TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

"Education for Efficiency"

PROSPECTUS

2024/2025

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

NACTVET   The National Council for Technical and Vocational Education and Training

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

CPA (T)   Certified Public Accountant in Tanzania

CPB (T)   Certified Professional Banker in Tanzania

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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 NACTVET and its programmes are recognized by NBAA and PSPTB for exemption in Professional Examinations. TIA has eight campuses strategically located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza, Kigoma, Zanzibar and Tanga 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 both public and private sectors"

1.2.3. Core Values

TIA envisages modeling, upholding and promoting the following values:

(i) **Excellence:** We work to achieve the highest standards in everything we do.

(ii) **Accountability:** We are responsible for whatever results of our actions.

(iii) **Integrity:** We strive to be transparent, honest and accountable in all areas of operation.

(iv) **Collaboration:** We work together with other Institutions as well as partners and donors to positively impact our activities.

(v) **Innovation:** We strive to continually find new ways to improve and overcome emerging challenges.

(vi) **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

(i) Non-Communicable diseases, HIV/AIDS infections reduced and supportive services improved

(ii) Implementation of National Anti-corruption strategy enhanced and corruption incidences reduced

(iii) Quality of education improved

(iv) Research and Consultancy services strengthened and improved

(v) Revenue generation enhanced to sustain Institute operations

(vi) Staff performance and human resource management improved

(vii) 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.	Prof. Jehovaness Aikael	Chairperson
2.	Prof Goodluck Charles Urassa	Member
3.	Prof Harun Jeremia Mapesa	Member
4.	Dr. Nicolaus Herman Shombe	Member
5.	Mr. William Fedelis Makoresho	Member
6.	Mr. Sixbert Hharmi Qamdie	Member
7.	Mr. Renatus Msangira	Member
8.	Prof. William Amos Pallangyo	Secretary

2.2 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.

3.0   THE MANAGEMENT TEAM

3.1   Senior Management

1.	**Rector**	**Prof. William Amos Pallangyo** PhD (Development Policy and Mgt) (University ofManchester); 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*

3.2   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.	**Ag. 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.	**Ag. Director of Research, Consultancy & Publications**	**Assoc. Prof. Mark Msaki** PhD (Food Security) Kwazulu Natal Uni. SA; MA (Rural Devt)(SUA); Bsc. Agricultural General (SUA) Email: *mark. msaki@tia.ac.tz*

3.3 Heads of Units

1.	**Legal Services**	**Mr. Said B.M Mayunga** LLM (MU) ADHA (IDM), LL. B (Hons) (UDSM), Advocate (HCT) Email: said.mayunga@tia.ac.tz
2.	**Quality Assurance**	**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**	**CPA. Elias D. Msabi** CPA (T); MBA(Finance) (UDSM); ADCA (IDM) Email: elias.msabi@tia.ac.tz
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5.	**Head of Communication and Marketing**	**Ms. Lilian M. Rugaitika** MBA (HRM)(UDSM), B.COM (Mktg)(UDSM); DBA(Mktg) (CBE) **Email:** lilian.rugaitika@tia.ac.tz

3.4 Campus Directors

1.	**Campus Director Mbeya**	**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
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4.	**Campus Director 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

5.	**Ag. Campus Director Mtwara**	**Dr. Bajjet S. Naresho** PhD (Operation and Supply chain mgt) (Central Queenland)(AU); Msc. PSCM (MU); ADPS (TIA); CSCP (APICS - USA) Email: *bajjet.Naresho@tia.ac.tz*
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1.	**Human Resource Management**	**Mr. Mwinula A. Lumelezi** BPA(MU); MSc. HRM (MU) Email: mwinula.lumelezi@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** StudiesM. 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
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12.	**Managing Editors (AJASSS)**	**Dr. Seule Nzowa** PhD (Marketing)(OUT); MBA (UDSM);BA (EDUCTION) UDSM Email: seule.nzowa@tia.ac.tz
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6. **ZANZIBAR**

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7.	TANGA	**To be appointed**

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3.9 Quality Assurance Coordinators

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7.	**TANGA**	**To be appointed**
8.	**ZANZIBAR**	**To be appointed**

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7. **TANGA**   **To be appointed**

4.0 LIST OF ACADEMIC STAFF

1.	Prof. William Amos Pallangyo	PhD (Development Policy and Mgt) (University ofDevelopment (University of Antwerp, Belgium); Manchester); Masters of Governance and Advanced Diploma in Public Administration (IDM)
2.	Assoc. Prof. Mark Msaki	PhD (Food Security) KwaZulu Natal Uni. SA; MA (Rural Devt)(SUA); Bsc. Agricultural General (SUA)
3.	Assoc. Prof. Newton Meshark Kyando	PhD (policy and Planning) (OUT); Master of Philosophy in comparative and international education (Un.Oslo); Bsc. Home Economics and Human Nutrition (SUA)
4.	Dr. Momole Kasambala	PhD (Econ.) (SUA); MSc (Agric. Econ) (SUA); BSc. (Agric. General) (SUA)
5.	Dr. Issaya B. Hassanal	PhD (Management)(MU); MPA (MU); BA (PA) (Honours) (UDSM)
6.	Dr. Modest Assenga	PhD (Acc.) (UK); APGDBA(UK); MBA (F&B) (MU); CPA (T); ADA (TIA); ATEC II
7.	Dr. Mugisha K. Kamala	PhD (Public Admin.) UDOM; MBA (Financial Management) TIU London, BA (Hons) UDSM
8.	Dr. Paulo A. Mtasigazya	PhD (Public Administration) (UDSM); Master of Public Administration (UDOM); BA (Education (UDSM)
9.	Dr. Aniceth K. Mpanju	PhD (Business Admn.) (MSM); MBA (Finance & Banking) (MU); ADEP (IDM)
10.	Dr. Bahati Shagama	PhD (Rural Development) (SUA); PGD (Education) (OUT) MCED (OUT) MPA (HRM) (MU); ADPA (MU)

11.	Dr. Elimeleck. P. Akyoo	PhD (Rural Development) (SUA); BSc (Agric. Ed & Ext) (SUA); PGD (Poverty Analysis- ISS) (Hague); MCED (OUT) MA (Mgt- Development) (VHLU)
12.	Dr. James E. Mrema	PhD (Human Resource Mgt) (Achary NagarJunaUniversity) India, MBA (UDSM), BA (UDSM)
13.	Dr. Mohammed A. Balozi	PhD (HRM)(UUM-Malaysia), MHRM (UUM-Malaysia), BPA&HRM (Zanzibar Univ.)
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15.	Dr. Yohana Maiga Marwa	PhD (Mathematics)PAU; M.Sc. (Mathematical Modelling) UDSM, Bsc, With Education (UDSM)
16.	Dr. David Sebastian Msokwe	PhD (Demography)(UDSM); MA (Demography) (UDSM); BA(Education) (UDSM)
17.	Dr. George Julius Babune	Phd (UDOM), MA (Development Studies) (UDOM); BA (Geography and Environmental studies (UDSM)
18.	Dr. Samwel M. Werema	PhD (Accounting and Finance) university of Strathclyde; MBA (UDSM); Bachelor of Commerce (UDSM), CPA (T)
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21.	Dr. Anthony B. Mzurikwao	PhD (LAW) (UDSM); LLM (UDSM); LLB (Hons) (UDSM); Advocate (HTC)

22.	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
23.	Dr. Seule M. Nzowa	PhD (Marketing)(OUT); MBA (UDSM); BA (EDUCTION) UDSM
24.	Dr. Mwita S. Mkami	PhD (Education)(OUT); MA(Education) (UDOM;BAE (MGT and Administration) (UDOM)
25.	Dr. Canon L. Mtewa	PhD (Education)(UDSM); MA(Education) (UDOM);BA (EDUCATION) (Univ. of ARUSHA)
26.	Dr. Florence W. Sitima	PhD (Economics) (UDSM); MSc. (Econ) (Eco. Policy & Planning) (MU); BA. Ed (UDSM); Dip-Ed (Monduli)
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33.	Dr. Bruno A. Ng'ingo	PhD (HRM)(OUT); MSc (HRM) (MU); Adv.Dip.in Adult Ed & Com. Dev. IAE); Cert. Ed. (TCC-Marangu)
34.	Dr. Vincent F. Maramoko	PhD (Supply chain Mgt) (OUT); CPSP (T) (PSPTB); MBA (LM) (CU); ADPS (TIA).
35.	Dr. Harid R. Mwambula	PhD (Linguistics)(OUT); M.A. Linguistics (UDOM); BEL (TEKU); Dip. Ed. (MTTC), Cert Ed (Tukuyu TTC).
36.	Dr. David S. Rwechungura	Msc.in Accounting and Finance (MU); Doctor of Philosophy Mgt (Gujarat Technology University INDIA); ADA(TIA)
37.	Dr. Mutaju Marobhe	PhD in Economic Sciences, Swiss school of Management (SSM)/Eastern and Southern Africa Management Institute (ESAMI) CPA (T); MBA (Finance)(UDSM); BBA Accounting (TUICO)
38.	Ms. Luciana S. Hembe	MBA (F&B) (MU); B. Com (Accounting) (UDSM)
39.	Mr. Bartholomeo T. Haule	MBA (Finance & Banking) MU; PGD (Cooperative Business Mgt) CC-Moshi; AD (Cooperative in Acc) CC- Moshi
40.	Mr. Prosper P. Tegamaisho	LLM (ICU-Turin); LLM (SAUT); LL. B (RUCO)
41.	Mr. Mashaka S. Mbugi	MSc (Local Govt Mgt) (MU); ADA (TIA); Cert. (GG)

