TEOFILO KISANJI UNIVERSITY

"Training For Better Life"

CONTINUING EDUCATION PROGRAMMES (CEP)

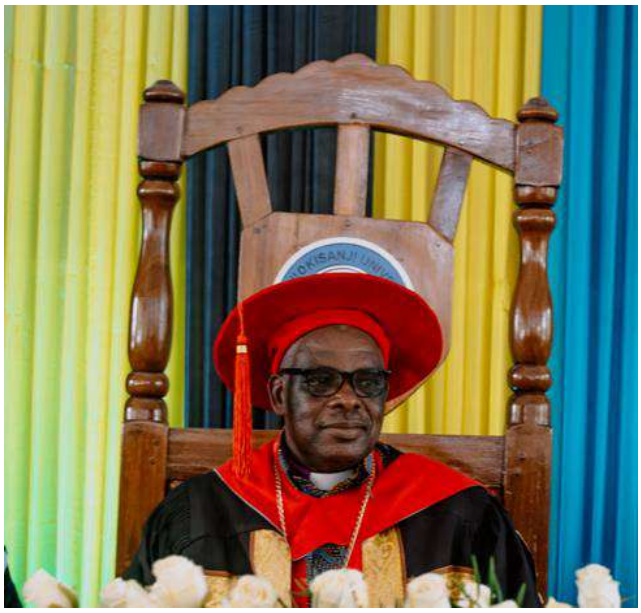
CERTIFICATE AND DIPLOMA PROGRAMMES

PROSPECTUS

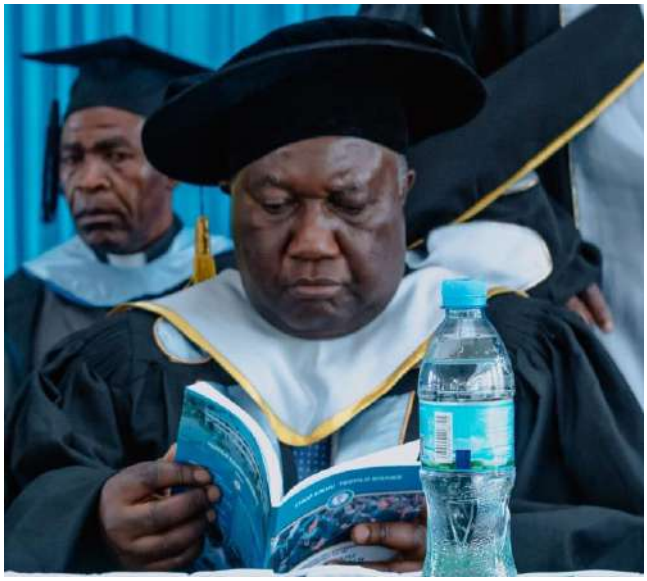
2025/2026



SENIOR OFFICERS OF TEOFILO KISANJI UNIVERSITY



Rt. Rev. Conrad Nguvumali
The Lead Bishop of the Moravian Church in Tanzania, the Chancellor and Chairperson of the Board of Trustees of TEKU



Dr.AgreyMulimuka
Chairperson of the University Council of TeofiloKisanji University

EXECUTIVE OFFICERS OF TEOFILO KISANJI UNIVERSITY



Prof. Hermas J. M. Mwansoko

VICE CHANCELLOR



Prof. Tuli Kassimoto
DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS



Prof. Elia Shabani Mligo
DEPUTY VICE CHANCELLOR FOR PLANNING, FINANCE AND ADMINISTRATION

MESSAGE FROM THE VICE CHANCELLOR

Teofilo Kisanji University is owned by the Moravian Church in Tanzania. Its origin is a Theological College, which was established in the early 1960s. In 2004, the Moravian leaders decided to transform the Theological College into a University. The University was granted a certificate of Provisional Registration in April, 2006 and a Certificate of Full Registration in September 2007. In 2010, the University received a signed charter and rules from the President of the United Republic of Tanzania. On 26th October, 2023 the University was granted a Certificate of Accreditation.

TEKU established Continuing Education Programmes (CEP) in 2011/2012 academic year in order to address the current market needs and continues to diversify the programmes in order to bring change in the society. CEP is responsible for offering short courses and non-degree programmes.

CEP observes Competence Based Education and Training (CBET) with an emphasis on "learning by doing" from real life whereby a teacher plays a role of a guide and working partner with students. The Programmes orient students with research and consultancy inorder to produce quality graduates who are competent and of high integrity. All CEP programmes are accredited by the National Councit for Technical and Vocational Education Teaning(NACTVET). They are recognized as NTA Level 4,4 and 6. Each student has to adhere to the policies and regulations as contained in this Prospectus, the University Charter, TEKUSO Constitution, and Students' by-Laws.

TEKU has sufficient and appropriate infrastructure and resources and competent academic and administrative staff to enable students to study comfortably and efficiently. The newly built hostels, which are well furnished, accommodate many students at affordable rates and therefore offer very conducive living premises for our students.

This Prospectus has been designed to give information necessary to guide anybody who wants to study at TEKU and any other interested person who needs information about TEKU.

TEKU's Motto is *Wisdom and Peace*. TEKU is a peaceful place and so when you join TEKU make sure that you maintain the prevailing peace and come out of TEKU with the required knowledge. However, all students and staff are led by the saying that *"Excellence Starts with Me"* which inculcates the culture of responsibility and commitment to one's studies or work. You are welcome to study at TEKU to attain the education that will improve your life and the status of our country.



Prof. Hermas Mwansoko
VICE CHANCELLOR.

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ABBREVIATIONS

ACSEE	Advanced Certificate of Secondary Education Examination
AO	Admissions Officer
DOS	Dean of Students
CEP	Continuing Education Programmes
DPAA	Deputy Principal Academic Affairs
DPFA	Deputy Principal Planning Finance and Administration
DRCPPS	Director of Research, Consultancy, Publications, and Postgraduate Studies
DVCAA	Deputy Vice Chancellor Academic Affairs
DVCPFA	Deputy Vice Chancellor Planning, Finance, and Administration
EO	Examinations Officer
HESLB	Higher Education Students Loan Board
ICT	Information Communication and Technology
HoLS	Head of Library Services
MOTHECO	Moravian Theological College
MCT	Moravian Church in Tanzania
PO	Planning Officer
PRMO	Public Relations and Marketing Officer
RAAWU	Researchers, Academicians, and Allied Workers Union
QAU	Quality Assurance Unit
TCU	Tanzania Commission for Universities
TEKU	Teofilo Kisanji University
TEKUASA	Teofilo Kisanji Academic Staff Association
TEKUSO	Teofilo Kisanji University Students Organisation
VC	Vice Chancellor

CHAPTER ONE
TEOFILO KISANJI UNIVERSITY (TEKU)

1.1. BACKGROUND INFORMATION

Teofilo Kisanji University (TEKU) Established in 2006 is a Private, Higher Learning fully institution registered with the Tanzania Commission for Universities (TCU). It is owned by the Moravian Church in Tanzania under the Board of Trustees as provided in the University Charter and Trust Rules in accordance with the Universities Act, 2005. It is situated in South -Western Tanzania in Mbeya City. The University is located at BLOCK T along Tanzania – Zambia highway about 200 meters from main the road.

1.1.1 Vision

Teofilo Kisanji University aims to be a centre of excellence for acquiring skills through training various skills in different disciplines aiming at meeting the needs of the community and the world at large.

1.1.2 Mission

The mission of the University is to provide opportunities for and conduct training, research and consultancy in the areas of theology, education, social sciences, science subject, commercial subjects and any other areas as the University will find useful to the community.

1.2 OBJECTIVES
1.2.1 General Objective

The general objective of Teofilo Kisanji University (TEKU) is to advance learning and knowledge by teaching, consultancy, research and publications particularly in theology, education, business, social sciences and natural sciences (e.g. engineering, medicine, pharmacy, dentistry, nursing, public healthy, and other allied health sciences, information technology and traditional medicine) and in close association with industries in the relevant fields.

1.2.2 Specific Objectives

The specific objectives are to:

i. assume a leading role in the responsibility for University education in the country and to make provision for centres and places of learning, education (including continuing education), professional or vocational training and research;

ii. endeavour to excel in knowledge and human resources capacity building by ensuring a balance between quantity and quality and avoiding by imparting elitist values to the products of the university;

iii. ensure as a matter of principle, integration of research, teaching and consultancy at the immediate subject area level with a view to building a distinctive

characteristic of the products of the university as scientific professionals and the services of the university and of its staff as symbols of scientific professionalism;

iv. provide, promote and maintain centres of excellence and exemplary good management in terms of knowledge creation, skills development, effective entrepreneurship and formation of a responsible attitude for the betterment of the society;

v. be producer and supplier of key policy makers, experts and personnel in charge of key positions in sectors including industry, public and private, governmental and non-governmental institutions;

vi. advance the frontiers of, enhance, preserve and transmit knowledge;

vii. provide opportunities and prepare students for work as professionals by providing academic and professional and/or vocational courses of instruction and to take such other steps as may appear necessary or desirable with a view as far as possible to ensuring an output of mainly job-creators who possess professional qualifications and/or skills as opposed to job-seekers;

viii. provide learning and employment opportunities for persons from disadvantaged groups such as those with physical disabilities, orphans and the most vulnerable persons;

ix. stimulate and promote intellectual, cultural, scientific and technological development;

x. promote research into scientific, technological, economic, political, social, cultural, and other matters in the interests of Tanzania and mankind in general;

xi. promote and ensure gender equity and mainstreaming in students' enrolment, staff recruitment and governance;

xii. do in accordance with the general law of the United Republic and the Act, all such acts and things, whether or not incidental to these objects, and whether within or without the United Republic as may be requisite in order to further these objectives;

xiii. institute and award professorships and other posts and offices and to make appointments thereto in line with such organizational structure as shall be approved by the Council;

xiv. institute and award fellowships, scholarship, bursaries, medals, prizes and other distinction awards and forms of assistance or sponsorship for the advancement and dissemination of knowledge;

xv. provide opportunities for students to engage in productive, service and entertainment activities in medical allied health sciences, industrial, commercial and cultural spheres in and outside the University;

xvi. cooperate with the Government of the United Republic of Tanzania and the peoples of Tanzania in the planned and orderly development of education, science and technology in the United Republic;

xvii. establish mutually negotiated, beneficial and durable links with institutions of learning and research within Tanzania and other countries;

xviii. erect, equip and maintain libraries. Laboratories, workshop, Museums, art galleries, lecture halls, theatres and rooms halls of residence and other buildings and facilities required for the purpose of the University including providing its community with a good working and living environment in the University campuses;

xix. establish and maintain botanical gardens, demonstration zoos, including small animal zoos, aquaria, research parks and ponds, and the like as well as boutiques, hostels shops physical education and training grounds and the like for purposes of facilitating, expanding perspectives of and promoting teaching, learning entrepreneurship and research;

xx. provide and regulate residence, medical, recreational and containment facilities, conveniences and opportunities for officers, staff, employees and students of the University including the disabled;

xxi. demand and receive such fees as may from time to time be prescribed by the Council;

xxii. enter into such contracts, to establish such trusts and to appoint such officers, staff employees, agents and independent contractors as may be required by the University;

xxiii. establish pension superannuation and provident fund schemes for the benefit of its officers, staff or employees or any section thereof and to enter into arrangement with the Government and insurance company, trustee company or other organization or any person or persons for the operation of such schemes, jointly, severally or otherwise;

xxiv. acquire property movable and immovable, and to take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation lease and to sell, mortgage, lease, license, hire out exchange or otherwise dispose of any of any property held by it;

xxv. borrow money for any purpose deemed fit by Council and to invest in land or securities such as funds as may be vested in it for the purpose of endowment, whether for general or special purposes, or such other funds as may not be immediately required for current expenditure;

xxvi. admit graduates of other universalities to degrees of equal or similar rank in the University;

xxvii. affiliate other institutions or to admit the members, thereof to any of its privileges and to accept attendance at course of study in such institutions in place of such part of the attendance at course of study in the university and upon such terms and conditions and subject to such rules as may from time to be determined by the University or to recognize any members of the teaching staff of any College or institution whether affiliated to the University or not as teachers of the University;

xxviii. enter into an agreement with any other institution for the incorporation of that institution into the University and for taking over its property and liabilities and for any purpose not repugnant to the Charter and these Rules;

xxix. in accordance with the general law of the United Republic, including the Charter, and these Rules' all such acts and things whether or not incidental to these objects, powers and functions and whether within or without the United Republic as may be requisite in order to further these objects, powers and functions or any of them.

xxx. establish business companies to support the financial running of the institution

1.3 THE CORPORATE STRATEGIC PLAN

For an operational development, Teofilo Kisanji University has developed the Corporate Strategic Plan 2019/20-2024/25 in order to guide the University operations and improve service delivery. The Plan lays emphasis on the following aspects:

Academic Advancement; Research and Development; Study Programme Development; Physical Infrastructure and Facilities; Human Resources Planning and Development; Financial Resources Mobilization and Management; Research, Development, Consultancy and Publication; Information and Communication Technology; Students' Welfare; Community Health; Equal Opportunity; Quality Assurance, Control and Management; Public Relations, Marketing and Corporate Image; and Monitoring and Evaluation

1.4 GOVERNING BODIES

TEKU is governed by the **Board of Trustees** as provided for in the Charter and Trust Rules of the University. The governing bodies of TEKU include the **Council**, which is responsible for policy making, monitoring, and evaluation; and the **Senate**, which is responsible for all academic matters.

