THE OPEN UNIVERSITY OF TANZANIA

FACULTY OF LAW

STUDENT GUIDE BOOK 2023/2024

VISION
To be a leading open and online University in knowledge creation and application.

MISSION
To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to community for socio-economic development of Tanzania and the rest of the world

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MESSAGE FROM THE DEAN

Dear Students,

I wish to warmly welcome you to the Faculty of Law here at the Open University of Tanzania. The Faculty of Law offers nine law programmes ranging from undergraduate Programme of Bachelor of Laws (LL. B), and other 8 Postgraduate programmes up to the level of Degree of Doctor of Philosophy (PhD). The undergraduate programme aims at equipping new and continuing students with broad and comparative knowledge of the general and specific scope of law subjects under broad framework of common law legal systems for the benefit of persons and institutions in the United Republic of Tanzania, the East African Community and beyond.

In this academic year (2023-2024) the Faculty shall continue to supply students with list of earmarked statutes during examination sessions of which each student is obliged to contribute a yearly Tshs 30,000/= for use of statutes during examinations. All law programmes are regularly reviewed in order to meet the ever-changing demands of the more competitive legal professionals in the labour market. On a high note, the faculty is committed to bringing in to academic platform the social dynamics that have positively influenced the development of laws in Tanzania, Africa and the world at large.

In terms of staff, the faculty has such a pool of academic staff leading the programmes offered and is of such a blend of law academics with diverse qualifications and career backgrounds. The Faculty has further high number of its academic staff pursuing PhD in legal studies abroad and In-Country as well as those who are due to return from studies. Students, therefore, have the opportunity to tap to a diverse and vibrant legal pool of both undergraduate and postgraduate programmes which will make you stand out in the competitive labour market. The Faculty is opportune to play a role in important public education and community legal services provision through the Open University Legal Aid Clinic which has provides legal aid and education services to many needy people who cannot afford to pay for costs of legal services.

I am confident that your journey here at the Faculty of Law will be momentous and inspiring as we remain committed to providing excellent education and support to you as our students. You are advised to get hold of this student orientation handbook for this academic year for detailed information of academic programmes offered.

Dr. Rindstone Bilabamu Ezekiel
Dean- Faculty of Law
(Issued 26th October, 2023)

1.0 GENERAL ADMINISTRATION ACTIVITIES

1.1 Admission and Registration

Admission to undergraduate and none degree programmes is subject to satisfying the stipulated General University and Programme Admission Requirements as provided under The Open University of Tanzania (OUT) Prospectus.

1.2 Registration

1.2.1 Requirement for Registration

Newly admitted local students are required to pay Tshs. 210,000/= or its equivalent for international students prior to registration. The payment shall be made using control numbers generated from the student's application account used to apply for studies at the OUT. E.g., S5431/0004/2018 and password 123456, then click control number. A student may also obtain control number from any nearest OUT regional centres. Upon the payment, the student shall be given Student Academic Records Information System (SARIS) account by OUT officials that will enable course registration and learning.

1.2.2 Procedures for Course Registration

- Visit OUT website (www.out.ac.tz)
- Log into the SARIS account by using the username and password given.
- Click the course registration icon to access courses and follow the guidelines provided in the registration system.
- Confirm the course/courses registered and print the invoice for paying the remaining fee balance.
- The SARIS account is also used for examination registration, accessing online academic materials in the MOODLE platform, accessing examination results and viewing payment status.
- A student may register for all first-year courses as per programme requirements or may register for some of the courses depending on ability to study and pay for the courses.
- Adding and dropping courses is allowed during course registration.
- Any student failed to register for courses during the registration period shall not be able to access materials in the Moodle platform and is not eligible to sit for examinations.

- Dates for the course registration are provided in the OUT almanac.
- The university reserves the right to close or extend the registration period.

1.2.3 Registered Student

Newly admitted students shall be considered students of The Open University of Tanzania (officially) after paying the required initial fees and course registration.