42.	Mr. Ernest B. Mbasya	MSc. A & F (MU) ADA (CBE)
43.	Mr. Martin D. Mnyili	CPA (T); MSc. A &F (MU); BAF (MU)
44.	Mr. Shisalalyandumi P. Ulomi	CSP (T); MBA (Proc. & Logistics Mgt) (MU)
45.	Mr. Mohamed A. Kaluse	MBA (Finance) UDOM; BAF (MoCU
46.	Mr. Fadhili B. Mahenge	MSc. A&F (MU); ADA (TIA)
47.	Mr. Lukio L. Mrutu	MPA (Tsinghua Univ - China); BPA (MU)
48.	Mr. Kenani G. Mwakanemela	MSc. (Fin & Investment) (IAA & Coventry University); BA (Econ) (SAUT)
49.	Ms. Christina E. Mneney	Master of International Trade (UDSM), Bachelor of Arts (Econ) (UDSM
50.	Ms. Flora K. Lemunge	BAF (St. John Univ); MSc. Finance (St. John Univ) MSc. A &F (MU); B. Acct-(MU)
51.	Mr. Ernest E. Kasheshi	MSc. (A & F) (MU), B. Acct (MU)
52.	Mr. Criph G. Swallo	MBA (Finance) (OUT); MSc (Acc & Fin) (MU); MARLA (MU- Germany/UDSM/ITA; PGD (Tax Mgt) (IFM); ADA TIA)
53.	Mr. Albert R. Moshi	MBA (IT Mgt) (Coventry University); ADIT (IAA)
54.	Mr. Justine A. Rudakubana	MBA (General) (UDOM); BA – Marketing Mgt (MU
55.	Mr. Victor W. Bwachele	MBA (UDSM); BBA(SAUT); FTC (Civil Engineering) (DIT)
56.	Mr. Wilson P. Mwakyusa	MBA (IT Mgt); PGDIT (UDSM); PGDISD (HUAS) Netherlands); BSc. Ed (UDSM
57.	Ms. Shukrani B. Mgaya	MPA (General) (UDOM); BA (Public Admin) (MU)

58.	Mr. Abbas E. Sanga	CPA (T); MSc Acc & Fin (MU); ADA (TIA)
59.	Ms. Magreth D. Mapunda	CPA (T); MSc. Finance (St. John); BAF (St. John)
60.	Mr. Tubeti M. Waise	MSc. PSCM (MU); ADPS (TIA)
61.	Mr. Bita W. Phinias	Master of Educational Management and Administration (UDSM), B.A (Educational) (UDSM)
62.	Mr. Godfrey E. Mpogolo	MSc. Math SC. (AIMS, University of Stellenbosch-US); BED MATH, (TEKU); Dip.Ed. (Tukuyu TTC)
63.	Mr. Ibrahimu S. Uswege	CPSP, MSc. PSCM(MU), B.P&S (UDOM)
64.	**Mr. Francis S. Msangi	CPSP (T); MSc. PSCM (MU); ADPS (TIA)
65.	Ms. Suma P. Mwankemwa	MSc. (Accounting & Finance) (MU) Adv. Dip in Banking (IFM)
66.	Ms. Upendo S. Ole	MSc. (Finance) (St. John Un.), BSc. (F&A) (St. John University)
67.	Ms. Winifrida J. Nnko	MSc (Finance and Investment) (Coventry Un), CPA (T), BAF (MU),
68.	Mr. Barakael T. Pallangyo	Master in community Economic Devt (MCED) (OUT) B. Education in Policy, Planning
69.	Ms. Salima S. Nalinga	MSc. (Acc &Fin) (MU); ADA (TIA)
70.	Ms. Diana L. Kayamba	MSc. A & F (MU); BBA Acct. St. John's University
71.	Ms. Dorah N. Chenyambuga	MSc. Marketing (Metropolitan Un) UK. BA. Mass Communication (SAUT)
72.	Ms. Eliaichi J. Kyara	MBA (Logistics Mgt) (Coventry University), B. Commerce PLM) (UDOM), CPSP (T)

73.	M. Jackson E. Payowela	MSc. HRM(MU), BHRM(UDOM)
74.	Mr. Joseph C. Peter	MBA (IFM); ADVANCE DIPLOMA –IT (IFM); Dip Auto Mobile Eng. (NIT); Cert. Geo. InformationSystem (ARU)
75.	Mr. Alex I. Nyagango	Master of Business mgt (MoCU); BBA(Marketing)(St. John's University)
76.	Ms. Enid K. Ernest	Msc. Procurement & Supply chain mgt (Mzumbe Unv); Bsc. Computer science (UDSM), CPSP
77.	**Mr. Kagulu A.Mtogo	MSc. (HRM)(MU); B. Com (HRM)(UDOM)
78.	Mr. Nyandwi D. Murihano	MSc. PSCM (MU); ADPS(TIA
79.	Mr. Ephraim S. Nnunduma	MPA (MU); B. Ed (Hons) (UDSM); Dip Ed
80.	Mr. Gabinus E Nkwera	CPA (T); MBA (F&B) (MU); ADA (TIA)
81.	Mr. Isaya R. Mwanyamba	MIB (UDSM); BBA(KIU)
82.	Ms. Aisia Z. Lauwo	MBA-CD (La Trobe Univ. Australia); PGDRP (IRDP); ADRP (IRDP)
83.	Mr. Wilfred M. Kilasara	MBA (HRM) (UDSM); PGDA (IFM); PGDE (UDSM ADA (SAUT); Cert. in Law (UDSM)
84.	Mr. Charles W. Merengo	MSc-PSM (MU); ADPS(TIA); NSC-NBMM (T)
85.	Mr. Daudi M. Mashauri	MSc. Eng. Info. Sec (HUST, Hubei –China); BSc. ESC (Hons) (UDSM)
86.	Mr. Idd S. Marugujo	MSc (Acc & Fin) (MU); BSc (Agric.Eng.) (UDSM - SUA); BAF (MU)
87.	Mr. Silverio Nyaulingo	MSc. Ac & F (MU); BAF (MU); Dip. Ed (DTTC)
88.	Mr. Lawrence J. Lubigili	MSc (HRM) (MU); Bd (HRM)(ISW); Dip Ed (Monduli TTC)

89.	Mr. Kasena M. Bandoma	Master of International Business (UDSM BSc Agricultural Economics and Agribusiness (SUA)
90.	Mr. Albert L. Kaunda	MSc. PSCM (MU); ADPSM (CBE)
91.	Mr. Alex R. Marwa	MSc-Marketing Mgt (MU); ADBA (CBE)
92.	Mr. Alfred N. Mandi	CPSP, MSc. PSCM (MU), B.P&S Mgt (SUA)
93.	Mr. Amos J. Manyama	LL.M (SAUT); LL. B (SAUT)
94.	Mr. Arnold L. Njunwa	MBA (Corporate) (MU); PGDIT (AMITY); BSc (Computer Science) (UDSM)
95.	Mr. Baltazar C. Mwita	MBA (UDOM); BSc. Ed (UDSM)
96.	Mr. Boyd M. Anyigulile	MSc (Mathematics)(UDOM), BSc (Education) (SUA)
97.	Mr. Charles R. Samson	MSc. HRM (OUT), BHRM (OUT)
98.	Mr. Claudio G. Kikonde	Master of Arts in Education (UDOM), Bachelor of Education in Adult education and comm. Dev't (UDOM)
99.	Mr. Daniel S. Mgonja	MSc. Math. Modelling (Cowas); BSc Ed. (Mwenge University); Dip Ed, (Kleruu –TTC)
100.	Mr. Emmanuel R. Mwacha	MBA (OUT); BA (TU
101.	Mr. Francis D. Sinkamba	BSc IEM (UDSM), MSc. Engineering Mgt. (UDSM)
102.	Mr. Geophrey D. Shipela	CPSP (PSPTB); MSc. (PSCM)(MU); BBA (P&LM) (SAUT)
103.	Mr. George K. Kasinga	CPA(T), MBA (Cooperative Mgt) (MU); BAF (MU)
104.	Mr. George S. Makune	MA (Linguistics) (UDOM); BA (Ed) (SAUT); Dip. Ed (TBC)
105.	Mr. Iman S. Matonya	MBA(Finance) (UDOM); BA (Marketing) (St.