1.5 EDUCATIONAL PHILOSOPHY

The educational philosophy of Teofilo Kisanji University is to:

i. Strengthen the current programmes and those to be provided in the future in response to the needs of the community.

ii. Sustain links between its vision, mission, and operational philosophy to enable its training, research, consultancy, and community service to tally with changing needs of the stakeholders in Tanzania and the world at large.

1.6 FUNCTIONS

i. To provide courses leading to degree, diploma, certificate, and other academic awards, including short-term training for persons requiring remedial training in order to qualify for entry into various academic programmes of TEKU.

ii. To conduct examinations and to confer degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate, and additionally or alternatively, have satisfied such other

requirements as may be determined by the Senate and to revoke the same for good cause.

iii. To confer honorary degrees in accordance with such requirements as may be determined by the Senate.

iv. To provide for and pursue original research and scholarship, innovation and advancement of knowledge, and consultancy at the highest level whether on a full time or part time basis, by correspondence or extramural, and take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge.

v. To provide a centre for the advancement of knowledge and continuing education by preparing students' minds for clear and independent thinking with a view to develop their fundamental capabilities to the fullest extent.

vi. To endeavour, to erect, equip and maintain laboratories, offices, halls of residence, lecture theatres, libraries, and other buildings and structures required for the promotion of its objectives.

vii. To regulate and endeavour the provision of housing of its students and members of staff.

viii. To collaborate with other higher learning Institutions in the Africa region and worldwide for integral development and understanding and promotion of cultures and the environment.

1.8 ACADEMIC FACULTIES AND UNITS

The University has threer academic faculties and three Units:

i. Faculty Humanities and Social Sciences (**FHSS**)

ii. Faculty of Education (**FED**)

iii. Faculty of Science and Technology (**FoST**)

1.9 The Units of the University

1.9.1 Quality Assurance Unit

i. The Quality Assurance Unit acts as the central repository of the processes that underpin the University's approach to the management of standards and quality education.

ii. It details a range of procedures and codes of good practice that help to regulate the University's approach to quality education assurance.

iii. Quality Assurance Unit contains a variety of *guidance* and *advice* that is commended
to users to assist in the enhancement of quality and standards of teaching and learning activities at university.

iv. Quality Assurance Unit always aims at making TEKU produce very competitive graduates. As a result, TEKU has formed quality assurance committees in each section, department and faculty to oversee the delivery of quality teaching and other services. Thus, the primary objective of Quality Assurance Unit is:

v. Enhancement of the quality of the teaching and learning experience and the maintenance of academic standards at TEKU. This is achieved through effective cooperation between academic and administrative staff and students.

vi. To set guidelines for Monitoring the effectiveness of its quality assurance procedures to assure that they are operating in accordance with good practice, in the best interests of students, staff and the community in the maintenance of academic standards.

1.9.2. Research Consultancy and Publications Unit (RCPU)

The RCPU Unit coordinated all research, Consultancy and publication activities of the University.

1.9.3. Higher Degrees Unit (HDU)

The Unit Coordinates the Post Graduate Programmes which are run by the Academic faculties. It Coordinates Postgraduate Diploma Programmes, Masters and Doctor of Philosophy programmes.

1.9.4 Undergraduate Studies Unit (USU)

The Unit Coordinates all Undergraduates Programmes conducted by the Academic faculties.

1.9.5 Examination and Admissions Unit (EAU)

This Unit Coordinates examinations and Admissions activities.

1.9.6 Continuing Education Programmes:

This Unit Coordinates short courses Certifications and Diploma Programmes which are accredited by NACTVET (NTA Level 4, 5 and 6).

1.10 Governing Boards

TEKU is governed by the Board of Trustees as provided for in the Charter and Trust Rules of the University. The governing bodies of TEKU include the Council, which is responsible for policymaking monitoring, and evaluation; and the Senate, which is responsible for all academic matters.

1.11 Spokesperson of the University

The Vice Chancellor (VC) is the only spokesperson who can allow the media on campus. A person who calls a media or reports on the University issues without the consent of the VC shall be subject to disciplinary action.

1.12 Academic Faculties

The University has three academic faculties, namely; Faculty of Humanities and Social Sciences(FHSS) Faculty of Education (FED), and Faculty of Science and Technology (FoST)

1.12.1 Faculty of Humanities and Social Sciences. (FHSS)

The faculty was established in February 2020 after merging two faculties, the faculty of Theology and faculty of Arts and social Sciences the Faculty of Humanities and Social Sciences incorporates the former Faculty of Theology and Faculty of Arts and Social Sciences. The two faculties were merged in Order to Improve provision of high quality services. The Faculty has two departments, The Department, of Theology and the Department of Arts and Social Sciences which originates from September 2009 when the Faculty of Arts and Social Sciences was established. The history of Department of Theology, goes back to the early years of the Moravian Theological College in the late 1960s.

The Department of Theology prepares students for the Certificate in Theology (CTH), Diploma in Theology (DTH) and Bachelor of Divinity (BD) programme in Theology. It also offers postgraduate programmes of Master of Theology with specialization in

systematic, Biblical, Historical, Liberal Arts and Pastoral Theology, and the PhD in Theology. The Department of Theology has 3 Units which are: (i). Biblical Theology (ii) Historical Theology, and Systematic Theology (iii) Practical Theology and Liberal Arts.

Subsequently, the department of Arts and Social Sciences offers a broad range of art courses like Geography, Histroy and linguistics, and also Humanity programmes including Bachelor of Arts in Sociology, Bachelor of Arts in Community Development, Bachelor of Arts in Social Work, Bachelor of Human Resource Management, and Bachelor of Arts in Economics

1.12.2 Faculty of Education (FED)

The Faculty of Education was established in 2006. The Faculty prepares students for the degree programmes of Bachelor of Arts with Education (BAED). The faculty of Education has one department, which is: The Department of Education (DED).

1.12.3 Faculty of Science and Technology (FoST)

This faculty was established in 2012/2013 academic year and has one departments of Science and Technology

(i) The Department of Science and Technology comprises of the natural science courses and all studies related to ICT and Environmental Science and Technological programmes..

CHAPTER TWO

CONTINUING EDUCATION PROGRAMMES (CEP)

2.1 BACKGROUND INFORMATION

Continuing Education Programmes (CEP) at Teofilo Kisanji University (TEKU) is established under Article 24, Part III, and Charter of 2010. It is an educational hub through which the University provides educational programmes and services that take various forms, which can either, be formal, informal, and non-formal depending upon the intended purpose. This involves Refresher Courses, Orientation Programmes, Seminars, and Conferences for in-service personnel, Formal courses to prepare students for entrance tests and competitive Examinations, Training courses (customized training), academic and outreach programs organized to meet the specific needs of the society, organization, or industries. Non-formal education courses that do not lead to degrees, diplomas, and certificates to Formal, Informal and Non-formal education courses that lead to certificates and diplomas are also offered.

However, the Unit delivers these programmes and services in order to promote lifelong learning and provides access to quality education in flexible and inventive ways; improve quality of life to members of the society to be able to generate their own income and link the university with communities, and with external agencies such as businesses, governments and non-governmental organization, public and private bodies, other professional associations, and inter-governmental organizations in the full implementation of lifelong learning in Tanzania and throughout the world.

2.2 VISION

To be a leading centre with a global reputation in the provision of high-quality lifelong learning programmes that creates opportunities, creativity, competitiveness, employability, accessibility to higher learning institutions, and the growth of an entrepreneurial spirit in the sense of strengthening the economic, cultural, and social fabric of the community members in Tanzania and the world in general.

2.3 MISSION

To promote the learning aspirations that will create the development of knowledge and competences to enable each learner/citizen in the country to adapt to the knowledge-based society and actively participate in all spheres of social and economic life, taking more control of his or her life opportunities in the future.

CHAPTER THREE

3.1 THE OBJECTIVES OF NON-DEGREE PROGRMMES

Programmes are structured to the extent that, at the end of each Programme a student has...

i. To reinforce and strengthen the literacy skills acquired by the members of the community in Tanzania.
ii. To bring the neo-literates and other community members from dependence-learning syndrome to self-reliant learning syndrome.
iii. To offer high quality, assessable and affordable knowledge and skills to members of the Tanzanian societies so as to improve different aspects of personal, occupational and social life.
iv. To generate and sustain the urge for learning and to provide more learning opportunities to the communities and encouraging more reading habits through short courses, seminars, workshops, and outreach programmes.
v. To adjust to the changing society and gaining access not only to information and ideas but also to decisions and effective responsibilities that affect both individual future and that of the community.
vi. To institutionalize the concept of lifelong education advocated for the right and the need of each individual to learn for his/her social, economic, political and cultural development throughout his/her life.
vii. To create a learning society so that people can participate effectively in the developmental process of the nation.
viii. To enable people to develop awareness of themselves and their environment and encourage them to play their social role at work, in the government of the country and in the community.
ix. To prepare students for academic advancement by attaining certificates and diplomas this would enable them to continue with higher education.

3.2 FUNCTIONS OF THE UNIT

The performance of the Continuing Education Programmes is guided by the following goals:

i. To conduct action oriented research in order to determine and document academic, professional and practical needs for continuing education in the country
ii. To design, conduct and evaluate demand driven short courses, workshops, seminars, conferences and symposia.
iii. To collect, compile, maintain and advocate performance based best practices in entrepreneurship development, full-time short courses and part-time distance learning courses.
iv. To develop, field test and consolidate country specific and country relevant approaches of enhancing Continuing Education in Tanzania.
v. To plan, conduct and evaluate advocacy, human and civil rights services to different groups particularly the marginalized in the society
vi. To promote networking, staff exchange and collaboration with other continuing education centers, institutes, and universities inside and outside the country as part of continuing education.

vii. To generate revenue and contribute to the financial sustainability of the University.

3.3 ACADEMIC DEPARTMENTS

The unit has four (**4**) Departments: -

i. Department of Library, Information Technology and Distance Learning.
   a) Unit of Library
   b) Unit of Information Technology
ii. Department of Humanities and Business Studies.
   a) Unit of Law
   b) Unit of Business Studies
   c) Unit of Journalism and Mass Communication
iii. Department of Community Development and Social Works.
   a) Unit of Community Development
   b) Unit of Social Work
iv. Department of Short Courses

3.4 PROGRAMMES OFFERED

Currently, CEP is running ten (**10**) Diploma and Certificate Programmes
All programmes are accredited by the National Council for Technical and Vocational Education and Training (NACTVET) from the first level of the National Technical Awards (NTA). There are NTA Level 4 which refers to the Basic Technician Certificate, NTA Level 5 as the Technician Certificate and NTA Level 6 which is an Ordinary Diploma.

