



TANZANIA INSTITUTE OF ACCOUNTANCY(TIA)

PROSPECTUS

2025/2026

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 of Accountancy (DSA) that was established in January 1973 as a Government Training Centre by a special decree of the Minister for 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 Training, Research and Consultancy in Accountancy, Procurement and Logistics, Business Administration, Human Resource Management, Marketing and Public Relations, Public Sector Accounting & Finance, Project Planning and Management, Financial Management, Education in Accountancy and Business Studies and other business-related academic disciplines.

TIA as a higher learning institution is accredited by the National Council for Technical and Vocational Education and Training (NACTVET) and its programmes are recognized by the National Board for Accountants and Auditors (NBAA), The Procurement and Supplies Professional and Technicians Board (PSPTB), and the Association of Chartered Certified Accountants (ACCA), for exemption in Professional Examinations.

TIA has eight campuses strategically located in Dar es Salaam (Main Campus), Singida, Mbeya, 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 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) **Collaboration:** We work closely with other academic institutions as well as partners and donors to positively impact our activities.
- (iii) **Innovation:** We strive to continually find new ways to improve and overcome emerging challenges.
- (iv) **Professionalism:** We adhere to, and maintain the rule of acceptable ethical behavior, quality standards, and honesty to enhance professional competency by providing quality education to all.
- (v) **Transparency:** We operate in openness and communicate in such a way that is easy for others to see what actions are performed.

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 Urassa 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

| | |
|---|--|
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| 57. | Mr. Criphe G. Swallo | MBA (Finance) (OUT); MSc (Acc & Fin) (MU); MARLA (MU- Germany/UDSM/ITA; PGD (Tax Mgt) (IFM); ADA TIA) |
| 58. | **Mr. Albert R. Moshi | MBA (IT Mgt) (Coventry University); ADIT (IAA) |
| 59. | Mr. Justine A. Rudakubana | MBA (General) (UDOM); BA – Marketing Mgt (MU) |
| 60. | Mr. Victor W. Bwachele | MBA (UDSM); BBA(SAUT); FTC (Civil Engineering) (DIT) |
| 61. | Mr. Humphrey D. Mwasongwe | MA in Information Studies (UDSM); BA in Library and Information studies (Tumaini University) |
| 62. | **Mr. Abbas E. Sanga | CPA (T); MSc Acc & Fin (MU); ADA (TIA) |
| 63. | **Ms. Magreth D. Mapunda(CPA) | CPA (T); MSc. Finance (St. John); BAF (St. John) |
| 64. | **Mr. Tubeti M. Waise (CPSP) | MSc. PSCM (MU); ADPS (TIA), CPSP(T) |
| 65. | Mr. Bita W. Phinias | Master of Educational Management and Administration (UDSM), B.A (Educational) (UDSM) |
| 66. | Mr. Godfrey E. Mpogolo | MSc. Math SC. (AIMS, University of Stellenbosch-US); BED MATH, (TEKU); Dip.Ed. (Tukuyu TTC) |
| 67. | Mr. Ibrahim S. Uswege(CPSP) | CPSP, MSc. PSCM(MU), B.P&S (UDOM), CPSP(T) |
| 68. | **Mr. Francis S. Msangi(CPSP) | MSc. PSCM (MU); ADPS (TIA), CPSP(T) |
| 69. | Ms. Suma P. Mwankemwa | MSc. (Accounting & Finance) (MU) Adv. Dip in Banking (IFM) |
| 70. | Ms. Upendo S. Ole(CPA) | MSc. (Finance) (St. John Un.), BSc. (F&A) (St. John University), CPA(T). |

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| 71. | Ms. Winifrida J. Nnko(CPA) | MSc (Finance and Investment) (Coventry Un), CPA (T), BAF (MU) |
| 72. | Mr. Barakael T. Pallangyo | Master in community Economic Devt (MCED) (OUT) B. Education in Policy, Planning |
| 73. | Ms. Salima S. Nalinga | MSc. (Acc &Fin) (MU); ADA (TIA) |
| 74. | Ms. Diana L. Kayamba | MSc. A & F (MU); BBA Acct. St. John's University |
| 75. | Ms. Dorah N. Chenyambuga | MSc. Marketing (Metropolitan Un) UK. BA. Mass Communication (SAUT) |
| 76. | Ms. Eliaichi J. Kyara (CPSP) | MBA (Logistics Mgt) (Coventry University), B. Commerce PLM) (UDOM), CPSP (T) |
| 77. | M. Jackson E. Payowela | MSc. HRM(MU), BHRM(UDOM) |
| 78. | Mr. Joseph C. Peter | MBA (IFM); ADVANCE DIPLOMA –IT (IFM); Dip Auto Mobile Eng. (NIT); Cert. Geo. InformationSystem (ARU) |
| 79. | Mr. Daudi M. Mashauri | MSc. Eng. Info. Sec (HUST, Hubei –China); BSc. ESC (Hons) (UDSM) |
| 80. | Mr. Alex R. Marwa | MSc-Marketing Mgt (MU); ADBA (CBE) |
| 81. | Ms. Enid K. Ernest (CPSP) | Msc. Procurement & Supply Chain Mgt (Mzumbe Un v); Bsc. Computer science (UDSM), CPSP |
| 82. | Mr. Arnold L. Njunwa(CPSP) | MBA (Corporate) (MU); PGDIT (AMITY); BSc (Computer Science) (UDSM), CPSP(T) |
| 83. | Mr. Godfrey E. Karau | Ms. Public Administration (UDOM); BA. PublicAdministration (UDOM); PHR cert (TPSC) |
| 84. | Mr. James N. Ndossy | Msc. Devp. Studies (Mzumbe Unv); BA. Community Devt (MUCCoBS) |
| 85. | Mr. Pankras U. Kandengukila | M. Eng. Computer Applied Tech, (South West Dighton University); B. Tech. in IT (St. Joseph College of Eng. & Tech) |
| 86. | Mr. Robert M. Alila(CPA) | MBA (Finance) (UDSM); B. Com (Accounting)(UDSM); CPA(T); |
| 87. | Mr. Salum I. Kanyungu | MBA (Finance) (JOMO Kenyatta); B Microfinance and |

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| | | Enterprise Dev't) (SUA) Enterprise Dev't) (SUA |
| 88. | Ms. Seba E. Alila | MSc. (Acc. & Fin.) (MU); ADA (TIA) |
| 89. | Mr. Dorence M. Kalemile | MA (Community Devt & Project mgt) (UoI); Adv Diploma (Community Devt) CDTI- TENERU) |
| 90. | Mr. Gastor J. Orio(CPSP) | MBA (Procurement and Supplies mgt) (Coventry University); Bsc Procurement and Supply Chain Mgt (SAUT), CPSP(T) |
| 91. | Mr. Charles R. Samson | MSc. HRM (OUT), BHRM (OUT) |
| 92. | **Mr. Kagulu A.Mtogo | MSc. (HRM)(MU); B. Com (HRM)(UDOM) |
| 93. | Mr. Nyandwi D. Murihano(CPSP) | MSc. PSCM (MU); ADPS (TIA), CPSP(T) |
| 94. | Mr. Thobias J. Mongela | MA. Linguistics (Unv. Of Nairobi); BA Education (SAUT) |
| 95. | **Mr. Gabinus E Nkwera(CPA) | CPA (T); MBA (F&B) (MU); ADA (TIA) |
| 96. | Mr. Isaya R. Mwanyamba | MIB (UDSM); BBA(KIU) |
| 97. | Ms. Aisia Z. Lauwo | MBA-CD (La Trobe Univ. Australia); PGDRP (IRDP); ADRP (IRDP) |
| 98. | Mr. Wilfred M. Kilasara | MBA (HRM) (UDSM); PGDA (IFM); PGDE (UDSM ADA (SAUT); Cert. in Law (UDSM) |
| 99. | Mr. Charles W. Merengo(CPSP) | MSc-PSM (MU); ADPS(TIA); NSC-NBMM(T), CPSP(T) |
| 100. | Mr. Idd S. Marugujo | MSc (Acc & Fin) (MU); BSc (Agric.Eng.) (UDSM - SUA); BAF (MU) |
| 101. | Mr. Silverio Nyaulingo | MSc. Ac & F (MU); BAF (MU); Dip. Ed (DTTC) |
| 102. | Mr. Lawrence J. Lubigili | MSc (HRM) (MU); Bd (HRM)(ISW); Dip Ed (Monduli TTC) |
| 103. | Mr. Kasena M. Bandoma | Master of International Business (UDSM BSc Agricultural Economics and Agribusiness (SUA) |
| 104. | Mr. Albert L. Kaunda(CPSP) | MSc. PSCM (MU); ADPSM (CBE) |
| 105. | Mr. Alfred N. Manda (CPSP) | CPSP, MSc. PSCM (MU), B.P&S Mgt (SUA), CPSP(T) |
| 106. | Mr. Amos J. Manyama | LL.M (SAUT); LL. B (SAUT) |
| 107. | Mr. Baltazar C. Mwita | MBA (UDOM); BSc. Ed (UDSM) |

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| 108. | Mr. Boyd M. Anyigulile | MSc (Mathematics)(UDOM), BSc (Education) (SUA) |
| 109. | Mr. Claudio G. Kikonde | Master of Arts in Education (UDOM), Bachelor of Education in Adult education and comm. Dev't (UDOM) |
| 110. | Mr. Daniel S. Mgonja | MSc. Math. Modelling (Cowas); BSc Ed. (Mwenge University); Dip Ed, (Kleruu –TTC) |
| 111. | Mr. Emmanuel R. Mwacha | MBA (OUT); BA (TU) |
| 112. | Mr. Geophrey D. Shipela(CPSP) | CPSP (PSPTB); MSc. (PSCM)(MU); BBA (P&LM) (SAUT), CPSP(T) |
| 113. | Mr. George S. Makune | MA (Linguistics) (UDOM); BA (Ed) (SAUT); Dip. Ed (TBC) |
| 114. | Mr. Iman S. Matonya | MBA(Finance) (UDOM); BA (Marketing) (St. John University) |
| 115. | Mr. Jumanne M. Magayane | MBA (F&B) (MU); BAF (MU) |
| 116. | Mr. Kephas P.Ugula | LLM (UDSM); BA.PS & PA (UDSM), LLB (OUT) |
| 117. | **Mr. Lucas C. Magoti(CPA) | MSc in finance and investment (IFM); BAC (TIA); CPA (T); Dip. (Ed)(BTC) |
| 118. | Mr. Lucas D. Sagenge(CPSP) | MBA (Log. Mgt) (Coventry); B. Com (Acc) (UDSM); BA.Ed(Hons) (UDSM), CPSP(T) |
| 119. | Mr. Lucas M. Ng'webeya | MSc (IT Mgt); (Avinashilingam) ADCS (IFM); FTC (DTC) |
| 120. | Mr. Mwinula A. Lumelezi | BPA(MU); MSc. HRM (MU) |
| 121. | Mr. Osca W. Lova | MBA (CORPORATE MGT) (St. John), BAF (St. John) |
| 122. | Mr. Peter D. Mshana(CPA) | Master of Finance and Account (Oil & Gas), CPA(T) |
| 123. | Mr. Remmy David Chuma | Msc. HRM (MU); B (HRM) (ISW), PHR cert. (TPSC) |
| 124. | Mr. Shaaban T. Shaaban | MEED (UDSM); B. Com (Accounting) (UDSM) |
| 125. | Mr. Stanslaus A. Shilemba (CPSP) | CPSP(T)(PSPTB); MSc. (PSCM), (MU); ADPS(SAUT), CPSP(T) |
| 126. | Mr. Tumsifu W. Naboti | MBA-IIA (ITM) (Coventry University); PDED (CFR); ADIT(IAA) |
| 127. | Mr. Vicent E. Msigalah | MSc. Eco. (MU); BA Eco. (UDOM), Cert (TRACIDI) |