John University)

106.	Mr. Imani A. Mwang'eka	M. A. Linguistics (UDOM); BA. Education in Language (TEKU); Cert. of Education (Mpuguso TTC)
107.	Mr. Jumanne M. Magayane	MBA (F&B) (MU); BAF (MU)
108.	Mr. Kephas P.Ugula	LLM (UDSM); BA.PS & PA (UDSM), LLB (OUT)
109.	Mr. Lucas C. Magoti	CPA (T); BAC (TIA); Dip. (Ed)(BTC)
110.	Mr. Lucas D. Sagenge	MBA (Log. Mgt) (Coventry); B. Com (Acc) (UDSM); BA.Ed(Hons) (UDSM)
111.	Mr. Lucas M. Ng'webeya	MSc (IT Mgt); (Avinashilingam) ADCS (IFM); FTC (DTC)
112.	Mr. Mwinula A. Lumelezi	BPA(MU); MSc. HRM (MU)
113.	Mr. Osca W. Lova	MBA (CORPORATE MGT) (St. John), BAF (St. John)
114.	Mr. Pankras U. Kandengukila	M. Eng. Computer Applied Tech, (South West Dighton University); B. Tech. in IT (St. Joseph College of Eng. & Tech)
115.	Mr. Peter D. Mshana	Master of Finance and Account (Oil & Gas)
116.	Mr. Remmy David Chuma	Msc. HRM (MU); B (HRM) (ISW), PHR cert. (TPSC)
117.	Mr. Robert M. Alila	MBA (Finance) (UDSM); B. Com (Accounting)(UDSM); CPA (T);
118.	Mr. Salum I. Kanyungu	MBA (Finance) (JOMO Kenyatta); B Microfinance and Enterprise Dev't) (SUA) Enterprise Dev't) (SUA
119.	Mr. Shaaban T. Shaaban	MEED (UDSM); B. Com (Accounting) (UDSM)
120.	Mr. Stanslaus A. Shilemba	CPSP(T)(PSPTB); MSc. (PSCM), (MU);

		ADPS(SAUT)
121.	Mr. Tumsifu William Naboti	MBA-IAA (ITM) (Coventry University); PDED (CFR); ADIT(IAA)
122.	Mr. Vicent E. Msigalah	MSc. Eco. (MU); BA Eco. (UDOM), Cert (TRACIDI)
123.	Ms. Agnes B. Joseph	MSc. Math-Modelling (UDSM); BSc. Ed (UDSM)
124.	Ms. Damari J. Tandas	MSc Mkt Mgt (MU); BA Mkt. (MU);
125.	Ms. Glory R. Nguve	MSc. Finance & Accounting (UDSM), BAF (MU); CPA T
126.	Mr. Benjamin E. Nchimbi	MA Economics (India), Bachelor of Business (India) Administration
127.	Ms. Magreth K. Emmanuel	MSc. Finance (St. John Univ); BAF (St. John Univ); CPA (T)
128.	Mr. Emmanuel D. Mwamakula	Master of Accounting and Finance (IAA); Bachelor in Accountancy (CBE)
129.	Ms. Seba E. Alila	MSc. (Acc. & Fin.) (MU); ADA (TIA)
130.	Mr. Hakimato J. Mwaitete	MBA (ICT) (Coventry Un); BTIT (St. Joseph Un)
131.	**Mr. Vicent Jonas Rwambiana	MSc. Information Technology & Systems (MU); BSc. Ed (Mathematics & Information Technology) (UoB)
132.	**Mr. John S. Mng'ong'o	Master of Educational Management and Administration (UDSM); Bachelor of Art in Educational (UDSM)
133.	Mr. Joachimu S. Machimu	Msc. Economics (OUT); BA. Education (SAUT)

134.	Mr. Amos B. Elias	Bsc-Education (UDSM); Msc. Moths Modelling (UDSM)
135.	Mr. Tumain J. Mchette	MHRM (OUT); BHRM (MU)
136.	Mr. Herald B. Gombela	Msc. P&SM (MU), BP&SM(UDOM); CPSP
137.	Mr. Leospick B. Vutakamba	MBA(UDOM); BA (Mgt & Accounting) (UDSM)
138.	Mr. Dorence M. Kalemile	MA (Community Devt & Project mgt) (UoI); Adv Diploma (Community Devt) CDTI-TENGERU)
139.	Mr. Kasongo A. Mahali	Msc. (Math's) (UDOM); B (Educ- MATH) (Tumaini University)
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 Unv); BA. Community Devt (MUCCoBS)
143.	Mr. Leonard L. Nyanzira	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 MeruUn) 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); ofBachelor Arts (Education) (UDSM)
151.	Ms. Jacquiline 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. Benard J. Chengelela	MSc. in Accounting (St. John's Univ.); BAF (St. John's University)
154.	Mr. Alfaksad Y. Matekere	Msc.in Procurement and supply mgt (MU); BBA (Procurement and Logistic mgt)
155.	Mr. Gastor J. Orio	MBA (Procurement and Supplies mgt) (CoventryUniversity); Bsc. Procurement and Supply Chain Mgt (SAUT)
156.	Mr. Williamson F. Lyaru	MBA (Information Technology mgt) (Coventry University); Bsc. Computer science (UDSM)
157.	Mr. Maurus M. Mpunga	Msc. HRM(MU); Bachelor degree in Industrial Relation (ISW)
158.	Mr. Joseph D. Bukuku	Master of Linguistics (UDOM); Bachelor of Education (University of Arusha)
159.	**Ms. Stella W. Mlay	MA. Information studies (UDSM); BA. Information Studies (TUMAINI Univ)
160.	Ms. Elizabeth J. Nunday	Bachelor of Education in commerce and Accountancy (UDSM)

161.	Mr. Joshua V. Kimambo	Msc. Procurement and Supply Chain Mgt (MU); BBA in Procurement and Logistic Mgt (MU)
162.	Mr. Geofrey G. Njovangwa	Msc. In computer science (UDSM)Bachelor of Computer Science (KIU)
163.	Mr. Emmanuel J. Kitinya	Master in Public Administration (UDOM); BA in Public Administration (UDOM)
164.	Mr. Geofrey J. Shahanga	Master of Education (UDOM); Bachelor of Education (UDSM)
165.	Mr. Alfred W. Luoga	MBA-Procurement and Supply Chain (University of Iringa); BA-Procurement and Supply Chain Mgt (University of Iringa),
166.	Mr. Sadick T. Sumawe	Msc. Finance and Investment (IFM); Bachelor Accounting & Finance (MU)
167.	Mr. Thomson M. Sanga	Master in Information Security (IAA); BSc. Information. Systems & Network Engineering (St. Joseph University.)
168.	Mr. Pauline L. Shashi	MSc. Mathematics (UDSM); Bachelor of Ed. In Mathematics) (Tumaini University. Makumira)
169.	Mr. Jonson K. Katabwa	MSc. Mathematics Modelling (UDSM); Bsc. Mathematics) (UDSM)
170.	Mr. Emmanuel L. Lameck	Master of Public Administration (MU); Bachelor of Local Government Mgt) (MU)
171.	Ms. Mary M. Kayanda	MSc. Mathematics (Catholic University of EA); Bachelor of Education (Science) (SAUT)

