



**TANZANIA INSTITUTE OF ACCOUNTANCY
(TIA)**

PROSPECTUS

2023/2024

LIST OF ABBREVIATIONS

ACSEE	Advanced Certificate of Secondary Education
CBET	Competence-Based Education and Training
CSEE	Ordinary Certificate of Secondary Education
DSA	Dar es Salaam School of Accountancy
GPA	Grade Point Average
MAB	Ministerial Advisory Board
NACTE	National Accreditation Council for Technical Education
NBAA	National Board of Accountants and Auditors
NHIF	National Health Insurance Fund
NTA	National Technical Award
NVA	National Vocational Awards
PSPTB	Procurement and Supplies Professionals and Technicians Board
TCU	Tanzania Commission for Universities
TIA	Tanzania Institute of Accountancy
TIASO	Tanzania Institute of Accountancy Students Organization

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1.0 BACKGROUND INFORMATION

1.1 HISTORICAL BACKGROUND, ESTABLISHMENT AND MANDATE

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

TIA was established as a Government Executive Agency under the Ministry of Finance in accordance with the Executive Agencies (THE TANZANIA INSTITUTE OF ACCOUNTANCY) (ESTABLISHMENT) Order, G.N No. 489 of 2002 (as amended) as per section 3 of the Executive Agencies Act. Cap 245 R.E of 2002.

On 1st July 2002 the ESTABLISHMENT Order, G.N.No.489 mandated TIA to provide Education, Research and Consultancy in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and other business-related academic disciplines.

TIA as a higher learning institution is accredited by NACTE and its programmes are recognised by NBAA and PSPTB for exemption in Professional Examinations. TIA has seven campuses strategically located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza, Kigoma and Zanzibar to be close to its customers countrywide.

1.2 VISION, MISSION AND OBJECTIVES

1.2.1 Vision

“To be the Institute of Excellence in the provision of Quality Business Education, Research and Consultancy services

1.2.2 Mission

“To provide quality education, research and consultancy services in the areas of accountancy, procurement and other business-related disciplines to public and private sectors.”

1.2.3 Core Values

TIA envisages modeling, upholding and promoting the following values:

1. **Excellence:** We work to achieve the highest standards in everything we do
2. **Integrity:** We strive to be transparent, honest and accountable in all areas of operation.
3. **Collaboration:** We work together with other Institutions as well as partners and donors to positively impact our activities.
4. **Innovation:** We strive to continually find new ways to improve and overcome emerging challenges.
5. **Professionalism:** We adhere to uphold high quality academic status, ethical and quality standards to enhance professional competency by providing quality education to all.

1.2.4 Objectives

1. Non-communicable diseases, HIV AIDS infections reduced and supportive services improved.
2. Implementation of National Anti-corruption strategy enhanced and corruption incidences reduced.
3. Quality of Education improved.
4. Research and Consultancy Services strengthened and improved.
5. Revenue generation enhanced to sustain Institutes operations.
6. Staff performance and human resource management improved.
7. Financial and Procurement management systems improved

1.2.5 TIA Motto

“Education for Efficiency”

2.0 GOVERNANCE OF TIA

2.1 MINISTERIAL ADVISORY BOARD (MAB)

1.	Advocate. Said Musendo Chiguma	Chairperson
2.	Dr. Leonada Mwangike	Member
3.	Dr. Nicolaus Shombe	Member
4.	Mrs. Mystica Mapunda Ngongi	Member
5.	Mr. Thabit Dokodoko	Member
6.	Ms. Emma Lyimo	Member
7.	Prof. William Amos Pallangyo	Secretary

2.1.1 Responsibilities of Ministerial Advisory Board

1. Development and maintenance of a policy framework;
2. Setting of objectives for the Institute;
3. Acceptability of the Chief Executive's Strategic and Business plans and associated budgets;
4. Setting of priorities and annual performance targets for the Institute;
5. Acceptability of the Annual Report and Financial Statements;
6. Evaluation of Institute's performance;
7. Any other matter provided for, under the Executive Agencies Act. Cap 245 R.E. 2002; and
8. Any other matters affecting the Institute's activities as the Minister may from time to time refer to the Board.

2.2 THE MANAGEMENT TEAM

2.2.1 SENIOR MANAGEMENT

1. Rector

Prof. William Amos Pallangyo

PhD (Development Policy and Mgt) (University of Manchester); Masters of Governance and Development (University of Antwerp, Belgium); Advanced Diploma in Public Administration (IDM)
Email: william.pallangyo@tia.ac.tz

2. Deputy Rector: Academic, Research and Consultancy

Dr. Momole A. Kasambala

PhD (Econ) (SUA), MSc. Agric. Econ (SUA) BSc. Agric. Gen. (SUA)
Email: momole.kasambala@tia.ac.tz

3. Deputy Rector: Planning, Finance and Administration

Dr. Issaya B. Hassanal

PhD (Management) (MU); MPA (MU), BA (PA) (Honours) (UDSM)
Email: issaya.hassanal@tia.ac.tz

2.2.2 DIRECTORATE DEPARTMENTS

1. Director of Human Resource Management and Administration

Mr. Mabeba N. Thomas

MSc. Human Resources Mgt (MU); BPA (Public service Mgt) (MU); Dip. In International Relations & Diplomacy (CFR), Dip. in Journalism (TIME), Dip. in Business Administration, Certificate of Proficiency of Human Resource Management
Email: mabeba.nyamara@tia.ac.tz

2. **Director of Academic Affairs** **Dr. Mugisha K. Kamala**
PhD (Public Admin.) UDOM; MBA (Financial, Management) TIU- London., BA (Hons) UDSM
Email: mugisha.kamala@tia.ac.tz

3. **Director of Student's Services** **Ms. Lucina L. Comino**
MPA (MU); ADHRM (ISW); Diploma in Education.
Email: lucina.comino@tia.ac.tz

4. **Director of Academic Support Services** **Dr. Modest P. Assenga**
PhD (Acc) UK; APGDBA (UK); MBA (F&B) (MU);
CPA (T); ADA (TIA)
Email: modest.assenga@tia.ac.tz

5. **Director of Finance and Accounting** **CPA. Burkad Paul. Haule**
CPA (T); MSc Acc & Fin (MU); ADA (IAA)
Email: burkard.haule@tia.ac.tz

6. **Director of Planning and Development** **Mr. Oyombe E. Simba**
MA. Economics (MU); BAE (MU)
Email: oyombe.simba@tia.ac.tz

7. **Director of Library Service** **Dr. Bahati G. Shagama**
PhD (Rural Development) (SUA);
MPA (HRM) (MU); ADPA (IDM)
PGD (Education) (OUT); MCED (OUT);
Email bahati.shagama@tia.ac..tz

8. **Director of Research, Consultancy & Publications** **Dr. Gorah A. K. Abdallah**
PhD (Entrepreneurship-Small Business), Vrije Universiteit (Netherlands); Master of Philosophy (MPhil), MBA (F&B) (MU), Postgraduate Diploma in Research Methods Skill (RMA), CPA (T);
ADA(IFM)
Email : gorah.abdallah@tia.ac.tz

2.2.3 HEADS OF UNITS

- 1. Legal Services Unit**

Mr. Said B.M Mayunga
LLM (MU) ADHA (IDM), LL. B (Hons)
(UDSM), Advocate (HCT)
Email: said.mayunga@tia.ac.tz
- 2. Quality Assurance Unit**

Dr. Aniceth K. Mpanju
PhD (Business Admn.) (MSM);
MBA(Finance and Banking)(MU);
ADEP(IDM)
Email : aniceth.mpanju@tia.ac.tz
- 3. Chief Internal Auditor unit:**

CPA. Elias D. Msabi
CPA (T); MBA(Finance) (UDSM); ADCA (IDM)
Email: elias.msabi@tia.ac.tz
- 4. Head: Procurement Management Unit**

Mr. Geoffrey J. Magembe
Msc. Procurement and Supply Mgt-(MU);
BBA(MU); CPSP(T)
Email: geoffrey.magembe@tia.ac.tz
- 5. Head: Marketing and Communication**

Ms. Lilian M. Rugaitika
MBA (HRM)(UDSM), B.COM
(Mktg)(UDSM); DBA(Mktg) (CBE)
Email: lilian.rugaitika@tia.ac.tz
- 6. Head: Information Communication Technology**

Mr. Gideon M. Ndalul
MSc. Engineering Management (UDSM);
B. Computer Application (*Bharati Vidyapeeth Univ*) (India)
Email: gideon.ndalu@tia.ac.tz

2.2.4 CAMPUS DIRECTORS

- 1. Mbeya**

Dr. Elimeleck P. Akyoo
PhD (Rural Development) (SUA); PGD (Poverty Analysis - ISS) (Hague); MCED (OUT); MS (Mgt of Dev't (VHLU); Bsc. (Agri.Ed & Ext) (SUA)
Email: elimezeck.akyoo@tia.ac.tz
- 2. Singida**

Dr. James E. Mrema
PhD (Human Resource Mgt) (Achary NagarJuna University) India, MBA (UDSM), Bachelor of Arts (UDSM)
Email: james.mrema@tia.ac.tz
- 3. Mtwara**

Dr. Godwin S. Mollel
PhD (Law) (APG-Shimla University) India; LLM (MU); LLB (MU); PGD in Legal Practice (Law School of Tanzania); Advocate of the High Court of Tanzania
Email: godwin.mollel@tia.ac.tz
- 4. Mwanza**

Dr. Honest F. Kimario
PhD (Business Administration) UDOM; CPSP (PSPTB); MSc. PSCM (MU); BA (PSM)(MUCCOBS)
Email: honest.kimario@tia.ac.tz
- 5. Kigoma**

Dr. Florence W. Sitima
PhD (Economics)(UDSM);MSc. (Econ) (Eco. Policy &Planning) (MU); BA. Ed (UDSM); Dip-Ed (Monduli).
Email address: florence.sitima@tia.ac.tz

6. Campus Manager Zanzibar

Dr. Mohammed A. Baloz

PhD (HRM) (UUM-Malasya),
MHRM (UUM-Malasya), BPA & HRM
(Zanzibar University)

Email : mohamed.balozi@tia.ac.tz

2.2.5 DAR ES SALAAM HEAD OF SECTIONS

1. Human Resources Management Studies

Dr. Anthony Bonaventure. Mzurikwao

PhD (LAW) (UDSM); LLM (UDSM);
LLB (Hons) (UDSM); Advocate (HTC)

Email: anthony.mzurikwao@tia.ac.tz

2. Accounting and Finance Studies

Ms. Suma Mwankemwa

MSc. (Accounting & Finance) (MU), Adv. Dip in
Banking (IFM)

Email: suma.mwankemwa@tia.ac.tz

3. Public Sector Accounting and Finance Studies

Mr. Imani A. Mwang'eka

M. A. Linguistics (UDOM); BA. Education in
Language (TEKU); Cert. of Education (Mpuguso
TTC)

Email: imani.mwangeka@tia.ac.tz

4. Procurement and Supplies Studies

Dr. Hemed Juma Msuya

PhD (Business Administration) UDSM;
CPSP (T); MBA (Logistics Mgt) (Coventry); BBA
(PLM) (MU)

Email: hemed.msuya@tia.ac.tz

5. Marketing and Relations studies

Mr. Alex R. Marwa

Msc-Marketing Mgt (MU); ADBA (CBE)

Email: alex.marwa@tia.ac.tz

6. Business Administration studies

Ms. Christina E. Mnene

Master of International Trade (UDSM), Bachelor of
Arts (Econ) (UDSM)

Email: christina.mnene@tia.ac.tz

- 7. Postgraduate**
Dr. Samwel M. Werema
 PhD (Accounting and Finance) University of Strathclyde; MBA (UDSM); Bachelor of Commerce (UDSM), CPA (T)
 Email: samwel.werema@tia.ac.tz
- 8. Outreach Programmes**
Dr. Yohana Maiga Marwa
 PhD (Mathematics) PAU; Msc (Mathematical Modelling) UDSM; Bsc. With Education (UDSM)
 Email: yohana.marwa@tia.ac.tz
- 9. Certification**
Mr. Daudi M. Mashauri
 MSc. Eng. Info. Sec (HUST, Hubei –China); BSc. ESC (Hons) (UDSM)
 Email: daudi.mashauri@tia.ac.tz
- 10. Consultancy Bureau Unit**
Dr. Mwita S. Mkami
 PhD (Education)(OUT); MA(Education) (UDOM); BAE (MGT and Administration) (UDOM)
 Email: mwita.mkami@tia.ac.tz
- 11. Managing Editors (AJASSS)**
Dr. Seule M. Nzowa
 PhD (Marketing)(OUT); MBA (UDSM); BA (EDUCATION) UDSM
 Email: seule.nzowa@tia.ac.tz
- 12. Career Development Programme**
Mr. Iman S. Matonya
 MBA (Finance) (UDOM); BA (Marketing) (St. John)
 Email: imani.matonya@tia.ac.tz
- 13. Publication and Short Courses**
Ms. Dorah N. Chenyambuga
 MSc. Marketing (Metropolitan Un) UK. BA. Mass Communication (SAUT)
 Email: dorah.chenyambuga@tia.ac.tz

- 14. Examination** **Mr. Wilson P. Mwakyusa**
MBA (IT Mgt); PGDIT (UDSM); PGDISD (HUAS-Netherlands); BSc. Ed (UDSM)
Email: wilson.mwakyusa@tia.ac.tz
- 15. Admission** **Dr. Baraka H. Kamwela**
PhD (Business Administration) (OUT); MBA (Corporate Management) (MU), BA. Ed (Hons) (UDSM).
Email: baraka.kamwela@tia.ac.tz
- 16. Manager of Human Resource and Administration** **Ms. Witness S. Mbura**
Msc.HRM(MU);BPA(Public Svc Mgt)(MU); PHR(TPSC)
Email: witness.mbura@tia.ac.tz
- 17. Estate Manager** **Eng. Masuhuko M. Nkuba**
MSc. Water Resource mgt (UDSM); Bsc.IN Engineering (UDSM); Reg. Prof Eng. Na. 3089,
Email: masuhuko.nkuba@tia.ac.tz
- 18. Expenditure Unit** **CPA. Hassan M. Mlimbwa**
MBA (UDSM); Bachelor of Commerce (UDSM); CPA T; Diploma of IPSAS
Email: hassan.mlimbwa@tia.ac.tz
- 19. Revenue Unit** **Mr. Mgeni Mohamed Adam**
Msc. Accounting and Finance (MU); Adv.Dipl in Accountancy (TIA)
Email: mgeni.adam@tia.ac.tz
- 20. Coordinator of Zanzibar Campus** **Mr. Haji A. Juma**
MA of Information Studies (UDSM); BA (Library & Information Studies) (Tumaini University)
Email: haji2.juma@tia.ac.tz
- 21. Library Documentation** **Mr. Hamad R. Tawan**
MA. Information Studies (UDSM); BA library information studies (Tumaini University)
Email: hamad.tawan@tia.ac.tz

22. Library Digital

Mr. Musa H. Lipala

MA. Information studies (UDSM);

B (EDUCATION)(UDSM)

Email: musa.lipala@tia.ac.tz

2.3 CAMPUS COORDINATORS

2.3.1 PROGRAMME SERVICE COORDINATORS

1. MBEYA

Mr. Nyandwi D. Murihano

MSc. PSCM (MU); ADPS(TIA)

Email : nyandwi.murihano@tia.ac.tz

2. SINGIDA

Mrs. Flora K. Lemnge

Msc. PSCM (MU); Adv. Dipl in Accountancy (IAA)

Email : flora.lemnge@tia.ac.tz

3. MWANZA

Mr. Baltazar C. Mwita

MBA (UDOM); BSc. Ed (UDSM)

Email address: baltazar.mwita@tia.ac.tz

4. MTWARA

Mr. Ephraim S. Nnunduma

MPA (MU); B. Ed (Hons) (UDSM); Dip Ed

Email: ephraim.nduma@tia.ac.tz

5. KIGOMA

Mr. Kephass Ugula

LLM (UDSM); BA.PS & PA (UDSM); LLB (OUT)

Email: kephas.ugula@tia.ac.tz

2.4 ACADEMIC SUPPORT SERVICES

2.4.1 COORDINATORS

1. MBEYA

Mr. Mashaka S. Mbugi

Msc. (Local Gvt mgt) (MU); ADA (TIA); Cert. (GG)

Email : mashaka.mbugi@tia.ac.tz

2. SINGIDA

Mr. Mohamed A. Kaluse

MBA(Finance) UDOM; BAF(MoCU)

