



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

TABLE OF CONTENTS

<i>LIST OF ABBREVIATIONS</i>	<i>1</i>
1.0 <i>BACKGROUND INFORMATION</i>	11
1.1. <i>Historical Background, Establishment and Mandate</i>	11
1.2. <i>Vision, Mission and Objectives.....</i>	12
1.2.1. <i>Vision</i>	12
1.2.2. <i>Mission.....</i>	12
1.2.3. <i>Core Values.....</i>	12
1.2.4. <i>Objectives.....</i>	12
1.2.5. <i>TIA Motto</i>	13
2.0 <i>GOVERNANCE OF TIA</i>	13
2.1 <i>Ministerial Advisory Board (MAB).....</i>	13
2.2 <i>Responsibilities of Ministerial Advisory Board</i>	13
3.0 <i>THE MANAGEMENT TEAM.....</i>	14
3.1 <i>Senior Management.....</i>	14
3.2 <i>Directorate Departments</i>	14
3.3 <i>Heads of Independent Units</i>	15
3.4 <i>Campus Directors</i>	16
3.5 <i>Dar es Salaam Head of Sections.....</i>	18
3.6 <i>Campus Coordinators Programme Service Coordinators</i>	23
3.7 <i>Academic Support Services Coordinators.....</i>	24
3.8 <i>Administrator Support Services Coordinator.....</i>	25
3.9 <i>Quality Assurance Coordinators</i>	26
3.10 <i>Finance and Accounts Coordinators</i>	27
4.0 <i>LIST OF ACADEMIC STAFF.....</i>	<i>Error! Bookmark not defined.</i>
5.0 <i>ACADEMIC ORGANS.....</i>	45

5.0	<i>The Academic Board</i>	45
5.0.1	<i>Composition</i>	45
5.0.2	<i>Functions of the Academic Board</i>	45
5.1	<i>Academic Committee</i>	47
5.1.1	<i>Composition</i>	47
5.1.2	<i>Functions of the Academic Committee</i>	47
5.2	<i>Academic Section Committees</i>	48
5.2.1	<i>Composition</i>	48
5.2.2	<i>Functions of the Academic Section Committee</i>	48
5.3	<i>Examiners Panels Committee</i>	48
5.3.1	<i>Composition</i>	48
5.3.2	<i>Functions of Examiners Committee</i>	48
6.0	<i>PROGRAMMES OFFERED</i>	49
6.1	<i>Basic Technician Certificates: NTA-Level 4</i>	49
6.1.1	<i>Basic Technician Certificate in Accountancy (BTCA)</i>	49
6.1.1.1	<i>Purpose of qualification</i>	49
6.1.1.2	<i>Summary of Modules NTA Level 4</i>	49
6.1.2	<i>Basic Technician Certificate in Procurement and Logistics Management (BTCPLM)</i>	49
6.1.2.1	<i>Purpose of qualification</i>	49
6.1.2.2	<i>Summary of Modules - NTA Level 4</i>	50
6.1.3	<i>Basic Technician Certificate in Business Administration (BTCBA)</i>	50
6.1.3.1	<i>Purpose of qualification</i>	50
6.1.3.2	<i>Summary of Modules - NTA Level 4</i>	50
6.1.4	<i>Basic Technician Certificate in Human Resource Management (BTCHRM)</i>	51
6.1.4.1	<i>Purpose of qualification</i>	51
6.1.4.2	<i>Summary of Modules - NTA Level 4</i>	51
6.1.4.3	<i>Purpose of qualification</i>	52
6.1.4.4	<i>Summary of Modules - NTA Level 4</i>	52
6.1.5	<i>Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF)</i>	52