172.	Mr. Chrispo J. Haule	MBA (University of Convertry); Bachelor of Information Technology (IAA)
173.	Mr. Shanel R. Sway	MSc. Finance (IFM/Un. Of Strathclyde); Adv. Diploma in Accountancy (IFM)
174.	Mr. Liberati J. Msoma	MSc. Economics (MU); (Education)(Economics and Mathematics) (MU)
175.	Ms. Dorice K. Festo	Ms. Supply Chain Management (University of Bolton, UK); Bachelor of Business Administration(SAUT) MBA (OUT);
176.	**Mr. Daudi M. Masika	BBA-Accounting (KIU)
177.	Mr. Goodluck A. Kandonga	Master of mgt science in Business mgt (Nanjing University-China); BBA (MIST)
178.	Mr. Joseph G. Tago	BBA (Accounting and Finance) (SAUT); MBA (Finance) (Uganda Martyrs University)
179.	Mr. Costantine P. Kulwa	Bsc. Telecommunication Engineering (UDSM); Master of Software Engineering (E-commerce and Blockchaing) (Zhejianga Normal University. China)
180.	Mr. William A. Mwalimu	Master degree of Procurement and Supply chain (SUA)Bachelor Degree of Procurement and supply mgt (SUA);
181.	Mr. Musa F. Mahambi	MSc. Procurement and Supply chain mgt (MU); Adv. Dip. Procurement and Supply (TIA) CPSP cert
182.	Mr. James J. Moshi	MBA (Finance) (Mount Meru Univ.); BBA (Accounting) (Mount Meru University)

183.	Mr. Elibariki E. Mbise	Master of degree (Development Economics) (IRDP); Bachelor Degree in Regional Devt Planning(IRDP)
184.	Mr. Mlinga I. Mrisho	Master of LAW (ICT)(UoI); Bachelor of LAW(UoI)
185.	Mr. Abraham C. Nathaniel	MSc. Accounting and Finance (MU); Bachelor of Commerce (Jomo Kenyatta University)
186.	Ms. Mariam S. Kapipi	MBA (UDOM); Bachelor of Commerce in Marketing (UDOM)
187.	Mr. Rachi R. Mtinda	Master of Education in language education (UDSM); Bachelor of Art (Eduaction) (UDSM)
188.	Mr. Hassan J. Kiloloma	Master of Education in language education (UDSM); Bachelor of Art (Eduaction) (UDSM)
189.	Mr. Goodwill J. Sanjo	Master of Statistics (EAST); Bsc. Mathematics/ Statistics & CTC (University of Bagamoyo)
190.	Ms. Latifa Issah Kimaro	Msc. Procurement and Supply chain Management (MU); BBA Procurement and Logistics Management (MU)
191.	Mr. Letus George Mwallo	MBA in Procurement and supply chain Management (University of Iringa); BB in Chain mgt Procurement and supply (University of Iringa)
192.	Mr. Fredrick E. Sanga	MA- Mass Communication (UDSM); BA (EDUCATION)(UDSM)
193.	Mr. John S. Masatu	Master of Public administration;(UDOM) BA (EDUCATION) (St. Augustine University)

194.	Ms. Anyango G. Abayo	Master of LAW in information and Communication technology LAW (University of Iringa); Bachelor of LAW(MU)
195.	Ms. Monica E. Minja	Msc. Procurement and Supply chain Management (MU); BBA Procurement and Logistics management (MU)
196.	Mr. Antony J. Bosco	Master of Accounting and Finance (IAA); Bachelor of Commerce and Accountancy (MU)
197.	Mr. Karol C. Chami	Master of Accountancy (IAA); Bachelor degree in Accountancy (TIA)
198.	Ms. Angela R. Mkindi	Master of Business Administration (IAA) Bachelor of Business Administration (IAA)
199.	Mr. Mathias A. Masota	MBA(Marketing) (St. Augustine University); Bachelor for Art in Public Relations and Marketing (St. Augustine University)
200.	Mr. Juhudi E. Samu	Master of Education (Administration and Policy Studies) (OUT); Bachelor of Education in Psychology (UDSM)
201.	Mr. Lugano E. Sigalla	Master of Education (Curriculum and Instruction) (St. Augustine University); Bachelor of Education (Mount Meru University)
202.	Mr. Adam D. Matola	Master of LAW in information and Communication technology LAW (University of Iringa); Bachelor of LAW, Diploma in LAW (University of Iringa)
203.	Mr. Kripf E. Magoda	Master of Education (Curriculum and Instruction) (Ruaha Catholic University); Bachelor of Education (Tumaini University Makumira
204.	Mr. Thomas J. Odillar	Msc. Marketing Management (MU); Postgraduate Diploma-BA; Advanced Diploma-Marketing (CBE)

205.	Ms. Martha E. Makatha	MBA-Cooperate management (); Bachelor degree of Accounting and Finance; CPA(T)
206.	Ms. Khamida I. Abdulrahman	Master of Accounting and Finance (MU); Bachelor of Accounting and Finance in Business Sector (MU); CPA-T
207.	Mr. Dickson N. Ndege	Master of Public Administration (MU); Advance Diploma in HRM (Institute of Social Work)
208.	Mr. Avitus D. Mwembezi	Bachelor Degree in Accountancy (TIA); Msc. in Finance and Investment (IAA); CPA-T; IPSAS
209.	Mr. Lameck P. Ndaguni	Master of Business Administration (OUT); Bachelor of HRM (Institute of Social Work)
210.	Mr. Dinno C. Mwigune	Msc. HRM (MU); Bachelor of Public Administration (MU)Administration (MU)
211.	Mr. Loitiship E. Gabriel	Master of Business Administration in Corporate management (MU)t; Msc. Marketing (MU) mgt; Bachelor of Commerce in Marketing (UDOM)
212.	Mr. Basil Andrea Mbuna	MBA (Marketing); Bachelor of Arts in Public Relation and Marketing
213.	Mr. Joseph Mwalubanda	MA of Library and Information mgt (University College of London- Qatar): BA. In Library & Information Studies (Tumaini Un.)
214.	Mr. France Mwambene	BA. in Library & Information Studies (TUDARCO),MLIM (Masters of Library and Information Management), OUT);

215.	Ms. Snaide A. Kivangavanga	Master of Education in Educational Planning and Administration (St. Augustine University); Bachelor in Language and Management (MU
216.	Ms. Beatrice P. Edward	Master of education Management and Planning (St. Augustine University); Bachelor of Art with Education (St. Augustine University)
217.	Ms. Bhoke D. Sonoko	Master of Art in Education (UDSM); Bachelor of Art in Education (UDSM
218.	Ms. Bhoke D. Sonoko	Master of Art in Education (UDSM); Bachelor of Art in Education (UDSM)
219.	Ms. Agness V. Balisidya	Master of Educational management and Administration (UDSM), Bachelor of Art in Educational (UDSM)
220.	Ms. Violeth C. Shayo	Master of Arts in Education (UDSM); Bachelor of Arts – Education (UDSM)
221.	Mr. Michael M. Sedyai	Msc. Procurement and Supply chain management (MU); Bachelor in Procurement and Logistics management (TIA)
222.	Ms. Joyce W. Massi	Master of Arts in Education (UDOM); Bachelor of Arts – Education (St. Augustine University)
223.	Ms. Grace W. Magila	Bachelor degree in Human Resource (MU); Master of Public Administration (MU)
224.	Mr. Deusdedict A. Lemnge	MSc. Economics (MU), BA. Education (OUT)
225.	Mr.Zakayo M. Kayola	Master of Art in Education (UDOM); Bachelor of Art in Education (UDOM)
226.	Mr. Mbonea W. Mkamba	Masters in Information Science and Management (ECNU-Shaghai); Bachelor in Library and Information Science (Makerere University)

227.	Mr. Mussa H. Lipala	Bachelor with Education in ARTS(UDSM); MA information studies (UDSM)
228.	Ms. Joyce G. Mtana	BA-Library & Info. Studies (Tumaini University Makumira); MA Information studies (OUT)
229.	Ms. Ruth Samwel Temba	Master of mgt in Administrative Mgt (Huazhong University CHINA); Bachelor of BA (MU)
230.	Mr. Lucas Patrick Shayo	MBA(UDSM); BA in Accounting and Finance (SUA)
231.	Mr. Nicson Erasto Kihondo	MBA in Project Mgt (TIA); BBA(TIA)
232.	Mr. Paschal Emmanuel Seleli	Master in Development Economics (IRDP); Bachelor Economics of Development (MNMA)
233.	Ms.Diana Sospeter Kashaija	MBA in Corporate Mgt (MU); BBA in Marketing Mgt (MU)
234.	Mr. Bikolimana Nichorous Ruhamvya	MHRM - IT(TIA); BHRM(TIA)
235.	Mr. Linus Justinian Lugaiyamu	Msc. Business and Economics (Uppsala University); BA in Economics (UDOM)
236.	Ms. Chartina C. Rwegasila	Master of Accounting and Finance (IAA); BE in Commerce and Accountancy (MU)
237.	Ms. Diana Damson Mselela	Master of Law in ICT (University of Iringa); Bachelor of Laws (University of Iringa)
238.	Mr. Mosses Emmanuel Shilla	MBA in Marketing (University of Iringa); BMPR (TIA)
239.	Mr. Isaya A. Mwakyaka	Master of acc & Finance (IAA); Bachelor of Accounting &Finance (IAA)
240.	Mr. Osca G. Jonathan	Bachelor Degree in Accountancy (TIA) &Finance (IAA)
241.	Mr. Daniel T. Joseph	BBA in Accountancy with Education (University ofArusha)