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| 128. | Ms. Agnes B. Joseph | MSc. Math-Modelling (UDSM); BSc. Ed (UDSM) |
| 129. | Ms. Damari J. Tandas | MSc Mkt Mgt (MU); BA Mkt. (MU); |
| 130. | Ms. Glory R. Nguve(CPA) | MSc. Finance & Accounting (UDSM), BAF (MU); CPA(T) |
| 131. | Mr. Benjamin E. Nchimbi | MA Economics (India), Bachelor of Business (India), Administration |
| 132. | Ms. Magreth K. Emmanuel(CPA) | MSc. Finance (St. John Univ); BAF (St. John Univ); CPA(T) |
| 133. | Mr. Emmanuel D. Mwamakula | Master of Accounting and Finance (IAA); Bachelor in Accountancy (CBE) |
| 134. | Mr. Hakimato J. Mwaitete | MBA (ICT) (Coventry Un); BTIT (St. Joseph Un) |
| 135. | **Mr. Vicent Jonas Kwambiana | MSc. Information Technology & Systems (MU); BSc. Ed (Mathematics & Information Technology) (UoB) |
| 136. | **Mr. John S. Mng'ong'o | Master of Educational Management and Administration (UDSM); Bachelor of Art in Educational (UDSM) |
| 137. | **Mr. Joachimu S. Machimu | Msc. Economics (OUT); BA. Education (SAUT) |
| 138. | Mr. Amos B. Elias | Bsc-Education (UDSM); Msc. Maths Modelling (UDSM) |
| 139. | Ms. Theresa Z. Ndaba | Master of Business Administration (SAUT); Bachelor of Public Administration (MU) |
| 140. | Mr. Herald B. Gombela(CPSP) | Msc. P&SM (MU), BP&SM(UDOM), CPSP(T) |
| 141. | Mr. Leospick B. Vutakamba | MBA(UDOM); BA (Mgt & Accounting) (UDSM) |
| 142. | **Mr. Kasongo A. Mahali | Msc. (Mathematics) (UDOM); B (Educ- MATH) (Tumaini University) |
| 143. | Mr. Edward E. Borra | MA in Linguistics (UDOM); BA in Education(RUCO) |
| 144. | Mr. Leonard L. Nyanzira | MA(Linguistics)(SAUT), BA with Education (SAUT) |
| 145. | Ms. Mwanaisha M. Mang'oro | Master of Education (Assessment and Evaluation) MWECAU; BBA with Education (Tumaini |

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| | | University) |
| 146. | Ms. Mary D. Minja | MA in Community Development (Mount Meru Un) Bachelor of Education (ICT) (Mount Meru University) |
| 147. | Mr. Masau R. Malyango | Master of Art with Education (UDSM); Bachelor of Arts with Education (SAUT) |
| 148. | Mr. Joseph R. Wawa | L.L.M (UDSM); LLB (RUCO); PGD in Legal Practice(The Law school of Tanzania) |
| 149. | Mr. Peres H. Muhogaze | MBA(SAUT); BA in Public Relations and Marketing (SAUT) |
| 150. | Ms. Piliel H. Mkuki | Masters of Arts (Information studies) (UDSM); of Bachelor Arts (Education) (UDSM) |
| 151. | Ms. 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. Anthony R. Magoma | MSc. Finance (St. John Univ.); Bachelor of Accounting and Finance (St. John Univ) |
| 155. | Mr. Boniface Z. Naaly | Master in Mathematical modelling (UDSM); Bsc in Informatics and Mathematics (SUA) |
| 156. | Mr. Alfaksad Y. Matekere(CPSP) | Msc.in Procurement and supply Mgt (MU);BBA (Procurement and Logistic Mgt), CPSP(T) |
| 157. | Mr. Williamson F. Lyaru | MBA (Information Technology Mgt) (Coventry University); Bsc. Computer science (UDSM) |
| 158. | Mr. Maurus M. Mpunga | Msc. HRM(MU); Bachelor degree in Industrial Relation (ISW) |
| 159. | Mr. Joseph D. Bukuku | Master of Linguistics (UDOM); Bachelor of Education (University of Arusha) |

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| 160. | **Ms. Stella W. Mlay | MA. Information studies (UDSM); BA.Information Studies (TUMAINI Univ) |
| 161. | Ms. Elizabeth J. Nunday | Bachelor of Education in commerce and Accountancy (UDSM) |
| 162. | Mr. Joshua V. Kimambo(CPSP) | Msc. Procurement and Supply Chain Mgt (MU);BBA in Procurement and Logistic Mgt (MU), CPSP(T) |
| 163. | **Mr. Geofrey G. Njovangwa | Msc. In computer science (UDSM)Bachelor of Computer Science (KIU) |
| 164. | Mr. Emmanuel J. Kitinya | Master in Public Administration (UDOM); BA in Public Administration (UDOM) |
| 165. | Mr. Alfred W. Luoga(CPSP) | MBA-Procurement and Supply Chain (University of Iringa); BA-Procurement and Supply Chain Mgt (University of Iringa), CPSP(T) |
| 166. | Mr. Sadick T. Sumawe(CPA) | Msc. Finance and Investment (IFM); Bachelor Accounting & Finance (MU), CPA(T) |
| 167. | Mr. Thomson M. Sanga(CPA) | Master in Information Security (IAA); BSc. Information. Systems & Network Engineering (St. Joseph University.), CPA(T) |
| 168. | Mr. Pauline L. Shashi | MSc. Mathematics (UDSM); Bachelor of Ed. In Mathematics (Tumaini University. Makumira) |
| 169. | Mr. Johnson 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 ofInformation Technology (IAA) |

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| 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 (CPSP) | Ms. Supply Chain Management (University of Bolton, UK); Bachelor of Business Administration(SAUT) MBA (OUT), CPSP(T) |
| 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) (Zhejiang Normal University. China) |
| 180. | Mr. William A. Mwalimu (SPSPT) | Master degree of Procurement and Supply chain (SUA), Bachelor Degree of Procurement and supply mgt (SUA), SPSPT(T) |
| 181. | Mr. Musa F. Mahambi (CPSP) | MSc. Procurement and Supply chain mgt (MU); Adv. Dip. Procurement and Supply (TIA) CPSP(T) |
| 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 |

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| | | (UDOM) |
| 187. | Mr. Rachi R. Mtinda | Master of Education in language education (UDSM); Bachelor of Art (Education) (UDSM) |
| 188. | Mr. Hassan J. Kiloloma(CPA) | Master of Education in language education (UDSM); Bachelor of Art (Education) (UDSM), CPA(T) |
| 189. | Mr. Goodwill J. Sanjo | Master of Statistics (EAST); Bsc. Mathematics/ Statistics & CTC (University of Bagamoyo) |
| 190. | Ms. Latifa I. Kimaro(CPSP) | Msc. Procurement and Supply chain Management (MU); BBA Procurement and Logistics Management (MU), CPSP(T) |
| 191. | Mr. Letus G. Mwallo(CPSP) | MBA in Procurement and supply chain Management (University of Iringa); BB in Chain Mgt Procurement and supply (University of Iringa), CPSP(T) |
| 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(CPSP) | Msc. Procurement and Supply chain Management (MU); BBA Procurement and Logistics management (MU), CPSP(T) |
| 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 |

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| | | 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(CPA) | MBA-Cooperate management (); Bachelor degree of Accounting and Finance; CPA(T) |
| 206. | Ms. Khamida I. Abdulrahman(CPA) | 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) |

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| 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 A. 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. Agness V. Balisidya | Master of Educational management and Administration (UDSM), Bachelor of Art in Educational (UDSM) |
| 219. | Ms. Violeth C. Shayo | Master of Arts in Education (UDSM); Bachelor of Arts – Education (UDSM) |
| 220. | Mr. Michael M. Sedyai(CPSP) | Msc. Procurement and Supply chain management (MU); Bachelor in Procurement and Logistics management (TIA), CPSP(T) |
| 221. | Ms. Joyce W. Massi | Master of Arts in Education (UDOM); Bachelor of Arts – |

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| | | Education (St. Augustine University) |
| 222. | Ms. Grace W. Magila | Bachelor degree in Human Resource (MU); Master of Public Administration (MU) |
| 223. | Mr. Deusdedict A. Lemnge | MSc. Economics (MU), BA. Education (OUT) |
| 224. | Mr. Zakayo M. Kayola | Master of Art in Education (UDOM); Bachelor of Art in Education (UDOM) |
| 225. | Mr. Mbomea W. Mkamba | Masters in Information Science and Management (ECNU-Shanghai); Bachelor in Library and Information Science (Makerere University) |
| 226. | Mr. Mussa H. Lipala | Bachelor with Education in ARTS(UDSM); MA information studies (UDSM) |
| 227. | Ms. Joyce G. Mtana | MA Information studies (OUT); BA-Library & Info. Studies (Tumaini University Makumira); |
| 228. | Ms. Ruth S. Temba | Master of mgt in Administrative Mgt (Huazhong University CHINA); Bachelor of BA (MU) |
| 229. | Mr. Lucas P. Shayo(CPA) | MBA(UDSM); BA in Accounting and Finance (SUA), CPA(T) |
| 230. | Mr. Nicson E. Kihondo | MBA in Project Mgt (TIA); BBA(TIA) |
| 231. | Mr. Paschal E. Seleli | Master in Development Economics (IRDP); Bachelor Economics of Development (MNMA) |
| 232. | Ms. Diana S. Kashaija | MBA in Corporate Mgt (MU); BBA in Marketing Mgt (MU) |
| 233. | Mr. Bikolimana N. Ruhamvya | MHRM - IT(TIA); BHRM(TIA) |
| 234. | Ms. Chartina C. Rwegasila | Master of Accounting and Finance (IAA); BE in Commerce and Accountancy (MU) |
| 235. | Ms. Diana D. Mselela | Master of Law in ICT (University of Iringa); Bachelor of Laws (University of Iringa) |
| 236. | Mr. Mosses E. Shilla | MBA in Marketing (University of Iringa); BMPR (TIA) |
| 237. | Mr. Isaya A. Mwakyaka | Master of acc & Finance (IAA); Bachelor of Accounting &Finance (IAA) |

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| 238. | Mr. Osca G. Jonathan | Bachelor Degree in Accountancy (TIA) & Finance (IAA) |
| 239. | Mr. Zephania F. Muyinga (CPSP) | Master of Supplies Chain management (CBE); Bachelor of Procurement and Supply Management (CBE) Bachelor of Art with EDUCATION, CPSP(T) |
| 240. | Ms. Julitha E. Rukamata | Master of Library & Info. Studies (Tumaini Univ); Bsc. Library and Information Mgt (MU) |
| 241. | Mr. Mordekai M. Lasmon(CPSP) | MBA in Procurement and supply management (IAA); Bachelor Degree in Procurement and Supply management (CBE), CPSP(T) |
| 242. | Mr. Daniel T. Joseph | BBA in Accountancy with Education (University of Arusha) |
| 243. | Ms. Nusura S. Kateta | Bachelor of Arts (Education) (SAUT) |
| 244. | Mr. Innocent S. Msumanje | Bachelor of Arts (Education) (SAUT) |
| 245. | Mr. Ramadhan S. Zuberi | Bsc. Library and Information Mgt (MU) |
| 246. | Ms. Sharifa G. Mhanga | Bachelor Degree Adult and Continuing Ed. |
| 247. | Mr. Frank E. Mshana | Bachelor of Public Relations and Marketing (St. Augustine University) |
| 248. | Mr. Omary S. Maziko | Bachelor of Marketing and Public Relation (TIA) |
| 249. | Mr. Rahim K. Kaunga | Bsc. In Applied Statistics (MU) |
| 250. | Ms. Lightness J. Kimaro | Bachelor in Business studies with Education (CBE) |
| 251. | Mr. Elia A. Digadiga | Master of Mgt Science in Information Science (Makerere University); B.A Library & Information Studies (East Normal University China), |

Key:

** PhD Programme

4.0 ACADEMIC ORGANS

4.0 The Academic Board

4.0.1 Composition

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

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| (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 |

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

4.1 Academic Committee

4.1.1 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 Secretary
- (xi) Examination officers Secretariat

4.1.2 Functions of the Academic Committee

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

- (i) To deal with curriculum development and review and enrolment planning
- (ii) To review examination rules and regulations.
- (iii) To deal with appointment of part-time lecturers, development of lecturers and manpower planning for teaching staff. 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.

4.2 Academic Section Committees

4.2.1 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 |

4.2.2 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.

4.3 Examiners Panels Committee

4.3.1 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 |

4.3.2 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.