6.1.5.1	Purpose of qualification	52
6.1.5.2	Summary of Modules - NTA Level 4	53
6.1.6	Admission Requirements	53
6.1.7	Overall Structure and Programme Duration.....	53
6.1.8	Assessment of Performance	54
6.1.9	Grading System	54
6.1.10	Classification of Awards	54
6.1.11	Approved Fee Structure for Basic Technician Certificates.....	56
6.2	Certificate Programmes: NTA Level 5	56
6.2.1	Technician Certificate in Accountancy.....	56
6.2.1.1	Purpose of qualification	56
6.2.1.2	Summary of Modules - NTA Level 5	57
6.2.2	Technicians Certificate in Procurement and Logistics Management	57
6.2.2.1	Purpose of qualification	57
6.2.2.2	Summary of Modules - NTA Level 5	57
6.2.3	Technicians Certificate in Business Administration	58
6.2.3.1	Purpose of qualification	58
6.2.3.2	Summary of Modules - NTA Level 5	58
6.2.4	Technicians Certificate in Human Resource Management.....	59
6.2.4.1	Purpose of qualification	59
6.2.4.2	Summary of Modules - NTA Level 5	59
6.2.5	Technicians Certificate in Marketing and Public Relation.....	59
6.2.5.1	Purpose of qualification	59
6.2.5.2	Summary of Modules - NTA Level 5	60
6.2.6	Technicians Certificate in Public Sector Accounting and Finance.....	60
6.2.6.1	Purpose of qualification	60
6.2.6.2	Summary of Modules - NTA Level 5	61
6.2.7	Admission requirements	61
6.2.8	Overall Structure and Programme Duration.....	62

6.2.9	Assessment of Performance	62
6.2.10	Grading System	62
6.2.11	Classification of Awards	62
6.2.12	Approved Fee Structure for Technicians Certificate Programmes	63
6.3	Ordinary Diploma: NTA-Level 6	64
6.3.1	Ordinary Diploma in Accountancy	64
6.3.1.1	Purpose of qualification	64
6.3.1.2	Summary of Modules - NTA Level 6	64
6.3.2	Ordinary in Procurement and Logistics Management	64
6.3.2.1	Purpose of qualification	64
6.3.2.2	Summary of Modules - NTA Level 6	65
6.3.3	Ordinary Diploma in Business Administration	65
6.3.3.1	Purpose of qualification	65
6.3.3.2	Summary of Modules - NTA Level 6	65
6.3.4	Ordinary Diploma in Human Resource Management	66
6.3.4.1	Purpose of qualification	66
6.3.4.2	Summary of Modules - NTA Level 6	66
6.3.5	Ordinary Diploma in Marketing and Public Relations	67
6.3.5.1	Purpose of qualification	67
6.3.5.2	Summary of Modules - NTA Level 6	68
6.3.6	Ordinary Diploma in Public Sector Accounting and Finance	68
6.3.6.1	Purpose of qualification	68
6.3.6.2	Summary of Modules - NTA Level 6	68
6.3.7	Admission Requirements	69
6.3.8	Overall Structure and Programme Duration	69
6.3.9	Assessment of Performance	69
6.3.10	Grading System	70
6.3.11	Classification of Awards	70
6.3.12	Approved Fee Structure for Ordinary Diploma Programmes	71

6.4	DEGREE PROGRAMMES	72
6.4.1	Bachelor Degree in Accounting (BAC).....	72
6.4.1.1	Purpose of qualification: NTA Level 7	72
6.4.1.2	Purpose of qualification: NTA Level 8	72
6.4.1.3	Summary of Modules - NTA Level 7	73
6.4.1.4	Summary of Modules - NTA Level 8	73
6.4.2	Approved Fee Structure for Bachelor Degree in Accounting (BAC).....	74
6.4.3	Bachelor Degree in Procurement and Logistics Management (BPLM)	75
6.4.3.1	Purpose of qualification: NTA Level 7	75
6.4.3.2	Summary of Modules - NTA Level 7	75
6.4.3.3	Summary of Modules - NTA Level 8.....	76
6.4.4	Approved Fee Structure for Bachelor Degree in Procurement and Logistics Management (BPLM)	76
6.4.5	Bachelor Degree in Business Administration (BBA).....	77
6.4.5.1	Purpose of qualification: NTA Level 7	77
6.4.5.2	Purpose of qualification: - NTA Level 8	77
6.4.5.3	Summary of Modules - NTA Level 7	77
6.4.5.4	Summary of Modules - NTA Level 8 (Third year)	78
6.4.6	Approved Fee Structure for Bachelor Degree in Business Administration (BBA)	79
	BACHELOR DEGREE IN BUSINESS ADMINISTRATION BBA.....	79
6.4.7	Bachelor Degree in Human Resource Management (BHRM).....	79
6.4.7.1	Purpose of qualification: NTA Level 7	79
6.4.7.2	Purpose of qualification: NTA Level 8	80
6.4.7.3	Summary of Modules - NTA Level 7	80
6.4.7.4	Summary of Modules - NTA Level 8 (Third year)	81
6.4.8	Approved Fee Structure for Bachelor Degree in Human Resource Management (BHRM)	82
	BACHELOR DEGREE IN HUMAN RESOURCE MANAGEMENT (BHRM)	82
6.1.1	Bachelor Degree in Marketing and Public Relations (BMPR)	83
6.1.1.1	Purpose of qualification: NTA Level 7	83
6.1.1.2	Purpose of qualification: NTA Level 8	83
6.1.1.3	Summary of Modules - NTA Level 7	83
6.1.1.4	Summary of Modules - NTA Level 8	84