242.	Ms. Nusura S. Kateta	Bachelor of Arts (Education) (SAUT)
243.	Mr. Innocent S. Msumanje	Bachelor of Arts (Education) (SAUT)
244.	Mr. Ramadhan S. Zuberi	Bsc. Library and Information Mgt (MU)
245.	Ms. Sharifa G. Mhanga	Bachelor Degree Adult and Continuing Ed.
246.	Mr. Frank E. Mshana	Bachelor of Public Relations and Marketing (St. Augustine University)
247.	Mr. Omary S. Maziko	Bachelor of Marketing and Public Relation (TIA)
248.	Mr. Rahim K. Kaunga	Bsc. In Applied Statistics (MU)
249.	Ms. Lightness J. Kimaro	Bachelor in Business studies with Education (CBE)
250.	Mr. Zephania F. Muyinga	Bachelor of Procurement and Supply Management (CBE) Bachelor of Art with EDUCATION
251.	Ms. Julitha Ernest Rukamata	Bsc. Library and Information Mgt (MU)
252.	Mr. Elia A. Digadiga	B.A Library & Infor studies (East Normal University CHINA), Master of mgt science in Information science (Makerere University)

Key:
** PhD Programme

5.0   ACADEMIC ORGANS

5.1   The Academic Board

5.1.1   Composition

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

(i)	Rector -	Chairperson
(ii)	Deputy Rector Academic, Research and Consultant - DR-ARC	Secretary
(iii)	Deputy Rector Finance, Planning and Administration - DR- FPA	Member
(iv)	Heads of Academic Sections	Member
(v)	Head of Quality Assurance Unit	Member
(vi)	DASS	Member
(vii)	HAS - Admission	Member
(viii)	HAS - Examination	Member
(ix)	Director of Research, Consultancy and Publications - DRCP	Member
(x)	Director of Library Services	Member
(xi)	Campus Directors	Member
(xii)	Students' Organization representatives from each campus	Member
(xiii)	Invitees (as may be called upon by Rector)	Member
(xiv)	DAA	Member
(xv)	HLS	Member
(xvi)	Director of Student Affairs	Member
(xvii)	HAS-Certification	Member

5.1.2   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 receive, discuss, approve and announce end of

semester/and supplementary/specialexamination results and forward them to the MAB for final approval.

(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) Re 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 requite 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.

5.2 Academic Committee

5.2.1 Composition

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

(i)	Deputy Rector Academic, Research and Consultancy	Chairperson
(ii)	Academic Support Services Coordinator	Member
(iii)	Academic Programme Coordinators	Member
(iv)	Head of Quality Assurance	Member
(v)	HAS-Certification	Member
(vi)	HAS-Examination	Member
(vii)	HAS of respective programme	Member
(viii)	DAA	Member
(ix)	HAS-Admission	Member
(x)	DASS as secretary	Secretary
(xi)	Examination officers	Secretariat

5.2.2 Functions of the Academic Committee

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

(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 lecturersand manpower planning for teaching staff. To receive, discuss and recommend the results to Academic Board.

(iv)   To deal with students' appeals on remarking of examination answer scripts and submit a report to Academic Board

(v)   To receive appeals on examination irregularities and submit a report to the Academic Board for decision.

5.3 Academic Section Committees

5.3.1 Composition

The Academic section committee meeting shall be composed of

(i)	HAS of the respective programme	Chairperson,
(ii)	Academic Programme Coordinators	Member
(iii)	Academic Support Services Coordinator	Member
(iv)	Academic Support Coordinators	Member
(v)	Examination Officers	Secretary

5.3.2 Functions of the Academic Section Committee

The Academic Section Committee shall deliberate on recommendations from panel examiner's meetings and compile and submit their recommendation to Academic Committee. Also, shall discuss the complete examination results and submit them to the Academic Committee for endorsement.

5.4 Examiners Panels Committee

5.4.1 Composition

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

(i)	Panel leader	Chairperson
(ii)	One Marker in the panel	Secretary
(iii)	Other Markers in the panel	Members

5.4.2 Functions of Examiners Committee

To handle examination complaints, check accuracy of compilation of scores and discuss the general performance of the marked examinations and forward their recommendations to the Academic Departmental Committee.

6.0   PROGRAMMES OFFERED

6.1   Basic Technician Certificates: NTA-Level 4

6.1.1   Basic Technician Certificate in Accountancy (BTCA)

6.1.1.1   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.

6.1.1.2   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
GST04204	Elements to Computer Applications	1	2	9	Fundamental
10 Modules					

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

6.1.2.1   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.

6.1.2.2 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					

6.1.3 Basic Technician Certificate in Business Administration (BTCBA)

6.1.3.1 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.

6.1.3.2 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	1	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
	Communication				
BAT04203	Elements of Marketing	1	2	12	Core
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
10 Modules					

6.1.4 Basic Technician Certificate in Human Resource Management (BTCHRM)

6.1.4.1 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

6.1.4.2 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					

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

6.1.5.1 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 knowledgein business duties.

6.1.5.2 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
MPT04106	Elements of Marketing	1	1	14	Core
MPT04103	Customer Care & Ethics	1	1	12	Core
MPT04105	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 Management	1	2	11	Fundamental
GST04202	Basics of Computer Applications	1	2	9	Fundamental
MPT04202	Elements of Sales Management	1	2	15	Core
10 Modules					

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

6.1.6.1 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 rulesand customer care in accounting duties.

6.1.6.2 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
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					

6.1.7 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)

6.1.8 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.

6.1.9 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 50 percent marks of the module coursework to be allowed tosit for semester examination and a minimum of 50 percent marks for each module in a semester examination. However, a student must pass at "C‑grade" and/or above in at leastthree modules in the first semester in order to be allowed to register for the next semester.

6.1.10 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	GOO D
3.	50 – 64	C	AVERAGE
4.	40 – 49	D	POO R
5.	0 – 39	F	FAILURE

6.1.11 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 andclassified 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:

(i) 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 NACTVET's Computation formula

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

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.

(ii) The Grade Point Average (GPA) shall be computed and truncated to single decimalpoint only.

6.2   Certificate Programmes: NTA Level 5

6.2.1 Technician Certificate in Accountancy

6.2.1.1Purpose 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.

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
	Principles of Economics	1			
BAT05105	Business Mathematics and Statistics	1	1	9	Fundamental
GST05102	Elementary Financial Accounting	1	1	12	Fundamental
ACT05202			2	15	Core
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					

6.2.2 Technicians Certificate in Procurement and Logistics Management

6.2.2.1 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.

6.2.2.2 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

Code	Module Title				
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					

6.2.3 Technicians Certificate in Business Administration

6.2.3.1 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.

6.2.3.2 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	1	2	11	Fundame

Code	Module Title				
	Care				
GST05201	Principles of Management	1	2	12	Fundamental
GST05212	Computer Applications	1	2	12	Fundamental

10 Modules

6.2.4 Technicians Certificate in Human Resource Management

6.2.4.1 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.

6.2.4.2 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
HRT05101	Fundamentals of Human Resource Management	1	1	15	Core
HRT05104	Fundamentals of Local Government Administration	1	1	13	Core
MPT05105	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

6.2.5 Technicians Certificate in Marketing and Public Relation

6.2.5.1 Purpose of qualification

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

6.2.5.2 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
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					

6.2.6 Technicians Certificate in Public Sector Accounting and Finance

6.2.6.1 Purpose of qualification

This qualification is intended for a person who will perform operational public sectoraccounting, 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.

6.2.6.2 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		2	10	Core
GST05105	1		2	8	Fundamental
GST05209			2	10	Fundamental
	Introduction to Economics	1			
	Introduction to Computer Applications	1			
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					

6.2.7 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 principalpass and one subsidiary in relevant subjects excluding religious subjects.

6.2.8 Overall Structure and Programme Duration

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

6.2.9 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 50 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 50 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.

6.2.10 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

6.2.11 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 andclassified as shown below:

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

6.3 Ordinary Diploma: NTA-Level 6

6.3.1 Ordinary Diploma in Accountancy

6.3.1.1 Purpose of qualification

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

6.3.1.2 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					

6.3.2 Ordinary in Procurement and Logistics Management

6.3.2.1 Purpose of qualification

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

6.3.2.2 Summary of Modules - NTA Level 6

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
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					

6.3.3 Ordinary Diploma in Business Administration

6.3.3.1 Purpose of qualification

This qualification is intended for a person, w h o will perform non-routine business administration duties including collect and process data for/on businessoperations. Assist in planning and preparing budgets at sectional or departmental level, supervisebusiness operations and prepare periodic reports.