5.0 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*

| S/N | Module Code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|---------------------------------|------|----------|-------------|------------|
| 1 | ACT 04101 | Basic Book Keeping | 1 | 1 | Core | 14 |
| 2 | BAT 04101 | Basic Commercial Knowledge | 1 | 1 | Fundamental | 12 |
| 3 | GST 04101 | Elementary Business Mathematics | 1 | 1 | Fundamental | 12 |
| 4 | GST 04102 | Basic Communication skills | 1 | 1 | Fundamental | 12 |
| 5 | PLT 04101 | Basic Store Keeping | 1 | 1 | Fundamental | 12 |
| 6 | ACT 04202 | Basic Accounting | 1 | 2 | Core | 14 |
| 7 | ACT 04203 | Elements of Cost Accounting | 1 | 2 | Core | 14 |
| 8 | ACT 04204 | Elements of Taxation | 1 | 2 | Core | 14 |
| 9 | ACT 04205 | Elements of Auditing | 1 | 2 | Core | 14 |
| 10 | GST 04204 | Basic Computer Applications | 1 | 2 | Fundamental | 12 |
| Total credits | | | | | | 130 |

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*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|----------------------------------|------|----------|-------------|------------|
| 1 | PLT 04101 | Basic Store Keeping | 1 | 1 | Core | 14 |
| 2 | PLT 04106 | Basic Procurement Principles | 1 | 1 | Core | 14 |
| 3 | GST 04101 | Elementary Business Mathematics | 1 | 1 | Fundamental | 12 |
| 4 | GST 04102 | Basic Business Communication | 1 | 1 | Fundamental | 11 |
| 5 | ACT 04101 | Basic Book Keeping | 1 | 1 | Fundamental | 11 |
| 6 | PLT 04202 | Elements of Freight Forwarding | 1 | 2 | Core | 14 |
| 7 | PLT 04203 | Elements of Logistics Operations | 1 | 2 | Core | 14 |
| 8 | MPT 04210 | Elements of Marketing | 1 | 2 | Fundamental | 11 |
| 9 | GST 04204 | Basic Computer Applications | 1 | 2 | Fundamental | 12 |
| 10 | GST 04205 | Elements of Business Law | 1 | 2 | Fundamental | 11 |
| Total credits | | | | | | 124 |

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*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|-----|-------------|-------------------------------------|------|----------|-------------|---------|
| 1 | GST04101 | Elementary Business Mathematics | 1 | 1 | Fundamental | 11 |
| 2 | ACT04101 | Basics of Book-keeping | 1 | 1 | Fundamental | 13 |
| 3 | BAT04101 | Basics of Commerce. | 1 | 1 | Fundamental | 13 |
| 4 | BAT04105 | Elements of Business Administration | 1 | 1 | Core | 13 |
| 5 | GST04102 | Basics of Business | 1 | 1 | Fundamental | 11 |

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|--|------|----------|-------------|------------|
| | | Communication | | | | |
| 6 | GST04204 | Office Practice and Records Management | 1 | 2 | Core | 11 |
| 7 | BAT04203 | Elements of Marketing | 1 | 2 | Core | 15 |
| 8 | GST04204 | Basics of Computer Applications | 1 | 2 | Fundamental | 11 |
| 9 | GST04204 | Basics of Entrepreneurship | 1 | 2 | Core | 13 |
| 10 | GST04205 | Elements of Business Law | 1 | 2 | Fundamental | 11 |
| Total credits | | | | | | 122 |

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*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|---|------|----------|-------------|------------|
| 1 | GST 04102 | Business Communication | 1 | 1 | Fundamental | 10 |
| 2 | GST 04101 | Elementary Business Mathematics | 1 | 1 | Fundamental | 12 |
| 3 | MPT04105 | Elements of Public Relations | 1 | 1 | Fundamental | 12 |
| 4 | HRT04105 | Elements of Human Resource Management | 1 | 1 | Core | 13 |
| 5 | HRT 04101 | Basics of Human Resource Records Management | 1 | 1 | Core | 12 |
| 6 | GST 04204 | Basic Computer Applications | 1 | 2 | Fundamental | 12 |
| 7 | HRT 04206 | Basics of Labour Law | 1 | 2 | Core | 12 |
| 8 | HRT04202 | Basics of Organizational Psychology | 1 | 2 | Core | 12 |
| 9 | HRT04204 | Basics of Organisation Behaviour | 1 | 2 | Core | 13 |
| 10 | HRT04204 | Basics of Industrial Relations | 1 | 2 | Core | 12 |
| Total credits | | | | | | 120 |

Basic Technician Certificate in Marketing and Public Relations (BTCPMR)

6.1.4.3 *Purpose of qualification*

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

6.1.4.4 *Summary of Modules - NTA Level 4*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|---|------|----------|-------------|------------|
| 1 | GST 04104 | Basics of Business Communication | 1 | 1 | Fundamental | 11 |
| 2 | MPT 04101 | Elements of Marketing | 1 | 1 | Core | 12 |
| 3 | GST 04103 | Elementary Business Mathematics | 1 | 1 | Fundamental | 12 |
| 4 | MPT 04102 | Customer Care and Ethics | 1 | 1 | Core | 12 |
| 5 | MPT 04105 | Elements of Public Relations | 1 | 1 | Core | 14 |
| 6 | MPT 04201 | Elements of Sales Management | 1 | 2 | Core | 14 |
| 7 | BAT 04205 | Basic Commercial Knowledge | 1 | 2 | Core | 11 |
| 8 | MPT 04208 | Essentials of Media Relations | 1 | 2 | Core | 11 |
| 9 | GST 04209 | Basics of Computer Applications | 1 | 2 | Fundamental | 11 |
| 10 | MPT 04207 | Basics of Marketing Creation and Innovation | 1 | 2 | Core | 12 |
| Total credits | | | | | | 120 |

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

6.1.5.1 *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 rules and customer care in accounting duties.

6.1.5.2 *Summary of Modules - NTA Level 4*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|--|------|----------|-------------|------------|
| 1 | ACT04101 | Basic Book-keeping | 1 | 1 | Fundamental | 10 |
| 2 | BAT04102 | Basic Commercial Knowledge | 1 | 1 | Fundamental | 12 |
| 3 | GST04103 | Commercial Arithmetic | 1 | 1 | Fundamental | 10 |
| 4 | GST04104 | Introduction to Communication Skills | 1 | 1 | Fundamental | 10 |
| 5 | PLT04105 | Basic Store Keeping | 1 | 1 | Fundamental | 10 |
| 6 | GST04208 | Introduction to Customer Care and Ethics | 1 | 2 | Fundamental | 10 |
| 7 | GST04209 | Introduction to Computer Applications | 1 | 2 | Fundamental | 10 |
| 8 | PST04206 | Elements of Public Sec Accounting | 1 | 2 | Core | 18 |
| 9 | PST04207 | Elements of Public Finance and Taxation | 1 | 2 | Core | 12 |
| 10 | PST04210 | Elementary Cooperative and Taxation | 1 | 2 | Core | 12 |
| Total credits | | | | | | 114 |

6.1.6 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)

6.1.7 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.

6.1.8 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 for the next semester.

6.1.9 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 |

6.1.10 Classification of Awards

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

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

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

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

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

- (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 = Sum of (PxN)*

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.

6.1.11 FEE STRUCTURE

Fee is two installments, seventy percentage (70%) shall be paid in the first semester, and the remaining thirty percent (30%) shall be paid in the second semester.

Note

For whatever reasons fee once paid shall not be refunded.

6.1.12 Approved Fee Structure for Basic Technician Certificates for the Academic Year 2025/2026

| S/NO | FEE ITEM'S | CERTIFICATES |
|------|--|--------------|
| 1 | Application Fee | 15,000 |
| 2 | NACTE Fees | 20,000 |
| 3 | Graduation Fees | 25,000 |
| 4 | TIASO Fees | 10,000 |
| 5 | Transcript Fees | 20,000 |
| 6 | Registration Fees | 50,000 |
| 7 | Admission Co-Ordination Fees | 20,000 |
| 8 | Sub Total - Contribution only course wise | 160,000 |
| 9 | Annual Tuition Fees (without Contributions) | 890,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,050,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 590,000 |
| 12 | Break Down - Semester Wise | |
| 13 | T/ Fee - Semester 1 Without Contribution | 623,000 |
| 14 | T/ Fee - Semester 1 With Contribution | 783,000 |
| 15 | T/ Fee - Semester 2 | 267,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,050,000 |
| 17 | NHIF (To be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 |
| 18 | T/ Fee - Semester 1 & 2 (with NHIF) | 1,100,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 700 |

6.2 Certificate Programmes: NTA Level 5

6.2.1 Technician Certificate in Accountancy

6.2.1.1 *Purpose of qualification*

This qualification is intended for a person who will perform operational accounting

duties including preparation of financial statements, simple payroll, and budget, perform bank reconciliation and use accounting computer packages to perform accounting tasks.

6.2.1.2 *Summary of Modules - NTA Level 5*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|--|------|----------|-------------|------------|
| 1 | ACT 05101 | Bookkeeping and Accounts | 1 | 1 | Core | 14 |
| 2 | ACT 05105 | Financial literacy | 1 | 1 | Core | 14 |
| 3 | GST 05105 | Principles of commerce | 1 | 1 | Fundamental | 12 |
| 4 | GST 04102 | Principles of Economics | 1 | 1 | Fundamental | 12 |
| 5 | GST 05106 | Business Mathematics and Statistics | 1 | 1 | Fundamental | 12 |
| 6 | ACT 05206 | Elementary financial Accounting | 1 | 2 | Core | 14 |
| 7 | ACT 05207 | Principles of public sector Accounting | 1 | 2 | Core | 14 |
| 8 | ACT 05210 | Principles of Auditing | 1 | 2 | Core | 14 |
| 9 | GST 05207 | Business communication skills | 1 | 2 | Fundamental | 12 |
| 10 | GST 05212 | Information Technology | 1 | 2 | Fundamental | 12 |
| Total credits | | | | | | 130 |

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*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|-----|-------------|--|------|----------|-------------|---------|
| 1 | PLT 05101 | Procurement Principles | 1 | 1 | Core | 14 |
| 2 | PLT 05102 | Stores Administration | 1 | 1 | Core | 14 |
| 3 | GST 05103 | Business Communication Skills and Office | 1 | 1 | Fundamental | 11 |

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|-------------------------------------|------|----------|-------------|------------|
| | | Practice | | | | |
| 4 | GST 05106 | Business Mathematics and Statistics | 1 | 1 | Fundamental | 11 |
| 5 | MPT 05103 | Principles of Marketing | 1 | 1 | Fundamental | 11 |
| 6 | PLT 05201 | Inventory Control | 1 | 2 | Core | 14 |
| 7 | PLT 05202 | Transport and Distribution | 1 | 2 | Core | 14 |
| 8 | PLT 05203 | E-procurement Principles | 1 | 2 | Core | 14 |
| 9 | ACT 05204 | Principles of Financial Accounting | 1 | 2 | Fundamental | 12 |
| 10 | GST 05213 | Fundamentals of Information Systems | 1 | 2 | Fundamental | 12 |
| Total credits | | | | | | 127 |

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*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|-----|-------------|---|------|----------|-------------|---------|
| 1 | GST05107 | Business Communication Skills and Office Practice | 1 | 1 | Fundamental | 12 |
| 2 | GST05106 | Business Mathematics and Statistics | 1 | 1 | Fundamental | 12 |
| 3 | BAT05103 | Principles of Commerce | 1 | 1 | Core | 13 |
| 4 | ACT05104 | Fundamentals of Financial Accounting | 1 | 1 | Fundamental | 12 |
| 5 | PLT05101 | Procurement Principles | 1 | 1 | Core | 12 |
| 6 | GST05212 | Computer Applications | 1 | 2 | Fundamental | 12 |
| 7 | GST05207 | Public Relations and Customer Care | 1 | 2 | Fundamental | 12 |
| 8 | ACT05211 | Principles of Financial Management | 1 | 2 | Core | 12 |
| 9 | BAT05209 | Principles of Management | 1 | 2 | Core | 12 |

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|----------------------------------|------|----------|-------|------------|
| 10 | BAT05210 | Fundamentals of Entrepreneurship | 1 | 2 | Core | 13 |
| Total credits | | | | | | 122 |

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*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|---|------|----------|-------------|------------|
| 1 | GST 05106 | Business Mathematics and Statistics | 1 | 1 | Fundamental | 12 |
| 2 | HRT 05101 | Fundamentals of Human Resource Management | 1 | 1 | Core | 13 |
| 3 | HRT 05102 | Fundamentals of Local Government Administration | 1 | 1 | Core | 12 |
| 4 | MPT 05105 | Public Relations and Customer Care | 1 | 1 | Fundamental | 12 |
| 5 | GST 05110 | Principles of Management | 1 | 1 | Fundamental | 12 |
| 6 | GST 05201 | Business Communication Skills | 1 | 2 | Fundamental | 10 |
| 7 | GST 05212 | Computer Application | 1 | 2 | Fundamental | 13 |
| 8 | HRT 05210 | Fundamentals of Organization Psychology | 1 | 2 | Core | 12 |
| 9 | HRT 05208 | Fundamentals of Organizational Behaviour | 1 | 2 | Core | 13 |
| 10 | BAT 05210 | Entrepreneurship | 1 | 2 | fundamental | 12 |
| Total credits | | | | | | 121 |

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-routine Marketing 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***

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|---|------|----------|-------------|------------|
| 1 | GST 05101 | Business Communication Skills and Office Practice | 1 | 1 | Fundamental | 11 |
| 2 | GST 05102 | Business Mathematics and Statistics | 1 | 1 | Fundamental | 11 |
| 3 | MPT 05104 | Marketing Creativity and Design Thinking | 1 | 1 | Core | 12 |
| 4 | MPT 05101 | Principles of Marketing | 1 | 1 | Core | 14 |
| 5 | PLT 05106 | Procurement and Supply | 1 | 1 | Fundamental | 12 |
| 6 | GST 06106 | Computer Applications | 1 | 2 | Fundamental | 12 |
| 7 | MPT 05207 | Public Relations and Advertising | 1 | 2 | Core | 14 |
| 8 | ACT 05201 | Principles of Financial Management | 1 | 2 | Fundamental | 11 |
| 9 | GST 05210 | Principles of Management | 1 | 2 | Core | 12 |
| 10 | GST 05208 | Principles of Economics | 1 | 2 | Core | 11 |
| Total credits | | | | | | 120 |

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 sector accounting, local government and cooperative accounting duties including preparation of financial statements, simple payroll, and budget, perform bank reconciliation and use accounting computer packages to perform accounting tasks.

