations & Diplomacy, (Center for Foreign Relations) B.A. Public Relations & Marketing, Master of Arts in Mass Communication (SAUT)

*Faculty Quality Assurance Coordinator*
Ms. Celia Muyinga BA (Hons) Tourism Management, (Leads UK) MA Tourism Studies with Ecotourism, NAPIER, UNI, Scotland.

*Faculty Consultancy and Community Outreach*
Dr. Thereza Mugobi: BA Tourism and Management, University of Western Cape, Cape Town, SA: MA Economics and Communication (International Tourism), University of Lugano, Switzerland, PhD (OUT)

**Administrative Staff**
*Senior Human Resources Management Officer 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)

**Department of Economics and Community Economic Development Staff**
*Head of Department*
Dr. Emmanuel Nyankweli: BSc (Agriculture) (SUA), MA (Rural Development) (SUA), PhD (DS) (University of Amsterdam).

*Associate Professor*
Prof. Deus D. Ngaruko: BSc (Agric. Economics) Makerere University; MSc (Agric. Economics) SUA; DIC (Economics); PhD (Econ) Imperial College London

.

*Senior Lecturer*
Dr Felician Mutasa: BA (Econ)-UDSM, MA (Public Administration) Carleton, MA (Economic Policy and Planning) (ISS-The Hague); PhD (Econ) UDSM
Dr. Christopher Awinia BA (DS); MA (DS) UDSM; PhD (OUT)
Dr. Harrieth Mtae: Diploma in Education (Monduli TTC); BSc (Human Nutrition) SUA; MA (Rural Development) SUA; PhD (OUT)
Dr. Emmanuel Nyankweli: BSc (Agriculture) (SUA), MA (Rural Development) (SUA), PhD (DS) (University of Amsterdam).
***Dr. Khatibu G.M. Kazungu: BA (Econ) UDSM, MA (Econ) UDSM, PGD (Mgt of Dev), Turin, MSc (Econ) Manchester, PhD (Econ) Glasgow

*Lecturers*
Dr. Timothy Martin Lyanga: BA (ECON) OUT, MBA OUT, PhD (Econ) OUT
Dr. Noel Matemba: BA; MA (DS) UDSMA, PhD SUA.
Dr. Regina Malima: BA (Community Development) (Tengeru), MSc (CED) New Hampshire, PhD (Ds) (SUA) Dr. Memba Diploma in Journalism (TSJ), B.A. (PSPA), M.A. (PS & PA) UDSM, Ph.D (China)
Dr. Wambuka Rangi: Bsc. Home Economics and Human Nutrition (SUA), Master of Arts in Rural Development (SUA) and PhD in Development Studies (OUT)
Dr. Edna Lyamuya MA (Agric economics), PhD (Agric Economics) (USSR)

*Assistant Lecturers*
Ms Nanzia Toroka: BA (Env. Mngt) Hons; MA (DS) UDSM
Ms. Rahma Mohamed: BA (UDSM), MA (DS) UDSM
Mr. 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
Ms. Zakia Ituja: BA Reg. Dev Planning (IRDP), MA Demography (UDOM).
Mr. Henry Tumaini: BA Econ (SAUT), MSc (ECON) OUT
Ms. Maria Erasmus: BA Econ (Mzumbe), MSc (ECON) OUT
Ms. Janeth Gwimile: B.Sc. (Computer Sc – Osmania, India), Cert. M& E (MSTCDC, Arusha), M.A. M&E (OUT)
Ms. Josephine Minde: Dip(science) Monduli, Master of Rural Development (SUA)

**Department of Political Science, Public Administration, History and Philosophy Staff**
*Head of Department and Lecturer*
Dr. Jacob J. Lisakafu: BSc. (URP) Hons (UDSM), M.A. (Leipzig), PhD-International Relations and Global Studies (Leipzig)

*Senior Lecturers*
Dr. Jacob J. Lisakafu: BSc. (URP) Hons (UDSM), M.A. (Leipzig), PhD-International Relations and Global Studies (Leipzig

*Lecturers*
Dr. Emmanuel J. Mallya: BA (Ed) (Hons) UDSM; MA (ISS-The Hague), PhD in Social Sciences (Minority Studies); University of Fernando Pessoa, Porto, Portugal
Dr. Miraji M. Kitigwa: BAPSPA (Hons); MA IR, PhD (UDSM)

*Assistant Lecturers*
Mr. Furaha Julius: BA PS&SO (Hons); MA IR (UDSM)
Mr. Twaha M. Katabaro:   BAPSPA; MA PA (UDSM)

.

Mr. Ahmed I. Mussa: BA (Ed), UDSM; BAPA (OUT); MA PA (UDSM)
**Mr. Elias H. Mseti: BLGM, MPA (Mzumbe)
**Mr. Revocatus K. Bin'Omukama: BA PSPA; MPA (UDOM)
**Ms. Hiltruda Mahudi: B.A (History & Arch) Hons.;M.A (Arch), UDSM
**Rev. Alex Kasisi BA (Divinity) Makumira, MA (Theology) Makumira, PGD(Ed) OUT
**Mr. Paschal J Mheluka: BA in History (UDSM), PGDE (OUT), MA History (OUT)
**Mr. Nassor A. Suleiman: Dip (Ed) Zanzibar, BA (Ed) Hons in History (SUZA) Zanzibar, MA Hist. (UDSM)
**Mr. Cosmas Kawonga BA (Ed)(Hons) Dar, MA History (OUT)
** Academic *Staff on study leave*

*Tutorial Assistant*
Manoni Mayalla: BA in History (UDSM)

**Department of Linguistics and Literary Studies**
*Head of Department and Senior Lecturer*
Dr. Zelda Elisifa: Dip (Ed) Marangu TC, B (Ed). UDSM, MA (Linguistic) UDSM, PhD (Linguistics) –OUT

*Senior Lecturers*
Dr. Dunlop. O. Ochieng; Dip (Ed); B.A (Culture) Hons; M.A (Linguistics) UDSM, PhD (Germany)
Dr. Zelda Elisifa: Dip (Ed) Marangu TC, B (Ed). UDSM, MA (Linguistic) UDSM, PhD (Linguistics) –OUT
Dr. Hadija Jilala: Dip (Ed); BEd Arts (Hons); M.A (Linguistics), PhD-Kiswahili (UDSM).

*Lecturers*
Dr. Omary Mohamed: B.A (Education) (UDSM); M.A (Kiswahili) (UDSM); M.A Development Studies (UDSM). PhD (Literature) (OUT)
Dr. Salma Hamad: BA (Ed) The State University of Zanzibar; MA (Linguistics) UDSM; PhD (UDSM)
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
Dr. Nasra Habibu: BA (Ed, Hons); M.A (Kiswahili) UDSM PhD OUT
Dr. Ancyfrida Prosper: BA (Hons), MEd (Western Cape), PhD (Education) (OUT)

*Assistant Lecturers*
Ms. Caroline Mugolozi: Dipl (ED) Morogoro TC; BAED (DUCE) MA Lit (OUT)
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 Geneva
Ms. Elizabeth Kyara: BA (ED) (Linguistics) UDSM; MA (Linguistics) UDSM
Mr. Mosi Mlibwa: BA(ED) (Linguistics + Geography) MUCE, MA (Linguistics) UDSM
Mr. Charles Lazaro: BA (ED) (Kiswahili + Linguistics) STEMMUCO, MA (Linguistics)SAUT.
Mr. Emmanuel Kisika: BA (ED) (Literature & Linguistics) MUCE, MA (Literature) UDSM
Mr. Emmanuel. O. Msangi: BA (Kiswahili) UDOM; MA (Kisw.) OUT

.

### Tutorial Assistants
Mr. Faustine D. John: Dip (ED) Marangu TTC, BAED (Literature) OUT
Ms. Frida Mbwafu: Dip (Ed) Korogwe TTC; BED (Linguistic) UDSM
Ms. Theresia Mbogo: BA Kiswa (UDSM), Education (OUT)
Mr. Yohana John: BAED (UDOM), MED APPS (OUT)

## Department of Geography, Tourism and Hospitality Services
### Head of Department
Dr. Halima Kilungu: BSc. Wildlife Management (SUA), MSc. Integrated Water Resources Management (IWRM) UDSM, PhD –Tourism and Environmental Change-Climate: Wageningen University –The Netherlands
### Associate Professors
Prof. Jumanne D. Kalwani: Dip. (Ed) Dar; B.A. (Ed) Hons; M.A (Demo); PhD (Geography) UDSM.
Prof. Magreth S. Busheesha: BA (Ed), MA, UDSM; PhD (Geography & Environmental Studies), Bradford, UK

### Senior Lecturers
Dr. Emmanuel P. Mhache: B.A (Hons) (Land Use Planning & Environmental Studies); M.A (Geography and Environmental Management) UDSM; PGD–Poverty Analysis REPOA/ISS/ESRF, PGDE-OUT; PhD (Geography)-UDSM.
Dr. Cosmas B. M. Haule: Dip. (Ed) Korogwe; B.Ed (Hons) UDSM; MSc. Agric. Eng. (Land and Water Management Studies) SUA; Ph.D (Agronomy) SUA
Dr. Anna Wawa: BSc (Ed) Hons; M.A (Demo) UDSM, PhD (Environment) OUT.

### Lecturers
Dr. Reguli B. Mushy: B.A (Ed) Hons, UDSM; M.A (Geography) UDSM; PGD- Poverty Analysis (REPOA/ISS/ESRF) PhD (Geography) (UDSM).
Dr. Elieza Y. Musana: Dip. (Ed): B.A (Ed); M.A. (Demo) UDSM, PhD. (OUT)
Dr. Emmanuel N. Kazuva: B.A. (Ed) OUT; MSc. NARAM (UDSM), PhD (NENU) China
Dr. Ruth W. John: Dip. (Ed) Butimba TTC; B.A. (Ed) Hons. MA Geography and Environmental Management (UDSM) PhD (UDSM)
Dr. Halima Kilungu: BSc. Wildlife Management (SUA), MSc. Integrated Water Resources Management (IWRM) UDSM, PhD –Tourism and Environmental and Climate Change: Wageningen University –The Netherlands
Dr. Fredrick Ladislaus Batinoluho: BSc in Horticulture (SUA); MSc in Protected Landscapes Management (Integrating Conservation and Development), Univ. of Wales, Aberystwyth, UK; MBA Corporate Management (Mzumbe University). PhD (OUT)
Dr. Thereza Mugobi: BA Tourism and Management, University of Western Cape, Cape Town, SA: MA Economics and Communication (International Tourism), University of Lugano, Switzerland, PhD (OUT)
Dr. Veronica Nyerere: BA-Tourism (Hons) Makerere; Master of International Business (UDSM), PhD (OUT)

### Assistant Lecturers
Ms. Celia Muyinga BA (Hons) Tourism Management, (Leads UK) MA Tourism Studies with Ecotourism, NAPIER, UNI, Scotland.
Mr. Michael Patrick: BA-Tourism (Hons) Makerere MSc. Tourism Studies, Mid-Sweden University- Ostersund Sweden
Mr. Samwel Savunyo
Ms. Habiba Ally: B.A. (Ed); MSc. (Climate Change) (UDSM)

.

*Tutorial Assistant*
Ms Salome Massawe, BA-Tourism, OUT
**Mr Reginald Kimario, BSc-Tourism, SUA
** On study leave

**Department of Media Studies and Library Services**
*Head of Department and Lecturer*
Dr. Henry L Mambo: BA(Public Admn and Intl Relation) Hons, MA Library Science, UK; PhD (Univ of Natal South Africa)

*Senior Librarians*
Dr. Henry L Mambo: BA(Public Admn and Intl Relation) Hons, MA Library Science,UK; PhD ( Univ of Natal South Africa)
Dr. Athumani S. Samzugi: BA, MA Library & Information Science (St. Petersburg State Institute of Culture (Russia); PhD. (OUT)

*Lecturers*
Dr. Lilian Isowe: Dip. Ed. (Changómbe TTC); BEd Hons (UDSM), MA Information Studies (UDSM), PhD (Moi Univ)

*Assistant Lecturers/librarians*
Mr Bujo Ambosisye: BA (Mass Comm), M.A. (Mass Comm) SAUT
Ms. Kahenga H. Dachi: Dip (Foreign Correspondence in Practice); B.A (P.R. and Advertising), MA (Mass Comm) UDSM.
Mr. Libe Chonya: Bachelor of Arts in Mass Communication (BAMC), SAUT; Master of Arts in Mass Communication (MAMC), SAU
Mr. Manning Yusuph B.: Diploma in International Relations & Diplomacy, (Center for Foreign Relations) B.A. Public Relations & Marketing, Master of Arts in Mass Communication (SAUT)
Mr. Vincent Mpepo: BA, MA (Mass Com) OUT
Ms. Julieth Msuya: BSc. (Home Economics and Human Nutrition) (SUA); MA Information Studies (UDSM)
Mr. Nelson Msagati: B.Sc. Food Science and Technology (SUA); M.A. Information Studies (UDSM)
Ms. Chausiku Mwinyimbegu: Dip. in Librarianship (SLADS), B.Ed. Psychology (UDSM); M.A. Information Studies (UDSM)
Mr. Aziz H. Kagugu: BLIS (Makerere University); MA. Information Studies (UDSM).
Mr. Boniface Mbangala: BA (Education) (UDSM), M.A. Information Studies (UDSM).
Mr. Ntimi Kasumo: BALIS (Tumaini University), MA Information studies (UDSM)
Mr. Mugisha Kafuma: BLIS (Makerere - Uganda), MSc. Library Science (Northeast Normal University)

*Tutorial Assistant*
Husna Nurdin
Mr. Frank Charles- BALIS (Tumaini University)
Ms. Elinahamisa Mgaya -BALIS (Tumaini University)
Mr. Shaban Kangomba-BLIM (The Open University of Tanzania).
Department of Sociology and Social Work

.

*Head of Department and Lecturer*
Dr Mariana Makuu: Advanced Diploma in Social Work (ISW), Master of International Social Welfare and Health Services (Oslo University College, Norway), Doctor of Philosophy in Social Work (University of Botswana).

*Lecturers*
Dr. Jacqueline L. Bundala: B.A (Gen), Agra. M.A (Rural Sociology and Community Development). Ph.D. (Sociology), Agra.
Dr. Fauzia Mohamed:BA-(Hons) Sociology; MA-Sociology (UDSM); PhD-Sociology; L.S.E, U.K
Dr. Mariana Makuu: Advanced Diploma in Social Work (ISW), Master of International Social Welfare and Health Services (Oslo University College, Norway), Doctor of Philosophy in Social Work (University of Botswana).
Dr. Betty D. M. Mntambo: Dip. (Environmental Health Sciences) B.Sc. (Agriculture Education and extension), M.A (Rural Development), Sokoine University of Agriculture. PhD (International Development, University of East Anglia, Norwich, UK)
Dr. Buhori A. Johnas: B.A (Welfare Science & Development Studies), UNISA, Master of Social Work –University of Botswana; Doctor of Philosophy of The Open University of Tanzania (The OUT)
Dr. Chitegetse Minanago: B.A (Sociology), (hons); MA (Sociology) UDSM, PhD
Dr. Straton R. Kakoko:     Dipl (Ed) Marangu Teachers' College, Moshi, B.A (Sociology), (hons), MA (Sociology), PhD UDSM

*Assistant Lecturers*
**Ms. Atuwene A. Mbelle: B.Ed (Psychology); M.A (ASP) UDSM
Ms. Sipha Yusuf Shaaban: Ordinary Diploma in Gender Issues & Development (Kivukoni Academy of Social Science); BSW (Institute of Social Work); MSW (OUT)
**Alexander Ndibalema Kaija: Certificate in Teaching Grade IIIA (Morogoro); Certificate in Fine Arts &Education (Butimba); BSW (Institute of Social Work); MSW (OUT)
Mzungu, K. Jeddy: Certificate in Medical Laboratory Sciences (Bugando), Ordinary Diploma in Medical Laboratory Sciences, (UDSM), Adv. Diploma in Medical Laboratory Sciences (MUHAS), BASW (OUT).