Ordinary Diploma Programmes

i. Ordinary Diploma in Human Resources Management
ii. Ordinary Diploma in Law
iii. Ordinary Diploma in Business Administration
iv. Ordinary Diploma in Accounting and Finance
v. Ordinary Diploma in Information Technology
vi. Ordinary Diploma in Community Development and Social Work
vii. Ordinary Diploma in Journalism and Mass Communication
viii. Ordinary Diploma in Procurement and Supply Management
ix. Ordinary Diploma in Library, Records and Information Science
x. Ordinary Diploma in Theology

Certificate Programmes

i. Certificate in Human Resources Management
ii. Certificate in Law
iii. Certificate in Business Administration
iv. Certificate in Accounting and Finance
v. Certificate in Information Technology
vi. Certificate in Community Development and Social Work
vii. Certificate in Journalism and Mass Communication
viii. Certificate in Procurement and Supply Management
ix. Certificate in Library, Records and Information Science

CHAPTER FOUR

APPLICATION FOR NON DEGREE PROGRAMMES

4.1 MODE OF APPLICATION

The Unit of Continuing Education has adopted NACTVET mode of application.

i. The Unit normally opens applications for admission to various basic Certificate and Ordinary Diploma programmes between May to August.
ii. Applicants should channel their applications through TEKU Online Application System (TOAS) available on the Website: www.teku.ac.tz
iii. Application is free of charge.
iv. The Continuing Education Programmes may assists the new applicants to apply through TOAS free of charge.
v. All Applicants, if selected by NACTVET should immediately confirm to the Unit of Continuing Education.
vi. The Unit admits applicants irrespective of creed, race, religious and political orientation. It enrolls both mature and direct entrants.

4.2 ADMISSION QUALIFICATION

The Unitt has three admission schemes,

i. Admission into Basic Technician Certificate Programme (NTA. Level 4)

An applicant must be a holder of Form IV certificate with at least four (4) passes (Ds) Or National Vocational Technical Awards Level 3

ii. Admission into Technician Certificate Programme (NTA. Level 5)

- Applicants must be holder of Basic Technician Certificate (NTA Level 4) in the related field **OR** Form VI with at least ONE Principal pass and ONE Subsidiary for all programmes.

iii. Admission into Ordinary Diploma Programme (NTA Level 6)

Applicants must be holder of Technician Certificate (NTA Level 5) in the related field.

4.3 REGISTRATION STRUCTURE AND COSTING

Each admitted student has to:

i. Show original Academic certificate obtained from a given level of education
ii. Furnishing a Medical Examination form on the fitness of the candidate to pursue Non-degree programmes.
iii. Registration is done three days before the beginning of classes of the respective semester.
iv. No student shall be allowed to register or attend classes at the Unit unless the required fees and other charges have been paid and required certificates have been submitted.
v. The deadline for registration of first year students shall be four (4) weeks from the first day of the beginning of classes.

vi. Students shall not be allowed to change courses after the second week after the beginning of the semester.

vii. Students shall not be allowed to change their names other than what they had registered which appear in their certificates and students shall always start with the Surname.

viii. A student will be allowed to postpone studies with written approval from the Academic Board, or if the student fails to pay fees or any other reasons that will be approved by the Academic Board. Postponement of the studies will be for not more than two academic years.

ix. Any newly admitted student shall pay TEKU Development Fund of Tshs. 80,000.00 during registration.

x. A student cannot register for classes if he/she owes any amount for a prior semester or cannot pay the installment due for the current semester (*see17.3.2*).

xi. Unregistered students that attempt to attend classes, reside in the dormitories, and/or access any other University services are subject to immediate expulsion from campus and can be deferred or discontinued from their studies.

xii. Registration must be completed within the first two weeks of class for a semester, or the student will have to pay a late registration fee of 50,000/= Tsh. or must defer his/ her studies until a succeeding semester.

xiii. Continuing students are required to register each semester for the courses they are required to take.

4.4 STUDENTS ENROLMENT

i. Registration will be during the first two days when the University Opens.
ii. Registration will be done after payment of tuition fees.
iii. Late registration will be accepted after payment of Sh.30, 000/= during the first week and 50,000, thereafter.
iv. A Student who has not been registered will be considered not attending classes and will not be allowed to do the examinations.

4.5 STUDENTS WITH SPECIAL NEEDS

Physically handicapped candidates are also encouraged to apply for studies at the Unit of Continuing Education. Special facilities are installed to cater for students with special needs.

4.6 POSSESSION OF IDENTITY CARD (ID)

The possession of an Identity Card is prerequisite for accessing various University services and participating in academic and administrative services.

Students shall keep the ID at all times while on TEKU premises. The ID shall be demanded on:

i. Entering and using the Library, in borrowing books and using the Special reserve.
ii. Entering the computer room and using the computers.
iii. Entering an examination room and sitting for Unit examinations.
iv. Entering the TEKU premises

CHAPTER FIVE

ACADEMIC POLICIES

5.1 ACADEMIC CALENDAR

The academic calendar is organized into semester. Courses are coded by level of academic progression and are assigned credits. Each course is examined at the end of the semester.

5.2 DAILY CLASS SCHEDULE

Classes start from 07:00 hours to 22:00 hours from Monday to Saturday; and 16:00 to 22:00 hours for evening classes, Special weekend class starts at 8:00 am to 22:00 pm.

5.3 ELECTIVE COURSES

These courses will be graded in the same manner as core or compulsory courses.

5.4. LANGUAGE OF TEACHING

The language to be used for teaching of all programmes shall be English Language except for the Ordinary Diploma in Education programmes which shall be Kiswahili. French and Chinese Languages will be used on the demand of special programmes.

5.5 ACADEMIC INTEGRITY

The academic community of TEKU believes that one of the goals of a Christian institution of higher education is to strengthen academic integrity and responsibility among its members. To this end, the Unit emphasizes the importance of sound judgment and a personal sense of responsibility in each student. All members of the academic community are expected to respect the highest standards of academic integrity.

Academic dishonesty is a serious offence at TEKU because it undermines the bonds of trust and personal responsibility between and among students and faculty, weakens the credibility of the academic enterprise, and defeats those who believe in the value of academic integrity.

5.5.1 Examination Irregularities.

5.5.1.1 In appropriate conduct by a student concerning final examinations impairs academic integrity, and therefore, will subject the offending student to suspension. Such examination irregularities include but are not limited to:

i. Viewing examination questions prior to sitting for the exams.
ii. Possessing of unauthorized material in the examination room.
iii. Attempting an examination before being authorized.
iv. Attempting to copy or referring to unauthorized materials in the examination room.
v. Reading another student's answers.
vi. Communication with other students verbally or through other means, during the examination without permission from the invigilator.

vii. Permitting another student to copy from or use one's paper.

viii. Obtaining, or endeavouring to obtain, assistance from any other student directly or indirectly or endeavoring to give assistance to any other student.

ix. Removing examination answer books/sheets from the examination room.

x. Continuing the exam after being ordered to stop.

xi. Failing to comply with examination rules, regulations or directions given by an invigilator.

xii. Destroying or attempting to destroy evidence relating to any suspected irregularity.

xiii. Any other action which might be noted by invigilators

5.5.2 Handling examination irregularities

5.5.2.1 If an invigilator suspects a student of examination irregularities, the following steps should be taken.

i. The student should be approached immediately. A witness of two or more nearby students should be established.

ii. All improper materials should be confiscated and the student not be allowed to continue with the examination.

iii. The Student shall submit a written statement to the Faculty Dean within twenty-four hours, not later than the following day

iv. The Chief invigilator and the examination officer should present a filled form and written report of the incident to the Faculty Dean who shall forward the matter to the Deputy Vice Chancellor Academic Affairs. The form should be fully signed by the candidate.

v. The Deputy Vice Chancellor Academic Affairs shall form an Investigation team to investigate the matter.

vi. The Examination report together with the student's written statement and examination irregularities allegations form shall be considered by the investigation team.

vii. The recommendations from the Investigation team shall be forwarded to the Admission and Examination Committee which shall report to the Senate.

ix. If it is established by the Admission and Examination Committee and approved by the Senate that a student committed an irregularity, then the student shall be suspended from the University for a period of two Academic years. A suspended student shall write a letter to the DVCAA to request for readmission in the programme starting in the semester where he was suspended.

x. He/she will have to pay the semester fee and all theother costs required. She will be allowed to attend classes after obtaining a letter of permission from the DVCAA and payment of the requiredtuition fee and other costs.

5.6 INCOMPLETE WORK

Students who do not complete assigned work by the end of the semester are not allowed to sit for end of semester examinations and are required to carry over the course in the prospective semester when the course is offered. If a student has more than four incomplete, work will be dismissed from the Unit. Exceptions will be made only in extenuating circumstances.

5.7 POSTPONEMENT OF STUDIES

The student (s) who have asked for postponement of studies and accepted to do so, will be required to report at the Unit at the corresponding date of the semester the following year.

5.8 DISCONTINUATION FROM STUDIES

Students will be discontinued from any course programme because of the following:

i. Failure to attend scheduled examinations, unless caused by extenuating circumstances.

ii. Failure to pass scheduled examinations due to,
   a) Examination irregularities.
   b) Failure to pay student Tuition fees, deposits, and charges.
   c) Disciplinary offence as described in the "Teofilo Kisanji University by Laws".
   d) Health problem as recommended by a competent medical Practitioner and approved by the University.
   e) The year's overall average GPA is below **1.8**

iii. Students who have been discontinued from a programme on the grounds of Inadequate academic performance may reapply to the programme only if:
   a) Two years have passed since their discontinuation;

CHAPTER SIX

ACADEMIC ISSUES

6.0 GRADING SYSTEM FOR BASIC/ TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA PROGRAMMES

6.1 INTRODUCTRION

In order to graduate, students shall be required to take a total of not less than 21hours in a week and therefore three hundred and fifty-seven (357) hours in a semester. Certificate programmes with exception to education have to cover three hundred and fifty-seven hours (357) to complete a programme. Certificate in education programme as well as all diploma students have to cover seven hundreds and fourteen (714) hours to complete a programme.

Course grades for under derived from percentage scores obtained in continuous assessments and examinations for Basic/Technician Certificate Programmes are as follows:

Grade Distribution for Basic Technician Certificate and Technician Certificate Programmes:

Grade	Percentage	Points	Description
A	80-100	4	Excellent
B	65-79	3	Very Good
C	50-64	2	Pass/Satisfactory
D	40-49	1	Fail Supplementary
F	0-39	0	Fail and Exclude

Grade Distribution for Ordinary Diploma Programmes

Grade	Percentage	Points	Description
A	75-100	5	Excellent
B+	65-74	4	Very good
B	55-64	3	Good
C	45-54	2	Pass/satisfactory
D	39-44	1	Poor
F	0-39	0	Failure

6.2 GRADE POINT AVERAGE (GPA)

Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to the course. A candidate's overall performance is then found by dividing the weighted credit points of all courses taken by the total number of course credit hours.

$$\text{Grade Point Average (GPA)} = \frac{\text{Weighted Credit}}{\text{Points of all Courses Taken}}$$

(Total Number of Course Credits Taken)

Classes of Awards

	Basic Technician certificate NTA level 4	**Ordinary Diploma NTA Level 6**		
	Classes of Award	**Cumulative GPA**	**Class of Award**	**Cumulative GPA**
1.	First Class	3.3-4.0	First class	4.4-5.0
2.	Second Class	3.0-3.4	Upper second Class	3.5-4.3
3.	Pass	2.0-2.9	Lower second class	2.7-3.4
			Pass	2.0-2.6

6.4 **PROVISION OF PROGRESS ACADEMIC REPORT AND PROVISIONAL STATEMENT OF EXAMINATION RESULTS PRIOR TO GRADUATION**

Progress academic reports and transcripts as well as result slips are available upon request from the Office of the Deputy Vice Chancellor Academic Affairs upon payment of Tshs. 5,000.00 for results slip and Tshs.10, 000.00 for a provisional statement of examination results for each academic year. For the provision of a provisional statement of examination results prior to Graduation, the student is to pay Tshs. 30,000.00.