6.2.6.2 *Summary of Modules - NTA Level 5*

| S/N | Module code | Module Name | Year | Semester | Class | Credits |
|----------------------|-------------|---|------|----------|-------|-------------|
| 1 | ACT05101 | Book-keeping and Accounts | 1 | 1 | 16 | Core |
| 2 | BAT05103 | Commercial Knowledge | 1 | 1 | 15 | Fundamental |
| 3 | GST05102 | Business Mathematics and Statistics | 1 | 1 | 10 | Fundamental |
| 4 | GST05214 | Communication Skills and Office1Practice | 1 | 1 | 8 | Fundamental |
| 5 | PST05105 | Introduction to Public Sector1 Accounting | 1 | 1 | 14 | Core |
| 6 | PST05106 | Introduction to Public Assets | 1 | 1 | 11 | Core |
| 7 | ACT05210 | Management and Valuation Principles of Auditing | 1 | 2 | 10 | Core |
| 8 | GST05105 | Introduction to Economics | 1 | 2 | 8 | Fundamental |
| 9 | GST05209 | Introduction to Computer1 Applications | 1 | 2 | 10 | Fundamental |
| 10 | PLT05210 | Principles of Public Procurement1and Supply Chain | 1 | 2 | 11 | Core |
| 11 | PST05207 | Introduction to Public Finance1 and Taxation | 1 | 2 | 14 | Core |
| 12 | PST05208 | Cooperative Accounting | 1 | 2 | 12 | Core |
| Total credits | | | | | | 120 |

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 semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

6.2.9 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 and classified as shown below:

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

Approved Fee Structure for Technicians Certificate Programmes **for the Academic Year 2025/2026**

| S/NO | FEE ITEM'S | DIPLOMA YEAR 1 |
|-------------|--|-----------------------|
| 1 | Application fee | 15,000 |
| 2 | NACTE Fees | 20,000 |
| 3 | Graduation Fees | 25,000 |
| 4 | TIASO fees | 10,000 |
| 5 | Transcript Fees | 20,000 |
| 6 | Registration Fees | 50,000 |
| 7 | Admission Co-Ordination Fees | 20,000 |
| 8 | Subtotal - Contribution Only Course Wise | 160,000 |
| 9 | Annual Tuition Fees (without Contributions) | 990,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,150,000 |
| 11 | Fees for those who repeated 2nd semester | 640,000 |
| 12 | BREAK DOWN - SEMESTER WISE | |
| 13 | Tuition Fee – Semester 1 without Contribution | 693,000 |
| 14 | Tuition Fee - Semester 1 with Contribution | 853,000 |
| 15 | Tuition Fee - Semester 2 | 297,000 |
| 16 | Annual fee - Semester 1 & 2 (with contributions) | 1,150,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,200,400 |
| 19 | Foreign Students US \$ (NHIF Exclusive) | 800 |

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 accounting duties including preparation of financial statements, departmental budget, perform auditing, 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-routine procurement 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, who will perform non-routine business administration duties including collect and process data for/on business operations. Assist in planning and preparing budgets at sectional or departmental level, supervise business operations and prepare periodic reports.

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 | 2 | 1 | 10 | Core |

| | | | | | | |
|---------------------------|---|---|---|----|-------------|--|
| and Operations Management | | | | | | |
| 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 |
| HRT06107 | Human Resource Planning and Resourcing | 2 | 1 | 12 | Core |

| Code | Module Title | Year | Semester | Credit | Category |
|-------------------|--|------|----------|--------|-------------|
| 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 |
| 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 accountingduties 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 | 2 | 1 | 10 | Fundamental |

| Code | Module Title | Year | Semester | Credit | Category |
|-------------------|---|------|----------|--------|-------------|
| | Management | | | | |
| 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 over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations. Students shall be allowed to register in the second semester after attempting at least three modules of the first semester.

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* $\frac{\text{Sum of}(PxN)}{\text{Sum of } N}$

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

6.3.12 Approved Fee Structure for Ordinary Diploma Programmes

Approved Fee Structure for the Academic Year 2025/2026

| S/NO | FEE ITEM'S | DIPLOMA YEAR 2 |
|----------|--|----------------|
| 1 | Application Fee | - |
| 2 | NACTE Fees | 20,000 |
| 3 | Graduation Fees | 25,000 |
| 4 | TIASO Fees | 10,000 |
| 5 | Transcript Fees | 20,000 |
| 6 | Registration Fees | 25,000 |
| 7 | Admission Co-Ordination Fees | |
| 8 | Sub Total - Contribution Only Course Wise | 100,000 |

| | | |
|-----------|--|------------------|
| 9 | Annual Tuition Fees (without Contributions) | 990,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,090,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 595,000 |
| 12 | BREAK DOWN - SEMESTER WISE | |
| 13 | T Tuition Fee - Semester 1 without Contribution | 693,000 |
| 14 | Tuition Fee - Semester 1 with Contribution | 793,000 |
| 15 | Tuition Fee - Semester 2 | 297,000 |
| 16 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,090,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 |
| 18 | T/ Fee - Semester 1 & 2 (with NHIF) | 1,140,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 800 |

6.4 DEGREE PROGRAMMES

Bachelor Degree Programmes comprise of two levels of study, Higher Diploma (NTA 7) and Bachelor 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 |
|-------------------|--------------------------------------|------|----------|--------|-------------|
| ACU 07101 | Principles of Financial Accounting | 1 | 1 | 12 | Core |
| GSU 07101 | Business Mathematics and Statistics | 1 | 1 | 12 | Fundamental |
| GSU 07102 | Business Information Technology | 1 | 1 | 11 | Fundamental |
| GSU 07103 | Development Studies | 1 | 1 | 12 | Fundamental |
| GSU 07108 | Communication Skills | 1 | 1 | 12 | Fundamental |
| ACU 07204 | Public Sector Accounting | 1 | 2 | 12 | Core |
| ACU 07205 | Financial Accounting | 1 | 2 | 12 | Core |
| GSU 07206 | Quantitative Methods | 1 | 2 | 12 | Fundamental |
| GSU 07207 | Business Law | 1 | 2 | 12 | Fundamental |
| GSU 07208 | Principles of Economics | 1 | 2 | 12 | 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 | | | | | |

6.4.1.5 Approved Fee Structure for Bachelor Degree in Accounting (BAC) for the Academic Year 2025/2026

| BACHELOR DEGREE IN ACCOUNTING (BAC) | | | | |
|--|--|----------------------------|----------------------------|----------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR | 3RD YEAR |
| 1 | APPLICATION FEE | 25,000 | - | - |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | - | - | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | - | - |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,340,000 | 1,140,000 | 1,340,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,490,000 | 1,220,000 | 1,450,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 795,000 | 650,000 | 780,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR | 3RD YEAR |
| 13 | Tuition Fee - Semester 1 without Contribution | 938,000 | 798,000 | 938,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,088,000 | 878,000 | 1,048,000 |
| 15 | Tuition Fee - Semester 2 | 402,000 | 342,000 | 402,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,490,000 | 1,220,000 | 1,450,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,540,400 | 1,270,400 | 1,500,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

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 |
|-----------|--|------|----------|--------|-------------|
| PLU 07101 | Procurement Principles & Practices | 1 | 1 | 11 | Core |
| GSU 07101 | Business Mathematics and Statistics | 1 | 1 | 11 | Fundamental |
| ACU 07102 | Financial Accounting | 1 | 1 | 11 | Fundamental |
| GSU 07103 | Development Studies | 1 | 1 | 11 | Fundamental |
| GSU 07108 | Communication Skills | 1 | 1 | 11 | Fundamental |
| PLU 07205 | Transportation and Distribution Management | 1 | 2 | 11 | Core |
| PLU 07203 | Stores Management and Control | 1 | 2 | 11 | Fundamental |
| GSU 07208 | Principles of Economics | 1 | 2 | 11 | Fundamental |
| MPU 07201 | Marketing Management | 1 | 2 | 11 | Fundamental |
| PLU 07207 | Legal Aspect of Procurement | 1 | 2 | 11 | Fundamental |
| 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

6.4.2.4 **Approved Fee Structure for Bachelor Degree in Procurement and Logistics**

Management (BPLM) for the Academic Year 2025/2026

| BACHELOR DEGREE IN PROCUREMENT AND LOGISTICS MANAGEMENT (BPLM) | | | | |
|---|--|----------------------------|------------------------------|------------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | | |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | | | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | | |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,240,000 | 1,040,000 | 1,240,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 745,000 | 600,000 | 730,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |

| | | | | |
|----|--|-----------|-----------|-----------|
| 13 | Tuition Fee - Semester 1 without Contribution | 868,000 | 728,000 | 868,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,018,000 | 808,000 | 978,000 |
| 15 | Tuition Fee - Semester 2 | 372,000 | 312,000 | 372,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,440,400 | 1,170,400 | 1,400,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

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 complex technical 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, project appraisal, 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 | 9 | Fundamental |
| GSU07108 | Business Communication | 1 | 1 | 10 | Fundamental |
| GSU 07102 | Business information technology | 1 | 1 | 10 | Core |
| ACU07102 | Financial Accounting | 1 | 1 | 10 | Core |
| BFU07101 | Principles of Banking (BF) | 1 | 1 | 10 | Core |
| GSU 07209 | Principles of Management | 1 | 2 | 10 | Fundamental |
| GSU07208 | Principles of Economics | 1 | 2 | 10 | Fundamental |
| MPU07205 | Marketing Management | 1 | 2 | 12 | Core |
| ACU07221 | Financial Management | 1 | 2 | 10 | Core |

| Code | Module Title | Year | Semester | Credit | Category |
|----------|--------------------------------------|------|----------|--------|-------------|
| PLU07210 | Procurement and Supply | 1 | 2 | 12 | Core |
| BFU07201 | Money and Banking | 1 | 2 | 10 | Core |
| 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 |
| | Business Ethics and Corporate Social Responsibility | | | | |
| BAU08203 | | 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**

6.4.3.5 Approved Fee Structure for Bachelor Degree in Business Administration (BBA) for the Academic Year 2025/2026

| BACHELOR DEGREE IN BUSINESS ADMINISTRATION BBA | | | | |
|---|--|----------------------------|------------------------------|------------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | | |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | | | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | | |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,240,000 | 1,040,000 | 1,240,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 745,000 | 600,000 | 730,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 13 | Tuition Fee - Semester 1 without Contribution | 868,000 | 728,000 | 868,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,018,000 | 808,000 | 978,000 |
| 15 | Tuition Fee - Semester 2 | 372,000 | 312,000 | 372,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,440,400 | 1,170,400 | 1,400,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

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 Resource Management duties including formulating policies, appraising projects, preparing strategic plans and managing Occupational Health and Safety programs, nationally and internationally.