6.3.3.2 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 Inventory Control	2	1	15	Fundamental
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					

6.3.4   Ordinary Diploma in Human Resource Management

6.3.4.1 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.

6.3.4.2 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

Code	Module Title				
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
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					

6.3.5 Ordinary Diploma in Marketing and Public Relations

6.3.5.1 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

6.3.5.2 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

Code	Module Title	Year	Semester	Credit	Category
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					

6.3.6 Ordinary Diploma in Public Sector Accounting and Finance

6.3.6.1 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.

6.3.6.2 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					

6.3.7 Admission Requirements

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

6.3.8 Overall Structure and Programme Duration

The **NTA Level 6** curriculum consists of ten to thirteen (10-13) modules that are spread overtwo 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.

6.3.9 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	40
Final examination	60
Total	100
Pass Mark	45

A student must score at least 45 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 45 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.

6.3.10 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	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

6.3.11 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.: *Cumulative GPA* $\dfrac{Sum\ of\ (P \times N)}{Sum\ of\ N}$

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.

6.4   DEGREE PROGRAMMES

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

6.4.1   Bachelor Degree in Accounting (BAC)

6.4.1.1   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.

6.4.1.2   Purpose of qualification: NTA Level 8

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

6.4.1.3   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
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					

6.4.1.4   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					

6.4.2   Bachelor Degree in Procurement and Logistics Management (BPLM)

6.4.2.1 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.
- (iv)   Purpose of qualification: NTA Level 8
- (v)   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.

6.4.2.2 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					

6.4.2.3 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					

6.4.3   Bachelor Degree in Business Administration (BBA)

6.4.3.1   Purpose of qualification: NTA Level 7

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

6.4.3.2   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, projectappraisal, and preparation of strategic plans and manage business contracts

6.4.3.3 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
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					

6.4.3.4 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
BAU08203	Business Ethics and Corporate Social 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					

6.4.4   Bachelor Degree in Human Resource Management (BHRM)

6.4.4.1 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.

6.4.4.2 Purpose of qualification: NTA Level 8

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

6.4.4.3 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

Code	Module Name	Year	Semester	Credit	Category
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
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					

6.4.4.4 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 Management	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 Health and Safety Services	3	2	10	Core

Code	Module Name				Category
GSU08212	Project Paper	3	2	10	Core
HRU08206	International Human Resource Management	3	2	12	Core

11 Modules

6.4.5 Bachelor Degree in Marketing and Public Relations (BMPR)

6.4.5.1 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 relationsactivities 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.

6.4.5.2 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 marketingand managing organization resources.

6.4.5.3 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					

6.4.5.4 *Summary of* Modules - *NTA Level 8*

Code	Module Title	Year	Semester	Credit	Category
BAU08106	Project Management	3	1	12	Fundamental
GSU08105	Business Ethics & Corporate Social 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
MPU08207	Contemporary Issues in Marketing and Public 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					

6.4.6 Bachelor Degree in Public Sector Accounting and Finance (BPSAF)

6.4.6.1 Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:
  (i)   Prepare and analyze Public Sector, Cooperative and corporate financialstatements, perform taxation, internal and external audit duties.
  (ii) Manage corporate finance operations, Public Policy, human and physicalresources, cost products work and services.

6.4.6.2 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 internationalfinancial operations

6.4.6.3 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					

6.4.6.4 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					

6.4.7   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, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, 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: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, Computer Sciences, Kiswahili or Food and Human Nutrition. **OR** 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: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English Language, History, English	4.0

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
			literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, Computer Sciences, Kiswahili or Food and Human Nutrition. **OR** Foundation Certificate of the OUT **with a minimum GPA of 3.0.**	
4.	Bachelor Degree in Business Administration	TA004	Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, Computer Sciences, Kiswahili or Food and Human 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, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, 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 ALevel 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

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
6.	Bachelor Degree in Marketing and Public Relations	TA006	Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, Computer Sciences, Kiswahili or Food and Human Nutrition. **OR** Foundation Certificate of the OUT **with a minimum GPA of 3.0.**	4.0
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, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinees, Education, Business studies, Music, Sports, Fasihi ya Kiswahili, Literature in English, Theatre Arts, Textile and Garment Construction, Fine Arts, Entrepreneurship, 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 min3imum 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 Accountancy, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **OR** **Foundation Certificate of the OUT with a minimum GPA of 3.0**

S/N	PROGRAMME	CODE	ADMISSION REQUIREMENTS
2.	Bachelor Degree in Procurement and Logistics Management	TA002	Diploma in Accountancy, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **OR** **Foundation Certificate of the OUT with a minimum GPA of 3.0**
3.	Bachelor Degree in Human Resource Management	TA003	Diploma in Accountancy, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and

S/N	PROGRAMME	CODE	ADMISSION REQUIREMENTS
			Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **OR** **Foundation Certificate of the OUT with a minimum GPA of 3.0**
4.	Bachelor Degree in Business Administration	TA004	Diploma in Accountancy, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **OR** **Foundation Certificate of the OUT with a minimum GPA of 3.0**

S/N	PROGRAMME	CODE	ADMISSION REQUIREMENTS
5.	Bachelor Degree in Public Sector Accounting and Finance	TA005	Diploma in Accountancy, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **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, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and

S/N	PROGRAMME	CODE	ADMISSION REQUIREMENTS
			Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **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 Accountancy, 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, Community Development, Clearing and Forwarding, Library and Information Studies, Shipping and Logistics, Transport and Logistics Management, Marketing, Human Resource Management, Procurement and Supply Management, Law, Development Planning, Supply Chain Management, Environmental Planning, Environmental and Coastal Management, Environmental Management, Fleet Management, Secretarial Studies, Livestock, Animal Production, Record Management, Animal Health, Risk Management, Information and Communication Technology, Local Government Administration, Public Administration, Sociology, Nursing, Engineering, Criminal Investigation, Bee keeping, Tourism, Labour Law, Journalism, Planning, Mass Communication, Library, Information Studies, Gender and Development, Youth Work, Procurement and Supply, International Relations, Diplomacy, Social Work, Environmental Planning, Business Administration in Accounting, Public Sector Accounting and Finance, Banking, Banking and Finance, Entrepreneurship, Business Management, Project Management, Business Information System, Information Technology with Accounting, Local Government Accounting and Finance, Microfinance Management, Public Accountancy, Statistics, Customs and Tax Management, Education, OR 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.** **OR** **Foundation Certificate of the OUT with a minimum GPA of 3.0**

6.4.8 Admission Requirements for NTA Level 8 NTA Level 8

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

6.4.9 Overall Structure and Programme Duration

6.4.9.1 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 isto be covered in one semester of seventeen (17) weeks of which two are for examinations.

6.4.9.2 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.

6.4.10 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 Assessment	40
Finalexamination	60
Total	100

A student must score at least 40% marks of the module coursework to be allowed to sit for semester examination and a minimum of 40% 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.

6.4.11 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

6.4.12 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 andclassified 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:
(i)   Candidate must have successfully completed and passed all modules for whichthe award is to be made; and
(ii) Candidate must have achieved the minimum cumulative Grade Point Average(GPA) equivalent to pass.

6.4.13 COMPUTATION OF CUMULATIVE GPA FOR ALL PROGRAMMES

(i) The GPA of all programmes (NTA levels 4-8) will be computed by using the NACTE
Computation formula
i.e. *Cumulative* **GPA** $= \dfrac{\textit{Sum of (PXN)}}{\textit{Sum of N}}$

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.

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

6.5 POSTGRADUATE PROGRAMMES

6.5.1 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 LogisticManagement fields.

6.5.2 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					

6.5.3 Summary of Modules – Postgraduate Diploma in Procurement and LogisticsManagement (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					

6.5.4 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					

6.5.5 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 Corporate Governance Financial Management	1	2	10	Core
PMP429	Marketing Management	1	2	10	Core
MGT430	Economic Planning	1	2	10	Fundamental
MGT431	Research Paper	1	2	15	Fundamental
12 Modules					

6.5.6 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 Financial Management	1	2	10	Core
PMP429	Marketing Management	1	2	10	Core
MGT430	Economic Planning	1	2	10	
MGT431	Research Paper	1	2	15	Fundamental
12 Modules					

6.5.7   Assessment of Performance

A student must score at least 50% marks of the module coursework to be allowed to sit for semester examination and a minimum of 50% marks for each module in a semester examination. However, a student must pass at 50 Marks "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.