1.2.4 Change of Study Programme

- Registered students may change programmes provided that they have entry qualifications into a programme they wish to switch to.
- The application for changing programme shall be made online through Open University Online Application System (OAS) within the first two weeks of the registration period.
- A fee of Tshs. 30,000/- or its equivalent in foreign currency shall be paid for changing a programme by international students. The payment should be made using the control number issued at the OUT regional centres.

1.2.5 Postponement and Resumption of Studies

- Application for the postponement of studies by students can be made within 14 days after the registration period. The postponement of studies shall be allowed after approval by the UGSC and Senate.
- The SARIS account of the student shall be closed during the postponement period
- A student who wishes to resume studies must request the university in writing.
- The request for the postponement and resumption of studies shall be addressed to DVC ARC under the first signature (ufs) of the Director of the OUT regional centre where the student resides.

1.2.6 De-registration from Studies After the Course registration

- Permission to withdraw from studies after the course registration shall be allowed in exceptional circumstances such as illness, personal or academic problems, or other unforeseen circumstances deemed acceptable to the university.
- Applications must follow procedures for de-registration as provided under the OUT-prospectus of 2023/24 academic year.
- Withdrawal from studies should be endorsed by the Dean of the faculty and Director of student services and approved by the Undergraduate Studies Committee (UGSC) and the Senate,
- Withdrawal from studies shall be made at the end of the academic year only.

1.2.7 Student's Identity Card

- Identity cards for registered students shall be issued by the OUT regional centre where the student registered during the registration period.
- No student shall be allowed to sit for the examination or receive other OUT services without the OUT student's identity card.

2.0 LEARNING AND TEACHING ACTIVITIES
2.1 Mode of delivery

The OUT follows an Open and online Learning mode of teaching. The mode represents a philosophy that combines the principles of learner-centeredness, lifelong learning, flexibility of learning, removal of barriers to access to education, recognition of prior learning and provision of relevant learner support

At OUT, education is delivered through a Blended mode which comprises mostly online interactivity between lecturers and students with minimum contact (face to face) sessions. The online learning activities are embedded on the Learning Management System (LMS) known as MOODLE which includes online discussion, online assignment, online seminar, online independent learning and online lecture, while the face to face sessions are mainly for field/laboratory/research/project work, teaching practice/tutorials as follows.

Real time (live) online lectures

OUT offers real time online lectures just as in any conventional university for all courses using video conference based on Zoom cloud meeting application, you are encouraged to observe a teaching timetable provided and join the online classes. The Zoom joining links will be accessed on your MOODLE account.

Recorded Online lectures

In this activity, lectures are recorded to video, audio or both then uploaded and made viewable on a MOODLE. The advantage is that, you may access online lectures posted on your designated websites anywhere in the world, at any time you wish, as long as you have an internet connection, but you can also view offline using OUT mobile App.

Online discussion

Online discussion is a collaborative tool to facilitate communication and knowledge construction. You can view content and contribute to an online discussion any time or anywhere on your computer/tablet/smart phone with an internet connection or offline using OUT mobile App.

Online assignment

Online assessment as any kind of assessment is used primarily to measure cognitive abilities, demonstrating what has been learned after a particular educational event has occurred, such as the end of an instructional unit or chapter. Online assignment is used to determine if learning is happening, to what extent and if changes need to be made for improvement of teaching and learning for both students and instructors.

Online independent study

In ODL, it is assumed that people have the potential to learn continuously in real time by interacting with their environment. Thus, OUT has created a self-directed learning environment for you to discover your own strategies for learning, sharing your knowledge and understanding. Therefore, this student-centred learning approach requires you to make your own decisions and do most of the work.

Your will find the interactive learning material on your MOODLE account.

Face to face sessions

Face-to-face learning is an instructional method where course content and learning materials are delivered in person to the students, this teaching approach is common in conventional universities. However, at OUT, being a distance learning institution, this teaching method has been mostly replaced by real time online lectures and real time online seminars which allows for a live interaction between a learner and an instructor, a student can get a lecture anywhere in the world. Nevertheless, in some programs a few face-to-face sessions have been retained particularly for non-degree programs.