6.5 **PROVISION OF ACADEMIC TRANSCRIPT AFTER GRADUATION**

One official academic transcript shall be made available to students upon successful completion of his/her respective academic programme and upon payment of Tshs. 30,000.00. Any further copy can be provided upon payment of Tshs. 5,000.00 per copy. Final academic transcript will be issued four weeks after graduation ceremony.

6.6 **LOSS AND REPLACEMENT OF ACADEMIC CERTIFICATE AND TRANSCRIPT**

Any graduate of Unit of Continuing Education may be issued a copy of the academic certificate and transcript in case of loss or damage incurred on the original ones.

i. The issuance is only possible under the following conditions:
   a. Production of a sworn affidavit:
   b. Provision of an evidence on the loss of the documents from the police;
   c. Public announcement on the loss of the documents in a public newspaper of not less than six months.
ii. The documents so issued shall be marked “COPY” across them.
iii. The documents shall be replaced after a period of 12 months from the date of application.
iv. A fee of 30,000.00 Tshs. shall be charged for the issued copy of the document.
v. Certification of copies of academic certificate and transcript will be Tshs. 10,000.00.

6.7 GRADUATION REQUIREMENTS

i. Students must pass all courses as set forth in the syllabus with a minimum pass mark of "C."
ii. Fulfill all other conditions prescribed by the TEKU Senate.
iii. Students must also have paid all the fees, deposits, and outstanding charges.

CHAPTER SEVEN
EXAMINATION RULES AND REGULATIONS

7.1 ELIGIBILITY FOR EXAMINATIONS

i. All students should adhere to attendance policy of the University. It is important that a student attend classes both physically and mentally. Studying the texts and the lecture/presentations/practical/tutorials are the keys to success.
ii. Students must have attended a minimum of eighty percent (80 percent) of their scheduled class period for each course and have completed all course requirements.
iii. A candidate shall be barred from doing the examination if the University or course instructor is not satisfied that the attendance of the candidate is not satisfactory in accordance with the requirements of the course.
iv. The Deputy Vice Chancellor Academic Affairs in consultation with the Dean of Students, the coordinator and the course instructor may in extenuating circumstances waive the attendance requirements for a student.
v. If a candidate who has been barred because of unsatisfactory attendance enters the examination room and sits for the paper, her/his results will be invalid.
vi. Students shall be allowed to sit for examinations only after payment in full of all fees.
vii. Any student who would not sit for the examination without any reason shall be **discontinued from studies**.
viii. Students sitting for supplementary examination, special examinations may register for all courses on offer during each semester and in accordance with applicable prescribed conditions.

7.2 ASSESSMENT OF A CANDIDATE

Unless it is specifically stated in the course description, the assessment of a candidate shall be as follows:

i. Continuos assessment, which may include: assignments, home work and tests shall carry a weight of **60%**.
ii. The end of semester examinations shall carry a weight of **40%**.

7.3 CONDITIONS FOR PASSING A COURSE

The final assessment mark for each student in a course shall be determined on the scale of 0 to 100%. Grades will comply with the NACTVET system. Unless it is specifically stated in the course description, the assessment shall be as follows:

i. The pass mark for each course shall be 50%. That is a candidate should score at least 30 marks out of 60 marks in continuous assessment and 20 marks out of 40 marks in the end of semester examination.
ii. In consultation with the course instructor, a candidate who fails in the continuous assessment of any course, shall be allowed to do **one make-up test** or assignment to improve his/her performance. All make-up tests shall be done before the commencement of the end of semester examinations.
iii. A candidate who fails in the continuous assessment shall be deemed to have failed the course and will be barred from sitting for end of semester examination. A candidate who is barred shall be given an **F** grade for the respective course and shall be required to re-do the module when next offered.

iv. A candidate who is required to re-do the course shall have to do both Continuous Assessment and End of semester examination.
v. A candidate who fails the end of semester examination shall be deemed to have failed the course and shall sit for supplementary examination.

7.4 **CONDUCT OF EXAMINATIONS**

Notes to Candidates/Students

Candidates **shall** have to take home assignments, and tests marks to make up the coursework.

i. Candidates **shall** be allowed to sit for examinations only after payment of **all** fees.
ii. Candidates **shall** be allowed to sit for examinations only if he/she has done coursework and obtains 30 out of 60 marks.
iii. Every candidate **shall** make sure that he/she is issued with an examination number before the beginning of the examinations.
iv. Each candidate **shall** be responsible for noting any changes taking place in the examination timetable.
v. The candidates **shall** be at the examination room 30 minutes before starting the examination.
vi. No candidate **shall** enter an examination room before identification and permission to enter.
vii. No candidate **shall** be allowed to enter the examination room 30 minutes after the starting time.
viii. No candidate **shall** be allowed to leave the examination room 10 minutes before the ending of examination session.
ix. No candidate **shall** be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
x. All candidates **will** be required to sign the attendance register.
xi. Candidates **shal**l be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
xii. Examinations **shall** be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.
xiii. As regards the duration of the question papers, the time shown on the paper **shall** have to be followed where contradictions arise.
xiv. No candidate **shall** be allowed to bring unauthorized material into the examination room. In this regulation;

"Unauthorized material" includes:

a. Any hand written or printed material
b. Crib notes (answers)
c. Cellular or mobile phones
d. Radios
e. Radio cassette or other types of cassette players
f. CD players
g. VCD/DVD
h. Computers

i. Alcoholic drinks, drugs
j. Purses, bags
k. Jackets, coats, "Mitandio", "Kanga", "Kitenge", all forms of clothes assisting in hiding unauthorized materials
l. Programmable calculators
m. Any other materials as may be specified by the University authorities from time to time

xv. No candidate **shall** be allowed to borrow examination tools/materials such as pens, calculator, correction fluid, rubber, ruler, etc. from another candidate during the examination. **Borrowing from others is interpreted as cheating and is therefore NOT allowed.** Where borrowing is necessary, the candidate **shall** strictly communicate with the invigilator.

xvi. Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations.

xvii. Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly.

7.5 CONDITIONS FOR SUPPLEMENTARY EXAMINATIONS

i. Supplementary examinations shall be conducted within such time after the date of declaration of the overall semester results as the university Academic Committee may determine.

ii. Students who sit for the supplementary examinations shall be awarded grade C, D or E.

iii. Students who fail the supplementary examination shall repeat the course (carry over) while continuing with the programme and will have to clear them in the following academic year.

iv. A passed carried over course shall be awarded not more than a C – Grade C.

v. All carried over courses shall be cleared within the allowable maximum period of registration otherwise; the student shall be discontinued from studies. The maximum period of registration is five years (ten semesters).

7.6 REPEATING AN ACADEMIC YEAR

There shall be no repetition of an academic year

7.7 CONDITIONS FOR DISCONTINUATION

i. A candidate who fails to pass at least 50% of total courses at the end of the academic year and gets a GPA less than 1.8 shall be discontinued from studies.

ii. A candidate who fails more than three (3) courses in supplementary examinations shall be discontinued from studies

iii. A candidate who fails the supplementary examination of the re-do courses shall be discontinued from studies.

iv. Any candidate caught cheating in any way including plagiarism during any examination shall be discontinued from the University.

7.8 SPECIAL EXAMINATIONS

i. A student may in extenuating circumstances postpone sitting for an examination in the following cases:-

a. Illness or any other reason such as death of spouse parent and child provided and substantiated in writing, by an authorized medical practitioner.
b. All requests for sitting special examinations should be presented to the Director who will channel them to the DVCAA.
c. And that, the Deputy Vice Chancellor for Academic Affairs has approved the reason.

ii. Any student who fails to sit for normal examinations can sit for SPECIAL examinations prior to submission of a letter stating the reasons before the examination period elapses.

iii. When a student is allowed to sit for special examinations, she/he shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided in the examination regulations.

iv. All students planning to sit for a special examination ought to register with the Unit prior to the examinations.

7.9 **EXAMINATION IRREGULARITIES**

i. Inappropriate conduct by a student concerning final examinations impairs academic integrity, and therefore, will subject the offending student to expulsion. Such examination irregularities include but are not limited to;

a. Viewing examination questions prior to sitting for the exams.
b. Possessing of unauthorized material in the examination room.
c. Beginning the exam before being authorized.
d. Attempting to copy or referring to unauthorized materials in the examination room.
e. Reading another student's answers.
f. Communication with other students verbally or through other means, during the examination without permission from the invigilator.
g. Permitting another student to copy from or use one paper.
h. Obtaining, or endeavoring to obtain, assistance from any other student directly or indirectly or endeavoring to give assistance to any other student.
i. Removing examination answer books/sheets from the examination room.
j. Continuing the exam after being ordered to stop.
k. Failing to comply with an examination rules regulations or directions given by an invigilator.
l. Destroying or attempting to destroy evidence relating to any suspected irregularity.

ii. If an invigilator suspects a student of examination irregularities, the following steps should be taken.
a. The student to be approached immediately.
b. All improper materials to be confiscated and the student not to be allowed to continue with the exam.
c. The Student shall submit a written statement to the Director within twenty four hours, not later than the following day

d. The Chief invigilator and the examination officer should present a filled form and written report of the incident to the Director who shall forward the matter to the Deputy Vice Chancellor Academic Affairs. The form should be fully signed by the candidate.

e. The Examination report together with the student's written statement and examination Irregularities Allegations Form shall be considered by the investigation committee of the Academic Board. The recommendations from the Investigation committee shall be forwarded to the Admission and Examination committeewho will report to the Senate.

f. If it is established by the Admission and Examination committeeand approved by the Senate that a student committed an irregularity, then the student shall be suspended from the University for a period of not less than two academic years. After two years the candidate shall re apply to resume studies. She/he will tart the semester he/she did not complete.

7.10 RELEASE OF EXAMINATION RESULTS

Results of all candidates in every final semester examination shall be subject to review by the Admission and Examination Committe. Public disclosure of the examination results shall be made following the approval by the Admission and Examination Committee and the Senate. The results can be downloaded from the student's TEKU Academic Information System (TAIS) available on Website (www.teku.ac.tz).

7.11 PROCEDURE FOR APPEAL

a. All appeals must be presented to the Director who will channel them to the Deputy Vice Chancellor Academic Affairs within thirty (30) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic term, whichever is later. The appellant shall pay non-refundable fee of Tshs. 20,000/=.

b. Academic appeals will be considered only on matters of procedure, competency and/or prejudice

c. The Deputy Vice Chancellor Academic Affairs shall submit the appeals to the Admission and Examination Committee, who shall appoint a competent sub-committee to handle any appeals received during that semester. The findings and recommendations of the sub-committee shall be forwarded to the Admission and Examination Committe, which shall give a provisional decision, pending the University Senate's approval.

d. The University administration shall have the power to require any appellant to bear the costs of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the University administration.

e. All appeals shall be concluded before the completion of the following Academic semester.

f. Any candidate who is not satisfied with the given examination results, has the right to apply for the remarking of the examination paper of the given course. The candidate shall pay a non-refundable fee of **Tshs. 10,000 per course** for remarking the examination paper.

g. Also all students are reminded to clear all their incomplete cases within the given academic year.

7.12 PRESERVATION OF EXAMINATION PAPERS

The Unit shall preserve student's examination papers for the purpose of reference for a period of three (3) years. The Vice Chancellor on the recommendation of the DVCAA shall be responsible to order final disposal of any batch of examination answer booklets. Hence, students cannot appeal after lapse of this period.