6.1.2	<i>Approved Fee Structure for Bachelor Degree in Marketing and Public Relations (BMPR)</i>	84
6.1.1	<i>Bachelor Degree in Public Sector Accounting and Finance (BPSAF)</i>	85
6.1.1.1	<i>Purpose of qualification: NTA Level 7</i>	85
6.1.1.2	<i>Purpose of qualification: NTA Level 8</i>	85
6.1.1.3	<i>Summary of Modules - NTA Level 7</i>	86
6.1.1.4	<i>Summary of Modules - NTA Level 8</i>	87
6.1.2	<i>Approved Fee Structure for Bachelor Degree in Public Sector Accounting and Finance (BPSAF)</i>	88
6.1.1	<i>Admission Requirements for NTA Level 7</i>	93
6.1.2	<i>Admission Requirements for NTA Level 8 NTA Level 8</i>	107
6.1.3	<i>Overall Structure and Programme Duration</i>	107
6.1.3.1	<i>NTA Level 7</i>	107
6.1.3.2	<i>NTA Level 8</i>	107
6.1.4	<i>Assessment of Performance</i>	107
6.1.5	<i>Grading System</i>	108
6.1.6	<i>Classification of Awards</i>	108
6.1.7	<i>COMPUTATION OF CUMULATIVE GPA FOR ALL PROGRAMMES</i>	109
6.2	<i>POSTGRADUATE PROGRAMMES</i>	109
6.2.1	<i>General Purpose of the Programme</i>	109
6.2.2	<i>Summary of Modules – Postgraduate Diploma in Accounting (PGDA)</i>	110
6.2.3	<i>Summary of Modules – Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)</i> ...	110
6.2.4	<i>Summary of Modules Postgraduate Diploma in Project Planning and Management (PGD-PPM)</i>	110
6.2.5	<i>Summary of Modules - Postgraduate Diploma in Business Administration (PGD-BA)</i>	111
6.2.6	<i>Summary of Modules - Postgraduate Diploma in Financial Management (PGDFM)</i>	112
6.2.7	<i>Assessment of Performance</i>	112
6.2.8	<i>GRADING SYSTEM</i>	113
6.2.9	<i>Classification of Awards</i>	113
6.2.10	<i>Admission Requirements (Minimum entry requirements)</i>	114
6.2.10.1	<i>Postgraduate Diploma in Accounting (PGDA)</i>	114