Email: mohamed.kaluse@tia.ac.tz

3. MWANZA

Ms. Enid K. Ernest

Msc. Procurement & Supply chain mgt (Mzumbe Unv);
Bsc. Computer science (UDSM), CPSP

Email: enid.ernest@tia.ac.tz

4. MTWARA

Mr. Geophrey D. Shipela

CPSP (PSPTB); MSc. (PSCM)(MU); BBA (P&LM) (SAUT)

Email: geofrey.shipela@tia.ac.tz

5. KIGOMA

Mr. Emmanuel R. Mwacha

MBA (OUT); BA (TU)

Email: emmanuel.mwacha@tiaac.tz

2.4.2 ADMINISTRATOR SUPPORT

SERVICES COORDINATOR

Ms. Sanura F. Mohammed

1. MBEYA

Bachelor in Human Resource Mgt(MU); PHR-TPSC

Email: sanura.mohamed@tia.ac.tz

2. SINGIDA

Mr. Lukio L. Mrutu

MPA (Tsinghua Unv - China); BPA (MU)

Email: lukio.mrutu@tia.ac.tz

- 3. MWANZA
Mr. Obeid M. Joseph
Bachelor of Art IN Public Administration (OUT)
Email: obeid.joseph@tia.ac.tz
- 4. MTWARA
Mr. Jonas C. Ryoba
Msc. HRM (Mzumbe Unv); BHRM (ISW); PHR Cert (TPSC)
Email: jonas.chacha@tia.ac.tz
- 5. KIGOMA
Mr. France D. Mwambene
Master of Library Information mgt(OUT); BA. (Library and Inf.studies)(TUMAINI Univ.)
Email: france.mwambene@tia.ac.tz

2.4.3 QUALITY ASSURANCE COORDINATORS

- 1. MBEYA
Mr. Leospick B. Vutakamba
MBA (UDOM); BA (Mgt & Accounting) (UDSM)
Email: leospick.vutakamba@tia.ac.tz
- 2. SINGIDA
Ms. Eliaichi J. Kyara
MBA (Logistics Mgt) (Coventry University),
B. Commerce PLM (UDOM), CPSP (T)
Email: elaichi.kyara@tia.ac.tz
- 3. MWANZA
Mr. George S. Makune
MA (Linguistics) (UDOM); BA (Ed) (SAUT); Dip. Ed (BTC)
Email: george.makune@tia.ac.tz
- 4. MTWARA
Mr. Musa F. Mahambi
Adv. Diploma (Procurement and supply); MSc. Procurement and Supply Chain Mgt (MU)
Email: musa.mahambi@tia.ac.tz
- 5. KIGOMA
Mr. Charles R. Samson
MSc. HRM (OUT), BHRM (OUT)
Email: charles.samson@tia.ac.tz
- 6. DSM
Ms. Agnes B. Joseph
MSc. Math-Modelling (UDSM); BSc. Ed (UDSM)
Email: agnes.joseph@tia.ac.tz

2.4.4 FINANCE AND ACCOUNTS COORDINATORS

1. **SINGIDA**
Mr. George P. Kadutu
MSc. Accounting and Finance (MU);
Adv. Diploma in Business Administration (TIA)
Email: george.kadutu@tia.ac.tz
2. **MWANZA**
Ms. Leah J. Mlenga
Bachelor of Accounting and Finance (UDOM)
Email: leah.mlenga@tia.ac.tz
3. **MTWARA**
Mr. Hussein M. Mangwaru
MBA (Finance and Banking) (MU); Adv. Dip in Accountancy (IFM)
Email: husein.mang'waru@tia.ac.tz
4. **KIGOMA**
CPA. Anthony J. Kalyata
MBA (Finance) (SAUT); Adv. Diploma in Accountancy (IAA);
Email: anthonya@tia.ac.tz

2.5 LIST OF ACADEMIC STAFF

1. Prof. William Amos Pallangyo
PhD (Development Policy and Mgt) (University of Development (University of Antwerp, Belgium); Manchester); Masters of Governance and Advanced Diploma in Public Administration (IDM)
2. Assos. Prof. Mark Msaki
PhD(Food Security) Zulu Uni. SA; MA(Rural Devt) (SUA); Bsc. Agricultural General (SUA)
3. Dr. Momole Kasambala
PhD (Econ.) (SUA); MSc (Agric. Econ) (SUA); BSc. (Agric. General) (SUA)
4. Dr. Issaya B. Hassanal
PhD (Management)(MU); MPA (MU); BA (PA)(Honours) (UDSM)
5. Dr. Modest Assenga
PhD (Acc.) (UK); APGDBA(UK); MBA (F&B) (MU); CPA (T); ADA (TIA); ATEC II

6. Dr. Paulo A. Mtasigazya
PhD (Public Administration) (UDSM); Master of Public Administration (UDOM);
BA (Education) (UDSM)
7. Dr. Aniceth K. Mpanju
PhD (Business Admn.) (MSM); MBA (Finance & Banking) (MU); ADEP (IDM)
8. Dr. Anthony B. Mzurikwao
PhD (LAW) (UDSM); LLM (UDSM);
LLB (Hons) (UDSM); Advocate (HTC)
9. Dr. Bahati Shagama
PhD (Rural Development) (SUA); PGD (Education) (OUT) MCED (OUT) MPA (HRM) (MU); ADPA (MU)
10. Dr. Elimeleck. P. Akyoo
PhD (Rural Development) (SUA); BSc (Agric. Ed & Ext) (SUA); PGD (Poverty Analysis- ISS) (Hague);
MCED (OUT) MA (Mgt-Development) (VHLU)
11. Dr. James E. Mrema
PhD (Human Resource Mgt) (Achary NagarJuna University) India, MBA (UDSM), BA (UDSM)
12. Dr. Honest. Kimario
PhD (Business Administration) UDOM;
CPSP (PSPTB); MSc. PSCM (MU); BA (PSM) (MUCCOBS)
13. Dr. Hemed J. Msuya
PhD (Business Administration) UDSM;
CPSP (T); MBA (Logistics Mgt) (Coventry); BBA (PLM) (MU)
14. Dr. Gorah A. K. Abdallah
PhD (Entrepreneurship-small Business) Vrije Universiteit (Netherlands); MBA (Finance & Banking) (MU); ADA (IFM); CPA (T)
15. Dr. Mohammed A. Baloz
PhD (HRM)(UUM-Malasya), MHRM (UUM-Malasya), BPA&HRM (Zanzibar Unv)
16. Dr. Yohana Maiga Marwa
PhD(Mathematics)PAU; M.Sc. (Mathematical Modelling) UDSM; Bsc. With Education (UDSM)

17. Dr. Crispin M. Ryakitimbo PhD (Sociology) Hohai University; MBA (Cooperate Mgt) St. John's Un; BBA (Marketing) St. John's Un.
18. Dr. Samwel M. Werema PhD (Accounting and Finance) university of Strathclyde; MBA (UDSM); Bachelor of Commerce (UDSM), CPA (T)
19. Dr. Mugisha K. Kamala PhD (Public Admin.) UDOM; MBA (Financial Management) TIU- London., BA (Hons) UDSM
20. Dr. Godwin S. Mollel PhD (Law) (APG-Shimla University) India; LLM U; LLB (MU); PGD in Legal Practice (Law School of Tanzania); Advocate of the High Court of Tanzania
21. Dr. Beatrice M. Mkunde PhD(Public Administration)(UDSM); M(Public Administration) (UDSM); B (Public Administration) (UDSM)
22. Dr. Seule M. Nzowa PhD(Marketing)(OUT); MBA (UDSM); BA (EDUCATION) UDSM
23. Dr. Mwitwa S. Mkami PhD(Education)(OUT); MA(Education) (UDOM); BAE (MGT and Administration) (UDOM)
24. Dr. Canon L. Mtewa PhD(Education)(UDSM); MA(Education) (UDOM); BA (EDUCATION) (Univ. of ARUSHA)
25. Dr. Florence W. Sitima PhD (Economics) (UDSM); MSc. (Econ) (Eco. Policy & Planning) (MU); BA. Ed (UDSM); Dip-Ed (Monduli)
26. Dr. Bajjet S. Naresho PhD (Operation and supply chain mgt)(Central Queensland) (AU); MSc (PSCM) (MU) CSCP (APICS-USA), CPSP (T); ADPS (TIA)
27. Dr. Sosthenese J. Mapuli PhD (Business Administration) (UDSM); MBA (Finance) (UDSM); B. Com (Acct) (UDSM); CPA (T)

- 28.** Dr. Ireneus J. Kagashe PhD (Management Science & Engineering) (Beijing Inst of Tech.CHINA); MBA (IT management) (Conventry University); Bsc. (Computer science and IT) (UDSM)
- 29.** Dr. Juliana S. Isanzu PhD (Enterprise management) (Wuhan University); MBA (OUT); Bachelor of International Business Administration (KIU)
- 30.** Dr. Baraka H. Kamwela PhD (Business Administration)(OUT); MBA (Corporate Management)(MU), BA. Ed (Hons) (UDSM).
- 31.** Dr. Vincent F. Maramoko PhD (Supply chain Mgt)(OUT); CPSP (T) (PSPTB); MBA (LM) (CU); ADPS (TIA).
- 32.** Dr. Harid R. Mwambula PhD (Linguistics)(OUT); M.A. Linguistics (UDOM); BEL (TEKU); Dip. Ed. (MTTC), Cert Ed (Tukuyu TTC).
- 33.** Ms. Luciana S. Hembe MBA (F&B) (MU); B. Com (Accounting) (UDSM)
- 34.** Mr. Bartholomeo T. Haule MBA (Finance & Banking) MU; PGD (Cooperative Business Mgt) CC-Moshi; AD (Cooperative in Acc) CC- Moshi
- 35.** Mr. Prosper P. Tegamaisho LLM (ICU-Turin); LLM (SAUT); LL. B (RUCO)
- 36.** Mr. Mashaka S. Mbugi MSc (Local Govt Mgt) (MU); ADA (TIA); Cert. (GG)
- 37.** Mr. Ernest B. Mbasya MSc. A & F (MU) ADA (CBE)
- 38.** **Mr. Martin D. Mnyili CPA (T); MSc. A & F (MU); BAF (MU)
- 39.** Mr. Shisalalyandumi P. Ulomi CSP (T); MBA (Proc. & Logistics Mgt) (MU)
- 40.** Mr. Mohamed A. Kaluse MBA (Finance) UDOM; BAF (MoCU)
- 41.** **Mr. Fadhili B. Mahenge MSc. A&F (MU); ADA (TIA)

42. **Mr. Mutaju I. Marobhe CPA (T); MBA (Finance)(UDSM); BBA Accounting (TUICO)
43. Mr. Lukio L. Mrutu MPA (Tsinghua Unv - China); BPA (MU)
44. Mr. Kenani G. Mwakanemela MSc. (Fin & Investment) (IAA & Coventry University); BA (Econ) (SAUT)
45. Ms. Christina E. Mneney Master of International Trade (UDSM), Bachelor of Arts (Econ) (UDSM)
46. Mr. Anthony R. Magoma BAF (St. John Univ); MSc. Finance (St. John Unv) MSc. A & F (MU); B. Acct-(MU)
47. **Ms. Flora K. Lemunge M.Sc. PSM(MU); Adv. Diploma Accountancy (IAA)
48. Mr. Ernest E. Kasheshi MSc. (A & F) (MU), B. Acct (MU)
49. **Mr. Albert R. Moshi MBA (IT Mgt) (Coventry University); ADIT (IAA)
50. **Mr. Bruno A. Ng'ingo MSc (HRM) (MU); Adv.Dip.in Adult Ed & Com. Dev. (IAE); Cert. Ed. (TCC-Marangu)
51. **Mr. Cripp G. Swallo MBA (Finance) (OUT); MSc (Acc & Fin) (MU); MARLA (MU- Germany/UDSM/ITA; PGD (Tax Mgt) (IFM); ADA TIA)
52. **Mr. Ephraim S. Nnunduma MPA (MU); B. Ed (Hons) (UDSM); Dip Ed
53. **Mr. Gabinus E Nkwera CPA (T); MBA (F&B) (MU); ADA (TIA)
54. **Mr. Isaya R. Mwanyamba MIB (UDSM); BBA(KIU)
55. **Mr. Justine A. Rudakubana MBA (General) (UDOM); BA – Marketing Mgt (MU)
56. **Mr. Victor W. Bwachele MBA (UDSM); BBA(SAUT); FTC (Civil Engineering) (DIT)
57. **Mr. Wilfred M. Kilasara MBA (HRM) (UDSM); PGDA (IFM);PGDE(UDSM) ADA (SAUT); Cert. in Law (UDSM)

58.	**Mr. Wilson P. Mwakyusa	MBA (IT Mgt); PGDIT (UDSM); PGDISD (HUAS-Netherlands); BSc. Ed (UDSM)
59.	*Ms. Aisia Z. Lauwo	MBA-CD (La Trobe Univ. Australia); PGDRP (IRDP); ADRP (IRDP)
60.	**Mr. Charles W. Merengo	MSc-PSM (MU); ADPS(TIA); NSC-NBMM (T)
61.	**Mr. Daudi M. Mashauri	MSc. Eng. Info. Sec (HUST, Hubei –China); BSc. ESC (Hons) (UDSM)
62.	**Mr. Idd .S. Marugujo	MSc (Acc & Fin) (MU); BSc (Agric.Eng.) (UDSM-SUA); BAF (MU)
63.	**Mr. Silverio Nyaulingo	MSc. Ac & F (MU); BAF (MU); Dip. Ed (DTTC)
64.	**Ms. Shukrani B. Mgya	MPA (General) (UDOM); BA (Public Admin) (MU)
65.	**Mr. Abbas E. Sanga	CPA (T); MSc Acc & Fin (MU); ADA (TIA)
66.	**Mr. Lawrence J. Lubigili	MSc (HRM) (MU); Bd (HRM)(ISW); Dip Ed (Monduli TTC)
67.	**Ms. Magreth D. Mapunda	CPA (T); MSc. Finance (St. John); BAF (St. John)
68.	**Mr. Tubeti M. Waise	MSc. PSCM (MU); ADPS (TIA)
69.	Mr. Kasena M. Bandoma	Master of International Business (UDSM BSc. Agricultural Economics and Agribusiness (SUA)
70.	Mr. Albert L. Kaunda	MSc. PSCM (MU); ADPSM (CBE)
71.	Mr. Alex R. Marwa	MSc-Marketing Mgt (MU); ADBA (CBE)
72.	Mr. Alfred N. Mandi	CPSP, MSc. PSCM (MU), B.P&S Mgt (SUA)
73.	Mr. Amos J. Manyama	LL.M (SAUT); LL. B (SAUT)
74.	**Mr. Arnold L. Njunwa	MBA (Corporate) (MU); PGDIT (AMITY); BSc. (Computer Science) (UDSM)

75.	Mr. Baltazar C. Mwita	MBA (UDOM); BSc. Ed (UDSM)
76.	Mr. Bitwa W. Phinias	Master of Educational Management and Administration (UDSM), B.A (Educational) (UDSM)
77.	Mr. Boyd M. Anyigulile	MSc (Mathematics)(UDOM), BSc (Education) (SUA)
78.	Mr. Charles R. Samson	MSc. HRM (OUT), BHRM (OUT)
79.	Mr. Claudio G. Kikonde	Master of Arts in Education (UDOM), Bachelor of Education in Adult education and comm. Dev't (UDOM)
80.	** Mr. Daniel S. Mgonja	MSc. Math. Modelling (Cowas); BSc Ed. (Mwenge University); Dip Ed, (Kleruu –TTC)
81.	Mr. Emmanuel R. Mwacha	MBA (OUT); BA (TU)
82.	** Mr. Francis D. Sinkamba	BSc IEM (UDSM), MSc. Engineering Mgt. (UDSM)
83.	Mr. Francis S. Msangi	CPSP (T); MSc. PSCM (MU); ADPS (TIA)
84.	Mr. Geophrey D. Shipela	CPSP (PSPTB); MSc. (PSCM)(MU); BBA (P&LM) (SAUT)
85.	** Mr. George K. Kasinga	CPA(T), MBA (Cooperative Mgt)(MU); BAF (MU)
86.	Mr. George S. Makune	MA (Linguistics) (UDOM); BA (Ed) (SAUT); Dip. Ed (BTC)
87.	Mr. Godfrey E. Mpogolo	MSc. Math SC. (AIMS, University of Stellenbosch-US); BED MATH. (TEKU); Dip.Ed. (Tukuyu TTC)
88.	Mr. Ibrahimu S. Uswege	CPSP, MSc. PSCM(MU), B.P&S (UDOM)
89.	** Mr. Iman S. Matonya	MBA(Finance) (UDOM); BA (Marketing) (St. John Un)
90.	Mr. Imani A. Mwang'eka	M. A. Linguistics (UDOM); BA. Education in Language (TEKU); Cert. of Education (Mpuguso TTC)
91.	M. Jackson E. Payowela	MSc. HRM(MU), BHRM(UDOM)