2.2   Units and Dissertation
2.2.1 Units
- Each programme has a required number of units for the student to qualify for graduation. The number of units assigned to a course indicates the study time associated with a course in a year.
- The contents of the units constitute the basic information that you must know, and therefore it should be studied systematically, lecture by lecture. The lectures are divided into six areas of knowledge.
- The main purpose of dividing the lectures into six knowledge areas is to help you understand the subject more easily.
- Each lecture includes some activities. The activities normally involve presenting you with a problem or a question to respond to, and where possible, answers or suggested answers are given for self-testing.
- It is necessary to work through the question thoroughly before checking on the solutions or answers. It is also recommended that you discuss your responses with your colleagues or the field lecturer.
- In case of challenges in understanding the subject, you may interact with a lecturer in question through Moodle platform or during the real-time lectures conducted through the online teleconference software known as Zoom.

2.2.2   Dissertation
All students studying Bachelor of Laws must write a dissertation during the third year.

2.3 Attendance

Students are required to attend the orientation, all scheduled Zoom classes and the moot court.

2.4 Examinations and Assessments

- Examinations are administered by the Directorate of Teaching and Learning Services (DTLES). Students enrolled on an undergraduate degree programme are assessed by coursework and examinations.
- The course work includes online Moodle assignments and the Main Test. A student may choose to do moodle assignment or Main Timed Test and they do both constitute 30% of the marks.
- The Annual Examination done at the end of the academic year carries 70% of the marks.
- Students who fail to sit for the annual examination shall be eligible to sit for the special examination or on-demand examination depending on the timetable issued by the DTLES
- Students should sit for all registered main tests and examinations.

2.5 Eligibility to Sit for Main Test and Annual Examinations

- A student must pay the required tuition and examination fees.
- Must register for the examination four (4) weeks before the commencement of examination sessions.
- The student shall use the SARIS account to register for the examination.
- Only students registered for examinations shall be permitted to sit for the main test and the annual examination of the registered courses.
- Students are required to sit for examinations at the centres where they registered. In case of any emergency, the student may sit for the examination at any nearest OUT centre provided they have a student ID and a hall ticket for the registered examinations.

2.6 Supplementary and Repeat of Examinations

- A student who fails to obtain a pass mark of 40% for both coursework and annual examination shall be required to sit for the supplementary examination.
- A student fails to clear the supplementary examination will be required to repeat the course by doing both the main test and the annual examination.
- A student repeating the examination is required to pay a new tuition and examination fee for that particular course. A student who passes a supplementary shall always pass at grade "C" in the respective course.

2.7 Examination Regulations

- Students are not allowed to sit for an examination if they have not registered for the examination in question or completed the proper course or have not settled any fees due to the university.
- Students should read the examination timetable carefully and take note of the dates, times and venues of examinations.
- Students should arrive at the examination venue at least 30 minutes before the scheduled time of the examination. Once they enter the examination venue, they should sit according to the seating plan provided.
- Students will not be allowed to enter the examination venue after the first 30 minutes of the examination.
- Students are not allowed to leave the examination venue after they enter the examination venue during the first 30 minutes after the examination has started (except with the permission of the Chief Invigilator).
- Students should bring their Student identity card and hall ticket and put them at the top right-hand corner of the desk throughout the examination. Students without any such identification may not be allowed to sit for the examination.
- Before entering the examination venue, students should make sure that unauthorized articles/items (e.g. books, manuscripts, notes, paper and all kinds of electronic/communication devices such as mobile phones, iPod, MP3 players, electronic dictionaries, databank

watches) are taken out from their pockets and placed inside their bags. Mobile phones/electronic devices must be turned off.