6.2.10.2	Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)	114
6.2.10.3	Postgraduate Diploma in Financial Management (PGD-FM)	114
6.2.10.4	Postgraduate Diploma in Business Administration (PGD-BA)	114
6.2.10.5	Postgraduate Diploma in Project Planning and Management (PGD-PPM)	114
6.2.10.6	Overall Structure and Programme Duration	115
6.2.10.7	Computation of Cumulative GPA for Postgraduate Diploma	115
6.2.11	Approved Fee Structure for Postgraduate Diploma Programmes	115
6.3	MASTERS PROGRAMMES (CURRICULA APPROVED)	116
6.3.1	Master of Science Degree in Accounting and Finance (MSc. ACC & FIN)	116
6.3.1.1	Purpose of the qualification	116
6.3.1.2	Summary of Modules	116
6.3.2	Master of Science in Procurement & Supply Management (MSc. PSM)	117
6.3.2.1	Purpose of the Qualification	117
6.3.2.2	Summary of Modules	117
6.3.3	Master of Business Administration in Project Management (MBA PM)	118
6.3.3.1	Purpose of the qualification	118
6.3.3.2	Summary of Modules	118
6.3.4	Master in Human Resource Management with Information Technology [MHRM-IT]	118
6.3.4.1	Purpose of qualification	118
6.3.4.2	Summary of Modules	118
6.3.5	Master of Science in Marketing and Public Relations [MSC MPR]	119
6.3.5.1	Purpose of qualification	119
6.3.5.2	Summary of Modules	120
6.3.6	Master of Science in Project Monitoring and Evaluation [MSC PME]	120
6.3.6.1	Purpose of qualification	120
6.3.6.2	Summary of Modules	121
6.3.7	Admission Requirement for NTA level 9	121
6.3.8	Assessment of Performance	125
6.3.9	Grading System	125
6.3.10	Classification of Award	126

6.3.11	<i>Approved Fee Structure for Masters Programmes</i>	127
6.3.12	<i>Research & Consultancy</i>	127
7.0	EXAMINATION REGULATIONS	128
7.1	<i>Before Examinations</i>	128
7.2	<i>Eligibility Criteria for the Institute's Examination</i>	128
7.2.1	<i>Eligibility</i>	128
7.3	<i>Conduct of Examinations</i>	129
7.3.1	<i>Before the Examination</i>	129
7.3.2	<i>During Examination</i>	130
7.4	<i>Examination Irregularities</i>	132
7.4.1	<i>Malpractices in Relation to Continuous Assessments (CAs)</i>	132
7.4.2	<i>Fraud in Relation to Assignment, Field Attachment, and Project Reports</i>	132
7.4.3	<i>Relation to Assignment, Field and Project Reports</i>	133
7.4.4	<i>Malpractices in the Conduct of Examinations</i>	133
7.4.5	<i>Cheating in an Examination</i>	135
7.4.6	<i>Fraud in Examinations</i>	136
7.4.7	<i>A Possession Use of firearms and Dangerous Weapons in examinations</i>	137
7.4.8	<i>Release and Complaints of Examination results</i>	137
7.4.8.1	<i>Release of Examination Results</i>	137
7.4.8.2	<i>Complaint on Examination Results</i>	138
7.4.8.3	<i>Release of Examination Results</i>	138
7.4.8.4	<i>Complaint on Examination Results</i>	138
7.4.9	<i>Supplementary Examinations</i>	138
7.4.9.1	<i>Conditions for Supplementary Examinations</i>	138
7.4.9.2	<i>Conditions for Retaking Failed Module(s)</i>	138
7.4.10	<i>Discontinuation and Disqualification</i>	139
7.4.10.1	<i>Circumstances under which a Student shall be discontinued</i>	139
7.4.10.2	<i>Circumstances under which a Student shall be disqualified</i>	140

7.4.11	<i>Special Examinations</i>	140
7.4.12	<i>Postponement of Studies</i>	141
7.4.13	<i>Organs Responsible for Handling Examination Irregularities</i>	141
7.4.14	<i>Composition</i>	141
7.4.15	<i>Organs Responsible for Handling Examination Irregularities</i>	142
7.4.16	<i>Composition</i>	142
7.4.17	<i>Appeals</i>	142
7.4.17.1	<i>Condition for Appeal</i>	142
7.4.17.2	<i>Procedures for conducting student Appeals</i>	142
8.0	<i>ISSUANCE OF PROGRESSIVE REPORTS, GRADUATION REQUIREMENTS, TRANSCRIPTS AND CERTIFICATE</i>	143
8.1	<i>Rectification of error(s)</i>	143
8.2	<i>Issuing of Progressive Reports</i>	143
8.3	<i>Graduation Requirements</i>	143
8.4	<i>Issuing Transcripts and Certificate</i>	144
8.5	<i>Loss of Certificate</i>	144
9.0	<i>STUDENTS RULES AND REGULATIONS</i>	144
10.0	<i>HOSTEL RULES AND REGULATIONS</i>	146
11.0	<i>BREACH OF RULES, DISCIPLINARY COMMITTEE AND APPEALS</i>	147
11.1	<i>Breach of Rules</i>	147
11.2	<i>Students Disciplinary Committee</i>	147
11.3	<i>Appeals over Disciplinary Decision</i>	148
11.4	<i>PENALTIES</i>	148
12.0	<i>OUR PHYSICAL AND POSTAL ADDRESSES</i>	150
12.1	<i>Head Office</i>	150
12.2	<i>Campuses</i>	150