92. Mr. Joseph C. Peter MBA (IFM); ADVANCE DIPLOMA –IT (IFM); Dip Auto Mobile Eng. (NIT); Cert. Geo. Information System (ARU)
93. Mr. Jumanne M. Magayane MBA (F&B) (MU); BAF (MU)
94. Mr. Kephass P.Ugula LLM (UDSM); BA.PS & PA (UDSM), LLB (OUT)
95. Mr. Lucas C. Magoti CPA (T); BAC (TIA); Dip. (Ed)(BTC)
96. **Mr. Lucas D. Sagenge MBA (Log. Mgt) (Coventry); B. Com (Acc)(UDSM); BA.Ed (Hons) (UDSM)
97. Mr. Lucas M. Ng'webeya MSc (IT Mgt); (Avinashilingam) ADCS (IFM); FTC (DTC)
98. Mr. Mwinula A. Lumelezi BPA(MU); MSc. HRM (MU)
99. Mr. Kagulu A.Mtogo MSc. (HRM)(MU); B. Com (HRM)(UDOM)
100. **Mr. Nyandwi D. Murihano MSc. PSCM (MU); ADPS(TIA)
101. Mr. Osea W. Lova MBA (CORPORATE MGT) (St. John), BAF (St. John)
102. Mr. Pankras U. Kandengukila M. Eng. Computer Applied Tech, (South West Dighton University); B. Tech. in IT (St. Joseph College of Eng. & Tech)
103. Mr. Peter D. Mshana Master of Finance and Account (Oil & Gas) (UDSM), Bachelor of Commerce (Accounting) (UDSM)
104. Mr. Remmy David Chuma Msc. HRM (MU); B (HRM) (ISW), PHR cert (TPSC)
105. **Mr. Robert M. Alila MBA (Finance) (UDSM); B. Com (Accounting) (UDSM); CPA (T);
106. Mr. Salum I. Kanyungu MBA (Finance) (JOMO Kenyatta); B Microfinance & Enterprise Dev't) (SUA)
107. Mr. Shaaban T. Shaaban MEED(UDSM); B. Com (Accounting) (UDSM)

108.	Mr. Stanslaus A. Shilemba	CPSP (T)(PSPTB); MSc. (PSCM), (MU);ADPS(SAUT)
109.	Mr. Tumsifu William Naboti	MBA-IAA (ITM) (Coventry University); PDED (CFR); ADIT (IAA)
110.	Mr. Vicent E. Msigalah	MSc. Eco. (MU); BA Eco. (UDOM), Cert (TRACIDI)
111.	**Ms. Agnes B. Joseph	MSc. Math-Modelling (UDSM); BSc. Ed (UDSM)
112.	Ms. Damari J. Tandas	MSc Mkt Mgt (MU); BA Mkt. (MU);
113.	Ms. Diana L. Kayamba	MSc. A & F (MU); BBA Acct. St. John’s University
114.	**Ms. Dorah N. Chenyambuga	MSc. Marketing (Metropolitan Un) UK. BA. Mass Communication (SAUT)
115.	Ms. Eliaichi J. Kyara	MBA (Logistics Mgt) (Coventry University), B. Commerce PLM) (UDOM), CPSP (T)
116.	**Ms. Glory R. Nguve	MSc. Finance & Accounting (UDSM), BAF (MU); CPA T
117.	Mr. Benjamin E. Nchimbi	MA Economics(India), Bachelor of Business (India) Administration
118.	Ms. Magreth K. Emmanuel	MSc. Finance (St. John Univ); BAF (St. John Univ); CPA (T)
119.	Mr. Emmanuel D. Mwamakula	Master of Accounting and Finance (IAA); Bachelor in Accountancy (CBE)
120.	Ms. Pendo J. Oweru	BPA–PSM (MU), MARM (University of Botswana)
121.	**Ms. Salima S. Nalinga	MSc. (Acc &Fin) (MU); ADA (TIA)
122.	Ms. Seba E. Alila	MSc. (Acc. & Fin.) (MU); ADA (TIA)
123.	Ms. Suma P. Mwankemwa	MSc. (Accounting & Finance) (MU), Adv. Dip in Banking (IFM)

- 124.** Ms. Upendo S. Ole MSc. (Finance) (St. John Un.), BSc. (F&A) (St. John University.)
- 125.** Ms. Winifrida J. Nnko MSc (Finance and Investment) (Coventry Un), CPA (T), BAF (MU),
- 126.** Mr. Hakimato J. Mwaitete MBA (ICT)(Coventry Un);BTIT (St. Joseph Un)
- 127.** **Mr. Vicent J. Rwambiana MSc. IT & Systems (MU); Bsc. Ed (Mathematics, IT & CTS) (UoB)
- 128.** Mr. Barakael T. Pallangyo Master in community Economic Devt (MCED) (OUT); B. Education in Policy, Planning and Management (UDOM)
- 129.** Mr. John S. Mng'ong'o Master of Educational Management and Administration (UDSM); Bachelor of Art in Educational (UDSM)
- 130.** Mr. Joachim S. Machimu Msc. Economics (OUT); BA. Education (SAUT)
- 131.** Mr. Amos B. Elias Bsc-Education (UDSM); Msc. Moths Modelling (UDSM)
- 132.** Mr. Tumain J. Mchette MHRM (OUT);BHRM (MU)
- 133.** Mr. Herald B. Gombela Msc. P&SM (MU), BP&SM(UDOM); CPSP
- 134.** Mr. Enock J. Fredrick Msc. P&SM(MU), BP&SM(CBE), CPSP
- 135.** Mr. Leospick B. Vutakamba MBA(UDOM); BA (Mgt & Accounting) (UDSM)
- 136.** Mr. Dorence M. Kalemile MA (Community Devt & Project mgt) (Uol); Adv. Diploma (Community Devt) CDTI-TENGERU
- 137.** Mr. Kasongo A. Mahali Msc. (Math's) (UDOM); B (Educ- MATH) (Tumaini University.)
- 138.** Mr. Jonas R. Chacha Msc. HRM (Mzumbe Unv); BHRM (ISW); PHR Cert (TPSC)

- 139.** Ms. Enid K. Ernest Msc. Procurement & Supply chain mgt (Mzumbe Univ); Bsc. Computer science (UDSM), CPSP
- 140.** Mr. Godfrey E. Karau Ms. Public Administration (UDOM); BA. Public Administration (UDOM); PHR cert (TPSC)
- 141.** Mr. Edward E. Borra MA in Linguistics (UDOM); BA in Education (RUCO)
- 142.** Mr. James N. Ndossy Msc. Devp. Studies (Mzumbe Univ); BA. Community Devt (MUCCoBS)
- 143.** Mr. Leonard L. Nyanzila MA(Linguistics)(SAUT),BA with Education(SAUT)
- 144.** Mr. Misana M. Butingo Msc. Finance and Accountancy (IAA); Bachelor of Accountancy (IAA)
- 145.** Ms. Mwanaisha M. Mang'oro Master of Education (Assessment and Evaluation) MWECAU; BBA with Education (Tumaini University)
- 146.** Ms. Mary D. Minja MA in Community Development (Mount Meru Un) Bachelor of Education (ICT) (Mount Meru University)
- 147.** Mr. Masau R. Malyango Master of Art with Education (UDSM); Bachelor of Arts with Education (SAUT)
- 148.** Mr. Joseph R. Wawa L.L.M (UDSM); LLB (RUCO); PGD in Legal Practice (The Law school of Tanzania)
- 149.** Mr. Peres H. Muhagaze MBA(SAUT); BA in Public Relations and Marketing (SAUT)
- 150.** Ms. Piliel H. Mkuki Masters of Arts (Information studies) (UDSM); of Bachelor Arts (Education) (UDSM)
- 151.** Ms. Jacqueline M. Ndanu Master of Education management and Planning (SAUT); Bachelor of Education (Tumaini University)

- 152.** Mr. Isaac S. Mawalla MA (Development studies) UDSM; BAE (Arts) (MWECU)
- 153.** Mr. Alex I. Nyagango Master of Business mgt(MoCU); BBA(Marketing) (St. John's University)
- 154.** Mr. Benard J. Chengelela MSc. in Accounting (St. John's Univ.); BAF (St. John's University)
- 155.** Mr. Alfaksad Y. Matekere Msc.in Procurement and supply mgt(MU); BBA (Procurement and Logistic mgt)
- 156.** Mr. Gastor J. Orio MBA(Procurement and Supplies mgt)(Conventry University); Bsc. Procurement and Supply Chain Mgt (SAUT)
- 157.** Mr. Williamson F. Lyaru MBA(Information Technology mgt)(Conventry University); Bsc. Computer science (UDSM)
- 158.** Mr. Maurus M. Mpunga Msc. HRM(MU); Bachelor degree in Industrial Relation (ISW)
- 159.** Mr. Joseph D. Bukuku Master of Linguistics(UDOM); Bachelor of Education (University of Arusha)
- 160.** **Ms. Stella W. Mlay MA. Information studies (UDSM); BA. Information Studies (TUMAINI Univ)
- 161.** Ms. Elizabeth J. Nunday Bachelor of Education in commerce and Accountancy (UDSM)
- 162.** Mr. Joshua V. Kimambo Msc. Procurement and Supply Chain Mgt (MU); BBA in Procurement and Logistic Mgt (MU)
- 163.** Mr. Geoffrey G. Njovangwa Msc. In computer science (UDSM) Bachelor of Computer Science (KIU)
- 164.** Mr. Emmanuel J. Kitinya Master in Public Administration (UDOM) ; BA in Public Administration (UDOM)
- 165.** Mr. Geoffrey J. Shahanga Master of Education (UDOM); Bachelor of Education (UDSM)

- 166.** Mr. Alfred W. Luoga MBA-Procurement and Supply Chain(University of Iringa); BA-Procurement and Supply Chain Mgt (University of Iringa),
- 167.** Mr. Sadick T. Sumawe Msc. Finance and Investment (IFM); Bachelor Accounting & Finance (MU)
- 168.** Mr. Thomson M. Sanga Master in Information Security (IAA); BSc. Information. Systems & Network Engineering (St. Joseph University.)
- 169.** Mr. Pauline L. Shashi MSc. Mathematics (UDSM); Bachelor of Ed. In Mathematics) (Tumaini University. Makumira)
- 170.** Mr. Jonson K. Katabwa MSc. Mathematics Modelling (UDSM); Bsc. Mathematics) (UDSM)
- 171.** Mr. Emmanuel L. Lameck Master of Public Administration (MU); Bachelor of Local Government Mgt) (MU)
- 172.** Ms. Mary M. Kayanda MSc. Mathematics (Catholic University of EA); Bachelor of Education (Science)(SAUT)
- 173.** Mr. Chrispo J. Haule MBA(University of Conventry); Bachelor of Information Technology (IAA)
- 174.** Mr. Shanel R. Sway MSc. Finance (IFM/Un. Of Strathclyde); Adv. Diploma in Accountancy (IFM)
- 175.** Mr. Liberati J. Msoma MSc. Economics (MU); B(Education)(Economics and Mathematics) (MU)
- 176.** Ms. Dorice K. Festo Ms. Supply Chain Management (University of Bolton, UK); Bachelor of Business Administration (SAUT)
- 177.** Mr. Daudi M. Masika MBA(OUT); BBA-Accounting(KIU)
- 178.** Mr. Goodluck A. Kandonga Master of mgt science in Business mgt(Nanjing University-China); BBA (MIST)

- 179.** Mr. Joseph G. Tago
BBA (Accounting and Finance)(SAUT);
MBA (Finance) (Uganda Martyrs University)
- 180.** Mr. Costantine P. Kulwa
Bsc. Telecommunication Engineering (UDSM);
Master of Software Engineering (E-commerce and
Blockchaing) (Zhejianga Normal University. China)
- 181.** Mr. William A. Mwalimu
Master degree of Procurement and Supply chain
(SUA)Bachelor Degree of Procurement and supply
mgt (SUA);
- 182.** Mr. Musa F. Mahambi
MSc. Procurement and Supply chain mgt (MU);
Adv. Dip. Procurement and Supply (TIA) CPSP cert
- 183.** Mr. James J. Moshi
MBA (Finance) (Mount Meru Univ.); BBA
(Accounting) (Mount Meru University)
- 184.** Mr. Elibariki E. Mbise
Master of degree (Development Economics)
(IRD P); Bachelor Degree in Regional Devt Planning
(IRD P)
- 185.** Mr. Mlinga I. Mrisho
Master of LAW (ICT)(UoI); Bachelor of LAW(UoI)
- 186.** Mr. Abraham C. Nathaniel
MSc. Accounting and Finance (MU); Bachelor of
Commerce (Jomo Kenyatta University)
- 187.** Ms. Mariam S. Kapipi
MBA (UDOM); Bachelor of Commerce in
Marketing (UDOM)
- 188.** Mr. Rachi R. Mtinda
Master of Education in language education
(UDSM); Bachelor of Art (Eduaction) (UDSM)
- 189.** Mr. Hassan J. Kiloloma
MSc. Finance and Investment (IFM); Bachelor of
Banking and Finance (IFM); CPA T
- 190.** Mr. Goodwill J. Sanjo
Master of Statistics (EAST); Bsc. Mathematics/
Statistics & CTC (University of Bagamoyo)
- 191.** Mr. Aspenas M. Mwira
Bachelor of Commerce (UDSM)
- 192.** Mr. Isaya A. Mwakyaka
Bachelor of Accounting & Finance (IAA)

- | | | |
|-------------|--------------------------|---|
| 193. | Mr. Osca G. Jonathan | Bachelor Degree in Accountancy (TIA) |
| 194. | Mr. Daniel T. Joseph | BBA in Accountancy with Education (University of Arusha) |
| 195. | Ms. Nusura S. Kateta | Bachelor of Arts (Education) (SAUT) |
| 196. | Mr. Innocent S. Msumanje | Bachelor of Arts (Education) (SAUT) |
| 197. | Ramadhan S. Zuberi | Bsc. Library and Information Mgt (MU) |
| 198. | Ms. Sharifa G. Mhanga | Bachelor Degree Adult and Continuing Ed. |
| 199. | Mr. France Mwambene | BA. in Library & Information Studies (TUDARCO), MLIM (Masters of Library and Information Management), OUT); |
| 200. | Mr. Joseph Mwalubanda | MA of Library and Information mgt (University College of London- Qatar): BA. in Library & Information Studies (Tumaini Un.) |
| 201. | Ms. Julitha E. Rukamata | Bsc. Library and Information Mgt (MU) |

Key:

** PhD Programme

3.0 ACADEMIC ORGANS

3.1 The Academic Board

3.1.1 Composition

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

1. Rector -	Chairperson
2. Deputy Rector Finance, Planning and Administration	Member
3. Heads of Academic Departments	Member
4. Head of Quality Assurance Unit	Member
5. Campus Deans / Warden of Students	Member
6. Head of Admission Unit	Member
7. Head of Examination Unit	Member
8. Heads of the Department of Research, Consultancy and Publications	Member
9. Heads of the Department of Library	Member
10. Campus Managers	Member
11. Training Programme Coordinators (One representative from each campus)	Member
12. Students' Organization representatives	Member
13. Invitees (as may be called upon by Rector)	Member
14. Deputy Rector Academic, Research and Consultant	Secretary

3.1.2 Functions of the Academic Board

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

- (i) To plan, develop and implement academic strategies, policies, Procedures, regulations and rules governing academic affairs.
- (ii) To approve new programmes;
- (iii) To receive, deliberate and approve students' admission and registration reports;
- (iv) To receive, deliberate and approve academic reports from the campuses;
- (v) To approve and announce end of semester/and supplementary/special examination results;

- (vi) To regulate all the Institute's examination and assessment and to appoint examiners both internal and external where appropriate;
- (vii) To set and regulate the content and academic standard of any course of study offered or proposed to be offered by the Institute;
- (viii) To recommend discontinuation, disqualification or suspension of students, for a stated time from the Institute or its premises, or from attending any programme of the study or from doing any examination or other form of assessment by failure to meet requisite academic standards or breach of Student by – laws;
- (ix) To receive, deliberate and recommend the verdict of appeals of students from the relevant committee;
- (x) To direct, regulate and promote research, consultancy and publication and outreach activities;
- (xi) To receive and recommend the names of graduates of all TIA programmes to the Ministerial Advisory Board approval;
- (xii) To establish internal and external academic quality assurance, academic review, curricula development and advisory mechanism; and perform such other functions as may be directed and advised by the Ministerial Advisory Board.