6.4.4.3 Summary of Modules - NTA Level 7

| Code | Module Name | Year | Semester | Credit | Category |
|-------------|--|-------------|-----------------|---------------|-----------------|
| HRU 07101 | Principles and Practice of Human Resource Management | 1 | 1 | 13 | Core |
| GSU 07103 | Development Studies | 1 | 1 | 10 | Fundamental |
| GSU 07104 | Communication Skills and Report Writing | 1 | 1 | 10 | Fundamental |
| BAU 07103 | Principles and Practice of Management | 1 | 1 | 12 | Core |
| BAU 07102 | Administrative Law | 1 | 1 | 12 | Core |
| GSU 07102 | Business Information system | 1 | 1 | 12 | Fundamental |
| HRU 07203 | Local Government Administration | 1 | 2 | 12 | Core |
| HRU 07204 | Organizational Psychology | 1 | 2 | 12 | Core |
| ACU 07206 | Financial Accounting | 1 | 2 | 10 | Fundamental |
| GSU 07208 | Principles of Economics | 1 | 2 | 10 | Fundamental |
| GSU 07201 | 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 | 2 | 2 | 14 | Core |

| Code | Module Name | Year | Semester | Credit | Category |
|-------------------|-------------------------------------|------|----------|--------|----------|
| | Human Resources Management Planning | | | | |
| 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 |
| | Human Resource Training and | | | | |
| HRU08101 | Development | 3 | 1 | 13 | Core |
| | Human Resource Information | | | | |
| HRU08103 | 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 |
| | Occupational Health and Safety | | | | |
| GSU08207 | Services | 3 | 2 | 10 | Core |
| GSU08212 | Project Paper | 3 | 2 | 10 | Core |
| | International Human Resource | | | | |
| HRU08206 | Management | 3 | 2 | 12 | Core |
| 11 Modules | | | | | |

6.4.4.5 Approved Fee Structure for Bachelor Degree in Human Resource Management (BHRM) for the Academic Year 2025/2026

| BACHELOR DEGREE IN HUMAN RESOURCE MANAGEMENT (BHRM) | | | | |
|--|--|----------------------------|------------------------------|------------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | - | - |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | - | - | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | - | - |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,240,000 | 1,040,000 | 1,240,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 745,000 | 600,000 | 730,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 13 | Tuition Fee - Semester 1 without Contribution | 868,000 | 728,000 | 868,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,018,000 | 808,000 | 978,000 |
| 15 | Tuition Fee - Semester 2 | 372,000 | 312,000 | 372,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,440,400 | 1,170,400 | 1,400,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

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 relations activities including applying Marketing management and consumer behaviour skills
- (ii) Manage Events and Public Relations
- (iii) Conducting Advertising and promotion as well as research and consultancy.

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 marketing and 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 | 12 | Fundamental |
| GSU 07102 | Business Mathematics and Statistics | 1 | 1 | 12 | Fundamental |
| GSU 07103 | Development Studies | 1 | 1 | 12 | Fundamental |
| MPU 07104 | Public Relations Writing | 1 | 1 | 12 | Core |
| MPU07105 | Marketing Management | 1 | 1 | 14 | Core |
| MPU 07206 | Events and Campaign Management | 1 | 2 | 14 | 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 |

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

11 Modules

6.4.5.5 Approved Fee Structure for Bachelor Degree in Marketing and Public Relations (BMPR) for the Academic Year 2025/2026

| BACHELOR DEGREE IN MARKETING AND PUBLIC RELATIONS (BMPR) | | | | |
|--|------------------------|----------------------|------------------------|------------------------|
| SN | FEE ITEM'S | 1 ST YEAR | 2 ND YEAR - | 3 RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | - | - |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | - | - | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |

| | | | | |
|----|--|----------------------------|------------------------------|------------------------------|
| 7 | Admission Co-Ordination Fees | 20,000 | - | - |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,240,000 | 1,040,000 | 1,240,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 745,000 | 600,000 | 730,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 13 | Tuition Fee - Semester 1 without Contribution | 868,000 | 728,000 | 868,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,018,000 | 808,000 | 978,000 |
| 15 | Tuition Fee - Semester 2 | 372,000 | 312,000 | 372,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,440,400 | 1,170,400 | 1,400,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

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 financial statements, perform taxation, internal and external audit duties.
- (ii) Manage corporate finance operations, Public Policy, human and physical resources, 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 international financial 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

6.4.6.5 Approved Fee Structure for Bachelor Degree in Public Sector Accounting and Finance (BPSAF) for the Academic Year 2025/2026

| BACHELOR DEGREE IN PUBLIC SECTOR ACCOUNTING AND FINANCE (BPSAF) | | | | |
|--|--|----------------------------|------------------------------|------------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | - | - |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | - | - | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | - | - |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,240,000 | 1,040,000 | 1,240,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 745,000 | 600,000 | 730,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 13 | Tuition Fee - Semester 1 without Contribution | 868,000 | 728,000 | 868,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,018,000 | 808,000 | 978,000 |
| 15 | Tuition Fee - Semester 2 | 372,000 | 312,000 | 372,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,440,400 | 1,170,400 | 1,400,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

6.4.7 Bachelor Degree in Education With Accounting and Business Studies (BEDABS)

6.4.7.1 *Purpose of qualification: NTA Level 7*

The holder of the qualification will be able to teach Accounting and Education subjects in Secondary Schools at an Ordinary level, A level and or in training Colleges at Certificate level with ability to demonstrate acumen in a broad range of complex educational issues in the area of the holder's specialization.

6.4.7.2 *Purpose of qualification: NTA Level 8*

The holder of the qualification will be able to teach accounting subjects in Secondary Schools at all levels. The holder can also teach in the Teachers' Training Colleges at Diploma level, and may become a Tutorial Assistant in a Higher Learning Institution with the ability to demonstrate acumen in a broad range of complex educational issues in the area of the holder's specialization

6.4.7.3 *Summary of Modules - NTA Level 7*

| Code | Module Name | Year | Semester | Credit | Category |
|-------------|-------------------------------------|-------------|-----------------|---------------|-----------------|
| ACU 07101 | Principles of Financial Accounting | 1 | 1 | 13 | Core |
| GSU 07101 | Business Mathematics and Statistics | 1 | 1 | 10 | Fundamental |
| GSU 07102 | Computer Application | 1 | 1 | 10 | Fundamental |
| GSU 07103 | Development Studies | 1 | 1 | 10 | Fundamental |
| GSU 07108 | Communication Skills | 1 | 1 | 10 | Fundamental |
| EDU 07101 | Principles of Education | 1 | 1 | 10 | Core |
| ACU 07204 | Public Sector Accounting | 1 | 2 | 13 | Core |
| ACU 07205 | Financial Accounting | 1 | 2 | 14 | Core |
| GSU 07206 | Quantitative Methods | 1 | 2 | 10 | Fundamental |
| EDU 07203 | Education Media and Technology | 1 | 2 | 10 | Core |
| GSU 07208 | Principles of Economics | 1 | 2 | 10 | Fundamental |
| EDU 07204 | Teaching Practice I | 1 | 2 | 10 | Core |
| ACU 07314 | Financial Management | 2 | 1 | 13 | Core |
| ACU 07315 | Advanced Financial Accounting | 2 | 1 | 14 | Core |
| ACU 07319 | Public Finance and Taxation | 2 | 1 | 14 | Core |
| EDU 07102 | Education Psychology | 2 | 1 | 10 | Core |

| Code | Module Name | Year | Semester | Credit | Category |
|-----------|---------------------------------|------|----------|--------|----------|
| EDU 07307 | Educational Research | 2 | 1 | 10 | Core |
| ACU 07416 | Cost Accounting | 2 | 2 | 14 | Core |
| EDU 07408 | Guidance and Counseling | 2 | 2 | 10 | Core |
| EDU 07306 | Curriculum Development | 2 | 2 | 10 | Core |
| EDU 07205 | Social Science Teaching Methods | 2 | 2 | 10 | Core |
| EDU 07409 | Teaching Practice II | 2 | 2 | 10 | Core |

22 Modules

6.4.7.4 *Summary of Modules - NTA Level 8*

| Code | Module Name | Year | Semester | Credit | Category |
|-----------|---|------|----------|--------|-------------|
| GSU 08101 | Entrepreneurship | 3 | 1 | 10 | Fundamental |
| EDU 08102 | Psychology of Exceptionalities | 3 | 1 | 10 | Core |
| EDU 8102 | Management of Education and School Administration | 3 | 1 | 12 | Core |
| PSU 07312 | Public sector Financial Reporting | 3 | 1 | 12 | Core |
| ACU 08101 | Corporate Finance | 3 | 1 | 12 | Core |
| ACU 08102 | Financial reporting | 3 | 1 | 12 | Core |
| ACU 08202 | Corporate Reporting | 3 | 2 | 12 | Core |
| ACU 08203 | Advanced Public Finance and Taxation | 3 | 2 | 12 | Core |
| ACU 08206 | Auditing and Assurance Services | 3 | 2 | 10 | Core |
| EDU 08204 | Education Measurement and Evaluation | 3 | 2 | 10 | Core |
| EDU 08203 | Sociology of Education | 3 | 2 | 10 | Core |
| GSU 08202 | Managerial economics | 3 | 2 | 10 | Fundamental |

12 Modules

6.4.7.5 Approved Fee Structure for Bachelor Degree in Education With Accounting and Business Studies (BEDABS) for the Academic Year 2025/2026

| BACHELOR DEGREE IN EDUCATION WITH ACCOUNTING AND BUSINESS STUDIES (BEDABS) | | | | |
|---|--|----------------------------|------------------------------|------------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | - | - |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | - | - | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | - | - |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,440,000 | 1,515,000 | 1,545,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,590,000 | 1,595,000 | 1,655,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 845,000 | 837,500 | 882,500 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 13 | Tuition Fee - Semester 1 without Contribution | 1,008,000 | 1,060,500 | 1,081,500 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,158,000 | 1,140,500 | 1,191,500 |
| 15 | Tuition Fee - Semester 2 | 432,000 | 454,500 | 463,500 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,590,000 | 1,595,000 | 1,655,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,640,400 | 1,645,400 | 1,705,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

6.4.8 Bachelor Degree in Business Development and Entrepreneurship (BBDE)

6.4.8.1 Purpose of qualification: NTA Level 7

This qualification is intended for a person who will perform a broad range of Business Development and Entrepreneurship activities including searching and managing markets, financial management, managing supply chain, auditing business, conducting business monitoring and evaluation and branding the business.

6.4.8.2 Summary of Modules - NTA Level 7

| Code | Module Name | Year | Semester | Credit | Category |
|-----------|--|------|----------|--------|-------------|
| BEU07102 | Financial Accounting | 1 | 1 | 13 | Core |
| BEU 07105 | Business Technologies and Information System | 1 | 1 | 13 | Core |
| GSU07103 | Development Studies | 1 | 1 | 11 | Fundamental |
| GSU07101 | Business Mathematics | 1 | 1 | 11 | Fundamental |
| BEU07108 | Business Communication Skills | 1 | 1 | 13 | Core |
| GSU07208 | Principles of Economics | 1 | 2 | 11 | Fundamental |
| BEU07211 | Business Auditing | 1 | 2 | 13 | Core |
| GSU 07209 | Principles of Management | 1 | 2 | 11 | Fundamental |
| PLU07211 | Supply Chain Management | 1 | 2 | 11 | Fundamental |
| BEU 07205 | Marketing Management | 1 | 2 | 13 | Core |
| BEU 07319 | Entrepreneurship Development | 2 | 1 | 13 | Core |
| BEU 07310 | Business Contract Management | 2 | 1 | 13 | Core |
| BEU 07318 | Business Branding | 2 | 1 | 13 | Core |
| GSU07318 | Quantitative Methods | 2 | 1 | 11 | Fundamental |
| BEU07318 | Business Financing & Valuation | 2 | 1 | 13 | Core |
| BEU 07420 | Business Consultancy | 2 | 2 | 13 | Core |
| GSU07401 | Research Methodology | 2 | 2 | 11 | Fundamental |
| BEU 07425 | Project Management | 2 | 2 | 13 | Core |
| BEU 07413 | Entrepreneurship Management | 2 | 2 | 13 | Core |
| BEU 07423 | Corporate Finance | 2 | 2 | 13 | Core |

20 Modules

6.4.8.3 Approved Fee Structure for Bachelor Degree in Business Development and Entrepreneurship (BBDE) for the Academic Year 2025/2026

| BACHELOR DEGREE IN BACHELOR DEGREE IN BUSINESS DEVELOPMENT AND ENTREPRENEURSHIP (BBDE) | | | | |
|---|--|----------------------------|------------------------------|------------------------------|
| SN | FEE ITEM'S | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 1 | APPLICATION FEE | 25,000 | - | - |
| 2 | NACTE Fees | 25,000 | 25,000 | 25,000 |
| 3 | Graduation Fees | - | - | 35,000 |
| 4 | TIASO Fees | 10,000 | 10,000 | 10,000 |
| 5 | Transcript Fees | 20,000 | 20,000 | 20,000 |
| 6 | Registration Fees | 50,000 | 25,000 | 20,000 |
| 7 | Admission Co-Ordination Fees | 20,000 | - | - |
| 8 | Sub Total - Contribution Only Course Wise | 150,000 | 80,000 | 110,000 |
| 9 | Annual Tuition Fees (Without Contributions) | 1,240,000 | 1,040,000 | 1,240,000 |
| 10 | Annual Fee - Semester 1 & 2 (with Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 745,000 | 600,000 | 730,000 |
| 12 | BREAK DOWN - SEMESTER WISE | 1ST YEAR | 2ND YEAR - | 3RD YEAR - |
| 13 | Tuition Fee - Semester 1 without Contribution | 868,000 | 728,000 | 868,000 |
| 14 | Tuition Fee - Semester 1 With Contribution | 1,018,000 | 808,000 | 978,000 |
| 15 | Tuition Fee - Semester 2 | 372,000 | 312,000 | 372,000 |
| 16 | Annual Fee - Semester 1 & 2 (With Contributions) | 1,390,000 | 1,120,000 | 1,350,000 |
| 17 | NHIF (to be paid directly to NHIF for those who do not covered by any Health Scheme) | 50,400 | 50,400 | 50,400 |
| 18 | Tuition Fee - Semester 1 & 2 (with NHIF) | 1,440,400 | 1,170,400 | 1,400,400 |
| 19 | Foreign Students Us \$ (NHIF Exclusive) | 900 | 900 | 900 |