6.5.8   GRADING SYSTEM

Marks will be awarded out of 100 per cent. The marks so obtained from differentassessment 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

6.5.9   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 andclassified 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

6.5.10 Admission Requirements (Minimum entry requirements)

6.5.10.1   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

6.5.10.2   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

6.5.10.3   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

6.5.10.4   Postgraduate Diploma in Business Administration (PGD-BA)

Possession of Bachelor Degree or Advanced Diploma qualifications from reputableinstitutions

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

Possession of Bachelor Degree or Advanced Diploma qualifications from reputableinstitutions

6.5.10.6   Overall Structure and Programme Duration

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

6.5.10.7   Computation of Cumulative GPA for Postgraduate Diploma

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

6.6   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. Itrequires 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.

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

6.6.1.1   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.

6.6.1.2   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

Code	Module Name	Year	Semester	Credit	Category
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					

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

6.6.2.1 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

6.6.2.2 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					

6.6.3 Master of Business Administration in Project Management (MBA PM)

6.6.3.1 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

6.6.3.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
MSG09101	Project Planning and Implementation Research	1	1	12	Core
GSG09102	Methodology Statistical	1	1	12	Fundamental
MSG09103	Methods for Project Entrepreneurship	1	1	12	Core
BAG09104	Management Strategic	1	1	12	Fundamental
GSG09101	Management Business	1	1	12	Fundamental
BAG09106	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					

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

6.6.4.1 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.

6.6.4.2 Summary of Modules

Code	Module Name	Year	Semester	Credit	Category
HRG09101	Principles and Practices of Human Resource Management	1	1	10	Fundamental
HRG09102	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					

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

6.6.5.1 Purpose of qualification

This qualification intends to prepare marketing and public relations managers, who will beable 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

6.6.5.2   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					

6.6.6   Admission Requirement for NTA level 9

S/N	PROGRAMME	ADMISSION REQUIREMENT
1	Master of Science Degree in Accounting and Finance (MSc. ACC & FIN)	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 b) A professional qualification recognized by professional bodies (CPA (T), ACCA, CIMA) OR c) Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)

S/N	PROGRAMME	ADMISSION REQUIREMENT
2	Master of Science in Procurement & Supply Management (MSc. PSM)	a) Holders of any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR b) Certified Procurement and Supplies Professionals (CPSP) and theirrelated professionals' awards. OR c) Any postgraduate diploma other than those of religious studies
3	Master of Business Administration in Project Management (MBA. PM)	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 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 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

S/N	PROGRAMME	ADMISSION REQUIREMENT
4	Master in Human Resource Management with Information Technology [MHRM-IT]	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 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 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-relatedstudies 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

6.6.7   Assessment of Performance

A student must score at least 50% marks of the module coursework to be allowed to sit for semester examination and a minimum of 50% 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.

6.6.8   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

6.6.9 Classification of Award

The Grade Point Average (GPA) shall be computed from credits and grade weights andclassified 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:
- (i) Passed all modules with grades A, B+ or B
- (ii) Submitted and defend his/her dissertation to the institute (TIA) and
- (iii) Obtained the overall cumulative grade point average (GPA) equivalent to pass, whichshall be calculated using the NACTE's Computation formula

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

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

6.6.10 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

7.0   EXAMINATION REGULATIONS

7.1   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.

7.2   Eligibility of Examinations

7.2.1 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 themissed 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
7.3 The candidate has been allowed by DR-ARC following other justifiable reasons as directedby the Academic Board. Conduct of Examinations

7.3.1 Before the Examination

a) An invigilator shall be appointed by letter from the responsible office to invigilate aspecific 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 arenot 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 paperfor five minutes.
   (iv) Announce to candidates when to begin writing.

7.3.2 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 theexamination session.

c) Invigilator (s) may take any unauthorized material from a candidate and report to thechief 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.

g)   Invigilator (s) shall not read newspaper (s), novels, electronic messages or internet surfing during invigilation session

h)   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.

i)   Candidates will be allowed into the examination rooms fifteen (15) minutes before the examination paper commences.

j)   No candidate shall begin the examination before being authorized by the invigilator

k)   No candidate shall continue the examination after being instructed to stop writing

l)   No candidate shall permit another candidate to copy from, or use one's script or paper

m)   No candidate shall distort or violate official examination sitting plan

n)   No candidate is allowed to refuse or fail to sign on invigilators report of facts in any irregularity discovered

o)   All candidates shall comply to examination regulations, rules, or instruction given by an invigilator

p)   No candidates shall be allowed to leave the examination rooms until thirty (30) minutes have elapsed from when the paper had begun.

q)   Candidates shall not be allowed to leave the examination rooms within the last thirty

r)   (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.

7.4 **Examination Irregularities**

7.4.1 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 doinghis/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 Cautionand Cancellation of his/her assignment, test, field attachment/research project report

7.4.2 Fraud in Relation to Assignment, Field and Project Reports

a) It shall be an offence for a candidate to:
   i). Submit assignments not prepared by him/her.
   ii). Substantially plagiarises the work of any other pers
   iii). Solicit/purchase any assignment from any other person.
   iv). Falsify/alter marks awarded on the assignment script.
   v). Involve oneself in plagiarism in field attachment/research project report that is:
   vi). Pass off the words or ideas of someone else as his /her own without proper acknowledgement or crediting the source
   vii). Replicate one's work that has been presented elsewhere for assessment.

b) Any candidate found guilty of involvement in fraudulent conduct related to assignment as set out in regulation (i) shall be liable to Caution and Cancellation of his/herassignment.

7.4.3 Malpractices in the Conduct of Examinations

a) It shall be an offence for a candidate involved in an end-of-the-semester examinationor test to:

    i). Sit or attempt to sit for Examination without valid examination identification.

    ii). Enter the Examination venue within half an hour (30 minutes) after the examination/test has commenced.

    iii). 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.

    iv). Carry out a conversation or any other communication with another candidate once the Examination has commenced.

    v). Indulge in any disruptive conduct including, but not limited to, shouting, assault ofanother candidate, using abusive and/or threatening language, and destruction of Institute property or the property of another candidate(s).

    vi). Take out of the examination venue answer booklet(s), used or unused.

    vii). Neglect, omit or in any other way fail to follow lawful instructions or orders issued bythe Invigilator during the pre-inspection or prior to the commencement of Examination or during the progress of examination.

    viii). Physically assault or insult an Invigilator or any Institute official involved in the conduct of the examination.

    ix). Copy from any other candidate or exchange answers with another candidate in or outside the examination venue.

    x). 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.

    xi). 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.

xii). Enter the examination venue scheduled to use it while another examination is in progress and has not been declared completed by Invigilator In- charge.

xiii). Enter the examination venue without being inspected by an invigilator.

xiv). Leave the examination venue thirty minutes (30 minutes) before the end of the examination for a call of nature.

xv). 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.

xvi). Any candidate found guilty of contravening Regulation (i) shall be liable to:

xvii). Caution and Cancellation of the particular examination, or

xviii). Cancellation of the relevant Examination and suspension from the Institute for a period not exceeding two years, or

xix). Cancellation of the particular examination and dismissal from the Institute.

xx). A candidate who contravenes regulation 139(e) shall be liable to a fine and any penalty specified above.

xxi). Any candidate found guilty of contravening regulation 142(i)(h) above shall bederegistered from the studies.

7.4.4 Cheating in an Examination

a) It shall be an offence for any candidate involved in the following misconduct during anexamination:

i). 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;

ii). Copy from any other candidate.

iii). Take out of the examination venue answer booklet(s), used or unused.

iv). Getting out of the examination room without prior permission from the invigilator;

v). Refusal to handover any evidence of examination irregularity in the examination;

vi). Any destruction of evidence of examination irregularity in the examination.

vii). Any form of dishonesty or falsification to gain an unfair advantage in an examination.

viii). Aid and/or abet another candidate to copy from a script/book of another person.

ix). Exchange answers with another candidate in or outside the examination venue.

x). Collaborate with another candidate in the examination venue to use telephone conversion and share material, including calculators and other electronic equipment,

xi). Aid and/or abet another candidate and/or staff or outsider(s) to alter information or results in Student Management System.

xii). A student who walks out of an examination room in protest shall be considered to have committed examination irregularity.

xiii). A student who incites or instigates other students to protest or refuse to do an examination shall be considered to have committed examination irregularity.

xiv). A student who detaches a part of the examination booklet or script shall be considered to have committed examination irregularity or

xv). Doing any act that is expressly prohibited in the conduct of examination in accordancewith these Regulations.

b) 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.

c) A candidate disqualified under regulation (2) shall repeat the semester on which he/she was disqualified.

d) TIA staff found guilty of the prohibited act under regulation (k) shall be referred to the institution's disciplinary committee for appropriate action

7.4.5 Fraud in Examinations

a) It shall be an offence for a candidate involved in fraudulent practices in an examination to:

  i). Import into the examination venue, in person or by agent, a pre-prepared answer script/booklet.

  ii). Substitute an answer script/booklet prepared outside the examination venue for the one already submitted to the Invigilator.

  iii). Falsify or alter marks awarded on test scripts or assignments.

  iv). Impersonate another candidate.

  v). Engage or induce another person to sit for a test or end-of-semester/supplementary/special examination on his/her behalf.

  vi). Utter false documents about eligibility to sit Institute examinations.

  vii). Sit or attempt to sit an examination without meeting eligibility criteria.

  viii). Deliver to the Examiner's office or residence an examination script/booklet outside

  ix). the scheduled time for submission.

  x). Fraudulently receive examination papers/questions, which have been illegally procured or made available.

  xi). Fraudulently access or attempt to access examination questions before the examination is due.

  xii). Pay or induce another person to illegally procure or make examination questions/papers available.

b) 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.