3.2 Academic Committee

3.2.1 Composition

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

1.	Deputy Rector Academic, Research and Consultancy	Chairperson
2.	Examination Marking Center Leaders	Member
3.	Head of Quality Assurance Unit	Member
4.	Heads of Academic Departments	Member
5.	Head- Admissions Department	Member
6.	Heads of the Department of Research, Consultancy and Publications	Member
7.	Heads of the Department of Library	Member
8.	Training Programme Coordinators	Member
9.	Examination Officers	Member
10.	Head-Examination Department	Secretary

3.2.2 Functions of the Academic Committee

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

- (i) To deal with curriculum development and review and enrolment planning
- (ii) To review examination rules and regulations.
- (iii) To deal with appointment of part-time lecturers, development of lecturers and manpower planning for teaching staff.
- (iv) To check accuracy and compilation scores for submission to the Academic Board
- (v) To deal with students' appeals on remarking of examination answer scripts and submit a report to Academic Board
- (vi) To receive appeals on examination irregularities and submit a report to the Academic Board for decision.

3.3 Academic Departmental Committee

3.3.1 Composition

The Academic departmental committee meeting shall be composed of

- | | | |
|----|---------------------------------|--------------|
| 1. | Head of Department | Chairperson, |
| 2. | Heads of Academic Departments | Member |
| 3. | Training Programme Coordinators | Member |
| 4. | Examination Officers | Member |
| 5. | Panel Leaders Representative | Member |
| 6. | Head of Examination | Secretary |

3.4 Examiners Committee

3.4.1 Composition

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

- | | | |
|----|---------------------------------|-------------|
| 1. | Marking Supervisor | Chairperson |
| 2. | Heads of Academic Departments | Member |
| 3. | Training Programme Coordinators | Member |
| 4. | Examiners | Member |
| 5. | Head of Examination- | Secretary |

3.4.2 Functions of Examiners Committee

Handling of examination complaints, check accuracy of compilation of scores and report the same to the Academic Departmental Committee

4.0 PROGRAMMES OFFERED

4.1 Basic Technician Certificates: NTA-Level 4

4.1.1 Basic Technician Certificate in Accountancy (BTCA)

a) Purpose of qualification

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

b) Summary of Modules NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	15	Core
BAT04101	Basic Commercial Knowledge	1	1	11	Fundamental
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business Communication	1	1	9	Fundamental
PLT04102	Basic Store Keeping	1	1	12	Fundamental
ACT04202	Elements of Bookkeeping and Accounts	1	2	15	Core
ACT04203	Elements of Cost Accounting	1	2	15	Core
ACT04204	Elements of Taxation	1	2	15	Core
ACT04205	Elements of Auditing	1	2	15	Core
ACT04205	Elements to Computer Applications	1	2	15	Core
GST04204	Applications		2	9	Fundamental
10 Modules					

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

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	15	Fundamental
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business Communication	1	1	9	Fundamental
PLT04101	Basic Store Keeping	1	1	18	Core
PLT04103	Basic Procurement Principles	1	1	12	Core
MPT04203	Elements of Marketing	1	2	10	Fundamental
GST04202	Elements of Computer Applications	1	2	9	Fundamental
GST04205	Elements of Business Law	1	2	9	Fundamental
PLT04201	Elements of Freight Forwarding	1	2	15	Core
PLT04203	Elements of Logistics Operations	1	2	15	Core
10 Modules					

4.1.3 Basic Technician Certificate in Business Administration (BTCBA)

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04101	Basic Commercial Knowledge	1	1	12	Core
BAT04105	Elements of Business Administration	1	1	15	Core
GST04101	Elementary Business Mathematics	1	1	14	Fundamental
GST04102	Introduction to Business Communication	1	1	10	Fundamental
BAT04203	Elements of Marketing	1	2	12	Core

Code	Module Title	Year	Semester	Credit	Category
BAT04204	Introduction to Small Business Management	1	2	10	Core
GST04203	Office Practice and Records Management	1	2	12	Fundamental
GST04204	Introduction to Computer Applications	1	2	12	Fundamental
GST04205	Elements of Business Law	1	2	13	Core
Code	Module Title	Year	Semester	Credit	Category
10 Modules					

4.1.4 Basic Technician Certificate in Human Resource Management (BTCHRM)

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business Communication	1	1	9	Fundamental
HRT04104	Basics of Human Resource Records Management	1	1	14	Core
HRT04103	Basics of Organizational Psychology	1	1	12	Core
MPT04105	Elements of Public Relations	1	1	11	Fundamental
GST04204	Elements of Computer Applications	1	2	9	Fundamental
GST04206	Basics of Labour Law	1	2	14	Core
HRT04203	Elements of Organisation Behaviour	1	2	14	Core
HRT04202	Basics of Industrial Relations	1	2	14	Core
HRT04205	Elements of Human Resource Management	1	2	14	Core
10 Modules					

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

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business	1	1	9	Fundamental
MPT04106	Communication		1	14	Core
MPT04103	Elements of Marketing	1	1	12	Core
MPT04105	Customer Care & Ethics	1	1	15	Core
BAT04205	Elements of Public Relations	1	1	15	Core
BAT04205	Basic Commercial Knowledge	1	2	11	Fundamental
BAT04202	Basics of entrepreneurship	1	2	15	Core
GST04203	Office Practice and Records	1	2	11	Fundamental
GST04202	Management		2	9	Fundamental
GST04202	Basics of Computer Applications	1			
MPT04202	Elements of Sales Management	1	2	15	Core
10 Modules					

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

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04102	Basic Commercial Knowledge	1	1	12	Fundamental
GST04103	Commercial Arithmetic	1	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GST04104	Introduction to Communication Skills	1	1	10	Fundamental
PLT04105	Basic Store Keeping	1	1	10	Fundamental
GST04208	Introduction to Customer Care and Ethics	1	2	10	Fundamental
GST04209	Introduction to Computer Applications	1	2	10	Fundamental
PST04206	Elements of Public Sec Accounting	1	2	18	Core
PST04207	Elements of Public Finance and Taxation	1	2	12	Core
PST04210	Elementary Cooperative Accounting	1	2	12	Core
10 Modules					

4.1.7 Admission Requirements

Holders of Ordinary Certificate of Secondary Education (CSEE) with minimum entry requirements of at least four (4) passes (grade “D” or above) excluding religious subjects; OR National Vocational Award LEVEL 3 (NVA 3) with at least two (2) passes in Ordinary Certificate of Secondary Education (CSEE)

4.1.8 Overall Structure and Programme Duration

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

4.1.9 Assessment of Performance

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

Continuous Assessment	50
Final examination	50
Total	100
Pass Mark	50

A student must score at least 25 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 30 percent marks for each module in a semester examination. However, a student must pass at “C grade” and/or above in at least three modules in the first semester in order to be allowed to register for the next semester.

4.1.10 Grading System

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

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

4.1.11 Classification of Awards

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

GRADE	GRADE POINTS
A	4
B	3
C	2
D	1
F	0

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

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

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

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

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

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

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

4.2 Certificate Programmes: NTA Level 5

4.2.1 Technician Certificate in Accountancy

a) **Purpose of qualification**

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

b) **Summary of Modules - NTA Level 5**

Code	Module Title	Year	Semester	Credit	Category
ACT05101	Book-keeping and Accounts	1	1	15	Core
ACT05105	Principles of Costing and Procurement	1	1	15	Core
BAT05102	Principles of Commerce	1	1	12	Fundamental
BAT05105	Principles of Economics	1	1	9	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
ACT05202	Elementary Financial Accounting	1	2	15	Core

Code	Module Title	Year	Semester	Credit	Category
ACT05207	Principles of Public Sector Accounting	1	2	15	Core
ACT05210	Principles of Auditing	1	2	15	Core
GST05207	Business Communication Skills and Office Practice	1	2	10	Fundamental
GST05212	Computer Applications	1	2	12	Fundamental
10 Modules					

4.2.2 Technicians Certificate in Procurement and Logistics Management

a) **Purpose of qualification:**

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

b) **Summary of Modules - NTA Level 5**

Code	Module Title	Year	Semester	Credit	Category
MPT05102	Principles of Marketing	1	1	10	Fundamental
GST05103	Business Communication Skills and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
PLT05101	Procurement Principles	1	1	15	Core
PLT05102	Stores Administration	1	1	18	Core
ACT05204	Principles of Financial Accounting	1	2	12	Fundamental
GST05213	Fundamentals of Information Systems	1	2	12	Fundamental
PLT05201	Inventory Control	1	2	12	Core
PLT05204	Transport and Distribution	1	2	12	Core
PLT05205	E-procurement Principles	1	2	12	Core
10 Modules					

4.2.3 Technicians Certificate in Business Administration

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
GST05103	Business Communication Skills and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
PLT05106	Procurement and Supply	1	1	12	Fundamental
BAT05102	Principles of Commerce	1	1	12	Fundamental
ACT05106	Fundamentals of Financial Accounting	1	1	12	Fundamental
ACT05203	Principles of Financial Management	1	2	11	Fundamental
BAT05201	Fundamentals of Entrepreneurship	1	2	12	Core
MPT05201	Public Relations and Customer Care	1	2	11	Fundamental
GST05201	Principles of Management	1	2	12	Fundamental
GST05212	Computer Applications	1	2	12	Fundamental
10 Modules					

4.2.4 Technicians Certificate in Human Resource Management

a) Purpose of qualification

This qualification is intended for a person who will perform routine human resource duties including maintaining personnel records, collect data necessary for staff training and development, use computer applications to prepare various office documents and assist in human resource management duties.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
GST05103	Business Communication Skills	1	1	10	Fundamental
GST05102	and Office Practice		1	12	Fundamental
HRT05101	Business Mathematics and Statistics	1	1	15	Core
HRT05104	Fundamentals of Human Resource Management Fundamentals of Local	1	1	13	Core
MPT05105	Government Administration Public Relations and Customer Care	1	1	11	Fundamental
BAT05210	Entrepreneurship	1	2	12	Fundamental
GST05210	Principles of Management	1	2	12	Fundamental
GST05212	Computer Applications	1	2	10	Fundamental
HRT05208	Fundamentals of Organization Behaviour	1	2	13	Core
HRT05210	Fundamentals of Organizational Psychology	1	2	13	Core
10 Modules					

4.2.5 Technicians Certificate in Marketing and Public Relation

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
BAT05102	Principles of Commerce	1	1	12	Core
GST05101	Business Communication and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
MPT05101	Principles of Marketing	1	1	16	Core

Code	Module Title	Year	Semester	Credit	Category
PLT05106	Procurement and Supply	1	1	12	Fundamental
ACT05201	Principles of Financial Management	1	2	11	Fundamental
GST05208	Principles of Economics	1	2	10	Fundamental
GST05209	Computer Applications	1	2	12	Fundamental
GST05210	Principles of Management	1	2	12	Fundamental
MPT05207	Public Relations and Advertising	1	2	16	Core
10 Modules					

4.2.6 Technicians Certificate in Public Sector Accounting and Finance

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
ACT05101	Book-keeping and Accounts	1	1	16	Core
BAT05103	Commercial Knowledge	1	1	15	Fundamental
GST05102	Business Mathematics and Statistics	1	1	10	Fundamental
GST05214	Communication Skills and Office Practice	1	1	8	Fundamental
PST05105	Introduction to Public Sector Accounting	1	1	14	Core
PST05106	Introduction to Public Assets Management and Valuation Principles	1	1	11	Core
ACT05210	of Auditing	1	2	10	Core
GST05105	Introduction to Economics	1	2	8	Fundamental
GST05209	Introduction to Computer Applications	1	2	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
PLT05210	Principles of Public Procurement and Supply Chain	1	2	11	Core
PST05207	Introduction to Public Finance and Taxation	1	2	14	Core
PST05208	Cooperative Accounting	1	2	12	Core
12 Modules					

4.2.7. Admission requirements

- (i) Basic Technician Certificate in related programmes accompanied with at least four (4) passes (grade “D” or above) excluding religious subjects. OR
- (ii) Advanced Certificate of Secondary Education (ACSEE) with at least one principal pass and one subsidiary in relevant subjects excluding religious subjects.

4.2.8. Overall Structure and Programme Duration

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

4.2.9. Assessment of Performance

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

Continuous Assessment	50
Final examination	50
Total	100
Pass Mark	50

A student must score at least 25 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 30 percent marks for each module in a semester examination. However, a student must pass at “C grade” and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

4.2.10. Grading System

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

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

4.2.11. Classification of Awards

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

GRADE	GRADE POINTS
A	4
B	3
C	2
D	1
F	0

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

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

4.3. Ordinary Diploma: NTA-Level 6

4.3.8. Ordinary Diploma in Accountancy

a) **Purpose of qualification**

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

b) **Summary of Modules - NTA Level 6**

Code	Module Title	Year	Semester	Credit	Category
ACT06102	Principles of Taxation	2	1	12	Core
ACT06103	Principles of Cooperative Accounting	2	1	12	Core
ACT06104	Principles of Financial Accounting	2	1	14	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental
GST06107	Principles of Management	2	1	10	Fundamental
ACT06206	Introduction to Cost Accounting	2	2	12	Core
ACT06208	Principles of Internal Audit and Control Systems	2	2	14	Core
ACT06209	Introduction to Financial Management	2	2	12	Core
ACT06210	Principles of Financial Reporting	2	2	14	Core
GST06211	Project Paper	2	2	10	Fundamental
GST06212	Principles of Marketing and Entrepreneurship	2	2	10	Fundamental
11 Modules					

4.3.9. Ordinary in Procurement and Logistics Management

a) **Purpose of qualification**

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

Code	Module Title	Year	Semester	Credit	Category
BAT06106	Introduction to Entrepreneurship	2	1	15	Fundamental
GST06104	Introduction to Business Law	2	1	10	Core
PLT06101	Public Procurement	2	1	15	Core

Code	Module Title	Year	Semester	Credit	Category
PLT06103	Procurement Contract Management	2	1	15	Core
PLT06104	Freight Forwarding	2	1	15	Core
ACT06207	Principles of Costing	2	2	14	Fundamental
GST06206	Principles of Economics	2	2	10	Fundamental
GST06208	Introduction to Principles of Management	2	2	10	Fundamental
GST06211	Project Paper	2	2	10	Fundamental
PLT06201	Introduction to Logistics Management	2	2	20	Core
PLT06202	Introduction to International Procurement	2	2	15	Core
11 Modules					

b) Summary of Modules - NTA Level 6

4.3.10. Ordinary Diploma in Business Administration

a) Purpose of qualification

This qualification is intended for a person who will perform non-routine business administration duties including collect and process data for/on business operations,

Assist in planning and preparing budgets at sectional or departmental level, supervise business operations and prepare periodic reports.