- Once they have entered the examination venue, students should place their bags at a place directed by the Chief Invigilator.
- Students must not turn over the pages of the examination question paper and should not start writing until they are instructed to do so.
- Students should remain silent once they enter the examination venue. They must not talk to each other or disturb other students. If they have questions, they should raise up their hands and wait patiently for an invigilator.
- Students wish to leave the examination venue temporarily during an examination session should only leave with the invigilator's permission.
- Before a student leaves a venue, the invigilator has the right to check whether the student has placed any unauthorized articles/items in his/her pocket(s).
- Students completed their examination and wish to leave the venue early during an examination session should submit their booklet to the chief invigilator and sign the examination attendance and the master list.
- A student found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data shall receive zero marks for the course. In addition, the case will be submitted to the examination irregularity Committee for further action.
- Students found to have committed academic dishonesty may be suspended or discontinued from studies at the OUT. (see prospectus)
- Students have the sole responsibility to ensure that the examination regulations are observed and complied with. Students found to have breached any of the examination regulations will be subject to penalty or disqualification.

2.8   Assessment Grading System
- Letter grades are used to indicate the results of assessments. The number of grade points gained by a

student in a particular course corresponds to the letter grade.

- Grade A (i.e., A) indicates that a student has an excellent performance in all Intended Learning Outcomes (ILOs) and a thorough mastery of the subject matter.
- Grade B (i.e., B+ and B) indicates that a student has a good performance in all ILOs and is competent in knowledge of the subject matter, or the student has an excellent performance in the majority of the ILOs and is competent in knowledge of the subject matter.
- Grade C (i.e., C) indicates that a student has a satisfactory performance in all ILOs and an acceptable level of knowledge of the course;
- Grade D indicates that a student has a satisfactory but does not allow him/her to proceed to more advanced work in the subject area.
- Grade E indicates unsatisfactory performance in the majority of the ILOs.
- Grade F indicates total fail

2.9   Grade Point Average (GPA)

- The Grade Point Average (GPA) is an important indicator of the academic standing of a student. It is obtained by adding all the grade points gained and dividing the sum by the number of attempted units.
- Students must obtain a passing grade in all courses required in the programme.

The grading system for Diploma and certificates approved by NACTE

NACTE Grading System for Certificate & Diploma				
NACTE NTA Level	Score Range	Grade	Grade Point	Definition
NTA Level 4 & NTA Level 5	80-100	A	4	Excellent
	65-79	B	3	Good
	50-64	C	2	Pass
	40-49	D	1	Poor
	0-39	F	0	Failure
	-	I	0	Incomplete
	-	Q	0	Disqualification
NTA Level 6	75-100	A	5	Excellent
	65-74	B+	4	Very Good
	55-64	B	3	Good

	45-54	C	2	Average
	35-44	D	1	Poor
	0-34	F	0	Failure
	-	Q	0	Disqualification

The grading system for Diploma and Certificates approved by TCU

TCU Grading System for Certificate & Diploma					
Marks (%)	80-100	65-79	50-64	40-49	0-39
Letter Grade	A	B	C	D	E
Grade Points	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

The grading system for Bachelor's Degree programmes approved by TCU

Marks(%)	70-100	60-69	50-59	40-49	35-39	0-34
Letter Grade	A	B+	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good	Good	Satisfactory	Weak	Poor

2.10   Academic Results

- Students' academic results are officially posted to students; SARIS accounts immediately after the marking is complete. Hence, candidates can promptly access their results through SARIS accounts.
- Students should report any missing or inaccuracy or inconsistency in the academic records immediately after the release of the results.
- The request for missing results should be made by email to the head of departments through directors of regional centres for easy follow up.

2.11   Graduation Requirements

Students are approved for graduation by the Senate after fulfilling all the graduation requirements stipulated by the university. These requirements include general university requirements, programme requirements unit and grade point average requirements.

3.0   STUDENT SUPPORT SERVICES
3.1   OUT Regional Resource Centers
- Regional centres form a component of the administrative structure of The Open University of Tanzania. They are located in all regions of Tanzania, Mainland and Zanzibar.
- Roles of the regional centres include, but are not limited to, administrative activities such as application processes, issuing admission letters, registration, organizing orientation, examination venues, examination invigilation, tutoring and counselling, providing teaching and learning facilities, organizing public lectures, discussion groups, workshops and seminars and dissemination of information about The Open University of Tanzania programmes.