*Tutorial Assistants*
Mr. Joseph Challe: BSW (Institute of Social Work)
Asia Mwanzi: BSW (Institute of Social Work)
**On study leave

**FACULTY OF BUSINESS MANAGEMENT**
*Dean and Senior Lecturer*
Dr. Joseph J. Magali: BSc. Agric econ & Agribuss (SUA) MBA (OUT). Ph.D. (Bus. Admn-FM) DUFE (China)

*Human Resource Management and Faculty Administrative Officer*
Ms. Halima Sumwa: BASW, MCED (OUT)

*Secretary*
Ms. Lolitha Charles: Diploma in Secretarial Studies (TPSC), MDEA I (TPSC)

*Records Management*
Fauzia Mussa: Certificate in Computer (OUT), Diploma in Record Management (TPSC)

.

## DEPARTMENT OF ACCOUNTING AND FINANCE
### Head of Department and Senior Lecturer
Dr. Saganga M. Kapaya: BA (Ed) (Hons); MBA (Dar); CPA (T) NBAA; PhD (OUT)

### Senior Lecturers
Dr. Joseph Magali: BSc. Agric. Ec. & Agri Bus. (SUA), MBA (OUT); (Bus.Admn-FM) DUFE (China)
Dr. Gwahula Raphael: BSc (Ed) (Hons), UDSM; MBA (OUT); PhD (Finance) China
Dr. Saganga M. Kapaya: BA(Ed) (Hons); MBA (Dar); CPA (T) NBAA; PhD(OUT)

### Lecturers
Dr. Proches M. K. Ngatuni: B.Com. (Hons)(Dar); M.Sc. (Finance), Ph.D. (Strathclyde).
Dr. Salvio Macha: BSc. POM (Mzumbe), MBA WHUT (China), PhD Finance (China)
Dr. Asha Katamba: BBS (Acc) (IUU); MAcc. (Glasgow), PhD (Nottingham)
Dr. Mato Magobe: BAF (Hons.) (MU), CPA (T) (NBAA); MBA (International Business) (Ajou), PhD (Hull, UK)
Dr. Dionis Ndolage: Dipl. Ed. (Monduli); B.Com (Hons) (OUT); MBA (Finance) (UDSM), PhD (OUT)
Dr. Njoroge Msafiri: B.Com. MIT (Dar), CPA (T), PhD (Dar)
Dr Francis William: BAF (Hons); MBA CM (MU), PhD (OUT)

### Assistant Lecturers
Mr. James C. Kalanje: Dipl. Ed. (Mkwawa); B.Com. (OUT); MBA (MU); CPA (T) (NBAA), CPSP (PSPTB)
*Mr. Renatus A. Mchembe: B. Com (Ed.) (Hons) (OUT), MBA (Dar)
Mr. Dennis Semiono: BAF (Hons); MSc. AF (MU)
Mr. Godwin E. Kessy: BAF (Hons.), MBA(MU)
Mr. Michael J. Mwacha: B. Com, MBA (OUT), CPA (T)
Mr. Biyani Katuma: BBA, MBA(OUT)
Mr. AllyA.Abdu: BA(Accounting  &Finance), MUCCoBS; CPA(T), (NBAA), MPM (OUT)

### Tutorial Assistant
Mary Msafiri Mihale BBF (IFM)

## DEPARTMENT OF MARKETING, ENTREPRENEURSHIP AND MANAGEMENT
### Head of Department and Lecturer
Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (OUT)

### Senior Lecturer
Dr. Bukaza L. Chachage: BBA (Tumaini), PDMIS (Maastricht), MA (Dar), MSc. (Lund), MBA (Mzumbe), PhD (KwazuluNatal)

### Lecturers
Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (OUT)
Dr. Salum S. Mohamed: BBA (Hons) (ZU), MBA (WHUT China), PhD (WHUTChina) Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (OUT)
Dr. Juma Matonya: BSc. Horticulture (SUA); MSc. (Crop Sc) (SUA); MBA (OUT), PhD (OUT)
Dr. Lilian Macha: BA, MBA (Dar), PhD (OUT)
Dr. Sophia Mbura: BSc. HE&HN (SUA), MBA (Dar), PhD (OUT)

.

Dr. Janet Isanzu: BBA (Acc. & Fin.) (ZU); MBA (WH China), PhD Dr. Nasra Kara: BA, MBA (Dar); PhD (Nottingham)
Dr. Bahati Mbilinyi: Cert. in Hotel Management (Bismarck College); B.Sc. (Home Econ.) (SUA), MA (Dar), MEED (Dar), PhD (Dar)
Dr. Chacha Matoka: Dip. (IT), BA Ed Hons. (Dar), MBA LSBU (UK), PhD (HRM-OUT)
Dr. Nasra Kara: BA, MBA (Dar); PhD (Nottingham)

*Assistant Lecturers*
Mr. Marcel S.M. Masalu: Dip Ed. (DTC); B.Sc. (Food Science), PDG. Ed (Dar), MBA (Agribusiness) (SUA).
Mr. Richard.Laizer: BA Economics, MA Economics (Ternopil National Economic University, Ukraine)
Mr. Faraja E. Karubanda: BPA (LGM); MPA & M (MU) Cylus Alex Seni: BA HRM (SUA), MHRM (OUT)
Ms. Agnes M. Stanslaus: BA (M&E); MBM (MoCU)
Mr. Cylus Alex Seni: BA HRM (SUA), MHRM (OUT)
*Ms. Rosemary Mubezi: BSc. URP (UCLAS), MBA (Dar)
*Ms. Pamela Liana: BBA (Hons) (MU), MSc (Entrepreneurship) (MU)
Mr. Andrew Kundi: Dip. Ed, (Mkwawa), BBA (Hons); MBA (Transport & Logistics) (OUT)
Mr. Vincent Stanslaus: BA Econ. (KIU), MIB (Dar), MA (Economics)-OUT
*Ms.  Felister Ndumbaro: BBA; MBA (MU)
Mr. Dennis Kawishe: BPSCM (MUCCOBS), MPSCM (MoCU)
Mr. Stephen Lukansola: BBA (PLM)-SAUT, MSc. International Transport and Logistics (UDSM)
*Mr. Baraka Mtebe: BAPSM (MUCCOBS), MAPSM (MoCU)
Mr. Nassoro H. Mohammed BAPLM (TIA), MSCPSCM (MU)
Yudathadeus Clemence Assenga BBA BBA PLM (Mzumbe), MPSCM (AIA)

*Tutorial Assistants*
Ms. Anna Murro BPSM (MoCU)
Mr. Lumbert Fulgence: B.Sc., POM (MU)
Mr. Charles Mwasi: BCOM (HRM) (UDOM)
Damaris Manca Gasaya Dip Law (IJA-Lushoto), LLB (UDSM)
Olivia Severin Kasabago BLTM (NIT)
Nsangalufu Joel Mwaluseke BBA PLM (Mzumbe)

*On study leave
** On secondment


**FACULTY OF EDUCATION**
*Dean and Senior Lecturer*
Dr. Theresia J. Shavega: Dip (Ed.) (Marangu); BA (Ed.) Hons; MA (ASP) (UDSM); PhD (Utrecht –Netherland)


**DEPARTMENT OF EDUCATIONAL FOUNDATIONS, ADULT AND DISTANCE EDUCATION**
*Head of Department and lecturer*
Dr. Zamzam Nyandara: Cert. Grd IIIA (Patandi); Dip Ad. Ed. (IAE Dar) BEd (Adult) (UDSM), MA Ed.; PhD (NENU)

.

**Senior Lecturer**
Prof. ElinamiSwai: BA (Ed); MA (Ed) (UDSM); D.Ed. (Pennsylvania
State University
****Dr. Michael Ng'umbi: Dip Ed (Korogwe); B.Ed; M.A (Ed) (UDSM); PhD (Reading)

*Lecturers*
Dr. Zamzam Nyandara: Cert. Grd IIIA (Patandi); Dip Ad. Ed. (IAE Dar) BEd (Adult)
(UDSM), MA Ed.; PhD (NENU)
Dr. Mohamed SalumMsoroka: Cert. Grd IIIA (Ilonga); Bed (Adult) (UDSM), MA (Ed)
UDOM; PhD (Waikato)
Dr. JanethJonasB.ED, MA. Ed.(UDSM), MED ODL,   PhD (OUT)
Dr. RomwaldKairembo: Dip Phil (Kenya), B.A Ed. (OUT), M.A. Ed. (UDSM); PhD (OUT)
Dr. Prisca Mbogo: Dip Ed (Morogoro), BED (Arts), MA Ed. (UDSM) PhD (OUT)

*Assistant Lecturers*
Ms. HafidhaKhatibu: BEd., MA Ed. (UDSM)
Mr. MpeliMwankusye:  BEd (IAE), Dar, M.Ed. (Curriculum) RUCO
*Mr. Joseph Kabage: BED (Adult) (UDSM); MED (ODL) (OUT)
Mr. Hannington L. Kabuta: BED (ADE) (UDSM); Masters in Governance and Regional
Integration (Pan African University Cameroon).
Mr. Mark M. Issamaki: Dip Phil (Morogoro), BA (Phil) (Italy), PGDE (UDSM) MEd ODL
(OUT)
*Mr. Paul Msoka: B. Ed, MA Ed. (UDSM)
Mr. Peter Kapalanaka:  Dip Ed, BEd. (OUT), M.A. Ed (UDSM)
*Mr. Raphael Tumaini O'maitarya: BED (OUT)
*Mr. Furaha Said: Dip Ed (Songea TC), B.Ed (OUT), MA. Ed (UDSM)
Mr. MwanongwaLusekeloKajigili: Dip Ed (Korogwe TC), B.Ed (UDSM), MA Ed (UDSM)

## DEPARTMENT OF CURRICULUM AND INSTRUCTIONS
*Head of Department and lecturer*
Dr. Jesse Lukindo: Dip Ed (Morogoro); BA (Ed) (Hons) (UDSM); M.A. (Ed) (UDSM),
PGDCDD) (OUT), PhD (NENU)

*Senior Lecturer*
Dr. Felix Mulengeki: Cert. in Edu. (Songea); Dip. Ad/Educ (IAE); B.Ed; M.A.(Ed)
(UDSM); PhD (OUT)

*Lecturers*
Dr. Mary Ogondiek: BA (Business Studies) (Hons), PGDE; MA Ed. (UDSM); PhD
(UDSM).
****Dr Evaristo A. Mtitu BED (Arts) (UDSM); MA (Ed) Charles Darwin University
(Australia), PhD Victoria University of Wellington (New Zealand)
Dr.  Adam Namamba: BEd (UDSM), MA (Ed); PhD (NENU)
Dr. Jesse Lukindo: Dip Ed (Morogoro); BA (Ed) (Hons) (UDSM); M.A. (Ed) (UDSM),
PGDCDD) (OUT), PhD (NENU)
Dr. Janeth Kigobe: BEd (Dar), MA (Ed) (NENU), PhD (KU Leuven)

*Assistant Lecturers*
Ms. Sura Ngenzi: Dip. Ed. (Mkwawa), BEd. (Science) Hons, MEd (Sc. Ed.)  (UDSM)
Mr. YusufuMhangwa: B.Sc Ed. (UCE, Zanzibar); M.Ed. (Science)  (UDSM)
*Mr. KassimSalehe: BEd (UDSM); MA (Ed) (UDSM)

.

*Mr. Christopher Charles: DipEd (Chang'ombe), BED (Science) (Mwenge); M.Ed. (Science) (UDSM)
*Mr. Edgar F. Nderego: BED (PESC); M.Ed. (Science) (UDSM)
Ms. Upendo Nombo: BA (ED) UDOM, M. Ed CDD (OUT)
Mr. Osca Damas: BED (Com) UDOM, M. Ed ODL (OUT)
Mr. Andrew Komba: B.A. (Ed) (OUT);  MED CDD (OUT)

## DEPARTMENT OF POLICY, PLANNING AND ADMINISTRATION
### Head of Department and lecturer
Dr. Winifrida Malingumu: Dip.Ed (Morogoro); B.Ed (Arts); MEMA (UDSM), PhD (KU Leuven)

### Senior Lecturer
Dr. Newton Kyando:  Dip. (Ed); BSc (HE&HN), SUA; (MPhil. CIE), Oslo, PhD (OUT).
### Lecturer
Dr. Coletha Ngirwa: Dip.Ed (Chang'ombe); B.A(Ed); M.A(Ed) (UDSM) PhD (KU Leuven
Dr. Maulid J. Maulid: Dip.Ed (Morogoro); B.Ed (Arts); MEMA (UDSM); PhD in Management (York, UK)
Dr. Flora Kiwonde: B.A(Ed); M.A(Ed) (UDSM); PhD (OUT)
Dr. Rweyendera G. Ngonge:  BSc (HE &HN) (SUA), PGDE; M.A Ed. (UDSM), PhD (OUT)
Dr. Karol John Mrema; Bachellor of Philosopy (Rome); PGDE (UDSM.), MED APPS (OUT); PhD (UDSM.)
Dr. Agatha Mgogo: BSc(Ed), M.A Ed. (UDSM), PhD (OUT)
Dr. Winifrida Malingumu: Dip.Ed (Morogoro); B.Ed (Arts); MEMA (UDSM), PhD (KU Leuven)
Dr. Goodluck J. Moshi: Cert. (Chinese Lang.) (NNU); Dip. (Ed)(Marangu ); B.Ed (ICT) (MMU); MAEDEM  (China);PhD in Educ.Econ&Mgt(NJAU-China)

### Assistant Lecturers
Ms. Rosemary Makiya: Dip. (Ed); BA (Ed); MA Ed (UDSM)
Ms. Agatha Ndilanha: Cert. Ed; Dip. (Ed); BA.Ed (KIU); MEMA (UDSM)
Ms. NeemaChilumika: B.Ed (Arts) (Dar); M.A. Ed. (NENU)
Mr. Raphael Mokoki: BED (ADE) (Dar); M.A. Ed. (UDOM)
Mr. Medard Lembesha:  B.Ed Sc (SAUT), M.A.Ed (UDSM)
Ms. Lydia V. Byungu : BED Psychology (Dar), MEMA (UDSM),

## DEPARTMENT OF PSYCHOLOGY AND SPECIAL EDUCATION
### Head of Department and assistant Lecturer
Mr. Innocent Messo: BA Ed (UDSM), MA ASP (UDSM)

### Senior Lecturers
Dr. Cosmas B. F. Mnyanyi: Dip (Ed.) (Mkwawa); B.Sc. (Ed.) (UDSM), M.Ed (Special Education), PhD (ÅboAkademi, Finland)
Dr. Theresia J. Shavega: Dip (Ed.) (Marangu); BA (Ed.) Hons; MA (ASP) (UDSM); PhD (Utrecht – the Netherlands)

### Lecturer
Dr. Daphina Libent Mabagala: BA (Ed) Hons, MA (ASP)  (UDSM,); Postgraduate Cert. in Early Childhood (UVic, Canada); PhD (Kenyatta)
Mr. Innocent Messo: BA Ed (UDSM), MA ASP (UDSM)

.

*Assistant Lecturers*
Mr. Imani M. Mwakamele: Dip.in counselling (Mzuzu, Malawi.), BA (Ed.); MA (ASP) (UDSM)
Ms. Elizabeth Bhalalusesa: B.Ed (Psychology), MAEd (UDSM)
Mr. Daniel Hyera: B.Ed (Psychology.); MA (ASP) (UDSM)
Mrs. Divine Mwaluli: B.Ed (Psychology.); MA (ASP) (UDSM)
Ms. Sarah Ismail Muhijeu: Cert. in Early Childhood (Butimba); Cert. in Ed (Monduli); Dip. (Ed) (Korogwe); B.Ed (Psychology) (Dar); M.A.ED (UDSM)
Ms. Martha Kabate: BA (Educ) UDSM; MA (ASP), UDSM
Ms. B. Chamshama: B.Ed (UDSM); MA (UDSM)

*Tutorial Assistant*
*Mr. Moses Nzumile: B.Ed (Psychology) (UDSM)
Mselem Mnyanyi; Dip. (Ed.) (Marangu), BED.SE (OUT)
*Rebron Samwel; Cert. (Ed.) (Marutunguru); B.ed(Psychology) (UDSM),

*Secretary*
Ms. Nelly Dunstan Njau: Diploma in Secretarial Studies (TPSC)

*On study leave
**** On secondment


## FACULTY OF LAW

*Dean of Faculty*
Dr. Rindstone Bilabamu Ezekiel: B. Th (TUMA), LL.B (Hons) (UDSM), LL.M (UDSM); PhD (OUT).