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
ACT06101	Business Accounting	2	1	12	Fundamental
BAT06102	Principles of Marketing	2	1	15	Core
BAT06107	Introduction to Production and Operations Management	2	1	10	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental
PLT06105	Stores Administration and	2	1	15	Fundamental

Code	Module Title	Year	Semester	Credit	Category
	Inventory Control				
ACT06209	Introduction to Financial Management	2	2	12	Fundamental
BAT06207	Introduction to Business Environment	2	2	12	Core
GST06206	Principles of Economics	2	2	12	Fundamental
GST06211	Project Paper	2	2	10	Fundamental
HRT06211	Introduction to Human Resource Management	2	2	10	Fundamental
MPT06208	Sales Management	2	2	12	Fundamental
		11			
		Modules			

4.3.11. Ordinary Diploma in Human Resource Management

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
HRT06102	Labour Law	2	1	12	Core
HRT06103	Industrial Relations	2	1	12	Core
HRT06105	Introduction to Occupational Healthy and Safety	2	1	12	Core
HRT06107	Human Resource Planning and Resourcing	2	1	12	Core
HRT06108	Human Resource Records Management	2	1	12	Core
GST06211	Project Paper	2	2	10	Fundamental
HRT06201	Introduction to International HRM	2	2	12	Core
HRT06202	Intro. to Performance Management and Decision Making	2	2	12	Core

Code	Module Title	Year	Semester	Credit	Category
HRT06203	Introduction to Staff Training and Development	2	2	12	Core
HRT06204	Introduction to HR Information System	2	2	12	Core
MPT06201	Principles of Marketing	2	2	10	Fundamental
11 Modules					

4.3.12. Ordinary Diploma in Marketing and Public Relations

a) Purpose of qualification

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

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
GST06102	Principles of Office Practice and Records Management	2	1	10	Fundamental
GST06104	Introduction to Business Law	2	1	10	Fundamental
GST06106	Business Information Technology	2	1	14	Fundamental
MPT06103	Integrated Marketing Communication	2	1	12	Core
MPT06104	Buyer Behaviour and Consumerism	2	1	12	Core
GST06214	Project Paper	2	2	12	Fundamental
MPT06206	Introduction to Public Relations Campaign	2	2	12	Core
MPT06207	Introduction to Entrepreneurship Development	2	2	11	Core
MPT06208	Sales Management	2	2	12	Core
MPT06209	Introduction to Customer Relations Management	2	2	13	Core
MPT06210	Introduction to Events Management	2	2	14	Core
11 Modules					

4.3.13. Ordinary Diploma in Public Sector Accounting and Finance

a) Purpose of qualification:

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

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
ACT06102	Principles of Taxation	2	1	12	Core
BAT06105	Introduction to Project Planning and Management	2	1	11	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental
HRT06106	Introduction to Public Service Management	2	1	10	Fundamental
PST06101	Principles of Public Sector Accounting	2	1	11	Core
PST06106	Introduction to Resources Governance in Rural and Urban	2	1	9	Core
ACT06211	Introduction to Cost Accounting	2	2	9	Core
ACT06212	Principles of Financial Accounting	2	2	12	Core
GST06211	Project Paper	2	2	12	Core
GST06215	Principles of Marketing and Entrepreneurship	2	2	8	Fundamental
PST06209	Principles of Internal Audit and Control Systems	2	2	11	Core
PST06210	Introduction to Public Sector Financial Management	2	2	11	Core
PST06211	Introduction to Public Sector Financial Reporting	2	2	12	Core
13 Modules					

4.3.14. Admission Requirements

NTA Level 6 is open for holders of the NTA Level 5 qualifications only.

4.3.15. Overall Structure and Programme Duration

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

4.3.16. Assessment of Performance

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

Continuous Assessment	45
Final examination	55
Total	100
Pass Mark	45

A student must score at least 25 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 30 percent marks for each module in a semester examination. However, a student must pass at "C grade" and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

4.3.17. Grading System

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

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

4.3.18. Classification of Awards

Grades for different score ranges are assigned points as follows:

GRADE	GRADE POINTS
A	5
B+	4
B	3
C	2
D	1
F	0

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

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

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

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

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

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

4.4. DEGREE PROGRAMMES

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

4.4.8. Bachelor Degree in Accounting (BAC)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

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

b) Purpose of qualification: NTA Level 8

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

a) Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07101	Principle of Financial Accounting	1	1	14	Core
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07102	Business Information systems	1	1	12	Fundamental
GSU07103	Development Studies	1	1	9	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GSU07108	Communication Skills	1	1	10	Fundamental
ACU07204	Public Sector Accounting	1	2	14	Core
ACU07205	Financial Accounting	1	2	14	Core
GSU07206	Quantitative Methods	1	2	12	Fundamental
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
ACU07314	Financial Management	2	1	15	Core
ACU07315	Intermediate Financial Accounting	2	1	18	Core
ACU07319	Public Finance and Taxation	2	1	12	Core
GSU07303	Entrepreneurship and Marketing	2	1	8	Fundamental
PSU07312	Public Sector Financial Reporting	2	1	15	Fundamental
ACU07416	Cost Accounting	2	2	14	Core
ACU07423	Corporate Finance	2	2	14	Core
ACU07424	Auditing Theory and Practice	2	2	16	Core
GSU07401	Research Methodology and Consultancy	2	2	8	Fundamental
GSU07421	Managerial Economics	2	2	8	Fundamental
20 Modules					

b) Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
ACU08101	Management Accounting	3	1	12	Core
ACU08102	Financial Reporting	3	1	15	Core
ACU08103	International Finance	3	1	15	Core
ACU08104	Corporate Governance and Social Responsibility	3	1	10	Core
GSU08102	Management Principles	3	1	10	Fundamental
ACU08202	Corporate Reporting	3	2	15	Core
ACU08203	Advance Public Finance and Taxation	3	2	12	Core
ACU08205	Performance Management	3	2	12	Core
ACU08206	Auditing and Assurance Services	3	2	10	Core
BAU08213	Business Consultancy	3	2	10	Fundamental
GSU08212	Project Paper	3	2	15	Core
11 Modules					

4.4.9. Bachelor Degree in Procurement and Logistics Management (BPLM)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

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

b) Purpose of qualification: NTA Level 8

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

a) Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07102	Financial Accounting	1	1	10	Fundamental
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07103	Development Studies	1	1	9	Fundamental
GSU07108	Communication Skills	1	1	10	Fundamental
PLU07101	Procurement Principles & Practices	1	1	14	Core
PLU07207	Legal aspect of Procurement	1	2	12	Core
GSU07208	Principles of Economics	1	2	10	Fundamental
MPU07205	Marketing Management	1	2	10	Fundamental
PLU07203	Stores Operations	1	2	15	Core
PLU07205	Transportation and Distribution Management	1	2	12	Core
ACU07318	Cost and Management Accounting	2	1	10	Fundamental
GSU07301	Information Systems	2	1	10	Fundamental
PLU07302	Warehouse Management	2	1	15	Core
PLU07303	Freight Forwarding	2	1	10	Core
PLU07304	Logistics Management	2	1	12	Core
ACU07421	Financial Management	2	2	12	Fundamental
GSU07401	Research Methodology and Consultancy	2	2	10	Fundamental
GSU07402	Quantitative Methods	2	2	10	Fundamental
PLU07401	Inventory Management	2	2	10	Core
PLU07419	Public Procurement	2	2	18	Core
20 Modules					

b) Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
GSU08102	Management Principles	3	1	9	Fundamental
PLU08101	Procurement Management	3	1	10	Core
PLU08102	International Procurement	3	1	9	Core
PLU08103	Production & Operations Management	3	1	10	Core
PLU08104	Supply Chain Management	3	1	12	Core
PLU08106	Procurement Negotiation Skills	3	1	9	Core
BAU08207	Entrepreneurship and Innovation	3	2	9	Fundamental
GSU08212	Project Paper	3	2	10	Core
PLU08202	Procurement & Supplies Audit	3	2	10	Core
PLU08203	E-Procurement and E-Logistics	3	2	10	Core
PLU08205	Contract and Project Management	3	2	10	Core
PLU08208	Strategic Procurement	3	2	12	Core
PLU08210	Supply Chain Risk Management	3	2	10	Core
13 Modules					

4.4.10. Bachelor Degree in Business Administration (BBA)

a) Purpose of qualification: NTA Level 7

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

b) Purpose of qualification: - NTA Level 8

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

c) Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental
GSU07107	Principles of Management	1	1	12	Fundamental
GSU07108	Communication Skills	1	1	10	Fundamental
GSU07109	Business Environment	1	1	9	Fundamental
ACU07209	Financial Accounting	1	2	10	Fundamental
GSU07207	Business Law	1	2	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GSU07208	Principles of Economics	1	2	12	Fundamental
MPU07202	Marketing Management	1	2	14	Fundamental
PLU07210	Procurement and Supply Techniques	1	2	10	Fundamental
BAU07313	Management Information System	2	1	10	Core
GSU07314	Research Methodology and Consultancy	2	1	8	Fundamental
GSU07318	Quantitative Methods	2	1	9	Fundamental
HRU07315	Organisational Behaviour	2	1	11	Fundamental
HRU07317	Human Resources management	2	1	14	Fundamental
ACU07421	Financial Management	2	2	9	Fundamental
ACU07422	Risk Management	2	2	14	Fundamental
BAU07402	Business Leadership	2	2	14	Core
BAU07419	International Business	2	2	14	Core
BAU07425	Business Organisation Management	2	2	14	Core
20 Modules					

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

Code	Module Title	Year	Semester	Credit	Category
ACU08106	Business Taxation	3	1	12	Fundamental
BAU08101	Strategic Management	3	1	10	Core
BAU08104	Operations Management	3	1	12	Core
BAU08106	Project Management	3	1	12	Core
GSU08107	Business Consultancy	3	1	10	Fundamental
	Business Ethics and Corporate Social				
BAU08203	Responsibility	3	2	10	Core
BAU08204	Business Contract Management	3	2	11	Core
BAU08214	Project Monitoring and Evaluation	3	2	11	Core
BAU08215	Risk Management	3	2	12	Core
GSU08208	International Management	3	2	11	Fundamental
GSU08212	Project Paper	3	2	10	Core
11 Modules					

4.4.11. Bachelor Degree in Human Resource Management (BHRM)

a) Purpose of qualification: NTA Level 7

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

b) Purpose of qualification: NTA Level 8

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

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
HRU07101	Human Resource Management	1	1	13	Core
GSU07103	Development Studies	1	1	9	Fundamental
GSU07104	Communication Skills	1	1	10	Fundamental
BAU07103	Principles and Practice of Management	1	1	12	Core
BAU07102	Administrative Law	1	1	10	Core
GSU07102	Business Information system	1	1	12	Fundamental
HRU07203	Local Government Administration	1	2	12	Core
HRU07204	Organizational Psychology	1	2	12	Core
ACU07206	Financial Accounting	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
GSU07201	Business Mathematics and Statistics	1	2	10	Fundamental
ACU07317	Principles of Financial Management	2	1	8	Fundamental
BAU07301	Public Service Delivery	2	1	14	Fundamental
HRU07301	Organizational Development	2	1	14	Core
HRU07302	Human Resource Consultancy	2	1	14	Core
HRU07318	Advanced Human Resources Management	2	1	14	Core
GSU07403	Social Science Research	2	2	8	Fundamental
HRU07401	Organization Behaviour	2	2	14	Core
HRU07402	Office Practice and Record Management	2	2	14	Core

Code	Module Name	Year	Semester	Credit	Category
HRU07420	Industrial Relations and labour Law	2	2	14	Core
HRU07421	Principles and Practice of Human Resources Management Planning	2	2	14	Core
21 Modules					

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

Code	Module Title	Year	Semester	Credit	Category
GSU08108	Entrepreneurship	3	1	10	Fundamental
HRU08101	Human Resource Training and Development	3	1	13	Core
HRU08103	Human Resource Information System	3	1	12	Core
HRU08108	Labour Economics	3	1	10	Core
HRU08109	Human Resource Performance Mgt	3	1	12	Core
BAU08213	Business Consultancy	3	2	10	Fundamental
GSU08205	Project Management	3	2	10	Fundamental
GSU08206	Public Policy	3	2	10	Core
GSU08207	Occupational Healthy and Safety Services	3	2	10	Core
GSU08212	Project Paper	3	2	10	Core
HRU08206	International Human Resource Management	3	2	12	Core
11 Modules					

4.4.12. Bachelor Degree in Marketing and Public Relations (BMPR)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

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

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform a wide range of strategic managerial duties including: - Managing Crisis, handling corporate

public relations issues, service marketing, national and international marketing and managing organization resources.

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
GSU07101	Communication skills	1	1	10	Fundamental
GSU07102	Business Mathematics and Statistics	1	1	12	Fundamental
GSU07103	Development Studies	1	1	9	Fundamental
MPU07104	Public Relations Writing	1	1	12	Core
MPU07105	Marketing Management	1	1	14	Core
MPU 07206	Events and Campaign Management	1	2	13	Core
MPU07207	Business and Media Law	1	2	12	Core
MPU07208	Customer Relationship Management	1	2	12	Core
GSU07209	Principles of Management	1	2	12	Fundamental
MPU07210	Consumer Behaviour	1	2	12	Core
GSU07314	Research Methodology and Consultancy	2	1	8	Fundamental
GSU07315	Entrepreneurship	2	1	21	Fundamental
HRU07315	Organisational Behaviour	2	1	11	Core
MPU07419	Consumer Behaviour	2	1	12	Core
MPU07420	Media Relations	2	1	11	Core
GSU07416	Business Information Technology	2	2	8	Fundamental
GSU07417	Principles of Economics	2	2	2	Fundamental
HRU07419	Human Resource Management	2	2	2	Fundamental
MPU07422	Advertising and Promotion	2	2	14	Core
MPU07423	Events Management	2	2	16	Core
22 Modules					

d) Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
BAU08106	Project Management	3	1	12	Fundamental
	Business Ethics & Corporate Social				
GSU08105	Responsibility	3	1	10	Fundamental
MPU08103	Corporate Public Relations	3	1	12	Core
MPU08104	Strategic Marketing	3	1	12	Core
MPU08105	Service Marketing	3	1	12	Core
ACU08208	Financial Management	3	2	8	Fundamental
GSU08212	Project Paper	3	2	8	Fundamental
MPU08205	Sales & Retail Management	3	2	12	Core
	Contemporary Issues in Marketing and Public				
MPU08207	Relations	3	2	10	Core
MPU08208	International Marketing	3	2	13	Core
MPU08210	E-Marketing and E-Public Relations	3	2	12	Core
11 Modules					

4.4.13. Bachelor Degree in Public Sector Accounting and Finance (BPSAF)**a) Purpose of qualification: NTA Level 7**

This qualification is intended for a person who will:

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

b) Purpose of qualification: NTA Level 8

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

c) **Summary of Modules - NTA Level 7**

Code	Module Name	Year	Semester	Credit	Category
ACU07105	Introduction to Financial Accounting	1	1	19	Core
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental
GSU07104	Communication Skills and Report Writing	1	1	8	Fundamental
PSU07102	Information Technology and Computerized Accounting	1	1	10	Fundamental
PSU07104	Public Sector Accounting	1	1	24	Core
ACU07210	Financial Accounting	1	2	24	Core
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
PSU07210	Public Finance and Taxation	1	2	14	Core
PSU07211	Public Sector Auditing and Control Systems	1	2	16	Core
PSU07212	Corporate Governance and Social Responsibility	1	2	20	Core
ACU07311	Corporate Finance	2	1	19	Core
ACU07312	Taxation	2	1	20	Core
GSU07303	Entrepreneurship and Marketing	2	1	10	Fundamental
GSU07313	Operational Research	2	1	13	Fundamental
GSU07314	Research Methodology and Consultancy	2	1	22	Fundamental
PSU07313	Public Assets Management and Valuation	2	1	10	Core
ACU07416	Cost Accounting	2	2	20	Core
ACU07417	Intermediate Financial Accounting	2	2	30	Core
ACU07419	Advanced Taxation	2	2	15	Core
ACU07422	Risk Management	2	2	14	Core
PLU07417	Public Procurement	2	2	10	Fundamental
PSU07411	Intermediate Public Sector Accounting	2	2	21	Core
24 Modules					

d) **Summary of Modules - NTA Level 8**

Code	Module Name	Year	Semester	Credit	Category
ACU08103	International Finance	3	1	15	Core
ACU08105	Advanced Financial Accounting	3	1	15	Core
GSU08102	Management Principles	3	1	10	Fundamental
HRU08105	Strategic Human Resource Management	3	1	12	Fundamental
HRU08107	Public Service Management	3	1	9	Core
PSU08101	Resources Governance in Local Government Authorities	3	1	11	Core
ACU08206	Auditing and Assurance Services	3	2	10	Core
ACU08207	Management Accounting	3	2	15	Core
GSU08212	Project Paper	3	2	8	Fundamental
PSU08208	Advanced Local Government Accounting & Reporting	3	2	10	Core
PSU08209	Advanced Public Sector Accounting & Reporting	3	2	11	Core
PSU08210	Contemporary Issues on Public Sector Accounting	3	2	10	Core
PSU08211	Public Policy and Programme Evaluation	3	2	16	Core
12 Modules					

4.4.14. Admission Requirements for NTA Level 7

A. FORM SIX QUALIFICATIONS

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
1.	Bachelor Degree in Accounting	TA001	Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry or Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, book-keeping fine Arts, Computer Sciences, Kiswahili or Food and Human Nutrition. If one of the principal passes is not Advanced Mathematics, an applicant MUST HAVE a subsidiary pass in Basic Applied Mathematics at A-Level or a minimum of “D” grade in Mathematics at O-Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0
2.	Bachelor Degree in Procurement and Logistics Management	TA002	Two principal passes with a minimum of 4 points in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Food and Human Nutrition, Advanced Mathematics, Agriculture, Computer Science or Nutrition. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0
3.	Bachelor Degree in Human Resource Management	TA003	Two principal passes with a minimum of 4 points in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Kiswahili or Food and Human Nutrition, Computer Science or Nutrition. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
4.	Bachelor Degree in Business Administration	TA004	Two principal passes with a minimum of 4 points in the following subjects: Accountancy, History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Kiswahili or Food and Human Nutrition, Computer Science or Nutrition. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0
5.	Bachelor Degree in Public Sector Accounting and Finance	TA005	Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry or Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, fine arts, computer science, Kiswahili and Kiswahili or Food and Human Nutrition. If one of the principal passes is not Advanced Mathematics, an applicant MUST HAVE a subsidiary pass in Basic Applied Mathematics at ALevel or a minimum of “D” grade in Mathematics at OLevel. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0
6.	Bachelor Degree in Marketing and Public Relations	TA006	Two principal passes with a minimum of 4 points in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Kiswahili or Food and Human Nutrition, Computer Science or Nutrition. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
7	Bachelor Degree in Education With Accounting and Business Studies		Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry or Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, book-keeping fine Arts, Computer Sciences, Kiswahili or Food and Human Nutrition. If one of the principal passes is not Advanced Mathematics, an applicant MUST HAVE a subsidiary pass in Basic Applied Mathematics at A-Level or a minimum of “D” grade in Mathematics at O-Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0

B.EQUIVALENT QUALIFICATIONS

S/N	Programme	Code	Admission Requirements
1.	Bachelor Degree in Accounting	TA001	Diploma in Accounting, Finance, Business Administration, Economics, Tax, Customs, Cooperative Management, Cooperative Management and Accounting, Insurance, Procurement and Logistics Management, Procurement Management, Supplies Management, Logistic Management, Agriculture, Pharmacy, Medicine, Laboratory, Education, Community Development, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Procurement and Supply Management, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Risk Management, Statistics, Customs and Tax Management, Cooperative Management, Development Planning, Economics or Nursing, Engineering, Education, Financial Management with an average of “B” or a minimum GPA of 3.0 with at least four passes in nonreligious subjects at O-Level.