3.2   Institute of Education Information Management and Technology (IEMT)
- The IEMT is the primary information technology provider for the OUT. Services provided by the IEMT include the maintenance of the University's Information technology network and website, email services, installation of hardware and software, supporting faculties and departments to maintain and use ICT equipment, maintaining an e-learning management system in enhancing academic activities, supervision of admission and registration system.
- The HQ and all regional centres are connected with free internet to facilitate teaching and learning activities.
- The IEMT conducts tailor-made training for students to improve ICT skills.
- All students are required to have IT gadgets such as smartphones and laptops.

3.3   Supplementary Reading Materials
In addition to the study units and essential reading texts, important books are recommended to students in each area of study. This enables students to see alternative views on the subject or to reinforce the information presented in the study units. Your attention should be drawn to the updates in materials and information.

3.3.1 Library Facilities

- OUT Library Services comprises the main library at the head office at Kinondoni Dar es Salaam and mini-libraries in the regional centres
- The library is a place for study and provides reading materials in both hard and soft copies to supplement your study materials.
- Membership and access to library services is open to all undergraduate students
- Library open from Monday to Friday; from 08.45 a.m. to 9.00 p.m. Saturday 10.00 a.m. to 9.00 p.m. and Sundays and Public Holidays 10.00 a.m. to 2.00 for main library. For regional centres mini libraries, the time is 8.00 am to 4.00 pm.
- Services offered at the library include; - e-library services, information literacy training, reading and studying facilities, leading books and other documents, reference services, newspapers and internet services.
- More details on how to accesses materials are provided in the Directorate speech.

3.3.2 Information Service

- The university almanac lists all academic events and their schedules.
- Examination timetable
- Real-time zoom lectures timetable
- Client service charter

3.4 Students with special needs

- The OUT has a special unit for helping students with special needs. The unit is located at the head office, Kinondoni. Dar es salaam.
- The services offered include ICT literacy training, whereby students with special needs are facilitated to access study materials and communicate with each other.
- At the regional centres, OUT staff provide special services to special needs students.

4.0 PROGRAMMES ON OFFER
4.1 LLB programme structure

Student is required to complete 42 units to qualify for LL. B bachelor degree award excluding compulsory non-credit course.

Level 1

Code	Title	Status	Credits	Units
OLW 121	Constitution and Legal system of East Africa	core	20	2
OLW 122	Criminal Law and Procedure	core	20	2
OLW 123	Law of Contract	core	20	2
OLW 124	Legal Method	core	20	2
OLW 125	Arbitration and alternative Dispute Resolution	core	20	2
OLW 126 *	Communication Skills for Lawyers	core	10	1
OLW127 *	Computer Skills for Lawyers	core	10	1
OLW 128 *	Development Studies	core	10	1
	Total		100	10

Level 2

Code	Title	Status	Credits	Units
OLW 221	Administrative Law	core	20	2
OLW 222	Law of Evidence	core	20	2
OLW 223	Land Law	core	20	2
OLW 224	Law of Torts	core	20	2
OLW 225	Family Law	core	20	2
OLW 226	Succession and Trust	core	20	2
OLW 227	Public International law	Core	20	2
	total		140	14

Plus, not less than two (2) elective courses

Level 3

Code	Title	Status	Credits	Units
OLW 321	Jurisprudence	core	20	2
OLW 322	Civil Procedure	core	20	2
OLW 323	Legal Research and LL.B dissertation	core	30	3
OLW 326	Labour Law	core	20	2
OLW 327	Law of Business Associations, Cooperatives and Public Enterprises	core	20	2
OLW 330	Private International Law	core	20	2
OLW 331	Legal Ethics	core	20	2
	Total			15

* Compulsory non-credit Course

Elective courses (Not less than two courses should be taken in 2ⁿᵈ and 3ʳᵈ year)