## DEPARTMENT OF CIVIL AND CRIMINAL LAW
*Head of Department*
Dr. Saphy L. Bullu: LLB (Hons)-OUT; LLM IT & T (OUT); PhD (North West University)

*Lecturers*
Dr. Saphy L. Bullu: LLB (Hons)-OUT; LLM IT & T (OUT); PhD (North West University)
Ms. Hamida O. Hamad: LLB (Hons), LL.M – Zanzibar Univ.
Mr. MaulanaAyoub Ali: LLB (Hons), Zanzibar University; LLM in IT &T (OUT)

*Assistant Lecturers*
Mr. Erick Gabriel: LL.B (Hons), Mzumbe; LLM, Stellenbosch University (SA)
**Mr. Noel T. Nkombe: LLB (Hons) Mzumbe Univ); LL.M (UDSM)
Mr. Msafiri Mabera: LLB (Hons), Zanzibar Univ., LL.M (Mzumbe).
Mr. Paul Robert Sayi: LL.B (Hons) - UDOM; LL.M (OUT)

## DEPARTMENT OF CONSTITUTIONAL AND INTERNATIONAL LAW
*Head of Department*
Ms. Mbiki Msumi LLB (Hons) (Tumaini Univ.) LLM IT& T (OUT)

*Professor*
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)
Dr. Victoria Lihiru: LL.B (Hons) – Mzumbe; PGDLP (Law School of Tanzania); LL.M (UDSM); PhD (University of Cape Town)
Ms. Mbiki Msumi: LLB (Hons) (Tumaini Univ.) LLM IT& T (OUT)

*Assistant Lecturers*
Mr. Gervas Emmanuel Yeyeye: LLB (Hons) OUT; LLM (University of Pune)
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)

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

## DEPARTMENT OF ECONOMIC LAW
*Head of Department*
Dr. Doreen F. Mwamlangala: LLB (Hons) (OUT), LLM IT&T (OUT); PhD (OUT)

*Lecturers*
Dr. Abdallah Mrindoko Ally: LL.B (Hons), LL.M (OUT), B. Ed (Sc) (Hons) UDSM, PhD (OUT)
Dr. Rindstone Bilabamu Ezekiel: BTh (Tumaini University Makumira), LLB (Hons), LL.M (UDSM); PhD (OUT).
Dr. Doreen F. Mwamlangala: LLB (Hons) (OUT), LLM IT&T (OUT); PhD (OUT)

*Assistant Lecturers*
**Mrs. Prisca D. Mbezi: LLB (Hons) (RUCO), LL.M (OUT)
Ms. Matilda Lameck: LLB (Hons), LL.M (UDSM)
*Mr. Sabinus C Ndunguru: LL.B (Hons) SAUT; LL.M (OUT)
Mr. Eliud Kitime LL.B (Hons) Mzumbe; LL.M (OUT)
Ms. Magreth Tibenda: LL.B (Hons) OUT; LL.M (UDSM)

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

## ADMINISTRATIVE 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)

.

*Faculty Examination Officer*
Ms. Elizabeth Isaya: BSc. Computer Science (UDSM), MSc. Agricultural Communication (Ohio, USA)
*Faculty Planner:*
Mr. Mathias Ombeni: B.Sc. ICT (OUT), MSc (Computer Science-UDSM)

**ADMINISTRATIVE STAFF**
*Human Resources Management Officer I and Faculty Administrator*

*OMASEC II*
Ms. Monica Mtema: Diploma in Secreatrial Service (TPSC, DSM)

**DEPARTMENT OF PHYSICAL AND ENVIRONMENTALSCIENCES**
*Associate Proffessor and Head of Department*
Prof. Damasen Ikwaba Paul: B.Sc. (Ed) Hons (UDSM); MSc. Physics (UDSM); Ph.D. Physics (Ulster, UK)

*Professor:*
Prof. Elifas T. Bisanda: B.Sc. (Eng) (UDSM); M.Sc. Materials (Cranfield, Bedford UK); Ph.D. Comp. Materials (Bath, UK).

Associate Professors:
Prof. Shaban A. Mbogo: B.Sc. Chem/Maths (UDSM); M.Sc. Materials; Ph.D. Organometallics (Univ. of Aston, UK)
Prof. Damasen Ikwaba Paul: B.Sc. (Ed) Hons (UDSM); MSc. Physics (UDSM); Ph.D. Physics (Ulster, UK)

*Senior Lecturers:*
Dr. Matobola J. Mihale: B.Sc. (Ed) Hons (UDSM); MSc. Chemistry (UDSM), Ph.D. Chem (VUB, Belgium)
**Dr. Harieth Hellar-Kihampa: B.Sc. (Ed) Hons (UDSM); MSc. Chemistry (UDSM); PhD Chemistry (Antwerp – Belgium)
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)
*Lecturers:*
Dr. Irene A. Tarimo: Dip. Education (DUCE); B.Sc. (Ed) Hons OUT; M.Sc. Environmental Science (UDSM), PhD. (Environmental and Ecological Modeling (OUT & Denmark).
Dr. Hassan A. Mateka: B.Sc. (Ed); M.Sc. Environmental Science (UDSM), PhD (UDSM)
Dr. Pamela Semiono: B.Sc. Environmental Engineering (UDSM), M.Sc. Environmental Engineering and Technology (UDSM), PhD Environmental Engineering (Ardhi University)
Dr. Nangware K. Msofe: B.Sc. in Geology (Hons.) M.Sc. NARAM (UDSM), PhD (Env. Science (Changchun China).
Dr. Isabela Thomas: B.Sc. Environmental Engineering, (ARDHI), M.Sc. Urban Environmental Management (Wageningen). PhD Environment.
Dr. James Mutasingwa: B. Sc (Ed) Hons (UDSM); MSc Chemistry (UDSM); PhD Chem (UDSM).

*Assistant Lecturers:*
Mr. Jalala R. Simkoko: B. Eng. in Electronics and Microelectronics. M.Eng. in Electronics and Microelectronics (Kazan State Power Engineering University, Russia).

.

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

Mr. Pasvolo John Mwinuka: M.Sc Physics (UDSM), B.Sc Physics & Mathematics (OUT), Diploma Ed (DTC).

Mr. Shelard Mukama: Diploma in Fisheries Sciences, (Kunduchi), B.Sc. Zoology and Botany (OUT),;M.Sc Environmental Science in Limnology and Wetland ecosystems, UNESCO-IHE, Delft the Netherlands.

Ms. Grace Maseta: Postgraduate Diploma in Finance (IFM), B.Sc. Environmental Science and Management (SUA);d M.Sc in Climate Change (SUA).

Bernard Baraka Komba: Bachelor of Education in Management and Administration (UDOM); M.A. Geography and Environmental Management (UDSM).

Peacebenedicta Willy Komba: B.Sc. (Ed) (UDSM); M.Sc. Natural Resource Assessment and Management (UDSM).

Bernard Kapaya: MSc Chemistry (Russia).

*Tutorial Assistants:*
Mr. SalambaKashinje: B.Sc. Ed (Hons) (DUCE)
Mr. Seba Sichone: B.Sc Physics (UDOM)

*Note:* * Currently on study leave.
    \* \* Currently on Sabbatical leave

## DEPARTMENT OF BIOLOGICAL AND FOOD SCIENCES
*Lecturer and Head of Department*
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

*Associate Professors*
Prof. Modest D. Varisanga : Dip. Agric (Ukiriguru); BVM (ISCAH, Cuba); MVM (CIMA, Cuba) ; Ph.D. Applied Biotechnologies in Animal Reproduction (Yamaguchi, Japan)

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

Prof. Leonard W.T. Fweja: B.Sc. Food Science & Tech (Hons); M.Sc. Food Science (SUA); Ph.D. Food Biosciences (Reading, UK)

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

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. Said M.S. Massomo: B.Sc. Agric. (SUA); PG Dipl. (Danish Government Institute); Ph.D. Plant Pathology (Royal Vet. & Agric University, Denmark)

*Lecturers*
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), PhD (South Africa)

Dr. Maryana Maryaange: BSc; MSc. Crop Science (SUA), PhD (SUA)

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)
Ms. Josephine Minde: BSc; M.A. (Rural Dev.) (SUA)

*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.
Ms. Mercy Mmari: .B.Sc. Food Science & Tech (SUA); M.Sc. Food Science
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
Mr. Denis Mteremko: BSc (Biotechnology), MSc (UDSM)

## DEPARTMENT OF MATHEMATICS AND INFORMATION AND COMMUNICATION TECHNOLOGY
*Lecturer and Head of Department*
Dr. Juliana Kamaghe: B. Eng (ETE)- DIT, MSc (ETE) - ISEP- France, PhD (ICSE) - NM-AIST

*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)

*Lecturers:*
Dr. EdephonceNgemeraNfuka: 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. Catherine Gerald Mkude: BSc Computer Science (UDSM), MSc. Business Information Systems Management Computer Science (London, UK), PhD E-Government (Koblenz, Germany)
Dr. Rogers Bhalalusesa: BSc Computer Science (UDSM), MSc Computer Science (Kent, UK), PhD Computer Science (UniversitiSains Malaysia, Malaysia)
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. Mary C. Swai: Dipl. Education (DTC); B.Sc. Mathematics and Economics (OUT); M.Sc. Mathematical Modeling (UDSM).
Dr. Juliana Kamaghe: BEng in Eletronics and Telecommunications (DIT), MSc Electronics and Telecom Engineering (ISEP, Paris)
Dr. Lilian Mutalemwa: B.Sc. Telecommunications Engineering (Essex, UK), M.Sc. Mobile and Satellite Communications (Surrey, UK)

*Assistant Lecturer:*
*Mr. RaitonAmbele: B.Sc. (Hons) Computer Engineering, M.Sc. Computer Systems and Network. (Kharkov National University of Radio Electronics, Kharkiv City, Ukraine)
Ms. Grace Mbwette: B.Sc. Computer (Luton, UK); M.Sc. Computer (Bedfordshire, UK)

.

*Ms. Zainab Ruhwanya; B.Sc. (Computer Science, UDSM); M.Sc. (Computer Science Internet & Inf. Systems, Brussels)

Ms Elizabeth Isaya: BSc. Computer Science (UDSM), MSc. Agricultural Communication (Ohio, USA)

Mr. Mathias Ombeni: B.Sc. ICT (OUT), MSc (Computer Science-UDSM)

Mr. Elia E. Lukwaro: B.Sc. Comp. Science (Luton, UK), M Sc ICT (OUT)

Mr. Godfrey Haonga: Bsc. in Information Systems (UDOM), MSc. Management Information Systems (University of Machester)

*Mr. Michael Nachipyangu: Bsc ESC (UDSM), M.Eng. Signal and Information Processing (TUTE) China

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

Mr. Isaya Mahulu: B.Sc. Mathematics (UDOM); M.Sc. (Maths) UDSM
*Tutorial Assistant:*
Mr. MwemeziNdibalema: BSc ICT (OUT)
Ms. Luli Bulili: BSc ICT (OUT)
Mr. Michael Peter: B.Sc. (Hons) Mathematics (OUT)

**Note:** *On study leave
**On sabbatical leave

## INSTITUTE OF CONTINUING EDUCATION
*Director of the Institute and Senior Lecturer*
Dr. Jacob Leopard: BA (Ed) (Kiswahili) UDSM, MA Linguistics, (UDSM) PhD (NENU), China

## DEPARTMENT OF PROFESSIONAL STUDIES AND CONTINUING EDUCATION
*Head of Department*
Mr. Jalala R. Simkoko: B. Eng. in Electronics and Microelectronics. M.Eng. in Electronics and Microelectronics (Kazan State Power Engineering University, Russia).

## DEPARTMENT OF FOUNDATION STUDIES
*Head of Department*
Dr. Jesse Lukindo: Dip Ed (Morogoro); BA (Ed) (Hons) Dar; M.A. (Ed) Dar, PGDCDD) (OUT), PhD (NENU)

*Secretary*
Ms. Bahati Makhala. Dip in TPSC (Dares Salaam)

.

## MEMBERS OF THE COUNCIL (2020-2023)

| S/N | Name and Address | Appointing Authority |
|---|---|---|
| 1. | Prof. Joseph Andrew Kuzilwa<br>Chairman of the Council | Presidential Appointment as Chairman from 09-05-2022 |
| 2. | Prof. Elifas T. Bisanda,<br> Vice Chancellor-The Open University of Tanzania | Ex- Officio as Vice Chancellor |
| 3. | Prof Deus D. Ngaruko<br>(Academic, Research and Consyultancy)<br>The Open University of Tanzania | Ex- Officio as Deputy Vice Chancellor (Academic, Research and Consyultancy) |
| 4. | Prof. George Oreku<br>Vice Chancellor (Resources Management)<br>The Open University of Tanzania | Ex- Officio as Deputy Vice Chancellor (Resources Management) |
| 5. | Prof. Alex B. Makulilo<br>Deputy Vice Chancellor (Learning Technologies & Regional Services) - The Open University of Tanzania | Ex- Officio as Deputy Vice Chancellor (Learning Technologies &Regional Services) |
| 6 | Prof. Ndelilio Urio | Appointee of the Committee of Vice Chancellors and Principals in Tanzania |
| 7. | Prof. Suleiman Ngware | Appointee of the Vice Chancelllor |
| 8. | Bi. Gisela Magumira | Appointee of the Minister for Finance |
| 9. | Dr. Musa Kissaka | Appointee of the Minister for Education and Vocational Training |
| 10. | Bi. Maimuna Fadhili Abbas | Appointee of the Revolutionary Government of Zanzibar |
| 11. | Prof. David Urassa | Appointee of the Senate |
| 12. | Prof. Modest Varisanga | Appointee of Convocation |
| 13. | Bw. Felix Lugeiyamu | Appointee of students Organisation (OUTSO). |
| 14. | Bi. Rehema Sanga | Appointee of students Organisation (OUTSO). |
| 15. | Bw. Selatiel Chaula | Appointee of OUT Workers Council |
| 16. | Dr. Helen Kiunsi | Appointee of OUT Workers Council |
| 17. | Bi. Nelly G. Mwasongwe | Secretarty to Council |