7.4.6   A Possession of firearms during the examination period

a)   It shall be an offence for a candidate involved in any examination/test to:
  i).   Bring any firearm or potentially lethal dangerous weapon within the precincts of theexamination venue.

  ii).   Use a firearm or any potentially lethal dangerous weapon to intimidate, threaten, or otherwise deter investigations into any examination irregularity.

b)   Any candidate found guilty of the offence defined in regulation 145 (i) (a&b) shall beliable to:
  i).   Caution and reported to security officers for further measurements or
  ii).   Cancellation of the relevant Examination, or
  iii).   Cancellation of the relevant Examination and suspension
      for a period not exceedingtwo years, or
  iv).   Cancellation of the relevant Examination and dismissal from the Institute.

7.4.7   Release and Complaints of Examination results

7.4.7.1   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.

7.4.7.2   Complaint on examination results
      Student (s) shall be allowed to raise any examination complaints within ten (10) workingdays after **the release of the examination results.**

7.4.8   Supplementary Examinations

7.4.8.1   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

7.4.8.2 Conditions for Retaking a Failed Modules (s)

The following conditions and rules shall be applied for a candidate retaking the failedmodule (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 modules (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 atthe 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 totime.

e) NTA 7 candidates are allowed to retake a maximum of three modules from thefirst 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 afee to be determined by the institution from time to time

7.4.9 Circumstances under which a Student shall be discontinued

A student shall be discontinued by the Academic Board from any programme under thefollowing 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 thatmodule (s) and discontinued from studies.

b) A candidate who attains a GPA below 2.0 shall be deemed failed and shall repeat thefailed semester.

c) A candidate who deliberately absences oneself from studies for three months withoutcompelling reasons shall be deemed absconded and discontinued from studies.

7.4.9.1 Circumstances under which a Student shall be disqualified
Candidate shall be disqualified from the Institute when proven guilty of the followingallegations:

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 duringan 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/orfieldwork or project paper.

f) If a candidate is found guilty of plagiarism

7.4.9.2 *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:

(i) If a candidate for whatever reason(s) has not sat for semester examination shall notbe 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.

(ii) If a candidate for whatever reason(s) has not sat for supplementary examination shall not be allowed to continue to the next level.

(iii) Any candidate who repeats a semester for whatever reason will be required to paynormal fee as indicated in TIA fee structure.

7.4.10 Postponement of Studies

i). Rector shall grant a postponement of studies following a formal online applicationby a student and shall not exceed two years.

ii). Students shall start a fresh by paying prescribed fees, attending lectures andaccumulating CA.

7.4.11 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)

7.4.12 Composition

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

7.4.13 Appeals

7.4.13.1 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'sdecision.

b) That candidate has reason to believe with genuine evidence that one or more examinerswere prejudiced or biased.

7.4.13.2 Procedures for conducting student's appeals

a. A candidate shall lodge an appeal within 30 days after publication of theexamination result date

b. The appeal shall be electronically be lodged in writing addressed to the Rectorstating clearly the grounds for appeal

c. The appellant shall lodge his/her appeal accompanied by relevant and substantivedocuments/evidence.

d. The appellant shall pay the prescribed appeal fee as determined by the Institutefrom time to time

8.0 *ISSUANCE* OF PROGRESSIVE REPORTS, GRADUATION REQUIREMENTS, TRANSCRIPTS AND CERTIFICATE

8.1 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. HASexamination shall rectify errors of complaints defined once the complaints are determined.

8.2 Issuing of Progressive Reports

Students shall print the results statement through their student account.

8.3 Graduation Requirements

(i) A student must pass all module examinations as set forth by assessment ofperformance standards.
(ii) A student must fulfill all other requirements as prescribed by TIA rules andregulations.

8.4 Issuing Transcripts and Certificate

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

8.5 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 oncondition 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 thedate of such loss has elapsed; except that such replacement may be issued within ashorter 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 fiftythousand only (**TZS. 250,000/=)** or as may be determined from time to time.

9.0 STUDENTS RULES AND REGULATIONS

a) It is prohibited for male students to enter female students' living cubicles and vice-verse 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

e) shall be liable to fine to the extent of destruction caused;

f) Student management System shall be used for Institutional stipulated purpose. Any violation to the system shall amount to disciplinary actions.

g) Attendance and punctuality to classes are highly demanded by the Institute Administration.

h) 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.

i) The use of mobile phones while classes are in progress is strictly prohibited.

j) Students are at all times required to appear smart and according to TIA dressing codes.

k) 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

l) 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.

10.0 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 between12:00 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.

11.0   BREACH OF RULES, DISCIPLINARY COMMITTEE AND APPEALS

11.1   Breach of Rules

In breach of any rule, the Dean of Student (s) will in the first instance deal with any breachof 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 meetfor further action.

11.2   Students Disciplinary Committee

The composition of the Students Disciplinary Committee shall be as follows:
(i)   Academic Coordinator- Chairperson
(ii)   Dean / Campus warden Secretary
(iii)   Respective Head of Department/ Programme Coordinator
(iv)   Students' representative
(v)   Head of Quality assurance/ Quality Assurance Officer
(vi)   Head of admission/ campus admission officer
(vii)   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.

11.3 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 theappeal. 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 befinal and conclusive.

11.4 PENALITIES

(i) The Students' Disciplinary Committee may impose any of the following penalties inappropriate 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

d) not exceeding one month at the student's own expenses.

e) 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.

    (v) 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.

12.0 OUR PHYSICAL AND POSTAL ADDRESSES

12.1 Head Office
Located at the Junction of Kilwa/Nelson MandelaRoad
P. O. Box 9522,
DAR ES SALAAM.
Tel: +255 736 777 746 OR +255 677 777 746 OR +255 625 777 744 OR +255 764 777 746
Fax: +255 736502630
E-mail: tia@tia.ac.tz Website: www.tia.ac.tz

12.2 Campuses

MBEYA CAMPUS
Located at the Junction of Airport/Zambia Road
P. O. Box 825,
MBEYA.
Tel: +255 OR +255
Fax: +255 25 2503057
E-mail: tiambeya@tia.ac.tz

SINGIDA CAMPUS
Located along Sepuka Road P. O. Box 388,
SINGIDA.
Tel: +255 679 445 447 OR +255 620 7001 11 OR +255 734 777 753 OR +255 752 540 341
OR +255 627 726 777 OR +255 694 427 227 OR +255 734 777 753
Fax: +255 26 2502844
E-mail: tiasingida@tia.ac.tz

MTWARA CAMPUS
Located at Mjimwema, Mikindani Area,
P.O. Box 169,
MTWARA.
Telephone: +255 23 2333948
Fax: +255 23 2333948
E-mail: tiamtwara@tia.ac.tz

MWANZA CAMPUS
Located at Usagara along Sagalani Road
P.O Box 5247,
MWANZA
Tel: +255 762799889 OR +255 684202384 OR +255 757717667 OR +255 767399889 OR +255 718071740
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
Tel: +255 754 677388299 OR +255 677 323 492
Email: tiakigoma@tia.ac.tz

ZANZIBAR CAMPUS
Located at Sheikh Thabit Kombo BuildingMichenzani,
P.O BOX 244
ZANZIBAR.
Tel: +255 716 000 849
 Email: tiazanzibar@tia.ac.tz

TANGA CAMPUS
Located at Kange Street along Segera Road,
P.O BOX 1077
TANGA
 Telephone: +255 677 388 297
 Email: tiatanga@tia.ac.tz

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
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