Code	Course Title	Elective	Credits	Units
OLW 324	Commercial Law	elective	10	1
OLW 325	Islamic Law	elective	10	1
OLW 328	Tax Law	elective	10	1
OLW 329	Intellectual property law	elective	10	1
OLW 333	International Criminal Law	elective	10	1
OLW 334	Information Technology Law	elective	10	1
OLW 332	Human Rights Law	elective	10	1
OLW 335	Banking Law	elective	10	1
OLW 336	Insolvency and Bankruptcy Law	elective	10	1
OLW 337	Criminology and Penology	elective	10	1
OLW 338	Environmental Law	elective	10	1
OLW 339	Legal Aspects of International Trade and Investment	Elective	10	1

General Regulations for a Compulsory Research Paper OLW 303 /323

1. **Eligibility and Procedure for Compulsory Research Paper Supervision**

    (i) A student shall only be legible for allocation of supervisor upon successful completion of all 100, 200 series subjects and has no any outstanding incomplete or supplementary subjects in those series.

    (ii) An eligible student shall make an application for allocation of research supervisor by a formal letter or prescribed form issued by the Research Coordinator. All applications for allocation of supervisors must be addressed to the Research Coordinator by using one of the following contacts: - Research Coordinator Faculty of Law P.O. Box 31741, Dar es Salaam, E-mail research.flaw@out.ac.tz and copy to dflaw@out.ac.tz

    (iii) Every application for allocation of supervisor must contain the following information: - Full names of the student, date, registration number; contact details, i.e. Postal office and e-mail addresses, mobile phone numbers, Student's Regional centre; title of the proposed research topic, copy of statement of results obtained from SARIS account and Student's signature.

    (iv) Call for application of research supervision shall be made by the Research Coordinator addressed to all eligible

students immediately after the May/June preliminary results are announced by the Directorate of the Examination Syndicate (DTLES). The Research Coordinator shall commence the official business of receiving and processing formal applications from 1st August of each academic year and the exercise shall proceed up to 15th September of the same academic year and this date shall be the deadline.

(v) For avoidance of doubt, the Research Coordinator shall not receive and/or process any application submitted before the announcement for call of application for supervision or after the deadline of such call has passed.

(vi) The Research Coordinator shall allocate students for supervision after considering the nature of the student's research title.

(vii) Strictly no change of the research supervisor shall be permitted except where the supervisor has resigned, terminated employment, or has gone for study leave making it impossible to continue with the supervision or long illness of a supervisor, and such other reasons which may be considered by the Research Coordinator as strong and compelling.

2. Candidate's Duties and Obligations

(i) Every student and shall be required to acquaint himself/herself with the Regulations and Guidelines for writing an LL. B Compulsory Research Paper

(ii) A student shall be required to formulate an appropriate research proposal which must be approved by his/her research supervisor before he/she proceeds to undertake LL. B Dissertation. A supervisor shall ensure that this stage is utilized in order to impart basic skills/techniques of doing legal research.

(iii) Every student shall maintain regular contact/communication with the supervisor in accordance with the agreed work plan and shall be expected to exercise the acceptable level of maturity, honesty and integrity during the whole period of research supervision.

(iv) Every student shall be required to complete his/her LL. B Compulsory Research Paper in a period of two (2) years from the date of allocation to supervisor. In case of failure to complete his/her research paper within the required

period, a student may be required to make a fresh application for a different topic and be allocated to another supervisor.

(v) Every student shall ensure that the standard of research including content, style and format of research at the Faculty of Law is followed.

(vi) A student shall always act and ensure that has incorporated comments given by the supervisor and maintains satisfactory progress.

3. **Submission of Final LL. B Research Paper**
(i) The length of every **LL. B** Research Paper shall be between 40 and 50 pages. Longer papers may be submitted subject to authorization by a supervisor.

(ii) After satisfactorily completing all corrections recommended by the research supervisor, a student shall submit 4 copies of fully hard bound LL. B Research Paper in the cover of black colour.

(iii) The deadline for submission of final LL. B Research Paper shall be the 31st July each academic year.