S/N	Programme	Code	Admission Requirements
			<p>An applicant with Diploma in education MUST HAVE a subsidiary pass in Basic Applied Mathematics at A-Level or a minimum of “D” grade in Mathematics at O-Level.</p> <p>OR Foundation Certificate of the OUT with a minimum GPA of 3.0.</p>
2.	Bachelor Degree in Procurement and Logistics Management	TA002	<p>Diploma in Procurement and Logistics Management, Accounting, Finance, Business Administration, Banking, Banking and Finance, project Management, Economics, Tax, Procurement and Logistics Management, Insurance, Clearing and Forwarding, Education, Library and Information Studies, Shipping and Logistics, Transport and Logistic Management, Marketing, Human Resource Management, Medicine, Laboratory, Procurement and Supply Management, Law, Public Sector Accounting and Finance, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Customs, Community Development, Fleet Management, Secretarial Studies, Accounting, Cooperative Management, Cooperative Management and Accounting, Agriculture, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Pharmacy, Agriculture, Information and Communication Technology, Insurance, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, with an average of “B” or a minimum GPA of 3.0 with at least four passes in non-religious subjects at O-Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.</p>
3.	Bachelor Degree in Human Resource Management	TA003	<p>Diploma in Marketing, Accounting, Finance, Finance and Banking, Cooperative Management, Cooperative Management and Accounting, Business Administration, Economics, Taxation, Fleet Management, Insurance, Risk Management, Clearing and Forwarding, Customs, Development Planning, Human Resource Management, Industrial Relations, Community Development, Secretarial Studies, Medicine, Nursing, Laboratory, Pharmacy, Agriculture, livestock, Animal Production, Community Development, Animal Health, Law, Tourism, Labour Law, Local Government Administration, Journalism, Planning, Mass Communication, Community Development, Library, Information Studies, Gender and Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Sociology, Environmental Planning, Criminal Investigation, Business Information System, Information Technology, Education, Engineering, Entrepreneurship Records Management, Public Administration or Education with an average of “B” or a minimum GPA of 3.0 with at least four passes in non-religious subjects at O Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0</p>

S/N	Programme	Code	Admission Requirements
4.	Bachelor Degree in Business Administration	TA004	Diploma in Business Administration, Business Management, Economics, Taxation, Insurance, Risk Management, Procurement and Logistics Management, Customs, Clearing and Forwarding, Education, Shipping and Logistics Management, Public Sector Finance and Accounting, Fleet Management, Development Planning, Marketing, Public Relations, Law, Criminal Investigation, Pharmacy, Medicine, Nursing, Human Resource Management, Local Government Administration, Public Service, Information and Communication Technology, Management, Industrial Relations, Community Development, Social Work, Sociology Agriculture, Livestock, Animal Health, Secretarial Studies, Public Relations, Records, Accountancy, Finance or Banking with an average of “B” or a minimum GPA of 3.0 with at least four passes in nonreligious subjects at O-Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.
5.	Bachelor Degree in Public Sector Accounting and Finance	TA005	Diploma in Accounting, Finance, Business Administration, Economics, Tax, Insurance, Procurement and Logistics Management, Agriculture, Pharmacy , Medicine, Nursing, Engineering, Information and Communication Technology, Insurance Education, Community Development, Business Administration, in Accounting, Public Sector Accounting and Finance, Banking, Entrepreneurship, Procurement and Supply, Business Management, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Risk Management, Statistics, Customs and Tax Management, Cooperative Management, Development Economics or Financial Management with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level. An applicant with Diploma in education MUST HAVE a subsidiary pass in Basic Applied Mathematics at A-Level or a minimum of “D” grade in Mathematics at O-Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.
6.	Bachelor Degree in Marketing and Public Relations	TA006	Diploma in Accountancy, Business Administration, Business Management, Project Management, Marketing, Procurement and Logistics Management, Procurement and Supply, entrepreneurship, Journalism, Public Relations, Mass Communication, Human Resource Management, Heritage, Hospitality, Industrial Relations, Tourism, Hotel Management, Local Government Administration, Public Administration, Development Planning, Sociology, Community Development, Business Information System, Information Technology, Computer Science, Cooperative Management, Cooperative Management and Accounting, Education, Records Management, Law, Criminal Investigation, Enterprise Management, Enterprise Development, Agriculture, Livestock, Animal Production, Engineering, Library, Pharmacy, Animal Health, Medicine, Laboratory, Transportation, Clearing and

S/N	Programme	Code	Admission Requirements
			Forwarding, International Relations and Diplomacy, Development Planning, Social Work, Secretarial Studies, Finance, Taxation, Customs, Banking, Insurance, Risk Management, Freight, Social Protection, Community Development, with an average of “B” or a minimum GPA of 3.0 with at least four passes in non-religious subjects at O-Level. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.
7	Bachelor Degree in Education With Accounting and Business Studies	TAMZ5	Diploma in Accounting, Finance, Business Administration, Business Management, Project Management, Economics, Tax, Insurance, Risk Management, Development Planning, Procurement and Logistics Management, Agriculture, Pharmacy, Medicine, Education, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Local Government Accounting and Finance, Public Sector Accounting and Finance, Insurance and Risk Management, Nursing, Engineering, Agriculture, Engineering, Information Technology, Entrepreneurship, Procurement and Supply, Procurement Management, Supply Management, Fleet Management, Cooperative Management, Cooperative Management and Accounting, Community Development, or Financial 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.

4.4.15. Admission Requirements for NTA Level 8 NTA Level 8

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

4.4.16. Overall Structure and Programme Duration

a) NTA Level 7

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

b) NTA Level 8

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

4.4.17. Assessment of Performance

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

Continuous	40
Assessment Final examination	60
	100
Total	40

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination and a minimum of 30% marks for each module in a semester examination. However, a student must pass at "C grade" and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

4.4.18. Grading System

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

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

4.4.19. Classification of Awards

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

GRADE	GRADE POINTS
A	5
B+	4
B	3
C	2

D	1
F	0

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

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

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

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

5.0 COMPUTATION OF CUMULATIVE GPA FOR ALL PROGRAMMES

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

Computation formula

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

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

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

5.1 Postgraduate Programmes

- a) **General Purpose of the Programme**
The general purposes of the programme are to:

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

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

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

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

Code	Module Name	Year	Semester	Credit	Category
BAM403	Entrepreneurship	1	1	10	Fundamental
PLM401	Public Procurement	1	1	10	Core
PLM402	Inventory Management	1	1	10	Core
PLM404	Procurement Contract Management	1	1	10	Core
PLM405	International Logistics & Transport	1	1	10	Core
MGT421	Research Methodology & Consultancy	1	2	10	Fundamental
PLM422	Supply Chain Risk Management	1	2	10	Core
PLM423	Strategic Procurement	1	2	10	Core
PLM424	Supply Chain Management	1	2	10	Core
PLM425	Procurement and Supplies Audit	1	2	10	Core
10 Modules					

d) Summary of Modules Postgraduate Diploma in Project Planning and Management (PGD-PPM)

Code	Module Name	Year	Semester	Credit	Category
PFM101	Corporate Finance Planning	1	1	10	Core
PFM102	Investment Analysis and Portfolio Management	1	1	10	Core
MGT101	Managerial Economics	1	1	10	Fundamental
MGT102	Quantitative Techniques for Finance	1	1	10	Fundamental
MGT103	Business Research Methods	1	1	10	Core
PFM201	Financial Markets and Institutions	1	2	10	Core
PFM202	Financial Reporting and Analysis	1	2	10	Core
PFM203	Public Finance and Taxation	1	2	10	Core
ACC201	Ethics, Governance and Accountability	1	2	10	Core
MGT202	Strategic Management	1	2	10	Fundamental
MGT203	Dissertation	1	2	15	Core
12 Modules					

e) Summary of Modules - Postgraduate Diploma in Business Administration (PGD-BA)

Code	Module Name	Year	Semester	Credit	Category
MGT410	Research Methodology	1	1	10	Fundamental
ACC411	Financial Accounting	1	1	10	Fundamental
MGT412	Business Law	1	1	10	Core
MGT413	Human Capital Management	1	1	10	Fundamental
PSM414	Procurement and supply management	1	1	10	Core
MGT415	Management Information System	1	1	10	Fundamental
MGT426	Strategic Management	1	2	10	Core
PSM427	Production and operation Management	1	2	10	Core
ACC428	Business Ethics and	1	2	10	Core

Code	Module Name	Year	Semester	Credit	Category
	Corporate Governance				
	Financial Management				
PMP429	Marketing Management	1	2	10	Core
MGT430	Economic Planning	1	2	10	Fundamental
MGT431	Research Paper	1	2	15	Fundamental

f) Summary of Modules - Postgraduate Diploma in Financial Management (PGDFM)

Code	Module Name	Year	Semester	Credit	Category
MGT410	Research Methodology	1	1	10	Fundamental
ACC411	Financial Accounting	1	1	10	Fundamental
MGT412	Business Law	1	1	10	Core
MGT413	Human Capital Management	1	1	10	Fundamental
PSM414	Procurement and supply management	1	1	10	Core
MGT415	Management Information System	1	1	10	Fundamental
MGT426	Strategic Management	1	2	10	Core
PSM427	Production and operation Management	1	2	10	Core
ACC428	Business Ethics and Corporate Governance	1	2	10	Core
	Financial Management				
PMP429	Marketing Management	1	2	10	Core
MGT430	Economic Planning	1	2	10	
MGT431	Research Paper	1	2	15	Fundamental
12 Modules					

5.2 Assessment of Performance

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination and a minimum of 30% marks for each module in a semester examination. However, a student must pass at “B” grade” and or above in at least three modules in the first semester in order to be allowed to register in the next semester. In order to make genuine assessment of student’s performance, he/she must have attended at least 75% of the lectures.

6.0 GRADING SYSTEM

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

S/N	SCORE RANGE	GRADE	DEFINITION
1	70 – 100	A	EXCELLENT
2	60 – 69	B+	VERY GOOD
3	50 – 59	B	GOOD
4	40 – 49	C	MARGINAL FAIL
5	35 - 39	D	FAIL
6	0 - 34	E	ABSOLUTE FAIL

6.1 Classification of Awards

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

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

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

CLASS AWARD	CUMULATIVE GPA
A	4.4 – 5.0
B+	3.7 – 4.3
B	3.0 – 3.6
C	2.0 – 2.9
D	1.0 – 1.9
E	0 – 0.9

6.2 Admission Requirements (Minimum entry requirements)

6.2.1 Postgraduate Diploma in Accounting (PGDA)

- (i) Possession of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business, Administration or Procurement and Logistics Management from any reputable institution
OR
- (ii) NBAA CPA Intermediate Stage

6.2.2 Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

- (i) Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions
OR
- (ii) PSPTB CPSP Intermediate stage

6.2.3 Postgraduate Diploma in Financial Management (PGD-FM)

- (i) Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions
OR
- (ii) PSPTB CPSP Intermediate stage

6.2.4 Postgraduate Diploma in Business Administration (PGD-BA)

Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

6.2.5 Postgraduate Diploma in Project Planning and Management (PGD-PPM)

Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

6.3 Overall Structure and Programme Duration

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

6.4 Computation of Cumulative GPA for Postgraduate Diploma

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

7.0 MASTERS PROGRAMMES (CURRICULA APPROVED)

Master degree programmes (NTA level 9) are all for ONE AND HALF YEARS (18 months) duration and require students to complete THREE Semesters of SEVENTEEN weeks each. It requires candidates to successfully complete COURSEWORK during semesters 1-2 and DISSERTATION WRITING during semester 3. In semesters 1-2, the student will have to complete all modules and DISSERTATION WRITING in the 3rd semester during which they will stay off campus.

7.1 Master of Science Degree in Accounting and Finance (MSc. ACC & FIN)

7.1.1 Purpose of the qualification

This qualification is intended for persons who will plan, organize and implement accounting and finance consultancies as well as making managerial decisions in the local and international organization.

7.1.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
AFG09101	Advanced Financial Accounting	1	1	15	Core
AFG09102	Management Accounting	1	1	17	Core
AFG09103	Corporate Finance	1	1	17	Core
AFG09104	International Finance	1	1	15	Core
GSG09101	Strategic management	1	1	12	Fundamental
AFG09201	Corporate Reporting	1	2	15	Core
AFG09202	Auditing and Assurance	1	2	15	Core
AFG09203	Public Finance and Taxation	1	2	15	Core
AFG09204	Financial Markets and Instruments	1	2	17	Core
GSG09201	Business Research Methods	1	2	12	Fundamental
GSG09301	Dissertation	2	3	30	Core
11 Modules					

7.2 Master of Science in Procurement & Supply Management (MSc. PSM)

7.2.1 Purpose of the Qualification

This qualification is intended for a person who will perform broad range of complex technical procurement and supply management activities including; supply chain management, management of procurement and inventory

7.2.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
PSG09101	Operations Management	1	1	12	Core
PSG09102	Industrial Procurement Management	1	1	12	Core
PSG09103	Transports & Distribution Management	1	1	12	Core
PSG09104	Procurement Project& Contract Management	1	1	12	Core
GSG09101	Strategic Management	1	1	12	Fundamental
PSG09201	Public Procurement Management	1	2	12	Core
PSG09202	Inventory Management	1	2	12	Core
PSG09203	Supply Chain Management	1	2	12	Core
PSG09204	Ethics in Procurement & Supply Management	1	2	12	Core
GSG09201	Business Research Methods	1	2	12	Fundamental
GSG09301	Dissertation	2	3	30	Fundamental
11 Modules					

7.3 Master of Business Administration in Project Management (MBA. PM)

7.3.1 Purpose of the qualification

This qualification is designed to produce competent managers who will apply knowledge and skills of business and project management including business law, project monitoring and evaluation, manage project finance and project risks, conducting project appraisal, research and being able to develop self-employment

7.3.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
MSG09101	Project Planning and Implementation Research	1	1	12	Core
GSG09102		1	1	12	Fundamental
MSG09103	Methodology Statistical Methods for Project Entrepreneurship	1	1	12	Core
BAG09104		1	1	12	Fundamental
GSG09101	Management Strategic	1	1	12	Fundamental
BAG09106	Management Business Law and Ethics	1	1	12	Fundamental
BAG09201	Managerial Economics	1	2	12	Fundamental
ITG09202	Management Information System Project	1	2	14	Fundamental
MSG09201	Monitoring and Evaluation	1	2	12	Core
MSG09203	Project Risk Management Project	1	2	14	Core
MSG09204	Procurement and Contract Management	1	2	12	Core
MSG09205	Project Finance	1	2	14	Core
GSG09301	Dissertation	2	3	30	Fundamental
13 Modules					

7.4 Master in Human Resource Management with Information Technology [MHRM-IT]

7.4.1 Purpose of qualification

This qualification is intended for persons who will plan, organize and implement human resource with information technology and provide a learning pathway for those wishing to proceed to higher levels of human resource management study.