## ALMANAC FOR THE 2022/2023 ACADEMIC YEAR

| DATE | DAY | EVENT | RESPONSIBLE |
|---|---|---|---|
| 01-Jul-22 | Friday | | |
| | | Opening of postgraduate applications window 2022/2023 academic year-Batch 1 | **DPGS** |
| 02-Jul-22 | Saturday | Start of CYP & CYW Field Practical | DICE/ DVC -ARC |
| 03-Jul-22 | Sunday | | |
| 04-Jul-22 | Monday | | |
| 05-Jul-22 | Tuesday | | |
| 06-Jul-22 | Wednesday | | |
| 07-Jul-22 | Thursday | Sabasaba Exhibitions | **DCM** |
| 08-Jul-22 | Friday | Staff Meeting | VC |
| 09-Jul-22 | Saturday | | |
| 10-Jul-22 | Friday | | |
| 11-Jul-22 | Monday | Beginning of Panel Marking for June 2022 Exams | **DTLES** |
| 12-Jul-22 | Tuesday | | |
| 13-Jul-22 | Wednesday | | |
| 14-Jul-22 | Thursday | | |
| 15-Jul-22 | Friday | Opening of admission window 2022/23 academic year-round 1 | **DVC - ARC/DUGS** |
| 16-Jul-22 | Saturday | | |
| 17-Jul-22 | Sunday | | |
| 18-Jul-22 | Monday | | |
| 19-Jul-22 | Tuesday | | |
| 20-Jul-22 | Wednesday | | |
| 21-Jul-22 | Thursday | | |
| 22-Jul-22 | Friday | End of Panel Marking for Foundation Program | **DTLES** |
| 23-Jul-22 | Saturday | | |
| 24-Jul-22 | Sunday | | |
| 25-Jul-22 | Monday | | |
| 26-Jul-22 | Tuesday | TCU Exhibitions begins | **DVC - ARC** |
| 27-Jul-22 | Wednesday | | |
| 28-Jul-22 | Thursday | | |
| 29-Jul-22 | Friday | End of Panel Marking for June 2022 Exams | **DTLES** |
| 30-Jul-22 | Saturday | | |
| 31-Jul-22 | Sunday | End of CYP & CYW Field Practical | DICE/ DVC- ARC |
| 01-Aug-22 | Monday | Academic Journal Article Publication Standards | **DRPI** |
| 02-Aug-22 | Tuesday | FASS BOARD MEETING | **DFASS** |
| | | Research Groups Meeting | **DRPI** |
| 03-Aug-22 | Wednesday | LIBRARY BOARD | **DLS** |
| 04-Aug-22 | Thursday | FBM BOARD MEETING | **DFBM** |
| | | Begin of Exam Registration for Sept 2022 Exams | **DTLES** |
| 05-Aug-22 | Friday | ICE BOARD MEETING | **DICE** |
| | | **FASS BOARD MEETING** | **DFASS** |
| 06-Aug-22 | Saturday | | |
| 07-Aug-22 | Sunday | | |
| 08-Aug-22 | Monday | | |
| 09-Aug-22 | Tuesday | FED BOARD MEETING | **DFED** |
| | | Examination Technical Committee | DTLES |
| 10-Aug-22 | Wednesday | FLAW BOARD MEETING | **DFLAW** |
| 11-Aug-22 | Thursday | FSTES BOARD MEETING | **DFSTES** |
| | | Innovation Ideation Workshop | **DRPI** |

| | | | |
|---|---|---|---|
| 12-Aug-22 | Friday | IEMT BOARD | **DIEMT** |
| 13-Aug-22 | Saturday | | |
| 14-Aug-22 | Sunday | | |
| 15-Aug-22 | Monday | CONSULTANCY BOARD | **DVC LT & RS/DCS** |
| | | Learning Teaching Material Writing Skills Workshop | **DRPI** |
| 16-Aug-22 | Tuesday | TENDER BOARD | **CHAIRPERSON, TB** |
| 17-Aug-22 | Wednesday | GENDER STEERING COMMITTEE | **VC, DGU** |
| | | **DPGS** Advisory Board | **DPGS** |
| 18-Aug-22 | Thursday | TASC | **VC** |
| 19-Aug-22 | Friday | IGSC | **DVC (PFA),  IGU** |
| 20-Aug-22 | Saturday | | |
| 21-Aug-22 | Sunday | | |
| 22-Aug-22 | Monday | QACC (Coordinators) | **DQA** |
| | | Announcement of students admitted in the first round of admission | **DUGS** |
| | | **CSTC (Coordinators)** | **DCS** |
| 23-Aug-22 | Tuesday | **NATIONAL CENSUS** | |
| 24-Aug-22 | Wednesday | ICT STEERING COMMITTEE | **VC/DIEMT** |
| 25-Aug-22 | Thursday | RDCC | **DVC – LT/RS** |
| | | Opening window for the second round of application | **DUGS** |
| | | **UGSC** | **DVC - ARC** |
| 26-Aug-22 | Friday | **MANAGEMENT MEETING** | **VC** |
| | | **RPIC** | **DRPI** |
| | | End of Exam Registration for Sept 2022 Exams | DTLES |
| 27-Aug-22 | Saturday | | **STC** |
| 28-Aug-22 | Sunday | | |
| 29-Aug-22 | Monday | UGSC | **DVC - ARC** |
| 30-Aug-22 | Tuesday | PGSC | **DVC - ARC** |
| 31-Aug-22 | Wednesday | RPIC | **DVC - ARC** |
| 01-Sep-22 | Thursday | QAC | **VC, DQAC** |
| 02-Sep-22 | Friday | GENDER STEERING COMMITTEE | **VC, CGU** |
| 03-Sep-22 | Saturday | | |
| 04-Sep-22 | Sunday | | |
| 05-Sep-22 | Monday | **CONSULTANCY BOARD** | **DVC (LT & RS)** |
| | | Special MTT begins for all students | DTLES |
| 06-Sep-22 | Tuesday | **AUDIT COMMITTEE** | **DVC RM, STC** |
| 07-Sep-22 | Wednesday | **HRMC** | **VC, DVC-RM, STC** |
| 08-Sep-22 | Thursday | **SACS** | **DVC - ARC, DOS** |
| 09-Sep-22 | Friday | **ESTATE & INVESTMENT COMMITTEE** | **STC** |
| 10-Sep-22 | Saturday | Undergraduate Admission Board for round 2 applicants | **DUGS** |
| 11-Sep-22 | Sunday | | |
| 12-Sep-22 | Monday | | |
| 13-Sep-22 | Tuesday | **59 FPDC** | **STC** |
| | | Innovation Pre-Incubation Workshop | **DRPI** |
| | | End of Special Main Timed Test | DTLES |
| 14-Sep-22 | Wednesday | Begin of Special/Supp Exams for all students | **DTLES** |
| 15-Sep-22 | Thursday | | |
| 16-Sep-22 | Friday | **113 SENATE** | **DVC - ARC /STC** |

| | | | |
|---|---|---|---|
| 17-Sep-22 | Saturday | | |
| 18-Sep-22 | Sunday | | |
| 19-Sep-22 | Monday | Opening of third round application | **DUGS** |
| 20-Sep-22 | Tuesday | | |
| 21-Sep-22 | Wednesday | | |
| 22-Sep-22 | Thursday | Professors Forum Meeting | **DRPI** |
| 23-Sep-22 | Friday | End of Special/Supp Exams for all students | **DTLES** |
| 24-Sep-22 | Saturday | | |
| 25-Sep-22 | Sunday | Deadline for third round application | **DUGS** |
| 26-Sep-22 | Monday | | |
| 27-Sep-22 | Tuesday | | |
| 28-Sep-22 | Wednesday | | |
| 29-Sep-22 | Thursday | | |
| 30-Sep-22 | Friday | | |
| | | | |
| 01-Oct-22 | Saturday | End of postgraduate applications window 2022/2023 academic year-Batch 1 | **DPGS** |
| 02-Oct-22 | Sunday | Announcement of final selected students third round | |
| 03-Oct-22 | Monday | **113 COUNCIL** | **OUT COUNCIL, VC** |
| 04-Oct-22 | Tuesday | FASS BOARD MEETING | **DFASS** |
| | | Examination Technical Committee | **DTLES** |
| 05-Oct-22 | Wednesday | LIBRARY BOARD | **DVCLT/RS, DLS** |
| | | **FASS BOARD MEETING** | **DFASS** |
| 06-Oct-22 | Thursday | FBM BOARD MEETING | **DFBM** |
| | | **Research groups** | **DRPI** |
| 07-Oct-22 | Friday | ICE BOARD MEETING | **DICE** |
| 08-Oct-22 | Saturday | | |
| 09-Oct-22 | Sunday | | |
| 10-Oct-22 | Monday | FED BOARD MEETING | **DFED** |
| | | **CSTC (Coordinators)** | **DCS** |
| 11-Oct-22 | Tuesday | FLAW BOARD MEETING | **DFLAW** |
| | | Learning and Teaching Material Training Workshop | **UTLS** |
| | | DPGS Advisory Board | **DPGS** |
| 12-Oct-22 | Wednesday | **SPECIAL MANAGEMENT MEETING** | **VC** |
| | | FSTES BOARD MEETING | **DFSTES** |
| 13-Oct-22 | Thursday | IEMT BOARD | **DIEMT** |
| | | **STAFF MEETING** | **VC/ ALL STAFF** |
| 14-Oct-22 | Friday | Mwl Nyerere Day | **ALL** |
| 15-Oct-22 | Saturday | | |
| 16-Oct-22 | Sunday | | |
| 17-Oct-22 | Monday | OBC BOARD MEETING | **DVC LT & RS/DCS** |
| | | **FSTES BOARD** | **DFFSTES** |
| 18-Oct-22 | Tuesday | **CSC** | **DVC-ARC/DCS** |
| | | TENDER BOARD | **CHAIR, TB** |
| 19-Oct-22 | Wednesday | TASC MEETING | **VC** |
| | | Stress Management Training | **VC/ MANAGEMENT** |
| | | | |
| 20-Oct-22 | Thursday | IGSC | **DVCRM, CORD. IGU** |
| | | Feedback and announcement of ALL applicants admitted in HEIs in the 2022/2023 Academic Year | **DUGS** |

| Date | Day | Event | Responsible |
|---|---|---|---|
| | | QACC (Coordinators) | **DQA** |
| 21-Oct-22 | Friday | SAC | **DVC - ARC, DOS** |
| | | **GRADUATION COMMITTEE** | **DVC - ARC** |
| 22-Oct-22 | Saturday | | |
| 23-Oct-22 | Sunday | | |
| 24-Oct-22 | Monday | ICT STEERING COMMITTEE | **DVC LT/RS VC** |
| | | Beginning of 2021/2022 academic year | **DVC - ARC /DUGS** |
| | | Learning and Teaching Material Training Workshop | **UTLS** |
| 25-Oct-22 | Tuesday | RDCC | **DVC – LT/RS** |
| | | Research Paper/Seminar Presentation Workshop | **DRPI** |
| | | **TASK** | **VC** |
| 26-Oct-22 | Wednesday | **CVCPT** | **VC** |
| | | **IGSC** | **DVC (PFA)** |
| 27-Oct-22 | Thursday | **UGSC** | **DVC - ARC /DUGS** |
| 28-Oct-22 | Friday | **PGSC** | **DVC – ARC/DPGS** |
| 29-Oct-22 | Saturday | | |
| 30-Oct-22 | Sunday | | |
| 31-Oct-22 | Monday | **RPIC** | **DVC – ARC/DRPI** |
| | | Release of Batch 1 of selected postgraduate applicants | **DPGS** |
| 01-Nov-22 | Tuesday | **QACC** | **VC, DQAC** |
| | | Opening of postgraduate applications window 2022/2023 academic year-Batch 2 | **DPGS** |
| 02-Nov-22 | Wednesday | **AUDIT COMMITTEE** | **DVC (PFA), STC** |
| 03-Nov-22 | Thursday | **HRMC** | **VC, DVC- (PFA), STC** |
| 04-Nov-22 | Friday | **ESTATE & INVESTMENT COMITTEE** | **DVC RM/STC** |
| 05-Nov-22 | Saturday | **Orientation** | **DVC - ARC /DUGS** |
| 06-Nov-22 | Sunday | **Orientation** | **DVC - ARC /DUGS** |
| 07-Nov-22 | Monday | **60 FPDC** | **STC** |
| 08-Nov-22 | Tuesday | | |
| 09-Nov-22 | Wednesday | **114 SENATE** | **DVC - ARC /STC** |
| 10-Nov-22 | Thursday | Official inauguration and Orientation for November 2022 intake | **DVC - ARC /DUGS** |
| | | Professors' Forum meeting | **DVC - ARC** |
| | | Closing date for submitting dissertations and thesis | **DPGS** |
| 11-Nov-22 | Friday | | |
| 12-Nov-22 | Saturday | | |
| 13-Nov-22 | Sunday | | |
| 14-Nov-22 | Monday | | |
| 15-Nov-22 | Tuesday | **MANAGEMENT MEETING** | **VC/ DVC (PFA)** |
| 16-Nov-22 | Wednesday | | |
| 17-Nov-22 | Thursday | | |
| 18-Nov-22 | Friday | **114 COUNCIL** | **Chairman, VC** |
| 19-Nov-22 | Saturday | | |
| 20-Nov-22 | Sunday | | |
| 21-Nov-22 | Monday | | |
| 22-Nov-22 | Tuesday | | |

| | | | |
|---|---|---|---|
| 23-Nov-22 | Wednesday | **CONVOCATION, MWANZA** | **President of Convocation** |
| 24-Nov-22 | Thursday | **41 GRADUATION, MWANZA** | **DVC - ARC** |
| 25-Nov-22 | Friday | | |
| 26-Nov-22 | Saturday | | |
| 27-Nov-22 | Sunday | Submission of Students admission and credit transfers | **DUGS** |
| 28-Nov-22 | Monday | | |
| 29-Nov-22 | Tuesday | | |
| 30-Nov-22 | Wednesday | | |
| 01-Dec-22 | Thursday | HEALTH AWARENESS DAY | **VC/TASC Coordinator** |
| 02-Dec-22 | Friday | | |
| 03-Dec-22 | Saturday | | |
| 04-Dec-22 | Sunday | | |
| 05-Dec-22 | Monday | | |
| 06-Dec-22 | Tuesday | Intensive Face to Face for DPTE begins | **DVC-AC, DICE, DPTE Coordinator** |
| 07-Dec-22 | Wednesday | | |
| 08-Dec-22 | Thursday | Orientation and face to face for postgraduate students begins | **DVC - ARC /DPGS** |
| 09-Dec-22 | Friday | SPORTS BONANZA | **DOS** |
| 10-Dec-22 | Saturday | | |
| 11-Dec-22 | Sunday | | |
| 12-Dec-22 | Monday | | |
| 13-Dec-22 | Tuesday | **RSP REVIEW** | **VC, DPD** |
| 14-Dec-22 | Wednesday | | |
| 15-Dec-22 | Thursday | | |
| 16-Dec-22 | Friday | | |
| 17-Dec-22 | Saturday | Orientation and face to face of Postgraduate students ends | **DPGS** |
| 18-Dec-22 | Sunday | | |
| 19-Dec-22 | Monday | | |
| 20-Dec-22 | Tuesday | | |
| 21-Dec-22 | Wednesday | | |
| 22-Dec-22 | Thursday | | |
| 23-Dec-22 | Friday | End of orientation for 2021/2022 November intake/ Intensive Face-to-Face for DPTE ends | **DVCAC/DRCs** |
| 24-Dec-22 | Saturday | | |
| 25-Dec-22 | Sunday | **CHRISMAS DAY** | **Public Holiday** |
| 26-Dec-22 | Monday | **BOXING DAY** | **Public Holiday** |
| 27-Dec-22 | Tuesday | | |
| 28-Dec-22 | Wednesday | | |
| 29-Dec-22 | Thursday | | |
| 30-Dec-22 | Friday | | |
| 31-Dec-22 | Saturday | The deadline for submission of the 2022/23 academic year enrolment data | **DUGS** |
| 01-Jan-23 | Sunday | **NEW YEAR 2023** | **Public Holiday** |
| 02-Jan-23 | Monday | Begin of Exam Registration for Jan 2023 Session | **DTLES** |
| 03-Jan-23 | Tuesday | Start of OFP Intensive Face to Face | **DVC ACD/DICE** |
| | | | |
| | | | |
| 04-Jan-23 | Wednesday | | |
| 05-Jan-23 | Thursday | | |