4. **Examination of LL. B Research Paper**
(i) Every LL. B Research Paper shall be examined in three parts namely written work (research report), assignment/ test and *oral examination* by way of student's face to face presentation before a panel of examiners composed of academic staff from the faculty of law.

(ii) As a general rule, the *oral examination* may be arranged for any student at any time. However, for practical convenience Viva voce shall be conducted during face to face sessions and/or after May/June examinations but not later than 1st September in each academic year.

(iii)A written work (research report) shall carry 30%, Assignment/ Main Timed Test shall carry 30%, and the oral examination shall carry 40%.

(iv) In each *face to face oral examination* exercise there shall be constituted of a panel of three (3) examiners from among academic staff of the Faculty of Law of The Open University of Tanzania. The constituted panel of examiners shall elect one person among them to act as a chairperson of the *oral examination* panel.

(v) That LL. B *oral examination* panel shall be conducted in Regional Centers or Zonal centres as the case may be, and all Directors of the Regional Centers shall facilitate the logistical aspects of for the conduct of the oral examination panel in their respective centers.

(vi) Prior to any *oral examination* panel, each member of the panel must certify that he/she had read the *LL. B Research Paper* that is subject of the oral examination.

(vii) During the *oral examination*, every candidate shall be assessed on the following components: research title: whether it has been correctly and clearly stated by the student and it does address acceptable legal issue; ability to explain the statement of the problem, research hypotheses/research questions; ability to explain the research objective(s); ability to explain the methodology used in his/her work; ability to outline in summary form her/his research findings; (f) an understanding of the student's recommendations.

(viii) Besides grading by the *oral examination* panel, the panel of examiners shall have the mandate to make any recommendation on the quality of the research of a student being examined, including an order that a student should make corrections after marks have been awarded, or re-write his/her work in accordance with the Faculty regulations/requirements.

(ix) In case the panel of examiners during *face to face oral examination* discovers that a student's .Research paper lacks originality for being either fully or partially copied/plagiarized from clearly known sources in violation of known rules of academic writing , it shall nullify the whole work and direct the student to make fresh application for allocation of supervisor on a research title different from the one that has been nullified, but only if copying is not substantial, OR report the case and recommend for disciplinary measures before University Authority through integrity committee dealing with examination irregularities which include cheating during examinations if evidence of extra-ordinary level of plagiarism is sufficient.

(x) Students shall not be subjected to power point presentation during *face to face oral examination*. Each student shall be given ten (10) minutes to outline briefly what the LL. B

dissertation contains. The panel of examiners shall spend no more than fifteen (15) minutes in questioning the student.

5. **Procedure of submission of LL. B Research Paper to the Co-coordinator**

   (i) There shall be maintained at the Faculty of Law a permanent register for recording all particulars of every student who submits his/her research. The register shall capture the student's full name, registration number, title of the research, regional centre, contact details (mobile phone numbers, e-mails, and postal address), date of submission, name of supervisor, total number of pages of the *LL. B Research Paper*, student's signature, and the signature of the Research Coordinator or authorized officer to receive the *Research Paper* on behalf of the Coordinator.

   (ii) No any research supervisor shall be responsible for receiving, carrying and submitting the student's *LL. B Research Paper* to the Research Coordinator or the Faculty as this shall remain the sole responsibility of the student.

   (iii) Out of the four (4) copies of the submitted *LL. B Research Paper*, one copy shall bear the student's marks (grade) awarded by his/her supervisor, and this shall be kept separate for purposes of official use and this copy shall neither be permitted to be seen by the examined student nor to be returned to him/her as student's own personal copy.

5.0 FEES STRUCTURE

5.1 Bachelor Degree - Tuition fee (Payable to the University)

Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
Bachelor of Laws	39	3	42	2,340,000	300,000	30,000	20,000	2,690,000

Plus

5.1.1 Direct University Costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.
10	Statutes for examination	30,000	Paid per each academic year

Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

6.0   IMPORTANT CONTACTS

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