6.4.9 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 | TA00 1 | <p>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, Chinese, 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.</p> <p>OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p> | 4.0 |
| 2. | Bachelor Degree in Procurement and Logistics Management | TA00 2 | <p>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, Chinese, 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.</p> | 4.0 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points |
|-----|---|--------|--|--|
| | | | <p style="text-align: center;">OR</p> <p>Certificate of the OUT with a minimum GPA of 3.0.</p> | |
| 3. | Bachelor Degree in Human Resource Management | TA00 3 | <p>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, Chinese, 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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p> | 4.0 |
| 4. | Bachelor Degree in Business Administration | TA00 4 | <p>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, Chinese, 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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p> | 4.0 |
| 5. | Bachelor Degree in Public Sector Accounting and | TA00 5 | <p>Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics,</p> | 4.0 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points |
|-----|---|-------|---|--|
| | Finance | | <p>Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinese, 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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p> | |
| 6. | Bachelor Degree in Marketing and Public Relations | TA006 | <p>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, Chinese, 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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p> | 4.0 |
| 7 | Bachelor Degree in Education With Accounting and Business | | <p>Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry,</p> | 4.0 |

| S/N | Programme | Code | Admission Requirements | Minimum Institutional Admission Points |
|-----|---|------|--|--|
| | Studies | | <p>Commerce, Agriculture, English Language, History, English literature, French, Arabic, Nutrition, Chinese, 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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a Minimum GPA of 3.0.</p> | |
| 8 | Bachelor Degree in Business Development and Entrepreneurship (BBDE) | | <p>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, Chinese, 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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p> | 4.0 |

B. EQUIVALENT QUALIFICATIONS

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|-------------------------------|-------|--|
| 1. | Bachelor Degree in Accounting | TA001 | <p>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.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |

| 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 |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|--|-------|---|
| | | | <p>Management with an average of “B” or a minimum GPA of 3.0 with at least four passes in nonreligious subjects at O-Level.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |
| 3. | Bachelor Degree in Human Resource Management | TA003 | <p>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,</p> |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|--|-------|---|
| | | | <p>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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |
| 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, |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|---|-------|--|
| | | | <p>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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |
| 5. | Bachelor Degree in Public Sector Accounting and Finance | TA005 | <p>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</p> |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|---|-------|--|
| | | | <p>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.</p> <p>OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |
| 6. | Bachelor Degree in Marketing and Public Relations | TA006 | <p>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</p> |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|-----------|------|--|
| | | | <p>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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|---|-------|--|
| 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 |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|---|------|--|
| | | | <p>Management with an average of “B” or a minimum GPA of 3.0 with at least four passes in nonreligious subjects at O-Level.</p> <p>OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |
| 8 | Bachelor Degree in Business Development and Entrepreneurship (BBDE) | | <p>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</p> |

| S/N | PROGRAMME | CODE | ADMISSION REQUIREMENTS |
|-----|-----------|------|--|
| | | | <p>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.</p> <p style="text-align: center;">OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0</p> |

6.4.10 Admission Requirements for NTA Level 8 NTA Level 8

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

6.4.11 Overall Structure and Programme Duration

6.4.11.1 *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 is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

6.4.11.2 *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.

6.4.12 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 |
| Final examination | 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.

6.4.13 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 |

6.4.14 Classification of Awards

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

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

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

| CLASS AWARD | CUMULATIVE GPA |
|-------------|----------------|
|-------------|----------------|

| | |
|--------------------|------------|
| FIRST CLASS | 4.4 to 5.0 |
| UPPER SECOND CLASS | 3.5 to 4.3 |
| LOWER SECOND CLASS | 2.7 to 3.4 |
| PASS | 2.0 to 2.6 |

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

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

6.4.15 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

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

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

- (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 Logistic Management 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 Logistics Management (PGDPLM)

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

10 Modules

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 | 1 | 1 | 10 | Fundamental |

| Code | Module Name | Year | Semester | Credit | Category |
|-------------------|---------------------------------------|------|----------|--------|-------------|
| | Finance | | | | |
| 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 | 1 | 2 | 10 | Core |
| | Financial Management | | | | |
| 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 | 1 | 2 | 10 | Core |
| | Financial Management | | | | |
| PMP429 | Marketing Management | 1 | 2 | 10 | Core |
| MGT430 | Economic Planning | 1 | 2 | 10 | |
| MGT431 | Research Paper | 1 | 2 | 15 | Fundamental |
| 12 Modules | | | | | |

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 different assessment components will be graded as follows:

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

6.5.9 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 and classified as shown below:

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

6.5.10 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 reputable institutions

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

Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

6.5.10.6 *Overall Structure and Programme Duration*

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

6.5.10.7 *Computation of Cumulative GPA for Postgraduate Diploma*

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

6.5.10.8 *Approved Fee Structure for Postgraduate Diploma Programmes for the Academic Year 2025/2026*

| SN | FEE ITEM'S | POST GRADUATE PROGRAMMES |
|-----------|--|---------------------------------|
| | Application Fee | 25,000 |
| 1 | NACTE Fees | |
| 2 | Graduation Fees | 40,000 |
| 3 | TIASO Fees | 10,000 |
| 4 | Transcript Fees | 20,000 |
| 5 | Registration Fees | 50,000 |
| 6 | Admission Co-Ordination Fees | 20,000 |
| | Sub Total - Contribution Only Course Wise | 165,000 |
| | Annual Tuition Fees (without Contributions) | 1,840,000 |
| | Annual Fee - Semester 1 & 2 (with Contributions) | 2,005,000 |
| | Fees For Those Who Repeated 2nd Semester | 1,060,000 |
| | BREAK DOWN - SEMESTER WISE | |
| | T/ Fee - Semester 1 without - Contribution | 1,288,000 |
| | T/ Fee - Semester 1 with - Contribution | 1,453,000 |
| | T/ Fee - Semester 2 | 552,000 |
| | Annual Fee - Semester 1 & 2 (With Contributions) | 2,005,000 |
| | NHIF (To Be Paid Directly To NHIF For Those Who Do Not Covered By Any Health Scheme) | 50,400 |

| | |
|--|-----------|
| T/ Fee - Semester 1 & 2 (With NHIF) | 2,055,400 |
| Foreign Students Us \$ (NHIF Exclusive) | 1,300 |

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

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 |
| 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 |
|-------------------|-------------------------------------|------|----------|--------|-------------|
| BAG 09101 | Project Planning and Implementation | 1 | 1 | 14 | Core |
| BAG 09102 | Entrepreneurship Management | 1 | 1 | 12 | Fundamental |
| GSG 09101 | Strategic Management | 1 | 1 | 12 | Fundamental |
| BAG 09103 | Business Law and Ethics | 1 | 1 | 12 | Fundamental |
| BAG 09104 | Managerial Economics | 1 | 1 | 12 | Fundamental |
| GSG 09201 | Research Methodology | 1 | 2 | 12 | Fundamental |
| GSG 09202 | Management Information System | 1 | 2 | 14 | Fundamental |
| BAG 09201 | Project Monitoring and Evaluation | | 2 | 14 | Core |
| BAG 09202 | Project Risk Management | 1 | 2 | 14 | Core |
| ACG 09201 | Financial Management | | 2 | 12 | |
| GSG 09203 | Dissertation | 1 | 3 | 60 | Fundamental |
| 11 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 be able to analyse and make critical decisions on product/brand, price, promotion, distribution, physical evidence, people and process as well as identifying, establishing and maintaining strong relationship with firm's stakeholders locally and globally

6.6.5.2 *Summary of Modules*

| Code | Module Name | Year | Semester | Credit | Category |
|-----------|--|------|----------|--------|-------------|
| MEG 09101 | M & E Framework | 1 | 1 | 12 | Core |
| MEG 09102 | Project Planning and Implementation | 1 | 1 | 12 | Core |
| MEG 09103 | Statistical Methods for M&E | 1 | 1 | 10 | Fundamental |
| MEG 09104 | M&E Planning Standards | 1 | 1 | 11 | Core |
| MEG 09105 | M&E Performance Standards | 1 | 1 | 12 | Core |
| MEG 09106 | Designing M&E System | 1 | 1 | 11 | Core |
| MEG 09201 | Project M&E Information System Management | 1 | 2 | 11 | Core |
| MEG 09202 | Gender and Climate Change Responsive M&E | 1 | 2 | 10 | Fundamental |
| MEG 09203 | Impact Evaluation | 1 | 2 | 10 | Fundamental |
| GSG09201 | Research Methodology for Monitoring and Evaluation | 1 | 2 | 10 | Fundamental |
| MEG 09205 | M&E Ethics | 1 | 2 | 11 | Core |
| MSG 09210 | Dissertation | 2 | 3 | 60 | Fundamental |

13 Modules

6.6.6 Master of Science in Project Monitoring and Evaluation [MSC PME]

6.6.6.1 *Purpose of qualification*

This qualification is designed to produce competent graduate who will apply knowledge and skills in project monitoring and evaluation, including M&E framework, theory of change, logical framework, M&E planning standards, M&E performance standards, designing M&E system, project information system management, M&E for climate change adaptation, Gender and Climate change responsive M&E, M&E Ethics, conducting research, evaluating impact, and being able to develop self-employment

6.6.6.2 *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

6.6.7 Master's degree in Business Development and Entrepreneurship (MBDE)

6.6.7.1 *Purpose of qualification*

This qualification is intended for persons who will develop, manage, and undertake business development and entrepreneurship, as well as make managerial decisions for business development and entrepreneurship in the local and international business environment.

6.6.7.2 *Summary of Modules*

| Code | Module Name | Year | Semester | Credit | Category |
|-----------|--|------|----------|-----------|-------------|
| BEG 09101 | Business Creation and Innovation | 1 | 1 | 13 | Core |
| BEG 09102 | Digital Business Marketing | 1 | 1 | 12 | Core |
| GSG 09103 | Legal aspects of Entrepreneurship | 1 | 1 | 12 | Fundamental |
| GSG 09104 | Business Research Methodology | 1 | 1 | 12 | Fundamental |
| BEG 09105 | Entrepreneurship & Innovation Management | 1 | 1 | 13 | Core |
| GSG 09201 | Strategic Management | 1 | 2 | 12 | Fundamental |

| Code | Module Name | Year | Semester | Credit | Category |
|-------------------|---|------|----------|-----------|-------------|
| GSG 09202 | Project Planning, Monitoring, Evaluations, and Learning | 1 | 2 | 12 | Core |
| BEG 09203 | Financial Management | 1 | 2 | 11 | Core |
| GSG 09204 | Supply chain management | 1 | 2 | 11 | Fundamental |
| BEG 09205 | International Business | 1 | 2 | 12 | Core |
| 10 Modules | | | | | |

6.6.8 Admission Requirement for NTA level 9

| S/N | PROGRAMME | ADMISSION REQUIREMENT |
|-----|---|---|
| 1 | Master of Science Degree in Accounting and Finance (MSc. ACC & FIN) | <p>a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class from any accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting) OR</p> <p>b) A professional qualification recognized by professional bodies (CPA (T), ACCA, CIMA) OR</p> <p>c) Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)</p> |
| 2 | Master of Science in Procurement & Supply Management (MSc. PSM) | <p>a) Holders of any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR</p> <p>b) Certified Procurement and Supplies Professionals (CPSP) and their related professionals' awards. OR</p> <p>c) Any postgraduate diploma other than those of religious studies</p> |

| S/N | PROGRAMME | ADMISSION REQUIREMENT |
|-----|---|--|
| 3 | Master of Business Administration in Project Management (MBA. PM) | <p>a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second in business administration, Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field from any recognized University OR</p> <p>b) Bachelor degree (NTA Level 8), or Advanced Diploma with at least a pass class in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field and with at least three years of experience in a relevant field of study OR</p> <p>c) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Pass Class and Holds a Postgraduate diploma in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field</p> |
| 4 | Master in Human Resource Management with Information Technology [MHRM-IT] | <p>a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class in Human Resource Management and any other business-related studies from any recognized University OR</p> <p>b) Bachelor degree (NTA Level 8), or Advanced Diploma with at least a Pass class in Human Resource Management and any business-related studies from any recognized University and with at least three years of work experience and Holds a</p> |

| S/N | PROGRAMME | ADMISSION REQUIREMENT |
|-----|--|---|
| | | <p>Postgraduate</p> <p>Diploma in Human Resource Management or any other related studies from any recognized University.</p> |
| 5 | Master of Science in Marketing and Public Relations [MSC. MPR] | <p>The admission for Master of Science in Marketing and Public Relations is open to holders of Bachelor degree (NTA Level 8) or Advanced Diploma in Marketing, Public Relations and any other business-related studies from any recognized University with at least Lower Second GPA, or Pass Class with at least three years of experience in a relevant field of study or a Postgraduate diploma</p> |
| 6 | Master of Science in Project Monitoring and Evaluation [MSC PME] | <p>(a) Bachelor's 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</p> <p>OR</p> <p>(b) Bachelor's 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</p> |

| S/N | PROGRAMME | ADMISSION REQUIREMENT |
|-----|--|--|
| 7 | Master's degree in Business Development and Entrepreneurship | <p>a) Bachelor's degree (NTA Level 8) with at least a Lower Second Class in any business-related studies from any recognized Higher Learning Institution</p> <p>OR</p> <p>b) Advanced Diploma with at least a pass class in any business-related studies from any recognized Higher Learning Institution</p> |

6.6.9 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.