| Date | Day | Event | Responsible |
|---|---|---|---|
| 06-Jan-23 | Friday | **USRC** | **VC/DOS** |
| 07-Jan-23 | Saturday | | |
| 08-Jan-23 | Sunday | | |
| 09-Jan-23 | Monday | End of OFP Intensive Face to Face | **DVC ACD/DICE** |
| 10-Jan-23 | Tuesday | | |
| 11-Jan-23 | Wednesday | | |
| 12-Jan-23 | Thursday | **MANAGEMENT MEETING** | **VC** |
| 13-Jan-23 | Friday | | |
| 14-Jan-23 | Saturday | | |
| 15-Jan-23 | Sunday | | |
| 16-Jan-23 | Monday | FBM Field Practice Begins | **DFBM** |
| 17-Jan-23 | Tuesday | FASS BOARD | **DFASS** |
| 18-Jan-23 | Wednesday | | |
| 19-Jan-23 | Thursday | LIBRARY BOARD | **DVCLT/RS, DLS** |
| 20-Jan-23 | Friday | FBM BOARD | **DFBM** |
| 21-Jan-23 | Saturday | | |
| 22-Jan-23 | Sunday | | |
| 23-Jan-23 | Monday | ICE BOARD | **DICE** |
| 24-Jan-23 | Tuesday | | |
| 25-Jan-23 | Wednesday | FED BOARD MEETING | **DFED** |
| | | End of Exam Registration for Jan 2023 Session | **DTLES** |
| 26-Jan-23 | Thursday | | |
| 27-Jan-23 | Friday | FLAW BOARD | **DFLAW** |
| | | **FASS BOARD MEETING** | **DFASS** |
| 28-Jan-23 | Saturday | Release of Batch 2 of selected postgraduate applicants | **DPGS** |
| 29-Jan-23 | Sunday | | |
| 30-Jan-23 | Monday | FSTES BOARD MEETING | **DFSTES** |
| | | Begin of Main Timed Test for Jan 2023 Session | **DTLES** |
| 31-Jan-23 | Tuesday | End of postgraduate applications window 2022/2023 academic year-Batch 2 | **DPGS** |
| 01-Feb-23 | Wednesday | IEMT BOARD | **DIEMT** |
| | | Research Paper/Seminar Presentation Workshop | **DRPI** |
| 02-Feb-23 | Thursday | CONSULTANCY BOARD | **DVC LT & RS/DCS** |
| 03-Feb-23 | Friday | TENDER BOARD | **CHAIRPERSON OF TB** |
| 04-Feb-23 | Saturday | | |
| 05-Feb-23 | Sunday | | |
| 06-Feb-23 | Monday | GENDER STEERING COMMITTEE | **VC, CGU** |
| | | Teaching and learning Material Writing Skills Workshop | **DRPI** |
| | | CSTC(Coordinators) | **DCS** |
| 07-Feb-23 | Tuesday | TASC | **VC** |
| | | End of Main Timed Test for Jan 2023 Session | **DTLES** |
| 08-Feb-23 | Wednesday | INCOME GENERATION SC | **DVC RM** |
| | | Begin of Special/Supp for Jan 2023 Session | **DTLES** |
| 09-Feb-23 | Thursday | QAC (Coordinators) | **DQA** |
| | | DPGS Advisory Board | **DPGS** |
| 10-Feb-23 | Friday | **SAC** | **DVC - ARC, DOS** |
| 11-Feb-23 | Saturday | | |
| 12-Feb-23 | Sunday | | |

| | | | |
|---|---|---|---|
| 13-Feb-23 | Monday | ICT Steering Committee | **VC** |
| | | **CSC** | **DVC-ARC/DCS** |
| | | Field Practicals for PSPA Starts | **DFASS** |
| 14-Feb-23 | Tuesday | RDCC Meeting | **DVCLT/RS** |
| | | **RPIC** | **DVC - ARC, DRPI** |
| | | Beginning of Teaching practice | **DVC ACAD, DFED, DICE** |
| 15-Feb-23 | Wednesday | | |
| 16-Feb-23 | Thursday | **MANAGEMENT COMMITTEE** | **VC** |
| 17-Feb-23 | Friday | **UGSC** | **DVC - ARC, DUGS** |
| | | End of Special/Supp for Jan 2023 Session | **DTLES** |
| 18-Feb-23 | Saturday | | |
| 19-Feb-23 | Sunday | | |
| 20-Feb-23 | Monday | **PGSC** | **DPGS** |
| 21-Feb-23 | Tuesday | **PGSC** | **DVC - ARC** |
| 22-Feb-23 | Wednesday | | |
| 23-Feb-23 | Thursday | **RPIC** | **DVC - ARC** |
| 24-Feb-23 | Friday | **QACC** | **VC, DQAC** |
| 25-Feb-23 | Saturday | | |
| 26-Feb-23 | Sunday | | |
| 27-Feb-23 | Monday | **Workers Council Meeting (Zones)** | **VC/SWC** |
| | | Begin of Online Coursework Assessment (MCA) | DTLES |
| 28-Feb-23 | Tuesday | **AUDIT COMMITTEE** | **DVC RM, CIA** |
| 01-Mar-23 | Wednesday | Opening of postgraduate applications window 2022/2023 academic year-Batch 3 | **DPGS** |
| 02-Mar-23 | Thursday | **HRMC** | **DVC RM** |
| 03-Mar-23 | Friday | **10 ESTATE & INVESTMENT COMITTEE** | **DVCs /STC** |
| 04-Mar-23 | Saturday | | |
| 05-Mar-23 | Sunday | | |
| 06-Mar-23 | Monday | Beginning of SOSW Field Practicum | **DFASS** |
| 07-Mar-23 | Tuesday | **61 FPDC** | **VC/STC** |
| | | Examination Technical Committee | DTLES |
| 08-Mar-23 | Wednesday | | |
| 09-Mar-23 | Thursday | Orientation and face to face of Postgraduate students begins | **DPGS** |
| 10-Mar-23 | Friday | **EXECUTIVE COMMITTEE OF MASTERS WORKERS COUNCIL** | **VC/SWC** |
| | | End of Online Coursework Assessment (MCA) | DTLES |
| 11-Mar-23 | Saturday | | |
| 12-Mar-23 | Sunday | | |
| 13-Mar-23 | Monday | | |
| 14-Mar-23 | Tuesday | | |
| 15-Mar-23 | Wednesday | | |
| 16-Mar-23 | Thursday | | |
| 17-Mar-23 | Friday | **MASTER WORKERS COUNCIL** | **VC/DVC RM** |
| 18-Mar-23 | Saturday | | |
| 19-Mar-23 | Sunday | Orientation and face to face of Postgraduate students ends | **DPGS** |
| 20-Mar-23 | Monday | | |
| 21-Mar-23 | Tuesday | **114 SENATE** | **VC/ DVC - ARC** |
| 22-Mar-23 | Wednesday | | |
| 23-Mar-23 | Thursday | | |
| 24-Mar-23 | Friday | | |

| Date | Day | Event | Responsible |
|---|---|---|---|
| 25-Mar-23 | Saturday | | |
| 26-Mar-23 | Sunday | | |
| 27-Mar-23 | Monday | | |
| 28-Mar-23 | Tuesday | End of teaching practice | **DVC AC, DFED, DICE** |
| 29-Mar-23 | Wednesday | | |
| 30-Mar-23 | Thursday | FBM Field Practice Ends | **DFBM** |
| 31-Mar-23 | Friday | **114 COUNCIL** | **VC, STC** |
| 01-Apr-23 | Saturday | | |
| 02-Apr-23 | Sunday | | |
| 03-Apr-23 | Monday | | |
| 04-Apr-23 | Tuesday | | |
| 05-Apr-23 | Wednesday | | |
| 06-Apr-23 | Thursday | | |
| 07-Apr-23 | Friday | | |
| 08-Apr-23 | Saturday | Field assessments for Journalism and Media Studies Starts | **DFASS** |
| 09-Apr-23 | Sunday | | |
| 10-Apr-23 | Monday | FASS BOARD | **DFASS** |
| 11-Apr-23 | Tuesday | | |
| 12-Apr-23 | Wednesday | LIBRARY BOARD | **DVCLTRS/DLS** |
| 13-Apr-23 | Thursday | **FASS BOARD MEETING** | **DFASS** |
| 14-Apr-23 | Friday | FBM BOARD | **DFBM** |
| 15-Apr-23 | Saturday | | |
| 16-Apr-23 | Sunday | | |
| 17-Apr-23 | Monday | End of SOSW Field Practicum | **DFASS** |
| | | PSPA Field Practicals Ends | **DFASS** |
| 18-Apr-23 | Tuesday | ICE BOARD | DICE |
| 19-Apr-23 | Wednesday | FED BOARD | **DFED** |
| 20-Apr-23 | Thursday | | |
| 21-Apr-23 | Friday | FLAW BOARD | **DFLAW** |
| | | Geography Field Practicals Begins | **DFASS** |
| 22-Apr-23 | Saturday | | |
| 23-Apr-23 | Sunday | | |
| 24-Apr-23 | Monday | DPGS Advisory Board | **DPGS** |
| 25-Apr-23 | Tuesday | FSTES BOARD | **DFSTES** |
| 26-Apr-23 | Wednesday | IEMT BOARD | **DIEMT** |
| 27-Apr-23 | Thursday | | |
| 28-Apr-23 | Friday | CONSULTANCY BOARD | **DVC LT & RS/DCS** |
| 29-Apr-23 | Saturday | | |
| 30-Apr-23 | Sunday | | |
| 01-May-23 | Monday | Begin of Exam Registration for June 2023 Session | **DTLES** |
| 02-May-23 | Tuesday | TENDER BOARD | **CHAIRPERSON OF TB** |
| | | **CSTC (Coordinators)** | **DCS** |
| | | **Beginning of library field practical** | **DICE /DVC ARC** |
| 03-May-23 | Wednesday | **QAC (Coordinators)** | **DQA** |
| 04-May-23 | Thursday | | |
| 05-May-23 | Friday | TASC | **VC** |
| | | **PGSC** | **DPGS** |
| 06-May-23 | Saturday | | |
| 07-May-23 | Sunday | | |
| 08-May-23 | Monday | Tourism Field Trip Begins | **DFASS** |

| Date | Day | Event | Responsible |
|---|---|---|---|
| 09-May-23 | Tuesday | IGSC | **GUC** |
| 10-May-23 | Wednesday | QAC (Coordinators) | **DQA** |
| 11-May-23 | Thursday | | |
| 12-May-23 | Friday | **SAC** | **DVC - ARC** |
| 13-May-23 | Saturday | | |
| 14-May-23 | Sunday | | |
| 15-May-23 | Monday | **ICT STEERING COMMITTEE** | **VC** |
| | | Tourism Field Trip Ends | **DFASS** |
| 16-May-23 | Tuesday | **RDCC** | **DVC LT&RS** |
| 17-May-23 | Wednesday | CSC | **DVC-ARC/DCS** |
| 18-May-23 | Thursday | **MANAGEMENT MEETING** | **VC** |
| 19-May-23 | Friday | **UGSC** | **DVC AC** |
| 20-May-23 | Saturday | | |
| 21-May-23 | Sunday | | |
| 22-May-23 | Monday | | |
| 23-May-23 | Tuesday | **PGSC** | **DVC - ARC** |
| 24-May-23 | Wednesday | End of Exam Registration for June 2023 Session | **DTLES** |
| 25-May-23 | Thursday | **RPIC** | **DVC - ARC** |
| 26-May-23 | Friday | | |
| 27-May-23 | Saturday | | |
| 28-May-23 | Sunday | | |
| 29-May-23 | Monday | **QACC** | **VC** |
| | | Begin of Special MTT for June 2023 Session | **DTLES** |
| 30-May-23 | Tuesday | | |
| 31-May-23 | Wednesday | **AUDIT COMMITTEE** | **DVC RM** |
| | | End of postgraduate applications window 2022/2023 academic year-Batch 3 | **DPGS** |
| 01-Jun-23 | Thursday | **End of library field practical** | **DICE /DVC ARC** |
| 02-Jun-22 | Friday | **HRMC** | **DVC RM, VC** |
| 03-Jun-23 | Saturday | | |
| 04-Jun-23 | Sunday | | |
| 05-Jun-23 | Monday | | |
| 06-Jun-23 | Tuesday | **11 ESTATE & INVESTMENT COMITTEE** | **DVC RM/STC** |
| | | End of Special MTT for June 2023 Session | **DTLES** |
| 07-Jun-23 | Wednesday | Begin of Final Examinations for June 2023 Session | **DTLES** |
| 08-Jun-23 | Thursday | **RSP** | **DPD** |
| 09-Jun-23 | Friday | **RSP** | **DPD** |
| 10-Jun-23 | Saturday | | |
| 11-Jun-23 | Sunday | | |
| 12-Jun-23 | Monday | | |
| 13-Jun-23 | Tuesday | **61 FPDC** | **STC** |
| | | Orientation and face to face for postgraduate students begins | **DVC - ARC /DPGS** |
| 14-Jun-23 | Wednesday | | |
| 15-Jun-23 | Thursday | | |
| 16-Jun-23 | Friday | **115 SENATE** | **VC/ DVC - ARC** |
| | | End of Final Examinations for June 2023 Session | **DTLES** |
| 17-Jun-23 | Saturday | | |
| 18-Jun-23 | Sunday | | |
| 19-Jun-23 | Monday | | |
| 20-Jun-23 | Tuesday | | |
| 21-Jun-23 | Wednesday | | |
| 22-Jun-23 | Thursday | | |
| 23-Jun-23 | Friday | | |

| 24-Jun-23 | Saturday | | |
|---|---|---|---|
| 25-Jun-23 | Sunday | | |
| 26-Jun-23 | Monday | Begin of Panel Marking for Foundation Program | **DTLES** |
| | | Orientation and face to face for postgraduate students ends | **DVC - ARC /DPGS** |
| 27-Jun-23 | Tuesday | | |
| 28-Jun-23 | Wednesday | | |
| 29-Jun-23 | Thursday | | |
| 30-Jun-23 | Friday | **115 COUNCIL** | **VC, STC** |
| | | End of Government's Financial Year | |
| | | Release of Batch 3 of selected postgraduate applicants | **DPGS** |
| | | Field assessments for Journalism and Media Studies Ends | **DFASS** |

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<div align="center">**APPENDICES**</div>

**APPENDIX I:    REGISTRATION FORM FOR POSTGRADUATE STUDENTS**

1.      Name of Student: _____

2.      Registration Number: _____ Regional Centre_____

3.      Organization: _____ __

4.      Position: _____

5.      Postal Address: _____

6.      Country: _____Nationality: _____

7.      Passport Number:    _____

8.      Telephone Number: _____

9.      E-Mail Address: _____

10.     Year of Admission: _____Programme: _____

        Name  of Supervisor

11.     Subject (If applicable):    _____

12.     Sponsorship (Private/Govt.):_____

13.     Receipt No. for Payment of Registration fees: _____

14.     Student's signature: _____

15.     Date submitted: _____

16.     Place where submitted: _____

17.     Name & Signature of Receiving Officer: _____

18.     Date received at DRPS: _____

19.     Name & Signature of Receiving DRPS' officer: _____

_____

**NOTE:**

        Please submit two passport size colored photographs (with name and registration number written on the back side) for your student Identity Card and Personal File.

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

**COVER PAGE**
The cover page represents, of course, the cover of the proposal, as in this case. The cover may be in any colour of your choice. It has the following identification information:

**Name of the Faculty**

**Code of the course:**
**Title of the research**

**Name of student and registration number, and contacts (phone Nos and email address)**

**Name of supervisor(s) and contact (Phone Nos and email addresses)**

**Date, month and year**

**TITLE PAGE**
This page is the one which follows the cover page. It has the same information that appears on the cover page.

**TABLE OF CONTENT (on a fresh page)**
This section lists the titles and subtitles of sections and the pages, in a sequential order.

**LIST OFTABLES (on a fresh page)**
If there are tables, the titles and the pages where they occur in the text should be listed here

**LIST OF FIGURES (on a fresh page)**
If you have figures, graphs, maps or diagrams, they need to be indicated here, with the pages on which they occur.

**ABBREVIATIONS AND ACRONYMS (on a fresh page)**

**1.0     CHAPTER ONE (on a fresh page)**
        **INTRODUCTION**

**1.1     Background to the Study**
Explain, by way of introduction, what you want to write about in this chapter.

Describe the background to the study here focusing on (i) how has the problem developed? (ii) Who are involved? (iii) Why is it a problem and to whom? etc.

**1.2     Statement of the Research Problem**
Give a brief summary of the background here to lead you into formulating and defining what you perceive to be the problem that requires this research. State the problem clearly for any reader to understand. This must clearly link to the study title. Then from this problem definition state (i) the general research objectives and (ii) the specific research objectives.

**1.3     Research Objectives**
**1.3.1  General Research Objective**
State a general research objective, which should not differ from the defined research problem

### 1.3.2 Specific Research Objectives

Here state the specific research objectives, (about three) all of which should link to, and build up, to the general research objective. All the specific objectives should be SMART compliant

### 1.4 Research Questions

From the general research objective state (i) the general research question and (ii) the specific research questions. Again, both must be linked to the defined research problem.

### 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/ConceptualFrameowrk (For Studying the Problem and Analysingthe 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?

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### 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?

### 3.5 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.

### 3.6 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"***.

### 3.7 Expected Results of the Study

At this point of the proposal writing you will have some ideas of what you expect to find or achieve or obtain. What are your expectations? What are you likely to find?