7.4.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
HRG09101	Principles and Practices of Human Resource	1	1	10	Fundamental

Code	Module Name	Year	Semester	Credit	Category
HRG09102	Management Public Policy and Decision Making	1	1	10	Core
HRG09103	Industrial Relations and Labour Law	1	1	13	Core
HRG09104	Managerial and Leadership Skills	1	1	10	Fundamental
HRG09105	Organizational Behaviour	1	1	12	Fundamental
HRG09106	Management Information System for Digital Age	1	1	12	Core
HRG09107	Database and Communication Systems	1	1	10	Core
HRG09201	Strategic Human Resource Management	1	2	12	Core
HRG09202	Human Resource Planning	1	2	10	Core
HRG09203	Performance Management	1	2	12	Core
HRG09204	Enterprise Resource Planning	1	2	13	Core
HRG09205	Administrative Law	1	2	13	Core
GSG09201	Research Methodology	1	2	12	Fundamental
GSG09301	Dissertation	2	3	30	Fundamental
14 Modules					

7.5 Master of Science in Marketing and Public Relations [MSC. MPR]

7.5.1 Purpose of qualification

This qualification intends to prepare marketing and public relations managers, who will be able to analyse and make critical decisions on product/brand, price, promotion, distribution, physical evidence, people and process as well as identifying, Establishing and maintaining strong relationship with firm's stakeholders locally and globally

7.5.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
MPG09101	Management Practices	1	1	12	Fundamental
MPG09102	Advanced Marketing Management	1	1	12	Core
MPG09103	Strategic Marketing	1	1	12	Core
MPG09104	Marketing Communication	1	1	13	Core
MPG09105	Corporate Public Relations	1	1	10	Core
MPG09106	Consumer Behaviour	1	1	9	Core
MPG09207	Managerial Economics	1	2	13	Fundamental
MPG09209	Public Relations Campaign management	1	2	12	Core
MPG09210	International Marketing	1	2	10	Core
MPG09211	Public Relations Writing and Media Techniques	1	2	12	Core
MPG09212	Service Marketing	1	2	13	Core
GSG09201	Research Methodology	1	2	12	Fundamental
GSG09301	Dissertation	2	3	30	Fundamental
13 Modules					

7.6 Admission Requirement for NTA level 9

S/N	Programme	Admission Requirement
1	Master of Science Degree in Accounting and Finance (MSc. ACC & FIN)	<p>a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class from any accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting) OR</p> <p>b) A professional qualification recognized by professional bodies (CPA (T), ACCA, CIMA) OR</p> <p>c) Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)</p>

S/N	Programme	Admission Requirement
2	Master of Science in Procurement & Supply Management (MSc. PSM)	<p>a) Holders of any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR</p> <p>b) Certified Procurement and Supplies Professionals (CPSA) or Certified Public Accountant (CPA) and their related professionals' awards. OR</p> <p>c) Any postgraduate diploma other than those of religious studies</p>
3	Master of Business Administration in Project Management (MBA. PM)	<p>a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second in business administration, Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field from any recognized University OR</p> <p>b) Bachelor degree (NTA Level 8), or Advanced Diploma with at least a pass class in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field and with at least three years of experience in a relevant field of study OR</p> <p>c) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Pass Class and Holds a Postgraduate diploma in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field</p>
4	Master in Human Resource Management with Information Technology [MHRM-IT]	<p>a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class in Human Resource Management and any other business-related studies from any recognized University OR</p> <p>b) Bachelor degree (NTA Level 8), or Advanced Diploma with at least a Pass class in Human Resource Management and any business-related studies from any recognized University and with at least three years of work experience and Holds a Postgraduate</p>

S/N	Programme	Admission Requirement
		diploma in Human Resource Management or any other related studies from any recognized University.
5	Master of Science in Marketing and Public Relations [MSC. MPR]	The admission for Master of Science in Marketing and Public Relations is open to holders of Bachelor degree (NTA Level 8) or Advanced Diploma in Marketing, Public Relations and any other business-related studies from any recognized University with at least Lower Second GPA, or Pass Class with at least three years of experience in a relevant field of study or a Postgraduate diploma

7.7 Assessment of Performance

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination and a minimum of 30% marks for each module in a semester examination. However, a student must pass at “B” grade” and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

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

7.8 Grading System

Grades A, B+, and B are regarded as pass in descending order of merit where A is be the highest pass grade and B the lowest pass grade, while grades C, D, and F are regarded as Fail. Marks will be awarded out of 100 percent. The marks so obtained from different assessment components will be graded as shown in Table

S/N	SCORE RANGE	GRADE	GRADE POINT	DEFINITION
1	70 – 100	A	5	EXCELLENT
2	60 – 69	B+	4	VERY GOOD
3	50 – 59	B	3	GOOD
4	40 – 49	C	2	MARGINAL FAIL
5	35 - 39	D	1	FAIL
6	0 - 34	F	0	ABSOLUTE FAIL
	-	I	-	INCOMPLETE
	0	Q	-	DISQUALIFICATION

7.9 Classification of Award

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

CLASS AWARD	CUMULATIVE GPA
First Class	4.4 – 5.0
Upper Second	3.5 – 4.3
Lower Second	2.7 – 3.4
Pass	2.0 – 2.6

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

- a) Passed all modules with grades A, B+ or B
- b) Submitted and defend his/her dissertation to the institute (TIA) and
- c) Obtained the overall cumulative grade point average (GPA) equivalent to pass, which shall be calculated using the NACTE's Computation formula

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

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

7.10 Research & Consultancy

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

8.0 GENERAL INFORMATION

8.1 Admission and Registration Procedures

8.1.1 Admission of Students

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

8.1.2 Mode of Application

a) Certificate, Diploma, Degree, Postgraduate diploma and masters Programmes

The Institute invites applications for admission into its various programmes from January to September. Applicants for Bachelor Degree, Postgraduate diploma and Masters Programmes channel their applications directly to the institute through online application while applicants for Basic Technician certificate and Diploma can either apply directly to the institute through online application or by filling application forms.

Applications are done after advertisement of training opportunities as per admission calendar communicated by TCU for bachelor degree and Post Graduate Programmes and NACTE for Basic Technician Certificate and Diploma programmes. March intake applications are normally conducted from January to March while September intake applications are conducted between June and October for respective academic years.

Selected applicants are advertised through Institute's website, notes boards, sending bulk SMS and direct contact through phone calls.

b) Short Courses

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

8.1.3 Registration Process

Confirmation of admission is conditional upon satisfactory verification of the academic qualifications of each student. NTA level 4 and 5 candidates have to complete first NACTE registration before conducting TIA registration. Students' registration involves online registration and a thorough check of academic documents. Only original certificates and academic transcripts are accepted during registration.

8.1.4 Medical Examination

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

8.1.5 Immigration Formalities

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

8.1.6 Transfer of Students

Transfer of students will be considered as per NACTE and TCU guidelines and calendar. Consideration and transfer approval will depend on availability of slots and possession of programme specific minimum entry requirements.

8.1.7 Postponement and resumption of studies

A registered student can postpone studies due to various reasons such as health problems, family matters, pregnancy among other compelling circumstances. Postponement period shall not go beyond four consecutive semesters (two years). A student should tender request for postponing studies to the institute by providing relevant evidence for such a postponement. On resuming studies, a student must submit a letter of intension to resume studies at least one month before commencement of a semester.

8.2 Fee Structure

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

8.2.1 Fee Structure for Basic Technician Certificates and Diploma Programmes for Academic Year 2023/2024

ITEMS	BASIC CERTIFICATES	DIPLOMA	
	Year One	First Year	Second Year
	TZS.	TZS.	TZS.
TUITION FEE	890,000	990,000	990,000
REGISTRATION FEE	50,000	50,000	25,000
NACTE QUALITY ASSURANCE	15,000	15,000	15,000

ITEMS	BASIC CERTIFICATES	DIPLOMA	
	Year One	First Year	Second Year
FEE			
PROVISIONAL/STATEMENT OF RESULTS/TRANSCRIPT COSTS	20,000	20,000	20,000
NHIF FEE (Mandatory)	50,400	50,400	50,400
GRADUATION COST	25,000	25,000	25,000
STUDENTS ORGANIZATION FEE	10,000	10,000	10,000

Foreign students' total fees are **US\$. 700** p.a. for Certificate and **US\$. 800** p.a. for Diploma Programmes. The amount does not include NHIF fee of **TZS. 50,400/=**

8.2.2 Fee Structure for Degree Programmes Academic Year 2023/2024

ITEMS	Course	DEGREE PROGRAMMES		
		First year	Second year	Third year
		TZS.	TZS.	TZS.
TUITION FEE	BAC	1,340,000	1,140,000	1,340,000
	BPLM	1,240,000	1,040,000	1,240,000
	BBA	1,240,000	1,040,000	1,240,000
	BHRM	1,240,000	1,040,000	1,240,000
	BPSAF	1,240,000	1,040,000	1,240,000
	BMPR	1,240,000	1,040,000	1,240,000
REGISTRATION FEE		50,000	25,000	20,000
NACTE QUALITY ASSURANCE FEE		20,000	20,000	20,000
PROVISIONAL/STATEMENT OF RESULTS/TRANSCRIPT COSTS		20,000	20,000	20,000
GRADUATION GOWN COST		-	-	35,000
STUDENTS ORGANIZATION FEE		10,000	10,000	10,000
NHIF FEE (Mandatory)		50,400	50,400	50,400

Foreign students' total fees are **US\$. 900** p.a. for Bachelor Degree Programmes. The amount does not include NHIF fee of **TZS. 50,400/=**

8.2.3 Fee Structure for Postgraduate Diploma Academic Year 2023/2024

ITEMS			AMOUNTS TZS.
TUITION FEE			1,840,000
REGISTRATION FEE			50,000
PGDFM)			
PROVISIONAL/STATEMENT COSTS	OF	RESULTS/TRANSCRIPT	20,000
GRADUATION GOWN COST			40,000
STUDENTS ORGANIZATION FEE			10,000
NHIF FEE (Mandatory)			50,400

Foreign students' total fees are **US\$. 1,300** p.a. for Postgraduate Programmes. The amount does not include NHIF fee of **T.sh 50,400/=**

8.2.4 Recommended Allowances Paid Direct to Students

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

8.2.5 Masters Programmes Fee Structure

CATEGORY A: ANNUAL FEES PAYABLE TO THE TIA (NATIONALS)

Description	TZS
Tuition Fee per programme (examination and library services) for residents	3,960,000
Registration	50,000
NACTE Quality Assurance Fee	20,000
Graduation Gowns	40,000
Provisional/Statement of Results/Transcript Costs	20,000
Student Union Subscription Fee	10,000
TOTAL	4,100,000

CATEGORY B: ANNUAL FEES PAYABLE TO THE TIA (FOREIGN)

Description	USD
Tuition Fee per programme (registration, examination and library services) for foreign	4,500
Campus Accommodation (USD 5 per room per day)	1,250
Non-refundable medical fee (NHIF)	150
Graduation Gown	20
NACTE Quality Assurance Fee	15
Provisional/Statement of Results/Transcript Costs	10
Student Union Subscription Fee	10
TOTAL	5,935

NB: Tuition fees are payable in two instalments at the beginning of each semester, 50% first semester and 50% second semester

CATEGORY C: INDICATIVE INFORMATION ON STUDENT DIRECT COSTS (NOT PAYABLE TO TIA BUT TO STUDENTS)

The following data can be used to estimate costs that are paid directly by the student. The costs are simply an indication of market rates. As a result, it is up to students and their sponsors to come up with a reasonable living expense that allows them to comfortably pursue their programs from any of the university's campuses. Students who are completing their programs from home, for example, may not require financial assistance for housing.

- a. These Master's degree programmes are all for **ONE AND HALF YEARS** (18 months) duration and require students to complete **THREE** Semesters of **SEVENTEEN** weeks

each. It requires candidates to successfully complete **COURSEWORK** during semesters 1-2 and **DISSERTATION WRITING** during semester 3. In semesters 1-2, the student will have to complete all modules and **DISSERTATION WRITING** in the 3rd semester during which they will stay off campus.

- b.** Hostels facilities are limited and payment will be done after one has acquired a room on the basis of first come first served. Accommodation fees **TZS. 450,000.00** are payable at the beginning of each year in full for Dar es Salaam campus and between **TZS. 5,000/=** and **20,000/=** per day for those staying off campus in private accommodation
- c.** Food is estimated between **TZS. 10,000/=** and **15,000/=** per day
- d.** Books and stationeries **TZS. 1,000,000/=** per year.
- e.** Cost for writing dissertation including data collection in the field should be determined by individual sponsors or guardians though it is approximated between **TZS. 5,000,000/=** and **Tshs.10, 000, 000/=** (or even higher), depending on the type of research and where it is conducted.
- f.** The Institute reserves the right to change fees at any time without notice.
- g.** Fees once paid are not refundable unless under special circumstances.

NB: Hostels facilities are limited and payment will be done after one has acquired a room on the basis of first come first served. Accommodation fees **TZS. 450,000.00** are payable at the beginning of each year in full for Dar es Salaam campus and **TZS.250,000.00** for Mbeya, Singida and Mtwara campuses. However, Kigoma and Mwanza Campuses accommodation arrangements need to be made by individual student. Annual accommodation fee once paid shall not be refunded.

8.3 Medical Services

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

8.4 Training Facilities

8.4.1 The TIA Library

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

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

8.4.2 Computer Laboratory

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

8.5 Sports and Recreation

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

8.6 Student Organization

Tanzania Institute of Accountancy Students Organization (TIASO) is the official recognized organization representing all students at the Institute. TIASO exists, in broad terms, to provide social, recreation and cultural activities, to coordinate and to voice collective wishes of its members (students), to negotiate with various authorities and promote the educational welfare and interest of its members. All TIASO activities are conducted in accordance to its constitutions.

8.7 HIV/AIDS PANDEMIC

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

8.8 Catering Services

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

9.0 EXAMINATION REGULATIONS

9.1 Before Examinations

Before examinations begin, the following must be observed

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

9.2 Eligibility of Examinations

9.2.1 Eligibility

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

- a) The candidate has undertaken the module by at least an 80% attendance rate or otherwise allowed by the RECTOR or CD on sound approved reasons to up 25% of the missed attendance. The following may be considered valid reasons for condoning the shortage of attendance;
 - i Illness, provided approved medical practitioners issue the medical certificate
 - ii Loss of parents/guardians/children and spouse
 - iii Any other justifiable reasons
- b) the candidate has a complete CA
- c) The candidate has paid the semester's tuition fees
- d) The candidate has registered in that semester/module (s)
- e) the candidate has a valid student identity card and/or examination identity card
- f) the candidate must have attained at least 25% of the total CA
- g) the candidate has been allowed by DR-ARC following other justifiable reasons as directed by the Academic Board.

9.3 Conduct of Examinations

9.3.1 Before the Examination

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

9.3.2 During Examination

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

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

9.4 Examination Irregularities

9.4.1 Malpractices in Relation to Cas

- a) It shall be an offence for a candidate to avail to another candidate his/her prepared assignment, test, field attachment/Research project report to assist the latter in doing his/her CA or negligently expose to other candidate (s) to use.
- b) Any candidate found guilty of the offence under regulation (a) shall be liable to Caution and Cancellation of his/her assignment, test, field attachment/research project report

9.4.2 Fraud in Relation to Assignment, Field and Project Reports

- 1) It shall be an offence for a candidate to:
 - a) Submit assignments not prepared by him/her.
 - b) Substantially plagiarises the work of any other person.
 - c) Solicit/purchase any assignment from any other person.
 - d) Falsify/alter marks awarded on the assignment script.
 - e) Involve oneself in plagiarism in field attachment/research project report that is:
 - f) Pass off the words or ideas of someone else as his /her own without proper acknowledgement or crediting the source
 - g) Replicate one's work that has been presented elsewhere for assessment.
- 2) Any candidate found guilty of involvement in fraudulent conduct related to assignment as set out in regulation (1) shall be liable to Caution and Cancellation of his/her assignment.

9.4.3 Malpractices in the Conduct of Examinations

- 1) It shall be an offence for a candidate involved in an end-of-the-semester examination or test to:
 - a) Sit or attempt to sit for Examination without valid examination identification.
 - b) Enter the Examination venue within half an hour (30 minutes) after the examination/test has commenced.
 - c) Leave the End of Semester Examination venue earlier than half an hour (30 minutes) after the Examination has commenced except in emergencies with the express permission of the Invigilator.
 - d) Carry out a conversation or any other communication with another candidate once the Examination has commenced.