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 Makoreshe | Member |
| 6. | Mr. Sixbert Hharmi Qamdie | Member |
| 7. | Mr. Renatus Msangira | Member |
| 8. | Prof. William Amos Pallangyo | Secretary |

2.2 Responsibilities of Ministerial Advisory Board

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

from time to time refer to the Board.

3.0 THE MANAGEMENT TEAM

3.1 Senior Management

- | | |
|---|--|
| 1. Rector | Prof. William Amos Pallangyo

PhD (Development Policy and Mgt) (University of Manchester); Masters of Governance and Development (University of Antwerp, Belgium); Advanced Diploma in Public Administration (IDM)
Email: william.pallangyo@tia.ac.tz |
| 2. Deputy Rector: Academic, Research and Consultancy | Assoc.Prof. Momole A. Kasambala

PhD (Econ) (SUA), MSc. Agric. Econ (SUA) BSc. Agric.Gen. (SUA)
Email: momole.kasambala@tia.ac.tz |
| 3. Deputy Rector: Planning, Finance and Administration | Dr. Issaya B. Hassanal

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

3.2 Directorate Departments

- | | |
|--|---|
| 1. Director of Human Resource Management and Administration | Ms. Steria E. Sanga

MPA-HRM(MU); ADHA(MU);DLM(SIPU)
Email: steria.sanga@tia.ac.tz |
| 2. Director of Academic Affairs | Dr. Mugisha K. Kamala

PhD (Public Admin.) UDOM; MBA (Financial, Management) TIU- London., BA (Hons) UDSM
Email: mugisha.kamala@tia.ac.tz |

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| 3. | Director of Student's Services | Ms. Lucina L. Comino
MPA (MU); ADHRM (ISW); Diploma in Education. Email: lucina.comino@tia.ac.tz |
| 4. | Director of Academic Support Services | Dr. Modest P. Assenga (CPA)
PhD (Acc) UK; APGDBA (UK); MBA (F&B) (MU); CPA(T); ADA (TIA)
Email: modest.assenga@tia.ac.tz |
| 5. | Director of Finance and Accounting | CPA. Burkard P. Haule
CPA (T); MSc Acc & Fin (MU); ADA (IAA)
Email: burkard.haule@tia.ac.tz |
| 6. | Director of Planning and Development | Mr. Oyombe E. Simba
MA. Economics (MU); BAE (MU)
Email: oyombe.simba@tia.ac.tz |
| 7. | Director of Library Service | Dr. Bahati G. Shagama
PhD (Rural Development) (SUA); MPA (HRM) (MU); ADPA(IDM)
PGD (Education) (OUT); MCED (OUT);
Email bahati.shagama@tia.ac.tz |
| 8. | Director of Research, Consultancy & Publications | Assoc. Prof. Mark M. Msaki
PhD (Food Security) Kwazulu Natal Uni. SA; MA (Rural Devt)(SUA); Bsc. Agricultural General (SUA)
Email: mark.msaki@tia.ac.tz |

3.3 Heads of Independent Units

- | | | |
|----|----------------------------|--|
| 1. | Legal Services Unit | Mr. Said B. Mayunga
LL.M (MU) ADHA (IDM), LL. B (Hons) (UDSM), Advocate (HCT)
Email: said.mayunga@tia.ac.tz |
|----|----------------------------|--|