7.13 ACADEMIC PRIZES

7.13.1 Academic Awards for Students

Academic prizes shall be offered to students with outstanding academic performance during the whole programme. For the TEKU Academic Prize, this will apply to a student with highest overall GPA. The nature of the prizes will be dictated by the availability of funds.

7.13 .2 Academic Prizes for Academic Staff

Academic prizes shall be offered to the academic staff with an outstanding performance in the academic issues. This might include publications in a journal or in a book form. The prizes will be dictated by the availability of funds.

CHAPTER EIGHT

STUDENT LIFE AT THE UNIVERSITY

8.1 ORIENTATION FOR NEW STUDENTS

This is held in the week before the first semester begins. Activities include addresses by the University Authorities and meetings with Unit staff as well as Heads of units. Students are also exposed to existing rules and regulations in force at the Unit.

8.2 STUDENTS' ORGANIZATION

There is a central government of the student's body called Teofilo Kisanji University Students Organization (TEKUSO), which promotes and safeguards the interests of all students. This organization is the major link between the University administration and the students. It has a parliament with an elected speaker, and ministers as well as deputy ministers in selected areas under the President, Vice-President, Prime Minister and General Secretary.

8.3 UNIVERSITY STUDENT POLICIES

8.3.1 Residence

Students may be offered accommodation in the University hostels of residence on application and at a fee prescribed by the Unit, which shall be paid on semester basis at the beginning of each semester. Where on-campus residence is not available, the students shall live off-campus. It is the student's responsibility to find and pay for on-campus and off-campus accommodation.

8.3.2 Demonstration and Strikes

Students can demonstrate only after the Vice Chancellor grants permission to do so. Strikes of any kind are prohibited and might lead to your discontinuation from studies at the University.

8.3.3 Smoking and Use of Drugs

Smoking and the use of drugs, such as Marijuana, Cocaine, etc. is strictly prohibited within the University Campus.

8.3.4 Alcoholic Beverages

No alcoholic beverages are permitted within the University Campus.

8.3.5 Cooking On-Campus Hostels

Cooking is strictly prohibited within the residence halls at any time, as these activities cause fire and other safety hazards to students' living areas. Student allowed cooking in the kitchen area reserved for each hostel. Any students cooking in un authorized area will be severely punished.

8.3.6 Electricity
Use of electrical appliances with heating elements is strictly prohibited on the campus at any time. Students, visitors, or any other unauthorized personnel must never tamper with, modify, or attempt to repair any of the electrical systems in the residential halls or elsewhere on campus. Student with electrical appliances with heating elements should use them in areas set for that purpose.

8.3.7 Furniture
University furniture must not be taken from other area of campus to be used in the residence halls without written permission by the Dean of Students. Any student found with University furniture will be expelled from the University and taken to court.

8.3.8 Concerns
Students should report to the Warden any concerns relating to University of residence halls.

8.3.9 Visitation and Quiet Hours
On-Campus halls of residence visitation hours are from 8:00 a.m. through 10:00 p.m. (For members of the opposite gender), and halls of residence, quiet hours of 10:00 p.m. through 8:00 a.m. should be respected by all residents and visitors.

8.3.10 Campus Security
Unauthorized persons in or near the hall of residence or present on campus or (any other dangerous conditions) should be reported immediately to campus security officers.

8.3.11 Visitors
Students and their guests shall respect the privacy and other reasonable concerns of fellow room residents. It is necessary to get advance written permission from the Dean of Students for any overnight visitors on campus, and for any visitors taking meals at the University.

8.3.12 Dress
The University is training prospective teachers, Managers and leaders for the future. In terms of dressing, it means that decent dressing should be adhered to. Immoral and inappropriate dressing by both students and staff within the Campus shall involve you into disciplinary actions, ranging from suspension to dismissal from the University. Dressing in uniform of any political party is prohibited.

8.3.13 Gender Violence and Sexual Harassment
Gender violence and sexual harassment is against the human rights of a person. Hence, any student who will be involved in such inhuman activities of any sort shall not be tolerated. Strict disciplinary measures shall be undertaken against the student.

8.3.14 Violation of Policies
Violation of these or any other Unit policies can result in disciplinary actions, including expulsion from the residence rooms as well as from the University.

8.3.15 Abiding to Students' By-Laws

All students are advised to be acquainted and to abide with Students' By-Laws made under Article 52 of the Constitution (By-laws) governing TEKUSO students' general disciplinary proceedings and penalties.

8.3.16 Cases to court and Political issues

Once a student is having a case or suspected to have committed a crime
Shall be suspended from studies at the university until the issue is settled
by the parties concerned.

8.3.17 Politics

8.3.17.1 Students may participate in the following political activities.

i. Becoming a member of a political party of his/her choice.
ii. Voting at party election and president, parliamentary and local government elections.
iii. Attending lawful political rallies out side campus as an observer and
iv. Paying contributions to a political party while outside the campus or to solicit payment of party contributions from other people.

8.3.17.2 A student at the University may NOT

i. Engage in political activities on campus or while on campus.
ii. Wear uniforms of any political party on campus or while campus.
iii. By words or acts, bring the University or the Government into dispute based on his/her political belief or affiliation.
iv. Contest for elections in any political party while studying at TEKU

8.3.18 Financial Matters

8.3.18.1 Policy on Payment of Tuition Fees

i. Each student must complete the fee payment agreement and file it with the Bursar.
ii. A student is not allowed into any class session without being registered by the Unit.
iii. Any student attempting to attend classes or access any other Unit facilities without paying fees, is subject to expulsion.
iv. All payments have to be paid to our Bank accounts. No any payment in cash is accepted
v. No money shall be returned after commencement of programme

8.3.18.2 Fee Structure for Non-Degree Programmes

The following table presents estimates of typical costs to pursue **Basic Technician Certificates, Ordinary Diploma, programmes respectively** at Teofilo Kisanji University per year (one academic year). The actual costs will vary depending upon the needs of the student. This information is presented only to potential students and their sponsors. Fees is per annum (Academic Year)

A: BASIC TECHNITIAN CERTIFICATE PROGRAMES (NTA LEVEL 4)

Table 1: Total Fee Structure per Year

DIRECT COST	**AMOUNT IN TZS**
Registration	40,000.00
Tuition	700,000.00
Examination	100,000.00
Caution Money (Non-Refundable)	30,000.00
Identity Card	10,000.00
Practical Training	100,000.00
TEKU Development Fund	80,000.00
NACTVET Quality Assurance	20,000.00
TCU Quality Assuarance	20,000.00
Graduation	50,000.00
Transcript	30,200.00
TOTAL	**1,180,200.00**

The student should come with the following payments which will be paid on reporting

Student Union Fee (TEKUSO)	15,000.00
National Health Insuarance Fund (HNIF)	50,400.00
TOTAL	**65,400.00**

NOTE: A student can pay the whole amount per year or on semester basis or on quarterly basis. Registration will be done only after payment of TEKUSO and NHIF Fee.

1.INSTALMENTS

The First Installment
Table 2. Registration will be done on payment of first instalment TZS 425,000, TEKUSO and NHIF in November 2025.

DIRECT COST	**AMOUNT IN TZS**
Registration	40,000.00
Tuition	175,000.00
NACTVET Quality Assurance	20,000.00
Caution Money(Non-Refundable)	30,000.00
Identity Card	10,000.00
TEKU Development Fund	80,000.00
TCU Quality assurance	20,000.00
NACTVET Quality Assurance	20,000.00
Practical Training	50,000.00
TOTAL	**425,000.00**

StudentS should come with the following payments which they will be told the payment procedure on campus.

Student Union Fee (TEKUSO)	15,000.00
National Health Insuarance Fund (HNIF)	50,400.00
TOTAL	65,400.00

2.Second Installment

A student shall pay TZS 225,000 as the second instalment in January 2026 as indicated in Table 3

Table 3 a student payment of TZS 225,000 by end of January,2026

DIRECT COST	**AMOUNT IN TZS**
Tuition Fee	175,000.00
Examination Fee	50,000.00
TOTAL	**225,000.00**

3.Third Installment

A student shall pay 275,000 TZS as third instalment in March 2026 as indicated in Table 4

Table 4 Payment Schedule for Third Instalment by End of March 2026

DIRECT COSTS	**AMOUNT IN TZS**
Tuition Fee	175,000.00
Practical Training	50,000.00
Graduation costs	50,000.00
TOTAL	**275,000.00**

4. Fourth Quarter

A student shall pay TZS 255,200 as fourth instalment by end of May 2026 as indicated in Table 5

Table 5: Payment Schedule for Fourth Quarter

DIRECT COSTS	**AMOUNT IN TZS**
Tuition	175,000.00
Transcript	30,200.00
Examination Fee	50,000.00
TOTAL	**255,200.00**

1.Payment Schedule

All payments should be oaid as indicated in Table 1-5

S/NO	**Name of the Bank CRDB**	**CONTROL NUMBER**	**NAME OF THE ACCOUNT**
		Request Control Number from the IT Office Phone No.: 0763509350/0749445079	**TEOFILO KISANJI UNIVERSITY**

NOTE: The University Council has the right to review the fee structure when it deems essential.

You are reminded to keep original receipts from the Bank and present them to the Accounts Office to obtain the University's official receipt.

HOSTEL

Hostel accommodation is TZS 264,000/- per year and is paid once. Request the control number for payment through phone number 0763509350/0749445079.Do not pay for hostel accommodation without communicating with the Univesity on availability of a room.

1, INDIRECT COSTS
Indirect costs should be provided to the student by the parent or guardian for the student upkeep as follows

1	**Students Union Fee (TEKUSO)**	**15,000.00**
2	**National Health Insurance (NHIF)**	**50,400.00**
3	**Food and incidental**	

1. PAYMENT FOR TECHNICIAN CERTIFICATE AND DIPLOMA *(NTA LEVEL 5 AND 6)*

TABLE 1*.TOTAL PAYMENT FOR A YEAR FOR NTA LEVEL 5 AND 6*

DIRECT COSTS	**NTA LEVEL 5 (AMOUNT)**	**NTA LEVEL 6 (AMOUNT)**
NACTVET Quality Assurance	20,000.00	20,000.00
Registration	40,000.00	40,000.00
Tuition	900,000.00	900,000.00
Examination Fee	100,000.00	100,000.00
Caution Money (Non-Refundable)	30,000.00	30,000.00
Identity Card	10,000.00	10,000.00
Practical Training	100,000.00	100,000.00
TEKU Development Fund	80,000.00	80,000.00
TCU Quality Assurance	20,000.00	20,000.00
Students Union Fee (TEKUSO)	15,000.00	15,000.00
Research		50,000.00
Graduation	50,000.00	50,000.00
Transcript	30,200.00	30,200.00
National Health Insurance Fund (NHIF)	50,400.00	50,400.00
TOTAL	**1,445,600.00**	**1,495,600.00**

NOTE: A student can pay the whole amount per year or on semester basis or on quarterly basis. Registration will be done only after payment of TEKUSO and NHIF Fee.

2. FIRST INSTALMENT

Table 2. The registration will be done after payment of TZS. 525,400/- to be paid in November, 2025.

DIRECT COSTS	NTA LEVEL 5 (AMOUNT)	NTA LEVEL 6 (AMOUNT)
Registration	40,000.00	40,000.00
NACTVET Quality Assurance	20,000.00	20,000.00
Tuition	225,000.00	225,000.00
Caution Money (Non-Refundable)	30,000.00	30,000.00
Identity Card	10,000.00	10,000.00
TEKU Development Fund	80,000.00	80,000.00
Practical Training	50,000.000	50,000.00
TCU Quality Assurance	20,000.00	20,000.00
National Health Insurance Fund (NHIF)	50,400.00	50,400.00
TOTAL	**525,400.00**	**525,400.00**

3. SECOND INSTALMENT PAYMENT

A student will be allowed to continue pursuing his or her studies upon completion of payment of the indicated dues in Table 2 as well as in Table 3.