6.6.10 Grading System

Grades A, B+, and B are regarded as pass in descending order of merit where A is 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 |
| | | | | D |
| 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 |

6.6.11 Classification of Award

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

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

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

- (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, which shall be calculated using the NACTE's Computation formula

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

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

6.6.12 Approved Fee Structure for Masters Programmes for the Academic Year 2025/2026

| SN | FEE ITEM'S | MASTERS DEGREE |
|----|--|----------------|
| 1 | Application Fee | 25,000 |
| 2 | NACTE Fees | 25,000 |
| 3 | Graduation Fees | 40,000 |
| 4 | TIASO Fees | 10,000 |
| 5 | Transcript Fees | 20,000 |
| 6 | Registration Fees | 50,000 |
| 7 | Admission Co-Ordination Fees | 20,000 |
| 8 | Sub Total - Contribution Only Course Wise | 190,000 |
| 9 | Annual Tuition Fees (without Contributions) | 3,960,000 |
| 10 | Annual Fee – Semester 1 & 2 (with Contributions) | 4,150,000 |
| 11 | Fees For Those Who Repeated 2nd Semester | 2,145,000 |
| 12 | BREAK DOWN - SEMESTER WISE | |
| | T/ Fee - Semester 1 without Contribution | 1,980,000 |
| | T/ Fee - Semester 1 with Contribution | 2,170,000 |
| 13 | T/ Fee - Semester 2 | 1,980,000 |
| 14 | Annual Fee - Semester m 1 & 2 (With Contributions) | 4,150,000 |
| 15 | NHIF (To Be Paid Directly To NHIF For Those Who Do Not Covered By Any Health Scheme) | 50,400 |
| 16 | T/ Fee - Semester 1 & 2 (with NHIF) | 4,200,400 |
| 17 | Foreign Students Us \$ (NHIF Exclusive) | 5,935 |

6.6.13 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, Project Monitoring and Evaluation, Business Development and Entrepreneurship 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

6.0 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 Criteria for the Institute's Examination

7.2.1 Eligibility

A student shall be eligible to sit for the Institute's examination upon fulfilling the following conditions:

a) Attendance:

The candidate must have attended at least 80% of the module classes.

Exceptions to this attendance requirement may be granted by the Rector or the Course Director (CD) for valid and approved reasons, allowing up to 25% of missed attendance to be condoned.

PROVIDED THAT valid reasons for condoning attendance shortages include:

Illness, supported by a medical certificate issued by an approved medical practitioner. OR
Bereavement, including the loss of parents, guardians, children, or spouse.

OR

Any other justifiable reasons deemed acceptable by the Rector or CD.

a) **Continuous Assessment (CA):**

The candidate must have completed all required continuous assessments.

b) **Tuition Fees:**

The candidate must have paid all semester tuition fees in full.

c) **Registration:**

The candidate must be officially registered for the semester and the relevant module(s).

d) **Identification:**

- i. The candidate must possess a valid student identity card and/or examination identity card.
- ii. A student who lost/damaged/expired his/her identity card shall pay a charge of TSH 15,000 for reprinting it to ensure they continue with their studies and attend examinations without interruption. It is essential for students to keep their identification documents safe and current to avoid any delays in their academic processes.

e) **Minimum Continuous Assessment Score:**

The candidate must have attained at least 25% of the total continuous assessment marks.

f) The candidate has been allowed by DR-ARC following other justifiable reasons as directed by the Academic Board.

7.3 Conduct of Examinations.

7.3.1 Before the Examination

- a) An invigilator shall be appointed by an official letter from the responsible office to oversee a specific examination.
- b) The appointed invigilators must personally collect sealed envelopes containing question papers and any other examination materials from the Examination Office at least thirty (30) minutes before the examination starts.

- c) Invigilators are required to be present in the examination room at least thirty (30) minutes prior to the start of the examination.
- d) Candidates shall be admitted into the examination room fifteen (15) minutes before the examination begins. Invigilators must ensure that all candidates are seated in their correct places.
- e) No candidate shall be admitted into the examination room after thirty (30) minutes from the commencement of the examination session.
- f) During the fifteen (15) minutes before the examination begins, the invigilator shall:
 - i) Announce that unauthorized materials are not allowed in the examination room.
 - ii) Remind candidates to verify that they have the correct question paper.
 - iii) Inform candidates that they are allowed to read the question paper for five (5) minutes before starting.
 - iv) Announce the official time to begin writing.

7.3.2 During Examination.

During examination the following shall be taken into consideration:-

- a) Invigilator(s) shall be the overall in charge of the examination room.
- b) Invigilator(s) must remain in the examination room and supervise throughout the entire examination session.
- c) Invigilator(s) may confiscate any unauthorized materials from candidates and report the incident to the chief invigilator for appropriate action.
- d) Invigilator(s) shall not tear, write on, or alter any candidate's examination paper or answer script.
- e) Invigilator(s) shall apply examination rules and regulations consistently and avoid any double standards.
- f) Invigilator(s) shall avoid shouting or talking excessively in a manner that may disrupt candidates' concentration.

- g) g) Invigilator(s) shall not read newspapers, novels, electronic messages, or browse the internet during the invigilation session.
- h) Invigilator(s) shall not intimidate, coerce, scare, bully, assault, or humiliate any candidate during the examination.
- i) Candidates shall be allowed into the examination room fifteen (15) minutes before the examination starts.
- j) No candidate shall begin the examination before receiving authorization from the invigilator.
- k) No candidate shall continue writing after being instructed to stop by the invigilator.
- l) Candidates shall not permit others to copy from their scripts or papers.
- m) Candidates shall not violate or distort the official examination seating plan.
- n) No candidate shall refuse or fail to sign the invigilator(s)' report of any discovered irregularity.
- o) All candidates must comply with examination regulations, rules, and instructions given by the invigilator.
- p) No candidate shall be allowed to leave the examination room until thirty (30) minutes have elapsed since the start of the examination.
- q) Candidates shall not be allowed to leave the examination room during the last thirty (30) minutes of the examination.
- r) A candidate leaving the examination room for any reason must first obtain permission from the invigilator. Such a candidate shall be escorted by the invigilator or a designated person.
- s) Candidates shall not communicate with each other during the examination.
- t) Candidates shall not bring unauthorized materials into the examination room or hall, whether in person or through an agent. It shall not be a defense to claim lack of intent to use such materials.

- u) Candidates must follow all lawful instructions or orders issued by the invigilator.
- v) Candidates shall not remove answer booklets, whether used or unused, from the examination room or hall.
- w) Candidates shall not copy from or exchange answers with other candidates inside or outside the examination room.
- x) Candidates shall not aid or abet others in copying from another candidate's script or booklet.

7.4 Examination Irregularities

7.4.1 Malpractices in Relation to Continuous Assessments (CAs)

- a) It shall be an offence for a candidate to:
 - i) Provide another candidate with their prepared assignment, test, field attachment, or research project report to assist the latter in completing their continuous assessment, or
 - ii) Negligently expose such work to other candidates for use.
- b) Any candidate found guilty of the offence described in regulation (a) shall be liable to a caution and cancellation of the relevant assignment, test, field attachment, or research project report.

7.4.2 Fraud in Relation to Assignment, Field Attachment, and Project Reports

- a) It shall be an offence for a candidate to:
 - (i) Submit assignments not prepared by themselves.
 - (ii) Substantially plagiarize the work of any other person.
 - (iii) Solicit or purchase assignments from any other person.
 - (iv) Falsify or alter marks awarded on an assignment script.
 - (v) Engage in plagiarism in field attachment or research project reports, including:
 - 1) Passing off the words or ideas of someone else as their own without proper acknowledgement or crediting the source.
 - 2) Replicating one's own work that has been previously presented elsewhere for assessment.

b) Any candidate found guilty of fraudulent conduct as described in regulation (a) shall be liable to a caution and cancellation of the affected assignment or report.

7.4.3 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 plagiarize the work of any other person.
- iii) Solicit or purchase any assignment from another person.
- iv) Falsify or alter marks awarded on the assignment script.
- v) Engage in plagiarism in field attachment or research project reports, including:
 - 1) Passing off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the source.
 - 2) Replicating one's own work that has already been presented elsewhere for assessment.

b) **Penalty:-**

Any candidate found guilty of fraudulent conduct related to assignments as outlined in (a) shall be liable to:

- i) Caution, and
- ii) Cancellation of his/her assignment.

7.4.4 Malpractices in the Conduct of Examinations

a) **Offenses:-**

It shall be an offence for a candidate involved in an end-of-semester examination or test to:

- i) Sit or attempt to sit for an examination without valid examination identification.
- ii) Enter the examination venue later than thirty (30) minutes after the examination/test has commenced.
- iii) Leave the examination venue earlier than thirty (30) minutes after commencement, except in emergencies and with express permission of the Invigilator.

- iv) Engage in conversation or any form of communication with another candidate once the examination has commenced.
- v) Indulge in disruptive conduct, including but not limited to shouting, assaulting another candidate, using abusive/threatening language, or destroying Institute/candidate property.
- vi) Remove answer booklet(s), whether used or unused, from the examination venue.
- vii) Disobey or ignore lawful instructions issued by the Invigilator before or during the examination.
- viii) Physically assault or insult an Invigilator or any Institute official involved in the conduct of the examination.
- ix) Copy from, or exchange answers with, another candidate inside or outside the examination venue.
- x) Destroy evidence of an irregularity, including but not limited to chewing or swallowing unauthorized material during the examination.
- xi) Intimidate, coerce, threaten, bully, humiliate, or assault Invigilators or Institute officials during the examination process.
- xii) Enter an examination venue scheduled for another examination that has not yet been officially declared completed by the Invigilator in charge.
- xiii) Enter the examination venue without undergoing inspection by the Invigilator.
- xiv) Leave the examination venue within thirty (30) minutes before the end of the examination for a call of nature.
- xv) Refuse to comply with the requirement to fill in the Examination Irregularity Form when in violation of examination rules; such irregularities must also be recorded by the Invigilator in his/her report.

b) Penalties:-

Any candidate found guilty of contravening regulation (a) shall be liable to one or more of the following:

- i) Caution and cancellation of the particular examination.

- ii) Cancellation of the relevant examination and suspension from the Institute for a period not exceeding two (2) years.
- iii) Cancellation of the particular examination and dismissal from the Institute.
- iv) A candidate who contravenes Regulation 139(e) shall be liable to a fine, in addition to any of the penalties above.
- v) A candidate found guilty of contravening Regulation 142(i)(h) shall be de-registered from studies.

7.4.5 Cheating in an Examination

(a) Offenses:-

It shall be an offence for any candidate to engage in the following during an examination:

- i) Bring unauthorized material into the exam venue (e.g., notes, books, electronic devices, written information on the body, or personal items such as handbags and wallets).
- ii) Copy from another candidate.
- iii) Remove answer booklets (used or unused) from the venue.
- iv) Leave the examination room without the Invigilator's permission.
- v) Refuse to surrender evidence of irregularity.
- vi) Destroy evidence of irregularity.
- vii) Commit any form of dishonesty or falsification to gain an unfair advantage.
- viii) Aid or abet another candidate to copy.
- ix) Exchange answers with another candidate inside or outside the venue.
- x) Collaborate with others via conversations, shared materials, or electronic devices.
- xi) Aid or abet another candidate, staff, or outsider to alter information/results in the Student Management System.
- xii) Walk out of an examination room in protest.
- xiii) Incite or instigate others to protest or refuse to sit an exam.
- xiv) Detach part of the examination booklet/script.
- xv) Commit any other act expressly prohibited under these regulations.