2. **Quality Assurance Unit** **Dr. Aniceth K. Mpanju**
PhD (Business Admn.) (MSM); MBA (Finance and Banking) (MU); ADEP(IDM)
Email: aniceth.mpanju@tia.ac.tz
3. **Chief Internal Auditor** **CPA. Elias D. Msabi**
CPA (T); MBA(Finance) (UDSM); ADCA (IDM)
Email: elias.msabi@tia.ac.tz
4. **Head of Procurement Management** **Mr. Geoffrey J. Magembe**
Msc. Procurement and Supply Mgt-(MU); BBA(MU); CPSP(T)
Email: geofrey.magembe@tia.ac.tz
5. **Head of Communication and Marketing** **Ms. Lilian Mpanju Rugaitika**
MBA (HRM)(UDSM), B.COM (Mktg)(UDSM); DBA(Mktg) (CBE)
Email: lilian.rugaitika@tia.ac.tz

3.4 Campus Directors

1. **Campus Director Mbeya** **Dr. Godwin S. Mollel**
PhD (Law) (APG-Shimla University) India; LLM (MU); LLB (MU); PGD in Legal Practice (Law School of Tanzania); Advocate of the High Court of Tanzania
Email: godwin.mollel@tia.ac.tz
2. **Campus Director Singida** **Dr. James E. Mrema**
PhD (Human Resource Mgt) (Achary

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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

		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) (CoventryUniversity); 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 (IRDPA); ADRP (IRDPA)
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)

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. Osea 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-IAA (ITM) (Coventry University); PDED (CFR); ADIT(IAA)
127.	Mr. Vicent E. Msigalah	MSc. Eco. (MU); BA Eco. (UDOM), Cert (TRACIDI)

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. Joachim 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

- University)
146. Ms. Mary D. Minja MA in Community Development (Mount Meru Un)
Bachelor of Education (ICT) (Mount Meru University)
 147. Mr. Masau R. Malyango Master of Art with Education (UDSM); Bachelor of Arts
with Education (SAUT)
 148. Mr. Joseph R. Wawa L.L.M (UDSM); LLB (RUCO); PGD in Legal Practice(The Law
school of Tanzania)
 149. Mr. Peres H. Muhagaze MBA(SAUT); BA in Public Relations and
Marketing (SAUT)
 150. Ms. Piliel H. Mkuki Masters of Arts (Information studies) (UDSM); of Bachelor
Arts (Education) (UDSM)
 151. Ms. Jacqueline M. Ndanu Master of Education management and Planning (SAUT);
Bachelor of Education (Tumaini University)
 152. Mr. Isaac S. Mawalla MA (Development studies) UDSM; BAE (Arts)(MWECU)
 153. Mr. 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. Geoffrey G. Njovangwa | Msc. In computer science (UDSM)Bachelor of Computer Science (KIU) |
| 164. Mr. Emmanuel J. Kitinya | Master in Public Administration (UDOM); BA in Public Administration (UDOM) |
| 165. Mr. 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 of Information Technology (IAA) |

173.	Mr. Shanel R. Sway	MSc. Finance (IFM/Un. Of Strathclyde); Adv.Diploma in Accountancy (IFM)
174.	Mr. Liberati J. Msoma	MSc. Economics (MU); (Education)(Economics and Mathematics) (MU)
175.	Ms. Dorice K. Festo (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) (Zhejianga 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

		(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

		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)

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 –

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. Mbonea 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 (IRDPA); Bachelor Economics of Development (MNMA)
232.	Ms. Diana S. Kashiya	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); BMPP (TIA)
237.	Mr. Isaya A. Mwakyaka	Master of acc & Finance (IAA); Bachelor of Accounting & Finance (IAA)

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 Unv); 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: -

(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) Re recommend discontinuation, disqualification or suspension of students, for a stated time from the Institute or its premises, or from attending any programme of the study or from doing any examination or other form of assessment by failure to meet 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 (BTCMPR)

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

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

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.

- (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 ad 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 Office Practice	1	1	8	Fundamental
5	PST05105	Introduction to Public Sector 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 Computer Applications	1	2	10	Fundamental
10	PLT05210	Principles of Public Procurement and Supply Chain	1	2	11	Core
11	PST05207	Introduction to Public Finance 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 principal pass 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
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A	4
B	3
C	2
D	1
F	0

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

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

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 accounting duties including preparation of public sector and private sector financial statements, departmental budget, perform auditing, taxation and manage small enterprise.