Table 3: **A student should pay 275,000/- in January,2026**

DIRECT COSTS	NTA LEVEL 5 (AMOUNT)	NTAL LEVEL 6 (AMOUNT)
Tuition	225,000.00	225,000.00
Examination Fee	50,000.00	50,000.00
TOTAL	**275,000.00**	**275,000.00**

4. THIRD INSTALMENT

Third instalment is paid when the second semester starts.

Table 4 (An NTA Level 5 student is required to pay *TZS 325,000 while NTAL Level 6 student should pay TZS 375,000 by the end of March 2026*)

DIRECT COSTS	NTA LEVEL5 (AMOUNT)	NTAL LEVEL 6 (AMOUNT)
Tuition	225,000.00	225,000.00
Research		50,000.00
Practical Training	50,000.00	50,000.00
Graduation	50,000.00	50,000.00
TOTAL	**325,000.00**	**375,000.00**

5. FOURTH INSTALMENT

*At fourth instalment a student is required to pay TZS **305,200/-** by the end of May, **2026**)*

Table 5.

DIRECT COST	NTA LEVEL 5 (AMOUNT)	NTA LEVEL 6 (AMOUNT)
Tuition	225,000.00	225,000.00
Transcript	30,200.00	30,200.00
Examination Fee	50,000.00	50,000.00
TOTAL	**305,200.00**	**305,200.00**

6. PAYMENT DIRECTIVES

All payment should be directed to the indicated account as follows:

NO.	NAME OF THE BANK	CONTROL NUMBER	NAME OF THE ACCOUNT
1	**CRDB**	**Request Control Number from the IT Office Phone No.: 0763509350/0749445079** **0763509350/0749445079**	**TEOFILO KISANJI UNIVERSITY**

NOTE: The University Council has the right to review the fee structure when it deems essential.

You are reminded to keep original receipts from the Bank and present them to the Accounts Office to obtain the University's official receipt.

HOSTEL

Hostel accommodation is TZS 264,000/- per year and is paid once. Request the control number for payment through phone number 0763509350/0749445079.Do not pay for hostel accommodation without communicating with the Univesity on availability of a room.

Hostel services		**Payment per year**
	Uzima Hostel	264,000/-
	Hekima/Amani Hostel	264,000/-

1, INDIRECT COSTS

Indirect costs should be provided to the student by the parent or guardian for the student upkeep as follows

1	**Students Union Fee (TEKUSO)**	**15,000.00**
2	**National Health Insurance (NHIF)**	**50,400.00**
3	**Food and incidental**	

All fees can be revised from time to time as per Council approval.

Come with pay in slip to the cashier for a University receipt. Pay-in slips must be presented to the cashier for official/university receipts within five (5) days. Delay of submission of the pay-in slips to the cashier shall cost you **Tshs. 10,000.**

CHAPTER NINE
PROGRAMMES DESCRIPTION

9.1.0 BASIC TECHNICIAN CERTIFICATE PROGRAMMES

9.1.1 General Structure

Each programme is divided into Modules to be covered in the respective semester. Each semester is having 17 weeks. Classroom participation is centered in 15 weeks the remaining two weeks are used for examination activities at the end of the semester. After the second semester the students are allocated to field training for 8 weeks that makes a total of 25 weeks of full engagement.

9.1.2 Programme Duration
All basic technician certificate programmes are one year.

9.1.3 Number of Credits Required for Graduation
In order for certificate student to graduate she/he has to attend classes regularly and meet the minimum number of 80% of scheduled class periods for each period for each course and have completed all course requirements.

9.1.5 Practical Training
Students will have to attend Practical Training at the end of the first year. This will provide them an opportunity to apply different theories trained in classes into actual situation in related work/occupation situations.

9.1.6 Examinations
In Basic certificate programmes, a student is assessed twice, through formative evaluation and through summative. Formative evaluation i.e. course work, contain 60% percent in which a student is expected to be given test(s), assignment or practical exercises. Summative evaluation is done at the end of the semester and has 40 percent.

9.2 BASIC TECHNICIAN CERTIFICATES (NTA LEVEL 4)

TKC002 Basic Technician Certificate in Human Resource Management (BTCHM)

a) **Purpose of Qualification**
   This qualification is intended for a person who will perform routine human resource management duties including safe keeping records, deal with incoming and outgoing mails, and use computer application to collect/retrieve, process and disseminate information and assist in human resource management activities.
b) **Summary of Modules –NTA Level 4**

0.2.1 SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04103	Principles of Bookkeeping	9	Fundamental
GST04104	Elements of Business Mathematics	8	Fundamental
GST04105	Basic Computer Applications	10	Fundamental
GST04106	Elements of Commerce	9	Fundamental
HRT04102	Basic Human Resource Management	15	Core
Total Credits		**69**	

0.2.2 SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Fundamental
GST04209	Elements of Economics	8	Fundamental
HRT04208	Basic Principles of Management	15	Core
HRT04210	Fundamentals of Labour Laws	14	Core
HRT04211	Fundamentals of Office Practice and Records Management	13	Core
Total Credits		**60**	

9,2,3 TCK003 Basic Technician Certificate in Business Administration (BTCBA)

a) Purpose of Qualification

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

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04103	Principles of Bookkeeping	10	Fundamental
GST04104	Elements of Business Mathematics	8	Fundamental
GST04105	Basic Computer Applications	10	Fundamental
GST04106	Elements of Commerce	9	Fundamental
Total Credits		**55**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Fundamental
BAT04207	Fundamentals of Marketing	15	Core
BAT04208	Basic Procurement and Supply	11	Core
GST04209	Elements of Economics	8	Core
BAT04210	Fundamentals of Salesmanship	13	Core
BAT04211	Basic Office Practice and Records Management	12	Core
Total Credits		**69**	

9.2.4 TKC004 Basic Technician Certificate in Law (BTCL)

a) Purpose of Qualification

This qualification is intended for a person who will assist in processing and handling of legal documents, undertaking preparatory research in law, perform legal and judicial clerical duties and other administrative tasks in courts of law, law firms and public and private institutions.

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04105	Basic Computer Applications	10	Fundamental
LST04102	Elements of Legal Records Management	10	Core
LST04103	Basics of Constitutions and Legal Systems	10	Core
LST04104	Fundamentals of Commercial Law	11	Core
LST04106	Basic Legal Method	11	Core
Total Credits		**70**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Fundamental
LST04207	Elements of Law of Evidence	12	Core
LST04208	Elements of Legal Ethics	11	Core
LST04209	Fundamentals of Administrative Law	10	Core
LST04210	Basics of Civil Procedure	13	Core

LST04211	Basics of Criminal Law	13	Core
Total Credits		**69**	

9.2.5 TKC005 Basic Technician Certificate in Information Technology (BTCIT)

a) Purpose of Qualification

This qualification is intended for a person who will perform basic office application operations, repair and maintenance of computers, installation of computer hardware and software, assist in setting up computer networks and providing simple web services.

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04105	Basic Computer Applications	10	Core
IDT 04102	Basic Computer Maintenance and Troubleshooting	15	Core
IDT04104	Elements of Basic Mathematics	10	Fundamental
IDT 04103	Fundamentals of Computer Software	15	Core
IDT 04105	Elements of Computer Operating Systems	13	Core
Total Credits		**81**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Fundamental
IDT 04206	Basics of Data Communications and Networks	14	Core
IDT04207	Fundamentals of Programming	13	Core
IDT04208	Elements of Internet and Web Technology	14	Core
GST04209	Elements of Statistics	8	Fundamental
Total Credits		**59**	

9. 2.6 TKC006 Basic Technician Certificate in Community Development (BTCCD)

a) Purpose of Qualification

This qualification is intended for a person who will assist communities in mobilizing resources for economic development, sensitizing community participation in development processes and organizing community activities.

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04105	Basic Computer Applications	10	Fundamental
CDT04102	Elements of Gender and Development	15	Core

CDT04103	Fundamentals of Community Development	16	Core
CDT04105	Fundamentals of Sociology	15	Core
CDT04106	Elementary Statistics	10	Fundamental
Total Credits		**84**	

SEMESTER II

Code	Module Title	Credits	Status
GST 04212	Field Practical Training	10	Core
GST04209	Elements of Economics	8	Core
CDT04209	Elementary Book Keeping	10	Fundamental
CDT 04210	Elements of HIV/AIDS and Nutrition	9	Fundamental
Total Credits		**37**	

9.2.7 TKC007 Basic Technician Certificate in Journalism and Mass Communication (BTCJMC)

a) Purpose of Qualification

This qualification is meant for a person who will gather, write news story and produce programmes that are professionally and legally sound in English and Kiswahili to deadline.

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Core
GST04102	Basic Entrepreneurship Skills	8	Core
GST04105	Basic Computer Applications	10	Core
JST04101	History of Journalism	7	Core
JST04103	Journalism Ethics and Practice	4	Core
JST04104	News Concepts and Values	10	Core
JST04108	English for Journalist	18	Core
JST04110	Kiswahili kwa Waandishi wa Habari	19	Core
Total Credits		**86**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical	10	Core
JST04205	Interview and News Gathering	20	Core
JST04206	News Writing	20	Core
JST04207	Media Laws and Policies	5	Core
JST04208	English and Kiswahili for Journalist	19	Core
Total Credits		**74**	

9.2.8 TKC008 Basic Technician Certificate in Accounting and Finance (BTCAF)

a) Purpose of Qualification

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

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04103	Principles of Bookkeeping	9	Fundamental
GST04104	Elements of Business Mathematics	8	Fundamental
GST04105	Basic Computer Applications	10	Fundamental
GST04106	Elements of Commerce	9	Fundamental
AFT04102	Elements of Finance	15	Core
Total Credits		**69**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Fundamental
AFT04207	Fundamentals of Banking	14	Core
AFT04208	Elements of Cost Accounting	11	Core
AFT04209	Elements of Auditing	13	Core
AFT04210	Fundamentals of Taxation	13	Core
Total Credits		**61**	

0.2.9 TKC009 Basic Technician Certificate in Procurement and Supply Management (BTCPSM)

a) Purpose of Qualification

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

b) **Summary of Modules –NTA Level 4**

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
GST04104	Basic Mathematics and Statistics	8	Fundamental
GST04105	Basic Computer Applications	10	Fundamental

GST04106	Elements of Commerce	9	Core
PST 04103	Basic Store Administration	9	Core
Total Credits		**54**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Fundamental
GST04203	Principles of Bookkeeping	10	Fundamental
GST04207	Basics of Marketing and Customer Care	8	Fundamental
GST04211	Book Keeping	10	Fundamental
PST04208	Element of Procurement	15	Core
PST04209	Basics of Clearing and Forwarding	13	Core
PST04210	Elements of Public Procurement	13	Core
Total Credits		**79**	

9.2.10 TKC 010 Basic Technician Certificate in Library and Information Science (BTCLIS)

a) Purpose of Qualification

The holder of this qualification will be able to apply library and information handling principles to enable information resources be utilized effectively.

b) Summary of Modules –NTA Level 4

SEMESTER I

Code	Module Title	Credits	Status
GST04101	Basic Communication Skills	10	Fundamental
GST04102	Basic Entrepreneurship Skills	8	Fundamental
IDT04111	Introduction to Information Technology I (IT)	10	Core
IDT04112	Introduction to Cataloguing And Classification	14	Core
IDT04113	Introduction to Information Sources, Systems And Services	14	Core
IDT04114	Introduction to Records Management And Archives Administration I	12	Core
IDT04115	Customer Care Services I	10	Core
Total Credits		**78**	

SEMESTER II

Code	Module Title	Credits	Status
GST04212	Field Practical Training	10	Core
IDT04215	Records Management and Archives Administration II	12	Core
IDT04216	Introduction to Research Methodology	10	Core
IDT04217	Marketing Information Services	10	Core
IDT04218	Introduction to Information Technology II (IT)	10	Core
IDT04219	Customer Care Services II	10	Core
Total Credits		**62**	