## 4.0 RESEARCH ACTIVITIES OR SCHEDULE

Indicate the specific research activities you will carry out daily, show the duration, and total time budget. Indicate the nature and type of activities you should undertake and the duration. You will need this to be able to estimate how much it will cost you to carry out the research

## 5.0 WORKPLAN

Use GHANTT chart to plan the flow of your research activities. It will show the block of time devoted to each activity, the time sequence in days, weeks, months or person-days, person-weeks, person-months. It also has the advantage of indicating when the study would begin and when it will end.

## 6.0 ESTIMATED RESEARCH BUDGET

How much will the research cost? Prepare a budget for it. Be realistic. You will need to apply current and approved rates. Some expenses are not acceptable to dome funders. You need to find this out and eliminate them from you budget

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**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

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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 text-books on research methods in different disciplines. Similar things may be said in similar way or in different styles, but they may not necessarily contradict each other, rather they all add value to the learning process,

Remember to fill and attached the declaration of confidentiality form (See Appendx III) and have it countersigned by your supervisor.

.

**APPENDIX III: DECLARATION OF CONFIDENTIALITY**
**THE OPEN UNIVERSITY OF TANZANIA**

P.O. Box 23409,
Dar es Salaam, Tanzania                                    Tel: 255-22-2668992;
http://www.out.ac.tz                                       E-mail: drpc@out.ac.tz

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**DECLARATION OF CONFIDENTIALITY**

To: The Chief Executive Officer of ……………………………………………(give the title of the  Chief Executive Officer of the institution/firm/organization etc visiting) I, …………………………………………………………….. (Name and Reg. no.), of the Department             of……………………………………., Faculty of…………………………………………………, Open University of Tanzania, declare that, I will maintain secrecy and confidentiality, and will not use any data and information obtained from your organization in the course of my research for any purpose other than for my academic endeavors.

Signature,………………………… (student) Date ………………………………

Countersigned by:

Name …………………………………………….. (Supervisor)

Signature …………………… (Supervisor)  Date ……………………………………

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**APPENDIX IV: GUIDELINES FOR MASTERS AND PhD RESEARCH PROPOSAL PRESENTATION**

## 1.0    INTRODUCTION

The general regulations and guidelines for higher degrees at the OUT requirestudents pursuing masters' degree by thesis (clause 3.2.1 (b) and PhD degree submit a comprehensive research proposal, approved by the relevant Faculty/Institute Board and Senate, withina maximum of 6 months and 9 months of their registration respectively. The substantive and comprehensive proposals must first be defended at an academic seminar. The following are the general guidelines on the conduct of the seminar.

### 1.1    General Requirements and Arrangements

There shall be a number of issues that shall be observed before a student make any seminar presentation for his/her research proposal for his/her registered degree; these are outlined in this section.

i)    The supervisor shall sign the proposal in question certifying that the student has done substantial work and that the proposal is worth presenting; where the student has two or more supervisors the main supervisor shall sign on that behalf.

ii)    The candidate shall notify the Faculty of his/her intention to make a seminar presentation for his/her research proposal; the notification shall be accompanied by the research proposal in five copies.

iii)    The Faculty shall distribute the copies of the research proposal as follows: - one copy to DRPS, one copy to Faculty dean, one copy to Postgraduate Faculty coordinator and two copies to discussants.

iv)    The Faculty shall arrange the date for the presentation and formally inform DRPS of the proposal presentation arrangements.

v)    DRPS shall note and approve the date where appropriate or adviseaccordingly.

vi)    Upon approval of the date by DRPS the Faculty shall notify the student of the date of presentation.

vii)    Upon confirmation by the student of his/her availability for the seminar presentation the faculty shall make a public announcement inviting all interested personnel, especially academicians to attend the seminar.

viii)    The announcement shall be made at least 5 days before the date of presentation bearing the name of the candidate, the research topic, venue, dates and time for the presentation.

ix)    The Faculty shall appoint a minimum of two discussants, notify them of the presentation, and furnish them with the proposal at least **TWO WEEKS** before the date of presentation. These shall be academic staff familiar/specialist in the researched topic.

### 1.2    Panel Composition

The panel shall be composed of the following:

i)    The Faculty Dean – Chair person

ii)    Faculty Research, Publications and Postgraduate Coordinator – Secretary

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: -

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<ol type="i">
<li>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.</li>
<li>The chairperson shall invite and introduce the candidate to the panelists and vice versa.</li>
<li>The chairperson shall invite the student to make an oral presentation not exceeding 15-20 minutes (preferably power point).</li>
<li>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.</li>
<li>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.</li>
</ol>

## 1.4    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 conclude choosing one of the three options as follows:

<ol type="i">
<li>Proposal accepted and student allowed proceeding to data collection.
<br>*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.*</li>
<li>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.
<br>*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.*</li>
<li>Proposal to be resubmitted for another presentation.
<br>*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.*</li>
</ol>

## 1.5     Submission of the Final Proposal

Where panelists opt for option one or two, the student shall be required to submit two copies of his/her proposal (for option one) and revised proposal (for option two) to the respective faculty within one month of the date of presentation. The document shall bear the signature of the respective supervisor. The Faculty shall submit one copy of the proposal to DRPS; (this shall form a basis for provision of research clearance letter to the respective student).

## 1.6     Report

The faculty shall report the outcome of the presentation to next RPPC meeting for discussing and recommending to senate such outcomes.

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### APPENDIX V:  GENERAL REGULATIONS AND GUIDELINES FOR THESES/DISSERTATIONS

The following are general regulations and guidelines for preparation and presentation of higher degree theses/dissertations.

**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:
   • Write the *title* of the thesis/dissertation. The title of the dissertation/thesis must not exceed 20 words.

- Write your full name
- 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 UNIVERISTY OF TANZANIA**

**2020**

(End of the 1st Page)

2.5cm

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### i) 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 Master in Human Resources Management (MHRM) of the Open Unbiversity of Tanzanina.

…………………………

Name of Supervisor

…………………………

Date

### ii) 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.

### iii) 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

### iv) DEDICATION (if any)

### v) 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.

### vi) 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.

### vii) 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

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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:*

.

<ol type="a" start="1">
<li>(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.</li>
<li>(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).</li>
<li>(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.</li>
<li>(d) Capitalize only the first letter of the first word of captions and of column headings in table except where otherwise necessary.</li>
<li>(e) Place acknowledgements of source below tables cited/adapted from other sources, using the format; Source: Rwegoshora and Kara (2020).</li>
<li>(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.</li>
<li>(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.</li>
</ol>

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**<br>*Note:* 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' | ***Information prominent' (the author's name is within parentheses):***<br>The conclusion reached in a recent study (Cochrane, 2007) was that…<br>***OR***<br>***'Author prominent' (the author's name is outside the parentheses):***<br>Cochrane (2007) concluded that… | Cochrane, A. (2007). *Understanding urban policy: A    critical approach.* Malden, MA: Blackwell Publishing. |
| **BOOKS & BOOK CHAPTERS** | **One author – when fewer than 40 words are quoted**<br>Include the material in the paragraph and<br>include specific page number/s. Use **quotation marks** to show the<br>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).<br><br>***OR***<br>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). *Understanding urban policy: A critical approach.* Malden, MA: Blackwell Publishing. |
| **BOOKS & BOOK CHAPTERS** | **One author – when 40 or more words are quoted** | Much has been written about acute care. Finkelman (2006), for example, points out that:<br>There are many changes in acute care services occurring almost daily, | Finkelman, A. W. (2006). *Leadership and management in nursing.* Upper Saddle River, NJ: Pearson Prentice Hall. |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | 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.  **Omit** the quotation marks. Use **double spacing** for both your text and the indented quote. Make sure the quote is **exactly** as it was published. | and due to the increasing use of out-patient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory sur-gery 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). Recently, this trend has been seen in some Australian hospitals and research here… | |
| **BOOKS & BOOK CHAPTERS** | **Two authors** | When considering the Howard Gov-ernment's Indigenous health ex-penditure, Palmer and Short (2010) maintain that… | Palmer, G. R. & Short, S. D. (2010). *Health care and public policy: An Aus-tralian analysis* (4th ed.). Melbourne, Australia: Palgrave Macmillan. |
| **BOOKS & BOOK CHAPTERS** | **Three to five authors** For the first in-text reference, list all the authors' family names, then use the first author's family name fol-lowed by 'et al.' for subsequent entries. | A recent study (Seeley, VanPutte, Regan, & Russo, 2011) concluded that… ***Subsequent in-text reference/s:*** (Seeley et al., 2011). | Seeley, R., VanPutte, C., Regan, J. & Russo, A. (2011). *Seeley's anatomy & physiology*. New York, NY: McGraw-Hill. |
| **BOOKS & BOOK CHAPTERS** | **Six to seven authors** For all in-text references, list only the first author's family name followed by 'et al.' All au-thors are included in the Refer-ence List. | The Russian Revolution may never have succeeded if there hadn't al-ready been widespread discontent among the Russian populace (Bulliet et al., 2005). | Bulliet, R. W., Crossley, P. K., Head-rick, D. R., Hirsch, S. W., Johnson, L. L. & Northrup, D. (2011). *The earth and its peoples: A global history* (5th ed.). Bos-ton, MA: Wadsworth. |

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| **Works by different authors with the same family name** | For in-text references, include the initials of the authors in question to enable readers to differentiate between them. List references alphabetically by the authors' initials in the Reference List. | These techniques have been shown to improve test 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). | Smith, C. & Laslett, R. (1993). Effective classroom management: A teacher's guide (2nd ed.). London,United Kingdom : Routledge.<br><br>Smith, R. (2010). *Rethinking teacher education: Teacher education in the knowledge age*. 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). *Orthopedic radiology: A practical approach* (3rd ed.). Philadelphia, PA: Lippincott Williams & Wilkins. Greenspan, A. (2011). *Orthopedic imaging: A practical approach* (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 *International handbook for educational leadership and administration*. New York, NY: Kluwer Academic . Fullan, M. (1996b). *The new meaning of educational change*. 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. | The cyclical process (Carr & Kemmis, 1986; Dick, 2000; Kemmis & McTaggart, 1988; MacIsaac, 1995) suggests… | Carr, W. & Kemmis, S. (1986). *Becoming critical: Education knowledge and action research*. London, United Kingdom: Falmer Press. |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | Separate each reference with a semicolon. | | Dick, B. (2000). *A beginner's guide to action research*. Retrieved from http://www.scu.edu.au/ schools/gcm/ar/arp/ guide.html Kemmis, S. & McTaggart, R. (Eds.). (1988). *The action research planner* (3rd ed.). Melbourne, Australia: Deakin University Press |
| **eBook – online book** | If the URL leads to information about how to obtain the book, use "Available from" instead of "Retrieved from". ***If the eBook has a DOI, add this in.*** | We found helpful information about deaf children (Niemann, Greenstein, & David, 2004) that meant we could… ***OR*** Schiraldi (2001) offers solutions to PTSD. | Niemann, S., Greenstein, D. & David, D. (2004). *Helping children who are deaf: Family and community support for children who do not hear well.* Retrieved from http://www.hesperian.org/ publications_download_deaf.php Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi:10.1036/0071393722 |
| **An article/ chapter in eBook** | ***If the article/ chapter has a DOI, add this in*** | 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.), *UpTpDate*. 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.), *Australia in a global world* (pp. 29-43). Sydney, Australia: Century. |

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| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | **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.). *Guide to equipment and service* [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). *Best practice: Process innovation management.* 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). *Sophie's world: A novel about the history of philosophy* (P. Møller, Trans.). London, United Kingdom: Phoenix House. (Original work published 1991). |
| **Corporate author – when the author is also the publisher** | 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 latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation only for subsequent references. | A recent study (Australian Institute of Health and Welfare [AIHW], 2009) highlighted … ***Subsequent in-text reference/s:*** The AIHW (2009) found that… | Australian Institute of Health and Welfare. (2009). *Indigenous housing needs 2009: A multi-measure needs model* (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). *Local government's* |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | | | *current and potential role in water management and conservation: Final report.* 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.). *Forensic science as a career.* London, England: Tower. |
| | **Second or later edition** | Peters (2001, p. 6) argued that "..." | Peters, T. (2001). *The elements of counselling* (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). *Black American writers: Bibliographical essays* (Vols. 1-2). New York, NY: St. Martins. Clark, C. M. H. (1978). *A history of Australia: Vol. 4. The earth abideth for ever, 1851-1888.* Australia: Melbourne University Press. |
| **DICTIONARY / ENCYCLOPAE-DIA** | **Dictionary / Encyclopaedia – print** Include information about editions, volume numbers and page numbers in parenthesis following the title in the Reference List. | According to one definition of "bivalence" (VandenBos, 2007, p. 123)… | VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology.* Washington, DC: American Psychological Association. |
| **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.), *The Gale encyclopedia of psychology.* Retrieved from http://www.gale.cengage.com/ |

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| | | | ***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, NEWS-PAPER & NEWS-LETTER ARTI-CLES** | **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. ***If the journal article has a DOI, add this in.*** | In an earlier article, it was proposed (Jackson, 2007)… | Jackson, A. (2007). New approaches to drug therapy. *Psychology Today and Tomorrow, 27*(1), 54-59. Dempsey, I. (2012). The use of individual education programs for children in Australian Schools. *Australasian Journal of Special Education, 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. ***If the journal article has a DOI, add this in.*** | 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. *American Journal of Art Therapy, 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. ***If the journal article has a DOI, add this in.*** | 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. *Journal of Occupational Health Psychology, 13*(1), 10-23. doi: 10.1037/1076-8998.13.1.10 |
| **Journal article with six to seven authors** | For all in-text references, list only the first author's family | A simple ALMA is described in a recent study (Restouin et al., 2009). | Restouin, A., Aresta, S., Prébet, T., Borg, J., Badache, A. & Collette, Y. |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | name followed by 'et al.' All authors are included in the Reference List.<br><br>***If the journal article has a DOI, add this in.*** | | (2009). A simplified, 96-well–adapted, ATP luminescence–based motility assay. *BioTechniques, 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.<br>***If the journal article has a DOI, add this in.*** | 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. *Journal of Trauma: Injury, Infection, and Critical Care, 69*(3), 523-531. doi: 10.1097/TA.0b013e3181e90c24 |
| **Journal or magazine article with no volume or issue number** | ***If the journal article has a DOI, add this in.*** | Wychick and Thompson (2005) foreshadow that scam will still be enticing…<br>**OR**<br>An interesting approach to scam (Wychick & Thompson, 2005) suggested that… | Wychick, J. & Thompson, L. (2005, November 24). Fallen for a scam lately? *AustraliaToday,* 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.<br><br>**Always** include the DOI if one is provided<br>(usually in the article's full-text, abstract or database record). If | A study examining priming (Johns & Mewhort, 2009) discovered … | Johns, E. & Mewhort, D. (2009). Test sequence priming in recognition memory. *Journal of Experimental Psychology: Learning, Memory and Cognition, 35*, 1162-1174. doi: 10.1037/a0016372 |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
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| | there is a DOI, no other retrieval information is necessary. | | |
| | **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. *The Journal of Sports Medicine and Physical Fitness.* |
| **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. *The Cochrane database of systematic reviews* (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. <br> - 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)… <br> Primary care is one area marked for improvement (Purtilo, 1995). | ***Example using URL of journal home page:*** <br> Ramalho, M., Da Silva, G. & Dias, L. (2009). Genetic plant improvement and climate changes. *Crop Breeding and Applied Biotechnology, 9*(2), 189-195. Retrieved from http://www.sbmp.org.br/cbab <br> ***Example using URL of database (where there is no journal home page):*** <br> Purtilo, R. (1995). Managed care: Ethical issues for the rehabilitation professions. *Trends in Health Care, Law and Ethics, 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 *Human body size* |