6.3.6.2 *Summary of Modules - NTA Level 6*

Code	Module Title	Year	Semester	Credit	Category
ACT06102	Principles of Taxation	2	1	12	Core
BAT06105	Introduction to Project Planning and Management	2	1	11	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental
HRT06106	Introduction to Public Service	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:

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

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

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, retayout 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	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

6.4.3 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
BAU08203	Business Ethics and Corporate Social Responsibility	3	2	10	Core
BAU08204	Business Contract Management	3	2	11	Core
BAU08214	Project Monitoring and Evaluation	3	2	11	Core
BAU08215	Risk Management	3	2	12	Core
GSU08208	International Management	3	2	11	Fundamental
GSU08212	Project Paper	3	2	10	Core
11 Modules					

**6.4.3.5 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
HRU08101	Human Resource Training and Development	3	1	13	Core
HRU08103	Human Resource Information System	3	1	12	Core
HRU08108	Labour Economics	3	1	10	Core
HRU08109	Human Resource Performance Management	3	1	12	Core
BAU08213	Business Consultancy	3	2	10	Fundamental
GSU08205	Project Management	3	2	10	Fundamental
GSU08206	Public Policy	3	2	10	Core
GSU08207	Occupational Health and Safety Services	3	2	10	Core
GSU08212	Project Paper	3	2	10	Core
HRU08206	International Human Resource 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	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. OR Foundation Certificate of the OUT with a minimum GPA of 3.0.	4.0
2.	Bachelor Degree in Procurement and Logistics Management	TA00 2	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.	4.0

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
			<p>OR</p> <p>Certificate of the OUT with a minimum GPA of 3.0.</p>	
3.	Bachelor Degree in Human Resource Management	TA003	<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>OR</p> <p>Foundation Certificate of the OUT with a minimum GPA of 3.0.</p>	4.0
4.	Bachelor Degree in Business Administration	TA004	<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>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	TA005	<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		Two principal passes with a minimum of 4 points in the following subjects: Accountancy, Economics, advanced Mathematics, Geography, Physics, Biology, Chemistry,	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>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	<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,</p>

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 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>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 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>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
Finalexamination	60
Total	100

A student must score at least 40% marks of the module coursework to be allowed to sit for semester examination and a minimum of 40% marks for each module in a semester examination. However, a student must pass at “C - grade” and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

6.4.13 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
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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

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

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

6.5.10.7 **Computation of Cumulative GPA for Postgraduate Diploma**

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

6.5.10.8 **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	1	2	14	Core
BAG 09202	Project Risk Management	1	2	14	Core
ACG 09201	Financial Management	1	2	12	Fundamental
GSG 09203	Dissertation	2	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)	a) Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class from any accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting) OR b) A professional qualification recognized by professional bodies (CPA (T), ACCA, CIMA) OR c) Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)
2	Master of Science in Procurement & Supply Management (MSc. PSM)	a) Holders of any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR b) Certified Procurement and Supplies Professionals (CPSP) and their related professionals' awards. OR c) Any postgraduate diploma other than those of religious studies

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	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 OR b) Advanced Diploma with at least a pass class in any business-related studies from any recognized Higher Learning Institution

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

S/N	SCORE RANGE	GRADE	GRADE POINT	DEFINITION
1	70 – 100	A	5	EXCELLENT
2	60 – 69	B+	4	VERY GOOD
3	50 – 59	B	3	GOOD
				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 afresh 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 of respective programmes/ASSC within 10 working days after the release of the SE results. HAS examination shall rectify errors of complaints defined once the complaints are determined.

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 of performance standards.
- (ii) A student must fulfill all other requirements as prescribed by TIA rules and regulations.
- (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 PENALTIES

- (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
 - d) Not exceeding one month at the student's own expenses.
 - e) A dismissal from hostel of the Institute;
 - (i) Where one has previously suffered a penalty specified in (iii) above within same academic year;
 - (ii) Where a student does not comply with the penalty provided for under
 - (iii) by either remaining or being seen within the Institute's class or hostels;

Or

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

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,

P.O Box 1077,

TANGA

Telephone: +255 677 388 297

Email: tiatanga@tia.ac.tz

For more information, please contact:

THE RECTOR,

TANZANIA INSTITUTE OF ACCOUNTANCY,

P.O.BOX 9522, DAR ES SALAAM.

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