CHAPTER TEN
10.0 TECHNICIAN CETIFICATE PROGRAMMES (NTA LEVEL 5)

10.1 TKC002 Technician Certificate in Human Resource Management (TCHRM)

a) Purpose of Qualification

This qualification is intended for a person who will assisting in supervising subordinates, executing cleanliness and safety of office equipment and buildings, collecting, arranging and safe keeping employee records; assist in collecting, processing and handling subordinates' complaints and disciplinary matters.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Core
GST05102	Development Studies	8	Fundamental
GST05105	Information and Communication Technology	8	Fundamental
GST05104	Business Communication	9	Fundamental
GST05105	Business Mathematics and Statistics	8	Fundamental
HRT05101	Human Resource Management	14	Core
HRT05103	Principles of Management	14	Core
HRT05106	Office organization and Records Management	12	Core
Total Credits		**82**	

SEMESTER II

Code	Module Title	Credits	Status
GST05207	Principles of Marketing	6	Fundamental
GST05208	Entrepreneurship and Small Business	9	Fundamental
GST05209	Procurement and Supply	8	Fundamental
HRT05210	Supervisory Skills	12	Fundamental
HRT05211	Organization Behaviour	12	Core
GST05202	Principles of Accounting	8	Fundamental
Total Credits		**57**	

10.2 TKC 003 Technician Certificate in Business Administration (TCBA)

a) Purpose of Qualification

This qualification is intended for person who will apply knowledge and skills in Business Administration to assist in marketing and promotion of goods and/or services, collect record and disseminate business information, prepare simple reports, handle customers' enquiries, process receipts and payments and assist in procurement and storage activities.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Fundamental
GST05102	Development Studies	8	Fundamental

GST05104	Business Mathematics and Statistics	9	Fundamental
GST05105	Information and Communication Technology	8	Fundamental
GST05108	Business Communication	9	Fundamental
GST05109	Principles of Accounting	9	Fundamental
BAT05101	Small Business Management	11	Core
BAT05106	Principles of Management	12	Core
Total Credits		**75**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
BAT05207	Principles of Marketing	12	Core
BAT05208	Principles of Procurement and Supply	11	Core
GST05209	Principles of Economics	8	Fundamental
BAT05210	Sales Management Principles	12	Core
BAT05211	Office Practice and Records Management	10	Core
GST05212	Supervisory Skills for Business	8	Fundamental
Total Credits		**70**	

10.3 TKC004 Technician Certificate in Law (TCL)

a) Purpose of Qualification

This qualification is intended for a person who will demonstrate legal ethics, moral integrity and ability to assist in adjudication of cases in primary courts and administration of justice, and assist in legal research, paralegal services and preparation and maintenance of legal documents.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Fundamental
GST05102	Development Studies	8	Fundamental
GST05105	Information and Communication Technology	8	Fundamental
LST05101	Legal Ethics	10	Core
LST05102	Constitutions and Legal Systems	12	Core
LST05103	Office Practice and Legal Records Management	6	Core
LST05104	Legal Methods	10	Core
Total Credits		**63**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
LST05207	Law of Contract	12	Core
LST05208	Family Law	11	Core
LST05209	Law of Torts	10	Core
LST05210	Human Rights Law	11	Core
LST05211	Labour Law	10	Core
LST05212	Criminal Law	12	Core
Total Credits		**75**	

10.4 TKC005 Technician Certificate in Information Technology (TCIT)

a) Purpose of Qualification

This qualification is intended for persons who will assemble a computer and install different operating systems and applications, build and support a home or small business network with wireless equipment, create and implement interactive websites, develop simple programs or databases and effectively communicate business-wise in the field of ICT.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Fundamental
GST05102	Development Studies	8	Fundamental
GST05105	Information and Communication Technology	8	Core
IDT05101	Computer Operating System	12	Core
IDT05102	Developing Information System	11	Core
IDT05103	Computing Mathematics and Statistics	10	Fundamental
IDT05104	Computer System Maintenance and Repair	12	Core
Total Credits		**69**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
IDT05206	Computer Programming	13	Core
IDT05207	Database Management	13	Core
IDT05208	Computer Networking	12	Core
GST05209	Principles of Management	8	Fundamental
GST05210	Supervisory Skills	8	Fundamental
IDT05211	Principles of Web Design and Development	12	Core
Total Credits		**75**	

10.5 TKC006 Technician Certificate in Community Development (TCCD)

a) Purpose of Qualification

This qualification is intended for a person who will assist in supervising community development projects, preparing business plans, mobilizing resources and coordinating economic activities collect data, record and disseminate information; and sensitize community in child rights, healthy living and prevention of HIV /AIDS.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Fundamental
GST05102	Development Studies	8	Fundamental
GST05105	Information and Communication Technology	8	Fundamental

CDT05101	Sociology	12	Core
CDT05103	Statistics for Community Development	8	Fundamental
CDT05104	Principles of Community Development	13	Core
CDT05106	Adult Learning	8	Fundamental
Total Credits		**66**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
GST05209	Principles of Economics	8	Core
GST05209	Book keeping and Accounts	9	Fundamental
GST05210	HIV, AIDS and Nutrition	9	Fundamental
GST05211	Management and Administration	11	Core
CDT 05212	Child Rights and Development	10	Core
Total Credits		**56**	

10.6 TKC007 Technician Certificate in Journalism and Mass Communication (TCJMC)

a) Purpose of Qualification

This qualification is intended for a person who will competently and ethically Write and present diverse print and electronic media stories, features and Public Relations (PR) materials as well as operate audio, video and photographic Equipment.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	
GST05101	Communication Skills	9	Core
GST05102	Development Studies	8	Core
GST05105	Information and Communication Technology	9	Core
JST05101	Media Ethics	18	Core
JST05102	Broadcasting	22	Core
JST05103	Photojournalism	20	Core
Total Credits		**84**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
JST05203	Feature and Sports Writing	12	Core
JST05205	Media and Democracy	8	Core
JST05206	On-Line Journalism	20	Core
JST05208	Public Relations and Advertising	9	Core

JST05207	Environment, Gender, HIV, AIDS and Entrepreneurship	10	Core
Total Credits		**68**	

10.7 TKC008 Technician Certificate in Accounting and Finance (TCAF)

a) Purpose of Qualification

This qualification is intended for a person who will prepare basic accounting and financial reports, maintain registers, perform banking and other financial services, assist in auditing assignments and communicate effectively with clients.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Fundamental
GST05102	Development Studies	8	Core
GST05104	Business Mathematics and Statistics	9	Fundamental
GST05105	Information and Communication Technology	9	Fundamental
GST05109	Principles of Accounting	9	Core
AFT05102	Principles of Finance	12	Core
GST05107	Principles of Economics	9	Fundamental
Total Credits		**65**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
AFTT05207	Principles of Public Finance and Taxation	12	Core
AFT05209	Cost Accounting	10	Core
AFT05210	Principles of Auditing	11	Core
AFT05211	Managing Financial Services	11	Core
AFT05212	Accounting for Public Sector and Cooperatives	10	Core
Total Credits		**63**	

10.8 TKD009 Technician Certificate in Procurement and Supply Management (TCPSM)

a) Purpose of Qualification

This qualification is intended for a person who will carry out supervisory activities in procurement and Supply.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status

GST05101	Communication Skills	9	Core
GST05102	Development Studies	8	Core
GST 05104	Business Mathematics and Statistics	9	Fundamental
GST05105	Information and Communication Technology	8	Fundamental
GST05106	Principles of Management	8	Fundamental
GST 05107	Principles of Economics	9	Fundamental
PST05106	Store Administration	14	Core
Total Credits		**65**	

SEMESTER II

Code	Module Title	Credits	Status
GST05207	Principles of Marketing and Customer Care	9	Fundamental
GST05208	Entrepreneurship and Small Business	9	Fundamental
PST05210	Elements of Cost Accounting	8	Fundamental
PRT05210	Financial Accounting	9	Fundamental
PST05209	Freight Clearing and Fowarding	14	Core
PST05208	Principles of Procurement	15	Core
PST05210	Principles of Management	9	Fundamental
Total Credits		**73**	

10.9 TKD010 Technician Certificate in Library and Information Science (TCLIS)

a) Purpose of Qualification

The holder of the qualification will be able to apply knowledge and skills in library operations for information processing, storage, retrieval and dissemination in the field of library and information science.

b) Summary of Modules –NTA Level 5

SEMESTER I

Code	Module Title	Credits	Status
GST05101	Communication Skills	9	Core
GST05102	Development Studies	8	Core
GST05105	Information and Communication Technology	9	Core
IDT05111	Cataloguing and Classification	14	Core
IDT05112	Information Sources, Systems and Services	14	Core
IDT 05113	Introduction to Computer and Information Studies I	10	Core
IDT05117	Digital Libraries	10	Core
IDT05118	Records Management and Archives Administration I	12	Core
Total Credits		**80**	

SEMESTER II

Code	Module Title	Credits	Status
GST05208	Entrepreneurship and Small Business	9	Fundamental
IDT05215	Records Management and Archives Administration II	12	Core
IDT05216	Research Methodology in Library And Information Sciences	10	Core

IDT05217	Marketing Information Services	10	Core
IDT05218	Human Resources Management	10	Core
IDT05219	Collection Development and Management	10	Core
IDT05220	Leadership and Management Principles for Library and Information Sciences	10	Core
Total Credits		**71**	

CHAPTER ELEVEN
11.0 ORDINARY DIPLOMA PROGRAMMES (NTA LEVEL 6)

11.1 TKD002 Ordinary Diploma in Human Resource Management (ODHRM)

a) Purpose of Qualification

This qualification is intended for a person who will supervise subordinates, assist in preparing human resource plans, sectional budgets, staff training programmes, recruitment and motivation of subordinates and handling subordinates' complaints.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
GST 06105	Information Systems	8	Fundamental
AFT06106	Financial Management	14	Fundamental
HRT 06101	Management and Supervisory Skills	11	Core
HRT 06102	Human Resource Planning	14	Core
HRT06103	Entrepreneurship Development	9	Fundamental
Total Credits		**56**	

SEMESTER II

Code	Module Title	Credits	Status
HRT06207	Staff Training and Development	12	Core
HRT06208	Labour Laws	12	Core
HRT06209	Staff Motivation and Remuneration	14	Core
HRT06210	Human Resource Recruitment and Selection	14	Core
GST06206	Business Laws	9	Fundamental
GST06211	Research Methods and Project	9	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**80**	

11.2 TKD003 Ordinary Diploma in Business Administration (ODBA)

a) Purpose of Qualification

This qualification is intended for person who will apply knowledge and skills in Business Administration to market goods and/or services, prepare sectional budgets, supervise business operations, administer production, purchases, sales and payments; process business data and prepare reports.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status

BAT06101	Principles of Business Management	14	Core
BAT06102	Entrepreneurship Development Principles	11	Core
BAT06103	Principles of Financial Management	13	Core
BAT06106	Principles of Marketing Management	15	Core
GST06104	Basic Quantitative Methods	9	Fundamental
GST05105	Information Systems	8	Fundamental
Total Credits		**70**	

SEMESTER II

Code	Module Title	Credits	Status
BAT06208	Procurement and Supply Management Principles	13	Core
BAT06210	Principles of Production Management	12	Core
GST06207	Principles of Human Resource Management	8	Fundamental
GST06209	Business Law and Ethics	8	Fundamental
GST06211	Research Methods and Project	9	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**60**	

11.3 TKD 004 Ordinary Diploma in Law (ODL)

a) Purpose of Qualification

This qualification is intended for a person who will apply ethical standards to assist in adjudication of cases in primary courts, assist in administration of justice and in legal research, render paralegal services and manage legal documents.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
LST06101	Civil Procedure	14	Core
LST06102	Criminal Procedure	14	Core
LST06103	Administrative Law	10	Core
LST06104	Law of Evidence	10	Core
GST06105	Communication for Legal Personnel	10	Fundamental
GST06106	Legal Research and Report Writing	9	Fundamental
Total Credits		**67**	