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| | | | *and the laws of scaling: Physiological, performance, growth, longevity and eco-logical ramification,* by T. Samaras]. *Public Health Nutrition, 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. *The Canberra Times,* p. 11. |
| | **Newspaper article – without an author** | The redesign of the Internet ("Inter-net pioneer", 2007) is said to… | Internet pioneer to oversee network re-design. (2007, May 28). *The Canberra Times,* p. 15. |
| | **Newspaper article retrieved from a database**<br>Do a Web search to locate the URL of the newspaper's home page & include it in the Refer-ence List. | In an attempt to save the tiger, Darby (2002) provided… | Darby, A. (2002, August 20). Rarest tiger skin a rugged survivor. *Sydney Morning Herald.* 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). *Ozculture newslet-ter.* Retrieved from http://www.culture-andrecreation. gov.au/ newsletter/ |
| **CONFERENCE / SEMINAR PA-PERS** | **Conference or seminar papers in published proceedings – print**<br>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 prop-osition that… | Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Pad-field, J. S. Johnsen, & U. B. Kejser (Eds.), *Proceedings of the Conference on Research Techniques in Photo-graphic Conservation* (pp. 97-100). Co-penhagen, Denmark: Royal Danish Academy of Fine Arts. |

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| | **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.), *Proceedings of the Sir Mark Oliphant International Frontiers of Science and Technology Australian Geothermal Energy Conference,* 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 latter case, give the full name with the abbreviation for the first in-text reference. Use the abbreviation for subsequent references. | 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… *Subsequent in-text reference/s:* DOFA (2006) identified … | Department of Finance and Administration. (2006). *Delivering Australian Government services: Managing multiple channels.* Canberra, Australia: Author. |
| | **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). *Australian social trends* (Cat. no. 4102.0). Canberra, Australia: ABS. |
| | **Government report – online** | *First in-text reference:* | Department of the Prime Minister and Cabinet. (2008). *Families in Australia: 2008.* Retrieved from |

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| | | 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)… | 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). *Australian Standard AS 4390: Records Management.* Sydney, Australia: Author. |
| **LEGISLATION** *Note:* For more comprehensive information please consult the following publication: *The bluebook: A uniform system of citation* (19th ed.). (2010). Cambridge, MA: Harvard Law Review Association. | **Act – print** | According to s. 8.1 of the *Anti-Discrimination Act 1977* (NSW), it is unlawful for an employer to discriminate against a person on the ground of race. | *Anti-Discrimination Act 1977* (NSW) s. 8.1 (Austl.). **Follow this convention:** *Short Title of the Act* (in italics) Y*ear* (in italics) (Jurisdiction abbreviation) Section number Subdivision, if relevant (Country abbreviation). |
| | **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 | *Ellis v. Wallsend District Hospital* 1989 17 NSWLR 553 (Austl.). |

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| | | right case (*Mabo v. Queensland*, 1988)… | *Mabo v. Queensland* 1988 166 CLR 186 (Austl.). <br> ***Follow this convention:*** <br> *Case Name* (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 *Songs from the south: Paul Kelly's greatest hits* [CD]. Melbourne, Australia: Mushroom Records. |
| | **DVD / Video recording** | Jane Austen's world came alive in *Sense and sensibility* (Lee, 1995) | Lee, A. (Director). (1995). *Sense and sensibility* [DVD]. Australia: Columbia TriStar Home Video. |
| **Figure, Table, Graph, Map or Chart** | Cite each of these as you would for a book. <br> Include, in square brackets, the type of entry immediately after the title: <br> [Figure]. <br> [Table]. <br> [Map]. <br> [Graph]. <br> [Chart]. | **Graph** <br> The internal processes were well described (Kaplan & Norton, 2004) which led to… <br><br> **Map** <br> To locate a property just outside the Australian Capital Territory, use the 1:100 000 map produced by Geoscience Australia (2004) which covers… | **Graph** <br> Kaplan, R. S., & Norton, D. P. (2004). Internal processes deliver value over different time horizons [Graph]. In *Strategy maps: Converting intangible assets into tangible outcomes* (p. 48). Boston, MA: Harvard Business School. <br><br> **Map** <br> Geoscience Australia [NATMAP] (Cartographer). (2004). *ACT region, New South Wales and Australian Capital Territory* [Map]. Canberra, Australia: Author. |
| | **Image – online** | The effective use of light in Monet's 'Haystacks' (Monet, 1890)… | Monet, C. (1890). *Haystacks, midday* [Painting]. National Gallery of Australia, Canberra. Retrieved from |

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| | | | http://artsearch.nga. gov.au/ Detail-LRG.cfm?IRN=29073&View=LRG |
| | **Liner notes** | The American jazz trombonist, bandleader and composer Jack Teagarden (Weiner, 1995)… | Weiner, D. J. (1995). [Liner notes]. J. Teagarden (Composer), *Big 'T' jump* [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 *Mornings with Neil Mitchell* [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 *Enough Rope with Andrew Denton.* [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). *The lord of the rings: The return of the king* [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). *The Book Show* [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 *Innovations* [Radio program] [Transcript]. Melbourne, Australia: ABC Radio Australia. Retrieved from |

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| | | | http://www.abc.net.au/ra/innova-tions/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). *Prime Minister's 2007 ANZAC Day message* [Transcript]. Retrieved from http://www.an-zac.govt.nz |
| | **Television advertisement** | The problems of teenage anxiety were graphically captured (Beyondblue, 2009)… | Beyondblue (Producer). (2009, November 29). *Beyondblue: Anxiety* [Television advertisement]. Canberra, Australia: WIN TV. |
| | **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). *Intraprofessional relations in nursing: A case study* (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). *Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse* (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/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). *The role of humiliation in collective political violence* (Masters thesis, University of Sydney, Australia). Retrieved from http://hdl.handle.net/2123/7128 |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|---|---|---|---|
| **UNIVERSITY PROVIDED STUDY MATERI-ALS** | **Lecture / tutorial notes, etc. – online** | Septicaemia is one of many infec-tions commonly acquired in hospi-tals (Maw, 2010) … | Maw, M. (2010). *NURS5082 Develop-ing nursing practice, lecture 2, week 1: Healthcare-associated infec-tions and their prevention* [Lecture Pow-erPoint slides]. Retrieved from http://learn-on-line.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 de-ploy Australian civilian troops (Rudd, 2009) | Rudd, K. (2009, October 24). Australian civilian corps to help in crises [Facebook update]. Retrieved from http://www. fa-ce-book.com/note.php?note_id=200124043 571&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 (in-cluding '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/ |
| | **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 al-ter its format to follow the con-vention of 'Family name, Ini-tial(s).' | President Obama announced the launch of the American Graduation Initiative (Barack Obama, 2009). | BarackObama. (2009, July 15). Launched American Graduation Initia-tive to help additional 5 mill. Americans graduate college by 2020: |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|---|---|---|---|
| | | | 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). *Price incentives and consumer payment behaviour.* 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.). *Reducing Australia's greenhouse emissions fact-sheet.* Retrieved from http://www.csiro.au/ resources/ps282.html |
| | **Web page with no page numbers** *Include in in-text references:* -If directly quoting, a paragraph number with the abbreviation | Usually the author or creator of a work is the copyright owner (University of Sydney, 2010). When directly quoting a section of a webpage, you will need to include | University of Sydney. (2010). *Guide to copyright*. Retrieved March 21, 2011, from http://sydney.edu.au/copyright/students/ coursework.shtml#who |

| CATEGORY | | IN-TEXT REFERENCE | REFERENCE LIST |
|---|---|---|---|
| | '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. | more information: (University of Sydney, 2010, "Who owns copyright?", para. 1).***Note:*** The heading of the section was "Who owns copyright?" | |
| **Web source – no author or sponsor given** | 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. | This vaccine is 6 times more efficient than vaccines previously used to immunise against the condition ("New child vaccine", 2001). | New child vaccine gets funding boost. (2001). Retrieved April 16, 2012, from http://news.ninemsn.com.au/health/story _13178. asp |

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### (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.

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

   - d) 28 032
        - i. 1 422
        - ii. 862
        - iii. For the decimal point, use a full stop, not a comma, e.g. write 0.2 not 0, 2.
        - iv. For numbers below unity, precede the decimal point with a zero, e.g. 0.62 not .62.
        - v. Spell out numbers from zero to nine, but use figure for higher numbers, e.g. six plots, 10 plots.
        - vi. In a series of three or more numbers, use figures irrespective of magnitude, e.g. 'In trials with 6 cultivars in Zambia, 4 in Malawi and 8 in Mozambique…………'
        - vii. Use figures whenever a number is followed by a unit of measurement and for days, years, dates, page numbers, classes etc., e.g. 5 kg, 2 g, 3 days, 1 year, 6th January, page 13, type 7, etc.
        - viii. Spell out numbers that occur at the beginning of sentences.
        - ix. Express fractions as decimals, though percentages and simple fractions can still be used.
        - x. For simple fractions use the form one-quarter, two-thirds, not 1/4, 2/3 etc.
        - xi. Where possible, avoid large figures ending in several zeros. Either spell them out or use an exponential for part of the number; e.g. for 1,600,000 write 1.6 million or 1.6 x10$^6$.

iii. **Percentages**
    Use the % symbol only with figures, e.g. 62% but spell out the words percent or percentage when they occur without figures.

iv. **Time**
    Use the 24-h clock, e.g. 07:30 h, 23:45 h, etc

v. **Date**
    Use the form 22 January, not 22$^{nd}$ January, January 22 or January 22$^{nd}$

.

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: ……..…………………………………………………………

<div align="center">

**EXAMINER'S RECOMMENDATION**

</div>

| | EXAMINER'S RECOMMENDATION | Tick (√) |
|---|---|---|
| 1. | Thesis PASSES AS IT IS (no revisions or typographical corrections required) | |
| 2. | PASSES SUBJECT TO typographical corrections and other minor changes* (list the errors/changes on separate sheet) | |
| 3. | PASSES SUBJECT TO substantial corrections and reversion as indicated in the examination report* | |
| 4. | NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following (specify): (a) Additional data collection....................……………………… (b) Additional analysis ...........…………………………………... (c) Additional literature review...................................................... (d) Re-writing .......................………… ………………………... (e)  Others specify on separate sheet)............................................. | |
| 5. | Thesis NOT ACCEPTED for a PhD award BUT may be RESUBMITTED in a revised form for Masters Degree Award | |
| 6. | Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet) | |

*Please tick in appropriate column*
*\*Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.*

*\* Substantial correctionsrefer toone or more following: No conceptual or theoretical framework, re-stated problem statement, objective not clear, poor justification or research method, sampling technique not clear, data not related to analysis etc.*

Name of Examiner …………………………………………………….
Signature …………………………………………………………………
Date …………………………………………………………………….

**APPENDIX VII:    POSTGRADUATE    STUDENTS    ACADEMIC    PROGRESS REPORT FORM**

# THE OPEN UNIVERSITY OF TANZANIA
# DIRECTORATE OF POSTGRADUATE STUDIES

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

Tel: 255-22-2666752/2668445 ext.100
Fax: 255-22-2668759
E-mail: dpgs@out.ac.tz

## POSTGRADUATE STUDENTS ACADEMIC PROGRESS REPORT FORM

(To be filled and submitted, once very six months by all registered postgraduate students)

PERIOD COVERED:   FROM ………………… TO …………….….DATE……………
**A     CANDIDAT'S PARTICULARS**
   1.    Name of Candidate :…………………………………..…………………
   2.    Registration No..……………………………………………………
   3.    Address: …………………… Mobile No………………Email: ………………
   4.    Degree Proposed: ……..…………..………………………………………………
   .....…………………………………………………………….…………
   5.    Nature of Programme:  By Thesis OR Coursework and Dissertation
   …………………………………………………………………………
   6.    Research Topic: …………………………………………………………
   7.    Department, Institute and Faculty …………………………………………..

**B     SECTION TO BE COMPLETED BY A CANDIDATE**

I have done the following for my dissertation / Thesis

|  | Nothing | About a Third | Half way | Nearly completed | Completed |
|---|---|---|---|---|---|
| Literature Review |  |  |  |  |  |
| Designing of Methodology |  |  |  |  |  |
| Getting Supplies for Study |  |  |  |  |  |
| Data Analysis |  |  |  |  |  |
| Writing of Dissertation |  |  |  |  |  |
| Presentation of the Seminar(s) |  |  |  |  |  |
| Submission of required articles |  |  |  |  |  |
| Submission |  |  |  |  |  |

Candidate's Comments: ……………………………………………………….…………

Candidate's Name…………………………………………………………………………..
Signature …………………………………Date …………………………..………………..

## C    SECTION TO BE COMPLETED BY SUPERVISOR

| 1 | (a) (b) (c) | When did you last meet with the candidates? …………………………………………………………………… How often have you met the candidates during past 6 months? …………………………………………………………………… If you have not met, comments on the reasons …………………………………………………………………… …………………………………………………………………… …………………………………………………………………… …………………………………………………………………… |
|---|---|---|
| 2 | | When did you begin supervising the candidate? Date …………………… Month …………………… Year…………………… |
| 3 | | If you have just been appointed the candidates' supervisor, did the previous supervisor hand you any report on the candidates Explain ……………………………………………………………… |
| 4 | (a) (b) (c) (d) | What progress has the candidate made? …………………………………..…… Literature review ………………………………………………………….. Field work / data collection …………………………………………………… Preparation of thesis / dissertation draft …………………………………….. Others ……………………………………………………………………...... |
| 5 | (a) (b) (c) (d) | Is the candidate making satisfactory progress? ……………………………… Will he / she be able to complete the study on time? …………………………… Will he / she need time extension? ……………………………………………… If the answer above is yes how long? …………………………………………… …………………………………………………………………………………… |
| 6 | | Any other remarks…………………………………………………………… Name and signature of supervisor …………………………………………… Date …………………………………………………………………………… |

## D    SECTION TO BE COMPLETED BY THE HEAD OF DEPARTMENT

Comments on the report by the Supervisor (s)

……………………………………………………………………………………

## E    SECTION TO BE CONMPLETED BY FACULTY / INSTITUTE, DEAN / DIRECTOR

1.    Comment briefly on the supervisor's / Head of Department's report

……………………………………………………………………………………

2.    Has the candidate requested up-grading status of his / her thesis?
……………………………………………………………………………………

3.    Any other remarks?
……………………………………………………………………………………

4.    Name and signature of the Faculty / Institute Dean / Director
Name……………………………………………………………………………
Signature: …………………………….…..Date……………………………………

.

**F.   SECTION TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

1. The candidate has paid all /part /not paid his / her fees (information from Bursar's Office)
2. Other remarks: …………………………………………………………………………
………………………………………………………………………………………...…
Name: ………………………………………………………………………………...…
Signature: ……………………………………………………………………………….
Date: ……………………………………………………………………………………

NB: Delete whichever is not applicable

**F.   SECTION TO BE COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

3. The candidate has paid all /part /not paid his / her fees (information from Bursar's Office)

4. Other remarks: …………………………………………………………………………
………………………………………………………………………………………
Name: ………………………………………………………………………………
Signature: ……………………………………………………………………………
Date……………………………………………………………………………………

NB:  Delete whichever is not applicable

.

**APPENDIX VIII:   NOTICE OF INTENTION TO SUBMIT A
THESIS/DISSERTATION AND EXAMINATION
ARRANGEMENTS**

(To be completed in Triplicate)


**SECTION A: TO BE COMPLETED BY THE CANDIDATE**

1)   Name in full: ……………………………………………..

2)   Registration Number………………………………………..

3)   Telephone No: ………………………………………………..

4)   Email Address: …………………………………………..

5)   Department: ..................................................................................

6)   Faculty/Institute:..............................................................…

7)   Degree registered for: ........................................................

8)   Mode of Learning  (ODL, Evening, Executive)..................................

9)   Registration date (Note that you may be allowed to submit your Thesis for examination only if you remain with not more than six months to the minimum period of the programme which is three years for PhD and two years for Master programs): ………………………

10)   Date when oral presentation of the proposal was made: …………

11)   Number, dates, places and titles of seminar presentation (Note that it is mandatory that a candidate gives at least one seminar presentation before submitting the Thesis): Indicate whether it was a local seminar event (e.g. departmental, faculty seminar series etc.) or an international seminar event.

i)    a)    Date:........................................................................................

      b)    Seminar title: .......................................................................

      c)    Place: ...................................................................................

ii)    Date: ……..................................................................................

      b)    Seminar title: ……………………………………………………

      c)    Place: ...................................................................................