(b) Penalty

- i) Any candidate found guilty shall be **disqualified from continuing the examinations and discontinued from studies for a period not exceeding two years**, subject to Academic Board approval.
- ii) A disqualified candidate shall **repeat the semester** in which he/she was disqualified.
- iii) Any **staff member** found guilty under (a)(xi) shall be referred to the Institute's **Disciplinary Committee** for appropriate action.

7.4.6 Fraud in Examinations

(a) Offenses:-It shall be an offence for a candidate to engage in fraudulent practices in an examination, including:

- i) Importing a pre-prepared answer script/booklet into the examination venue, in person or by agent.
- ii) Substituting an answer script/booklet prepared outside the exam venue for the one submitted to the Invigilator.
- iii) Falsifying or altering marks awarded on test scripts or assignments.
- iv) . Impersonating another candidate.
- v) . Engaging or inducing another person to sit for a test or examination on his/her behalf.
- vi) Presenting false documents about eligibility to sit examinations.
- vii) . Sitting or attempting to sit an examination without meeting eligibility criteria.
- viii) Delivering an examination script/booklet to the Examiner's office or residence outside the scheduled submission time.
- ix) Fraudulently receiving examination papers/questions that have been illegally procured.
- x) Fraudulently accessing or attempting to access examination questions before the scheduled date.
- xi) Paying or inducing another person to illegally procure examination questions/papers.

(b) Penalty

Any candidate found guilty shall be disqualified from continuing the examinations and discontinued from studies, subject to approval by the Academic Board.

7.4.7 A Possession Use of firearms and Dangerous Weapons in examinations.

(a) **Offence:-** It shall be an offence for a candidate in any examination/test to:

- i) Bring any firearm or potentially lethal dangerous weapon within the precincts of the examination venue.
- ii) Use a firearm or potentially lethal dangerous weapon to intimidate, threaten, or obstruct investigations into any examination irregularity.

(b) Penalties

Any candidate found guilty shall be liable to one or more of the following:

- i) Caution and referral to security officers for further action.
- ii) Cancellation of the relevant examination.
- iii) Cancellation of the relevant examination and suspension for a period not exceeding two (2) years.

iv. Cancellation of the relevant examination and dismissal from the Institute.

7.4.8 Release and Complaints of Examination results.

7.4.8.1 Release of Examination Results

- a) The Head of Academic Services (HAS) – Examinations shall communicate provisional and approved results, as approved by the Academic Board, to students through the Students' Information Management System (SIMS) or any other means approved by the Rector.
- b) Examination results or marks shall be disclosed only to the individual candidate concerned and shall not be disclosed to third parties without the candidate's consent.

7.4.8.2 Complaint on Examination Results

A student may raise a complaint concerning examination results within ten (10) working days after the release of results.

7.4.8.3 Release of Examination Results

- a) The Head of Academic Services (HAS) – Examinations shall communicate provisional and approved results, as endorsed by the Academic Board, to students through the Students' Information Management System (SIMS) or any other means approved by the Rector.
- b) Examination results or marks shall be disclosed **only to the individual candidate concerned** and shall not be released to third parties without the candidate's consent.

7.4.8.4 Complaint on Examination Results

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

7.4.9 Supplementary Examinations

7.4.9.1 Conditions for Supplementary Examinations

- a) A candidate who fails the Semester Examinations (SE) shall be allowed to sit for supplementary examinations **provided that the GPA is not below 2.0**.
- b) The highest grade attainable in supplementary examinations shall be:
 - i. “C” for NTA Levels 4 to 8.
 - ii. “B” for Postgraduate Diplomas (PGDs).

7.4.9.2 Conditions for Retaking Failed Module(s)

The following conditions apply to candidates retaking failed module(s):

- a) Retaking is allowed during the period of **active studentship**:

- i) 3 years for NTA 4, 5, 6, 8, and Postgraduate Programmes.
- ii) 4 years for NTA 7.

b) All retaken modules shall be awarded a **new grade**, with the lowest pass mark being “**C**”.

c) A candidate eligible for a retake must:

- i) Register in the Student Management Information System (SMIS).
- ii) Attend lectures
- iii) Pay the prescribed fee at the beginning of the semester in which the module(s) is offered
- iv) The fees for retaking module(s) shall be determined by the Institute from time to time.
- v) **NTA 7 candidates** may retake a maximum of **three modules** from the first academic year while studying second-year modules.
- vi) **NTA 7 candidates** who fail more than three modules in the first academic year shall retake the failed modules and pass them, or comply with **Regulation 45(e)**, for a fee to be determined by the Institute.

7.4.10 Discontinuation and Disqualification.

7.4.10.1 Circumstances under which a Student shall be discontinued

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

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

7.4.10.2 *Circumstances under which a Student shall be disqualified*

A candidate shall be disqualified from the Institute when proven guilty of any of the following:

- a) Being caught with unauthorized materials or cheating during an examination.
- b) Assisting in bringing unauthorized materials for cheating during an examination.
- c) Joining or registering with the Institute illegally.
- d) Breaching the Students' By-Laws.
- e) Being guilty of cheating in an examination, test, assignment, fieldwork, or project paper.
- f) Being guilty of plagiarism.

7.4.11 *Special Examinations.*

a) Eligibility for Special Examinations

- i) A candidate who does not sit for the scheduled Semester Examination (SE), in part or full, due to illness or other genuine reasons approved by the Rector/CD, shall be eligible to sit for a special examination.
- ii) A candidate who falls sick during an examination shall be eligible to sit for a special examination.

b) Application for Special Examinations

- i) A candidate must apply in writing to the Rector/CD, with supporting documents, **within five (5) working days before the relevant examination commences.**
- ii) In exceptional cases, late applications may be considered, provided the candidate satisfactorily explains the delay and submits valid supporting documentation (e.g., medical certificate, report from a treating health professional, police report, or employer's letter).
- iii) The candidate must obtain written or official notification from the Rector/CD (including electronic/instant communication) regarding the outcome of the application.

TAKE NOTE THAT

- i) A candidate who fails to sit for a semester examination, for whatever reason, shall not be allowed to proceed to the following semester. Where the examination is for Semester II, the candidate shall not be allowed to continue to the next level.
- ii) A candidate who fails to sit for a supplementary examination, for whatever reason, shall not be allowed to proceed to the next level.
- iii) A candidate who has carried or retaken subject, shall be required to pay TZS 100,000/= per subject for Undergraduate students and TZS 150,000/= for Masters Students.
- iv) Any candidate who repeats the First Semester, for any reason, shall be required to pay the normal Current Tuition Fees as indicated in the TIA Fee Structure.
- v) Any candidate who repeats the Second Semester, for any reason, shall be required to pay 50% of the Current Tuition Fees including contributions as indicated in the TIA Fee Structure.

7.4.12 Postponement of Studies

- a) The Rector may grant a postponement of studies upon receipt of a formal online application from a student. Such postponement shall not exceed two (2) years.
- b) Upon resumption, the student shall start afresh by paying prescribed fees, attending lectures, and accumulating Continuous Assessment (CA) marks.

7.4.13 Organs Responsible for Handling Examination Irregularities

Examination irregularities shall be handled by the following organs:

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

7.4.14 Composition

The composition of the above organs shall be as prescribed in the Examination Regulations and Guidelines.

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

lectures and accumulating CA.

7.4.15 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)

7.4.16 Composition

The composition of the organs responsible for handling examination irregularities shall be as prescribed in the **Examination Regulations and Guidelines**.

7.4.17 Appeals

7.4.17.1 *Condition for Appeal*

A candidate may lodge an appeal if:

- a) There were irregularities or administrative errors in the conduct of an examination or assessment that may reasonably affect the examiner's decision.
- b) The candidate has genuine evidence to believe that one or more examiners were prejudiced or biased.

7.4.17.2 *Procedures for conducting student Appeals*

- a) A candidate shall lodge an appeal within 30 days after the publication of the examination results.
- b) The appeal shall be lodged electronically in writing, addressed to the Rector, clearly stating the grounds for appeal.
- c) The appeal must be accompanied by relevant and substantive evidence/documents.
- d) The appellant shall pay the prescribed appeal fee, as determined by the Institute from time to time, currently appeal cost is amounting to Tanzanian shillings fifty thousand only (TZS. 50,000/=) per subject or as may be determined from time to time.

7.0 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 ofrespective programmes/ASSC within 10 working days after the release of the SE results. HAS examination shall rectify errors of complaints defined once the complaints are determined.

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.
- (iii) A student who meets the criterion (i) above will be required to place an order for a gown through the online system in order to attend the graduation ceremony.
- (iv) A student who fails to return a collected gown within days as prescribed by the TIA agreement for hiring academic costumes, shall pay a fine at the rate of TSH. 20,000 for each day subsequent thereto until the owner retakes possession of the costumes.
- (v) A student who lost/damaged hired academic costumes shall pay a fine at the rate of TSH. 35,000 for mortarboards, TSH. 45,000 for hoods, and TSH. 250,000 for gowns. Failure to pay the fine within the specified time frame may result in additional penalties or restrictions on future academic activities. It is advisable for students to take proper care of their hired costumes to avoid these charges.

8.4 Issuing Transcripts and Certificate

- i. Transcripts and certificates shall be issued to students after date of graduation.
- ii. Certificates of individuals on whom qualifications are conferred in absentia must be stored in a fire- and water-resistant safe on the respective campus for one year without charge. Thereafter, 5% of the current tuition fee shall be charged annually.

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 on condition that: -

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

8.0 STUDENTS RULES AND REGULATIONS

- a) It is prohibited for male students to enter female students' living cubicles and vice-versa without good cause.
- 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.

9.0 HOSTEL RULES AND REGULATIONS

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

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

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 the appeal. Any such appeal shall be in writing stating out the grounds of appeal.

- a) Where an appeal has been lodged with the Rector, execution of any penalty imposed by the Students Disciplinary Committee shall remain intact pending outcome of the appeal.
- b) At the hearing of the appeal by the top management; the student concerned shall have the right to be heard in person. The decision of the top management shall be final and conclusive.

11.4 PENALITIES

- (i) The Students' Disciplinary Committee may impose any of the following penalties in appropriate cases: -
 - a) A severe warning, with a direction to have it recorded in the personal file of the student concerned.
 - b) A fine commensurate with the nature of the offense committed.
 - c) A suspension from classes or hostel of the student(s) involved for a period not exceeding one month at the student's own expenses.
 - d) A dismissal from hostel of the Institute;
 - (i) Where one has previously suffered a penalty specified in (iii) above within same academic year;
 - (ii) Where a student does not comply with the penalty provided for under
 - (iii) by either remaining or being seen within the Institute's class or hostels;

Or

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

11.0 OUR PHYSICAL AND POSTAL ADDRESSES

12.1 Head Office

Located at the Junction of Kilwa/Nelson Mandela Road

P. O. Box 9522,

DAR ES SALAAM.

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

Cell (Admission): +255 677 388 290; +255 677 388 291; +255 677 388 293;

+255 677 388 294; +255 677 388 295

Fax: +255 736502630

E-mail: tia@tia.ac.tz Website: www.tia.ac.tz

12.2 Campuses

MBEYA CAMPUS

Airport Samora Road

P. O. Box 825,

53115 Iyela, Mbeya.

Tel: +255 25 2503057; +255 793 622 992; +255 677 388 292

Fax: +255 25 2503057

E-mail: tiambeya@tia.ac.tz

SINGIDA CAMPUS

14 Sepuka Road

P. O. Box 388 Singida

43105 Mandewa, Singida CBD.

Tel: +255 679 445 447; +255 752 540 341

Fax: +255 26 2502844

E-mail: tiasingida@tia.ac.tz

MTWARA CAMPUS

22 – TIA Road

P.O. Box 169,

63110 Magegeni, Mtwara.

Telephone: +255 23 2333948; +255 681 179 617; +255 677 388 296

Fax: +255 23 2333948

E-mail: tiamtwara@tia.ac.tz

MWANZA CAMPUS

05 Barabara ya Sagalani

P.O Box 5247,

33517 Usagara, Misungwi

Mwanza

Tel: +255 767 399 889; +255 684 202 385; +255 684 202 384; +255 757 717 667

Fax: +255 28 2570075

E-mail: tiamwanza@tia.ac.tz

KIGOMA CAMPUS

192 Lumumba Road

P. O. Box 526, Kigoma 47117

Buzebazeba, Kigoma.

Tel: +255 677 388 291

Fax: +255 28 2803529

Email: tiakigoma@tia.ac.tz

ZANZIBAR CAMPUS

Michenzani Street Near
Sheikh Thabit Kombo Building,
P.O Box 244, Zanzibar.
Tel: +255 716 000 849; +255 677 388 298
Fax: +255 738 164 151
Email: tiazanzibar@tia.ac.tz

TANGA CAMPUS

Located at Kange Street along Segera Road,
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