- e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another candidate, using abusive and/or threatening language, and destruction of Institute property or the property of another candidate(s).
 - f) Take out of the examination venue 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 during the pre-inspection or prior to the commencement of Examination or during the progress of examination.
 - h) Physically assault or insult an Invigilator or any Institute official involved in the conduct of the examination.
 - i) Copy from any other candidate or exchange answers with another candidate in or outside the examination venue.
 - j) Destroy evidence relating to an alleged irregularity. The term destroys here includes but is not limited to chewing and swallowing any unauthorized material during the examination.
 - k) Intimidate, coerce, scare, terrorized, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any Institute official involved in the conduct of the examination during the examination process.
 - l) Enter the examination venue scheduled to use it while another examination is in progress and has not been declared completed by Invigilator In- charge.
 - m) Enter the examination venue without being inspected by an invigilator.
 - n) Leave the examination venue thirty minutes (30 minutes) before the end of the examination for a call of nature.
 - o) Any candidate who will violate this part shall fill in all necessary information as specified in the examination irregularity form, and the invigilator shall record such irregularity in the examination irregularity form and, in that fact, shall appear in the invigilator's report.
- 2) Any candidate found guilty of contravening Regulation (1) shall be liable to:
- a) Caution and Cancellation of the particular examination, or
 - b) Cancellation of the relevant Examination and suspension from the Institute for a period not exceeding two years, or
 - c) Cancellation of the particular examination and dismissal from the Institute.
 - d) A candidate who contravenes regulation 139(e) shall be liable to a fine and any penalty specified above.
 - e) Any candidate found guilty of contravening regulation 142(1)(h) above shall be deregistered from the studies.

9.4.4 Cheating in an Examination

- 1) It shall be an offence for any candidate involved in the following misconduct during an examination:
 - a) Take into the examination venue, in person or by an agent unauthorized material which includes but is not limited to notes, magazines, book(s), any object with written information, or information written on any part of the body, cellular or mobile phone, smartwatch, radio, radio cassette or other types of cassette/DVD/VCD players, Computer, iPod, iPad, tablet, recording apparatus, annotated document, handbag, pouch, purse and wallet;
 - b) Copy from any other candidate.
 - c) Take out of the examination venue answer booklet(s), used or unused.
 - d) Getting out of the examination room without prior permission from the invigilator;
 - e) Refusal to handover any evidence of examination irregularity in the examination;
 - f) Any destruction of evidence of examination irregularity in the examination.
 - g) Any form of dishonesty or falsification to gain an unfair advantage in an examination.
 - h) Aid and/or abet another candidate to copy from a script/book of another person.
 - i) Exchange answers with another candidate in or outside the examination venue.
 - j) Collaborate with another candidate in the examination venue to use telephone conversation and share material, including calculators and other electronic equipment,
o
 - k) Aid and/or abet another candidate and/or staff or outsider(s) to alter information or results in Student Management System.
 - l) A student who walks out of an examination room in protest shall be considered to have committed examination irregularity.
 - m) A student who incites or instigates other students to protest or refuse to do an examination shall be considered to have committed examination irregularity.
 - n) A student who detaches a part of the examination booklet or script shall be considered to have committed examination irregularity or
 - o) Doing any act that is expressly prohibited in the conduct of examination in accordance with these Regulations.

- 2) Any candidate found guilty of the acts prohibited under regulation (a-o) shall be disqualified from continuing the examinations and discontinued from studies for a period not exceeding two years, subject to the approval by the academic board.

- 3) A candidate disqualified under regulation (2) shall repeat the semester on which he/she was disqualified.
- 4) TIA staff found guilty of the prohibited act under regulation (k) shall be referred to the institution's disciplinary committee for appropriate action

9.4.5 Fraud in Examinations

- 1) It shall be an offence for a candidate involved in fraudulent practices in an examination to:
 - a) Import into the examination venue, in person or by agent, a pre-prepared answer script/booklet.
 - b) Substitute an answer script/booklet prepared outside the examination venue for the one already submitted to the Invigilator.
 - c) Falsify or alter marks awarded on test scripts or assignments.
 - d) Impersonate another candidate.
 - e) Engage or induce another person to sit for a test or end-of-semester/supplementary/special examination on his/her behalf.
 - f) Utter false documents about eligibility to sit Institute examinations.
 - g) Sit or attempt to sit an examination without meeting eligibility criteria.
 - h) Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for submission.
 - i) Fraudulently receive examination papers/questions, which have been illegally procured or made available.
 - j) Fraudulently access or attempt to access examination questions before the examination is due.
 - k) Pay or induce another person to illegally procure or make examination questions/papers available.
- 2) Any candidate found guilty of the acts prohibited under regulation (1) (a-k) shall be disqualified from continuing the examinations and discontinued from studies, subject to approval by the academic board.

9.4.6 A Possession of firearms during the examination period

- 1) It shall be an offence for a candidate involved in any examination/test to:
 - a) Bring any firearm or potentially lethal dangerous weapon within the precincts of the examination venue.
 - b) Use a firearm or any potentially lethal dangerous weapon to intimidate, threaten, or otherwise deter investigations into any examination irregularity.
- 2) Any candidate found guilty of the offence defined in regulation 145 (1) (a&b) shall be liable to:
 - a) Caution and reported to security officers for further measurements or
 - b) Cancellation of the relevant Examination, or
 - c) Cancellation of the relevant Examination and suspension for a period not exceeding two years, or
 - d) Cancellation of the relevant Examination and dismissal from the Institute.

9.5 Release and Complaints of Examination results

9.5.1 Release of Examination Results

- a) HAS -Examination shall communicate the provisional and approved results by the Academic Board to students through Students' Information Management Systems or any other means approved by RECTOR.
- b) Results or marks for examinations shall be disclosed to individual candidates only and shall not be disclosed to third parties without the candidate's consent.

9.5.2 Complaint on examination results

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

9.6 Supplementary Examinations

9.6.1 Conditions for doing Supplementary Examinations

A candidate who fails the SE shall be allowed to sit for supplementary examinations, provided that the GPA result is not below 2.0

The highest grade for all supplementary examinations shall be the lower pass mark of "C" for NTA 4 to 8 and "B" for PGDs

9.6.2 Conditions for Retaking a Failed Modules (s)

The following conditions and rules shall be applied for a candidate retaking the failed module (s):

- a. Retaking shall be allowed during the active studentship of 3 years for NTA 4, 5, 6, 8, and Postgraduates Programmes, four years for NTA 7.
- b. All retake module (s) shall be awarded a new grade. The lowest pass mark shall be "C".
- c. A candidate eligible for retaking a module(s) has to register in Student Management Information System, attend lectures and pay the prescribed fee at the beginning of the semester in which the module (s) is offered.
- d. The fees for retaking module (s) shall be determined by the institute from time to time.
- e. NTA 7 candidates are allowed to retake a maximum of three modules from the first academic year while studying second-year modules.
- f. NTA 7 candidates who have failed more than three modules in the first academic year shall retake the failed modules and pass or comply with regulation 45 (e) for a fee to be determined by the institution from time to time

9.7 Circumstances under which a Student shall be discontinued

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

- a) Any candidate who absences himself/herself from the SE/special/supplementary examination without a compelling reason (s) shall be deemed absconded from that module (s) and discontinued from studies.
- b) A candidate who attains a GPA below 2.0 shall be deemed failed and shall repeat the failed semester.
- c) A candidate who deliberately absences oneself from studies for three months without compelling reasons shall be deemed absconded and discontinued from studies.

9.8 Circumstances under which a Student shall be disqualified

Candidate shall be disqualified from the Institute when proven guilty of the following allegations:

- a) If he/she is caught with unauthorized materials(s) cheating during an examination
- b) If he/she is caught assisting in bringing in unauthorized materials(s) cheating during an examination.
- c) If he/she has been found to have joined the Institute illegally or registered illegally
- d) He/she has breached students' By-Laws.
- e) If a candidate is found guilty of cheating in an examination, test assignment, and/or fieldwork or project paper.
- f) If a candidate is found guilty of plagiarism

9.9 Special Examinations

- a) A candidate who does not sit for the scheduled SE paper in part or its entirety for illness or other genuine reasons approved by RECTOR/CD shall be eligible to sit for a special examination.
- b) A candidate who fell sick during the examination shall be eligible to sit for a special examination.
- c) Notwithstanding the condition of regulation (b), the candidate shall communicate/apply in writing to the RECTOR/CD with supporting documents within five working days before the relevant examination (s) commences.
- d) Notwithstanding regulations (b and c), the Rector/CD may consider late applications in exceptional circumstances and must explain the late submission satisfactorily. Supporting documentation may consist of Medical Certificate, a current treating health professional report, Police Report, and a letter from the employer.
- e) The candidate must obtain notification in writing or by any instantaneous means of communication about the outcome of his/her application by the RECTOR/CD.

NOTE:

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

9.10 Postponement of Studies

- a) Rector shall grant a postponement of studies following a formal online application by a student and shall not exceed two years.
- b) Students shall start a fresh by paying prescribed fees, attending lectures and accumulating CA.

9.10.1 Organs Responsible for Handling Examination Irregularities

There shall be the following organs in handling Examination Irregularities;

- a) Academic Departmental Committee
- b) Academic Board
- c) Academic Board Committee (Examination Irregularities and Appeals)

9.10.2 Composition

Their compositions shall be as prescribed in the Examination Regulations and Guidelines.

9.11 Appeals

9.11.1 Condition for Appeal

- a) That there had been irregularities or administrative errors in the conduct of an examination or other form(s) of assessment of such a nature as to cause reasonable about the examiner's decision.
- b) That candidate has reason to believe with genuine evidence that one or more examiners were prejudiced or biased.

9.11.2 Procedures for conducting student's appeals

- a. A candidate shall lodge an appeal within 30 days after publication of the examination result date
- b. The appeal shall be electronically be lodged in writing addressed to the Rector stating clearly the grounds for appeal
- c. The appellant shall lodge his/her appeal accompanied by relevant and substantive documents/evidence.
- d. The appellant shall pay the prescribed appeal fee as determined by the Institute from time to time

9.12 Issuance of Progressive Reports, Graduation Requirements, Transcripts and Certificate

9.12.1 Rectification of error(s)

Any genuine complaints regarding missing marks may be lodged electronically to the HAS of respective programmes/ASSC within 10 working days after the release of the SE results. HAS examination shall rectify errors of complaints defined once the complaints are determined.

9.12.2 Issuing of Progressive Reports

Students shall print the results statement through their student account.

9.12.3 Graduation Requirements

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

9.12.4 Issuing Transcripts and Certificate

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

9.12.5 Loss of Certificate

In case of loss or total or partial destruction of the original certificate, or a copy thereof, the office of the **Deputy Rector Academic, Research and Consultant, may issue a duplicate on condition that: -**

- a. The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized manner in the applicant's home country or where the loss is believed to have occurred.
- b. The replaced certificate shall not be issued until a period of twelve months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the origin certificate or a copy thereof.
- c. The certificate so issued shall be marked "DUPLICATE CERTIFICATE" across it and
- d. Has paid reproduction cost amounting to Tanzanian shillings two hundred and fifty thousand only (TZS. 250,000/=) or as may be determined from time to time.

10.0 STUDENTS RULES AND REGULATIONS

- a) It is prohibited for male students to enter female students' living cubicles and vice-versa without good course.
- b) It is strictly prohibited for students to welcome or entertain guests in living cubicles
- c) Drunkenness behavior is strictly prohibited. Any student found drunk and if his/her drinking behavior is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.
- d) Any student who destroys Institute's property or the property of another student shall be liable to fine to the extent of destruction caused;
- e) Student management System shall be used for Institutional stipulated purpose. Any violation to the system shall amount to disciplinary actions.
- f) Attendance and punctuality to classes are highly demanded by the Institute Administration.
- g) During the training period students are required to observe and maintain the laws of the country. Students who commit offenses will be taken care of by the law enforcing organs and the Institute Administration will not be bound to bail the culprits out of lawful custody.
- h) The use of mobile phones while classes are in progress is strictly prohibited.
- i) Students are at all times required to appear smart and according to TIA dressing codes.

- j) Students are supposed to take care of TIA properties. Loss or damage to Institute Properties are recoverable at replacement cost plus 75% penalty. Also, students are not allowed to remove any institute furniture from its assigned place
- k) Students wishing to precede home to attend urgent family affairs will be required to seek permission from the Deputy Rector Academic, Research and Consultant through Dean of Students.

NOTE:

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

11.0 HOSTEL RULES AND REGULATIONS

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

12.0 BREACH OF RULES, DISCIPLINARY COMMITTEE AND APPEALS

12.1 Breach of Rules

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

12.2 Students Disciplinary Committee

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

1. Academic Coordinator- Chairperson
2. Dean / Campus warden Secretary
3. Respective Head of Department/ Programme Coordinator
4. Students' representative
5. Head of Quality assurance/ Quality Assurance Officer
6. Head of admission/ campus admission officer
7. Legal officer

Note:

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

12.3 Appeals over Disciplinary Decision

Any party aggrieved by the decision and penalty imposed by the Disciplinary Committee may: Appeal to the Rector within 30 days from the date the Penalty was imposed. The Rector will convene special meeting of the Institute's top management to deliberate on the appeal. Any such appeal shall be in writing stating out the grounds of appeal.

- a) Where an appeal has been lodged with the Rector, execution of any penalty imposed by the Students Disciplinary Committee shall remain intact pending outcome of the appeal.

- b) At the hearing of the appeal by the top management; the student concerned shall have the right to be heard in person. The decision of the top management shall be final and conclusive.

13.0 PENALTIES

1. The Students' Disciplinary Committee may impose any of the following penalties in appropriate cases: -
 - a) A severe warning, with a direction to have it recorded in the personal file of the student concerned.

 - b) A fine commensurate with the nature of the offense committed.

 - c) A suspension from classes or hostel of the student(s) involved for a period not exceeding one month at the student's own expenses.

 - d) A dismissal from hostel of the Institute;
 - (i) Where one has previously suffered a penalty specified in (iii) above within same academic year;

 - (ii) Where a student does not comply with the penalty provided for under

 - (iii) by either remaining or being seen within the Institute's class or hostels;
or

 - (iv) Where a student happens to commit a criminal offense.

2. Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation for the loss or damage caused to the Institute property as stipulated under students' regulations or charges for the services of the Institute obtained illegally.

14.0 OUR PHYSICAL AND POSTAL ADDRESSES

14.1 Head Office

Located at the Junction of Kilwa/Nelson Mandela
Road Postal Address: P. O. Box 9522,

DAR ES SALAAM.

Telephone: +255 22 2850717

Cell: +255 736 777 746; +255 677 777 746;

+255 625 777 744; +255 764 777 746

Fax: +255 736502630

E-mail: tia@tia.ac.tz

Website: www.tia.ac.tz

14.2 Campuses

MBEYA CAMPUS

Located at the Junction of Airport/Zambia Road

Postal Address: P. O. Box 825,

MBEYA.

Telephone: +255 25 2502276

Cell: +255 735 502 276

Fax: +255 25 2503057

E-mail: tiambeya@tia.ac.tz

SINGIDA CAMPUS

Located along Sepuka Road

Postal Address: P. O. Box 388,

SINGIDA.

Telephone: +255 26 2502125

Cell: +255 627 726 777; +255 694 427 227; +255 734 777 753

Fax: +255 26 2502844

E-mail: tiasingida@tia.ac.tz

MTWARA CAMPUS

Located at Mjimwema, Mikindani Area

Postal Address: P.O. Box 169,

MTWARA.

Telephone: +255 23 2333948

Fax: +255 23 2333948

E-mail: tiamtwara@tia.ac.tz

MWANZA CAMPUS

Located at Nyakato Area along Musoma Road

Adjacent to Buzuruga Bus Stand

Address: P.O Box 5247,

MWANZA

Tel: +255 28 2570475

Fax: +255 28 2570075

E-mail tiamwanza@tia.ac.tz

KIGOMA CAMPUS

Located at Kigoma Ujiji along Lumumba Road,

Tanzania Red Cross Building

P. O. Box 526,

KIGOMA

Telephone: +255 28 2803529

Email: tiakigoma@tia.ac.tz

ZANZIBAR CAMPUS

Located at Sheikh Thabit Kombo Building

Michenzani, Zanzibar.

For more information, please contact:

THE RECTOR,

TANZANIA INSTITUTE OF ACCOUNTANCY,

P.O.BOX 9522, DAR ES SALAAM.

Tel: +255 22 2851035/6; +255 22 2850717

Cell: +255 764 777 746; +255 625 777 744, +255 677 777 746; +255 736 777 746

Fax: +255 736 502630

E-mail: tia@tia.ac.tz

Website: www.tia.ac.tz