(10)   Number and titles of published papers in Journals or Conferences (Indicate dates and places):

    i) …………………………………………………………...……..

    ii) …………………………………………………………………….

    iii) ……………………………………………………………………

(11) Have you attached your TWO most recent progress reports forms? (Tick one)
(a) YES (b) NO If the answer in 10 above is 'NO' give reasons
   ………………………………………………………………….………

(12) Approved title of thesis/dissertation: ……………………………………..………

(13) Names of Approved Supervisor(s)

  i)    ....................................................................................................

Email Adresss: …………………………………………………….…..

Mobile phone number: ………………………………………………...…

  ii)    ....................................................................................................

Email Adresss: …………………………………………………….……

Mobile phone number: …………………………………………………..…

.

**CANDIDATE DECLARATION**

(13) I hereby declare that I have completed my thesis/dissertation research, and met all the requirements for the award of ……………….......................... Degree and I intend to submit my Thesis for examination within the coming three months.

Date: .........................................Signature of student: ......................

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

(14) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within 3 months from now.

First Supervisor's Name……………………………………………………........................

Signature: .....................................................Date: ...................................................

Second Supervisor's Name: …..………………………………………………………………

Signature: ..................................................Date: ...................................................

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

After consultation with supervisor(s) of the candidate, I propose that the following be considered for appointment, as examiners for the candidate's thesis/dissertation:

*(a) Potential External Examiners*

(i) Name: .............................................................................................................

Postal Address: ...................................................................................................

Email address ....................................................................................................

Mobile phone number: .......................................................................................

Landline phone number: ....................................................................................

Curriculum Vitae (attach)

(ii) Name: ............................................................................................................

Postal Address: ...................................................................................................

Email address ....................................................................................................

Mobile phone number: .......................................................................................

Landline phone number: ....................................................................................

Curriculum Vitae (attach)

(b) Proposed Internal Examiners

(i) Name: ...................................................................................

Postal Address:...................................................................................................

Email address ....................................................................................................

Mobile phone number: .......................................................................................

Landline phone number: ....................................................................................

Curriculum Vitae (attach)

(ii) Name: Postal Address: .................................................................................

Email address ....................................................................................................

Mobile phone number: .......................................................................................

Landline phone number: ....................................................................................

Curriculum Vitae (attach)

Name: (HoD): .....................................................................................................

Signature…………………………… Date ......................................................

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**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 POSTGRADUATE STUDIES**

 i) I recommend submission and proposed examination arrangement

ii) I do not recommend submission and proposed examination arrangement for the following
reasons:  ……………………………………………………………………………..………
Name ……………………………………………………….…………………………………
Signature ………………….....................................Date: …………….....................................

**SECTION F: TO BE COMPLETED BY DVC ACADEMIC**
i) I approve recommended submission and examination arrangement

ii) I do not approve recommended submission and examination arrangement for the
following reasons:……………………………………………………………………………
Name …………………………….………Signature ……………………Date:…………………

.

**APPENDIX IX: 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 X: POSTGRADUATE PROGRAMMESTHE OPEN UNIVERSITY OF TANZANIA**

### *DIRECTORATE OF POSTGRADUATE STUDIES*

P.O. Box 23409 Fax: 255-22-2668759
Dar es Salaam, Tanzania,
http://www.out.ac.tz

Tel: 255-22-2666752/2668445 ext.100
Fax: 255-22-2668759,
E-mail:drps@out.ac.tz

**OUT/PGS-F1**

### APPLICATION FORM FOR ADMISSION INTOPOSTGRADUATE PROGRAMMES

1. Applicants are required to submit **TWO COPIES** of this application form.
2. **Certified copies of certificates and associated transcripts** must be attached to and submitted with the completed form. **Any application not accompanied by the required documents will neither be processed nor acknowledged.**
3. All applications must be accompanied by an OUT receipt or a Bank Pay-In Slip showing that an **application fee** of **30,000 Tanzanian Shillings** for Tanzanian citizens has been paid to the **Research and Consultancy Account No. 0111 0101 5604** and **30 United States Dollars** for international applicants **to be paid to NBCForex Current Accountno. 0111 0500 0670.**
4. The **two copies** of the filled application form and the indicated attachments should be returned directly to:

   Director of 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 …………………................
          Sex: Male ☐     Female ☐

5. Marital Status: Single ☐     Married ☐
6. Present Employer: ………….……………………………………………………….…
7. Employed as: ……….……………………………………………………………….
8. Financial Sponsor: ……….………………………………….........................

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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 | Master of Science in Environmental Science by Thesis (MES) | |
| 12 | Master of Science in Information Technology Management (MSc ITM) | |
| | Master of Science in Computer Science (MSc CS) | |
| 13 | **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 *(MATS)-Thesis* | |
| 5 | Masters of Arts in History (*MA History*) | |
| 6 | Master of Arts in Natural Resource Assessment and Management *(MANRAM)* | |
| 7 | Master of Arts in International Development and Cooperation *(MA ICD* | |
| 8 | Masters of Science in Humanitarian Action, Cooperation &Development *(MSc HACD)* | |
| 9 | Master of Arts in Governance and Leadership (*MA GL*) | |
| 10 | Master of Arts in Kiswahili (*MA Kiswahili*) | |
| 11 | Master of Arts in Linguistics (MA Ling)-Thesis | |
| 12 | Master of Arts in Geography (*M.A. Geography)-Thesis* | |
| 13 | Master of Arts in Economics *(M.A. Econ))-Thesis* | |
| 14 | Post Graduate Diploma in Social Work *(PGDSW* | |

| 15 | Postgraduate Diploma in Policy Studies- Distance | |
|----|---------------------------------------------------|---|
| 16 | Master of Arts in Sociology Hybrid | |
| 17 | Master of Arts in Monitoring and Evaluation | |
| 18 | Master of Arts in Gender Studies | |
| 19 | **Doctor of Philosophy (PhD) in** | |

9. Indicate preferred mode of study:
**Course work and Dissertation** [  ] **Thesis** [  ]
**(If you selected 'Thesis', skip item no. 12 below)**

10. Indicate preferred mode of course work study:
**Coursework** [  ] **Thesis** [  ]

11. 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) |
|----------------|----------------|---------------------|---------------|----------------------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |

12. Professional and/or Employment Experience

| Name of Organization | Duration of Employment | Title or Position held | Job Description |
|----------------------|------------------------|------------------------|-----------------|
| | | | |
| | | | |
| | | | |

13. 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** ..................................................

14. Name two persons who are prepared to be your referees as a potential postgraduate student in your respective field of study.
 **(i)** **Name** ..............................................
  **Address** ..............................................
  **Telephone(s) no.(s)** ..............................................
  **Email address(s)** ..............................................

.

     **(ii)**    **Name**               ……......................................................

                **Address:**              ……......................................................

                **Telephone(s) no.(s)**   ..................................................

                **Email address(s)**  ……...............................................

**Signature of applicant:** ……...………....… **Date:** ……………….....................

**Section B: To be Completed by the Employer and/or Sponsor**
(To be filled even if the employer is not sponsoring the applicant)
1     Has the applicant been confirmed in his/her employment? YES/NO*
2     How long has the applicant been in service? ………………..…………………
3     If the applicant gains admission, will you release him/her for studies?    YES/NO*
4     If the applicant gains admission, will you support him/her financially?    YES/NO*
5     Any other remarks: ………………………………………….………………

**Signature of employer/sponsor:** ……………………………Date ...……………......

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**APPENDIX XI: GUIDELINES FOR PREPARATION OF A TENTATIVE RESEARCH PROPOSAL FOR REGISTRATION TO A MASTER DEGREE BY THESIS OR Ph. D DEGREE**

*NOTE*: *These guidelines are only for those applying for a degree program done purely by thesis (research) without any course work.*

**Title page**
The title page should include the following
Name of Candidate: --------------------------------------------------------------
Name(s) of Supervisor(s): -------------------------------------------------------
Dept. and Faculty/ Institute: ---------------------------------------------------
Proposed Degree: ----------------------------------------------------------------

**Title:** Give a title to the research proposal. The wording of the title should be short, comprehensive and clear; and should reflect fairly accurately the research problem. It is advisable to identify key words, issues of the research and evaluation variables when formulating the title. Please note that page number should not appear on this page.

**Abstract**
The abstract should be presented on the page just after the title page. This should summarize the contents of the whole proposal in not more than 300 words; it should be provided in a single paragraph. This page will bear roman number two (ii). Please note that all numbers should appear on top centre of each page.

**Table of contents**
The table of contents should appear just after the abstract. It should indicate page numbers of each item to be found in the research proposal. Pagination should be in roman number, continuing from the abstract.

**1.0    Introduction**
 Should provide background information to form a setting to the problem of the proposed research. It is in this chapter where the student comprehensively reviews the literature pertaining to the problem to show what other people have published on the problem citing specific authors where appropriate, what gaps of knowledge still exists, and what additional research needs to be done. Often it is useful for the student to divide the introduction section into subheadings such as:

**1.1    Back ground to the study**
    Provide background information to the problem. This section should not exceed 2 pages.

1.2    **Statement of the Problem**
    Delineate or identify the problem. This should not exceed one and half page.

**1.3    Objectives**
Spell out themain objectiveand specific objectives of the study
The applicant should show the principal objectives of the intended research, outline what gaps of knowledge will be filled through the research, and what advances will be made when the research plan is executed. Provisional hypotheses should be presented, if already formulated.

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## 1.4    Questions

The student may choose to use either research hypotheses or research questions; however depending on the nature of the study the researcher may opt to use both. Where the student chooses to use hypotheses he/she shouldprovide both null and alternative hypotheses. For every hypothesis, variables to be tested should be clearly stated. Where the student opts to use research questions he/she should use action verbs to ensure that specific objectives are measurable.

## 1.5    Literature review

Focusing attention on the relevant literature on the problem, including methods, findings by other researchers and identification of gaps in knowledge. This chapter should also include theoretical and empirical frame work. A framework is a collection of interrelated concepts, theories not necessarily so well worked-out, which guide the research, determining what things should be studied, measured, and what statistical relationships to look for. This section should not exceed 15pgs.

## 1.6    Research methodology

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

## 1.7    References

List down the references you cited in the text.  These should be listed in an alphabetical order not forgetting to start with author (s) name(s), year, title of the publication, source (eg Journal etc.), volume and pages.

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**APPENDIX XII: 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 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: ..........................

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**THE OPEN UNIVERSITY OF TANZANIA CHARTER**

The Open University of Tanzania Charter was granted in 2007. The Charter replaces the Act of parliament of 1992 that established the Open Universitry of Tanzania that was repealed by the Universities Act of 2005. Since January 2007, the Open University of Tanzania is governed by the Charter and Rules 2007.

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**ADDITIONAL ENTRY QUALIFICATIONS IN TO DEGREE PROGRMMES FOR DIPLOMA HOLDERS FOR 2021/2022 ACADEMIC YEAR**

| S/N | Programme | Code | Admission Requirements | Admission Capacity | Programme Duration (YRS) |
|---|---|---|---|---|---|
| | **Open University of Tanzania (OUT), Dar es Salaam** | | | | |
| 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, Education 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, Education 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, Journalism, MassCommunication, Records Management, Law,Banking and Finance, Customs and Tax,Development and Administration and management, Development Studies, Information Technology, Computer Science, Public Administration, Marketing and Public Relations, IndustrialRelations, Secretarial Studies, Library and Information Management, Human ResourceManagement, Citizenship, ImmigrationYouth 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, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration and management, Development Studies, Information Technology, Computer Science, Public Administration,Marketing and Public Relations, IndustrialRelations, Secretarial Studies, Library | 300 | 3-6 |

| | | | and Information Management, Human Resource Management, Citizenship, Immigration or Youth Development Work **with an average of "B" or a minimum GPA of 3.0**. | | |
|---|---|---|---|---|---|
| 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 average of "B" or a minimum GPA of 3.0.** | 200 | 3-6 |
| 7. | Bachelor of Business Administration with Education | OU008 | Diploma in Business Administration, Education, Accounting, School Inspection, Phyisical Education Marketing, Procurement, Human Resource Management, Banking, International Business, Business Administration, Financial Management, Economics, Logistics and Supply ChainManagementorFinance, **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 School Inspection, Phyisical Education**with an average of "B" or a minimum GPA of 3.0.** | 250 | 3-6 |
| 9. | Bachelor of Laws | OU012 | Diploma in Laws, Law Enforcement, Police science, Criminal Investigation,Law and Sharia,BusinessAdministration,Education Community Development, Cooperative Management and Accounting, Human Resource Management, Industrial Relations, Land ManagementandValuation,Library,Records and InformationStudies, Local Government Administration, Procurement and Logistics Management, Procurement and Supply,Procurement andSupplyManagement, PublicSector Finance Youth Development Work,Cooperative Management and Accounting, Business Information and Communication Technology, ICT, Enterprise Management, Libraryand Archival Studies, Records Management and Archives Administration, Microfinance Management **with an average of "B" or a minimum GPA of 3.0.** | 300 | 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.** | 250 | 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.** | 150 | 3-6 |
| 12. | Bachelor of Science with Education | OU015 | Diploma in Education, School Inspection, Physical Education **with an average of "B" or a minimum GPA of 3.0.** | 250 | 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.** | 250 | 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.** | 400 | 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 minimum GPA of 3.0.** | 250 | 3-6 |
| 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.** | 400 | 3-6 |

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| 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.** | 400 | 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 and Supply Chain Management, Logistic Management, Procurement and Logistics Management **with an average of "B''or a minimum GPA of 3.0.** | 250 | 3-6 |
| 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.** | 450 | 3-6 |
| 20. | Bachelor of Education in Teacher Educator | OU023 | Diploma in Education School Inspection, Physical Education**with an average of "B'' or a minimum GPA of 3.0.** | 250 | 3-6 |
| 21. | Bachelor of Education in Adult and Distance Learning | OU024 | Diploma in Education School Inspection, Physical Education **with an average of "B'' or a minimum GPA of 3.0.** | 200 | 3-6 |

| 22. | Bachelor of Education in Educational Policy and Management | OU025 | Diploma in Education School Inspection, Physical Education **with an average of "B'' or a minimum GPA of 3.0.** | 400 | 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.** | 100 | 3-6 |
| 24. | Bachelor of Arts in English Language and Linguistics | OU027 | Diploma in Education Linguistics or Kiswahili **with an average of "B'' or a minimum GPA of 3.0.** | 100 | 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.** | 250 | 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.** | 250 | 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.** | 200 | 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, YouthWork Development, Library and Information Management, Library and Information Studies or Education **with an average of "B" or a minimum GPA of 3.0.** | 300 | 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 GPA of 3.0.** | 100 | 3-6 |
| 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.** | 250 | 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.** | 100 | 3-6 |
| 35. | Bachelor of Science in Food, Nutrition and Dietetics | OU038 | Diploma in Clinical Medicine, Agriculture, ClinicalDentistry, Nutrition, Environmental Health,Nursing or Midwifery with an average of "B+" ora minimum GPA of 3.5. In addition, an applicantmust have a minimum of "D" | 150 | 3-6 |

| | | | grade in any five (5)non-religious subjects at O-Level. | | |
|---|---|---|---|---|---|
| 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.** | 250 | 3-6 |
| 37 | Bachelor of Procurement and Supply Chain Management | OU040 | Diploma in Human Resource Management,Business Administration, International Business,Accounting, Banking and Finance, Marketing,Entrepreneurship, Microfinance Management, CooperativeManagement and Accounting,Commerce, Economics, Statistics, PublicAdministration, Local Government Administration,Information Technology with Accounting, Customsand Tax, Economic Development, Statistics, YouthDevelopment Work, Office Management andSecretarial Services, Library and InformationManagement, Labour Relations, Public Relations,Social Work, Project Management, Medical Science,Nursing and Midwifery, Clearing and Forwading,Computer Application, Information Technology,Infromation Technology with Accounting, PoliceScience, Law, Criminal Investigation, Counseling,Psychology, Procurement and Supply ChainManagement, Entrepreneurship, Marketing,Enterprise Development, Procurement and Supply,Procurement and Supply Chain Management,Logistic Management, Procurement and LogisticsManagement with an average of "B'' or aminimum GPA of 3.0. | 300 | 3-6 |