SEMESTER II

Code	Module Title	Credits	Status
LST06207	Company Law	12	Core
LST06208	Court Practice and Professional Responsibility	10	Fundamental
LST06209	Child Law and Gender Issues	10	Core

LST06210	Land Law	12	Core
LST06202	Legal Records Management	9	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**63**	

11.4 TKD005 Ordinary Diploma in Information Technology (ODIT)

a) Purpose of Qualification

This qualification is intended for persons who will support regular use of ICT in the organization, implement propriety, Free and Open Source systems in organizations, design and support network infrastructure in organizations, development and manage ICT related projects and resources.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
GST06101	Business Communication	8	Fundamental
GST06107	Business Mathematics and Statistics	9	Fundamental
IDT06102	Computer Communication	10	Core
IDT06103	Systems Analysis and Design	13	Core
IDT06105	Management Information System	12	Core
IDT06106	Principles of E-business	12	Core
Total Credits		**64**	

SEMESTER II

Code	Module Title	Credits	Status
IDT06207	Object Oriented Programming	11	Core
IDT06209	Business Application Packages	11	Core
IDT06211	Professional Ethics and Computer Security	10	Core
GST06208	Principles of Entrepreneurship	6	Fundamental
GST06211	Research Methods and Project	9	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**57**	

11.5 TKD 006 Ordinary Diploma in Community Development (ODCD)

a) Purpose of Qualification

This qualification is intended for a person who will plan community development activities, undertake researches on development activities, collect accounting and demographic data, record and interpret information; and sensitize community in environmental protection and community health.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
CDT0610I	Communication and Negotiation Skills	10	Fundamental

CDT06102	Participatory Planning	14	Core
CDT06103	Principles of Demography	11	Core
GST06104	Principles of Law	9	Fundamental
CDT06105	Environmental Studies	12	Core
GST06106	Principles of Accountancy	8	Core
Total Credits		**64**	

SEMESTER II

Code	Module Title	Credits	Status
CDT06208	Gender Development	13	Core
GST06209	Appropriate Technology	9	Core
CDT06210	Project Planning and Management	14	Core
CDT06211	Community Health	9	Core
GST06211	Research Methods and Project	9	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		64	

11.6 TKD007 Ordinary Diploma in Journalism and Mass Communication (ODJMC)

a) Purpose of Qualification

This qualification is meant for a person who will assist in managing news rooms and studios, provide insight support in planning and budgeting for a media related activity, write and analyse issues and edit media material for both print and electronic media.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
JST06101	Basic Concepts of Finance and Accounting	5	Core
JST06102	News Media Management	10	Core
JST06103	Editing for Print Media	10	Core
JST06104	News Sources and Gathering	20	Core
JST06106	News Writing	10	Core
Total Credits		**55**	

SEMESTER II

Code	Module Title	Credits	Status
JST06207	Editing for Electronic Media	10	Core
JST06208	News Analysis	20	Core
JST06209	Layout, Design and Graphics for Print and Electronic Media	20	Core
JST062010	Industrial attachment	15	Core

GST06211	Research Methods and Project	9	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**84**	

11.7 TKD 008 Ordinary Diploma in Accounting and Finance (ODAF)

a) Purpose of Qualification

This qualification is intended for a person who will prepare financial statements, periodic financial reports, tax returns; and assist in auditing, banking and supervising accounting and finance operations and managing small business enterprises.

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
AFT 06101	Principles of Microfinance	12	Core
AFT 06102	Financial Markets and Institutions	12	Core
AFT06103	Financial Accounting	14	Core
GST 06104	Basic Quantitative Methods	9	Fundamental
AFT 06106	Financial Management	14	Core
Total Credits		**61**	

SEMESTER II

Code	Module Title	Credits	Status
AFT06208	Principles of Taxation	12	Core
AFT06210	Auditing Principles and Practice	11	Core
GST06208	Entrepreneurship and Small Business Management	9	Fundamental
GST06209	Business Law	9	Fundamental
GST06211	Research Methods and Project	10	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**61**	

11.8 TKD009 Ordinary Diploma in Procurement and Supply Management (ODPSM)

a) Purpose of Qualification

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

b) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
GST06101	Business Communication	10	Fundamental
PST 06102	Principles of Procurement Management	15	Fundamental
PST 06103	Principles of Warehouse Management	15	Fundamental

GST06104	Basic Quantitative Methods	10	Fundamental
GST 06105	Business Information Systems	8	Fundamental
GST 06106	Management and Supervisory Skills	10	Fundamental
Total Credits		**68**	

SEMESTER II

Code	Module Title	Credits	Status
GST06208	Entrepreneurship and Small Business Management	9	Fundamental
GST06209	Business Law	9	Fundamental
PST 06207	Principles of Public Procurement	13	Core
PST 06210	Principles of Logistics Management	11	Core
GST06211	Research Methods and Project	10	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		62	

11.9 TKD010 Ordinary Diploma in Library and Information Science (ODLIS)

a) Purpose of qualification

b) The holder of the qualification will be able to analyze, design, develop, implement and manage ICT based information systems, services and solutions (organization and retrieval of information resources).

c) Summary of Modules –NTA Level 6

SEMESTER I

Code	Module Title	Credits	Status
IDT06111	Principles of Management and Administration	10	Core
IDT06112	Information Communication Technology in Library (ICT)	10	Core
IDT06113	Publishing and Book Trade	10	Core
IDT06114	Information Services for Young Adults	12	Core
IDT06115	Foundations of Library and Information Studies	10	Core
Total Credits		**52**	

SEMESTER II

Code	Module Title	Credits	Status
IDT06211	Descriptive Cataloguing	14	Core
IDT06212	Subject Analysis	10	Core
IDT06213	Consumer Behaviour	10	Core
IDT06214	Conservation and Preservation of Information Materials	10	Core
IDT06215	Management of Special Libraries and Information Services	10	Core
IDT06216	Database Management System	**10**	Core
GST06211	Research Methods and Project	10	Fundamental
GST06212	Field Practical Training	10	Fundamental
Total Credits		**84**	

CHAPTER TWELVE
MAFUNZO YA THEOLOGIA

12.1 TKC011 ASTASHAHADA YA THEOLOGIA (CTH)

a) Malengo ya Kozi

Mafunzo ya Theologia Ngazi ya Cheti ni ya miaka miwili.Wanachuo watajifunza jinsi vitabu vya Agano la kale vilivyotokea na jinsi vilivyokubaliwa kutokana na kanuni ya Agano la kale na pia zilizofanya vitabu vingine vikataliwe na kutakuwamo katika Agano la kale. Pia wanachuo waweze kueleza ujumbe wa Agano la kale linavyoweka msingi wa Agano Jipya.

b) `Mpango wa Kozi ya Cheti

SEMESTA YA I

Msimbo	Jina la Moduli	Krediti	Maelezo ya Moduli
TCT 111	Utangulizi wa Agano la Kale	3	Moduli za Fani
TCT 112	Utangulizi wa Agao Jipya	3	Moduli za Fani
TCT 121	Theolojia ya Uchungaji	3	Moduli za Fani
TCT 131	Elimu ya Imani I	3	Moduli za Fani
TCT 122	Mahubiri	3	Moduli za Fani
TCT 151	English I	2	Moduli za Fani
TCT 153	Kanuni za Uandishi	2	Moduli za Fani
TCT 141	Historia ya Kanisa	3	Moduli za Fani
TCT 124	Muziki I	2	Moduli za Fani
Jumla		**23**	

SEMESTA YA II

Msimbo	Jina la Moduli	Krediti	Maelezo ya Moduli
TCT 241	Historia ya Israeli	3	Moduli za Fani
TCT 211	Injili za kuwiana na Matendo ya Mitume	3	Moduli za Fani
TCT 231	Elimu ya Imani II	3	Moduli za Fani
TCT 242	Ibada na Liturgia	2	Moduli za Fani
			Moduli za Fani
TCT 251	Historia ya Kanisa	2	Moduli za Fani
TCT 253	Falsafa ya Ukristo	2	Moduli za Fani
TCT 254	Elimu Jamii ya Dini	2	Moduli za Fani
TCT 255	Saikolojia ya Dini	2	Moduli za Fani
TCT 221	Muziki II	2	Moduli za Fani
Jumla		**22**	

SEMESTA YA III

Msimbo	Jina la Moduli	Krediti	Maelezo ya

			Moduli
TCT 311	Kitabu cha Mwanzo, Kutoka na Zaburi	3	Moduli za Fani
TCT 312	Nyaraka za Mtume Paulo, Waebrania na watu wote	3	Moduli za Fani
TCT 321	Elimu ya Kikristo	3	Moduli za Fani
TCT 341	Historia ya Kanisa na mgwanyiko wa madhehebu	3	Moduli za Fani
TCT 351	English III	2	Moduli za Fani
TCT 322	Utunzaji na Ushauri wa Kichungaji	3	Moduli za Fani
TCT 323	Uongozi wa Kanisa	3	Moduli za Fani
TCT 324	Mazoezi kwa Vitendo	2	Moduli za Fani
Jumla		**22**	

SEMESTA YA IV

Msimbo	**Jina la Moduli**	**Krediti**	**Maelezo ya Moduli**
TCT 451	Dini za Asili, Uislamu na Uhindu	3	Moduli za Fani
TCT 411	Manabii	3	Moduli za Fani
TCT 421	Uinjilisti na Misheni	3	Moduli za Fani
TCT 452	English IV	2	Moduli za Fani
TCT 453	Andiko Kuu	3	Moduli za Fani
TCT 422	Uwakili wa Kikristo	3	Moduli za Fani
TCT 423	Ujasiliamali, Utawala, Mipango na Fedha	3	Moduli za Fani
TCT 412	Theologia ya Agano la Kale	3	Moduli za Fani
TCT 413	Theologia ya Agano Jipya	**3**	Moduli za Fani
Jumla		**26**	

12.2 TKD011 ORDINARY DIPLOMA IN THEOLOGY PROGRAMME (ODTH)

a) Purpose of the Programme

Ordinary Diploma in Theology is a programme of two years. This programme is designed to meet all the necessary aspects both for academic and pastoral ministry. Academically, the progrmme is so articulated to properly prepare the student for further studies. It lays good foundation for advanced theological studies. After the completion of studies, the candidate will be an efficient pastor, teacher and counselor in whatever capacity he/she will be given to serve

b) Course Listing

SEMESTER I

Code	**Module Title**	**Credits**	**Status**
TDT 151	Communication and Study Skills	2	**Core**
TDT 113	Introduction to the Old Testament	3	Core

TDT 121	Worship and Liturgy	2	Core
TDT 122	Homiletics	3	Core
TDT 135	Introduction to Theology	2	Core
TDT 146	Church History I	3	Core
TDT 112	Introduction to Greek	3	Core
TDT 152	Research Methodology in Theology	2	Core
TDT 123	Hymnody I	2	Core
Total		**22**	

SEMESTER II

Code	Module Title	Credits	Status
TDT 214	Introduction to the New Testament	3	**Core**
TDT 242	Church History II	3	Core
TDT 234	Dogmatics	3	Core
TDT 252	Introduction to Philosophy	3	Core
TDT 232	Christian Ethics	2	Core
TDT 255	Psychology in Religion	2	Core
TDT 223	Christian Denominations & other Religions	3	Core
TDT 224	Hymnody II	2	Core
TDT 215	Introduction to Greek	2	Core
Total		**21**	

SEMESTER III

Code	Module Title	Credits	Status
TDT 315	The NT Gospels and Acts	3	**Core**
TDT 343	Moravians History	3	Core
TDT 324	Missiology and Ecumenism	3	Core
TDT 355	Sociology in Religion	2	Core
TDT 323	Pastoral Theology	2	Core
TDT 334	African Contextual Theology	3	Core
TDT 326	Pastoral Field Work Assignment	2	Core
Total		**18**	Core

SEMESTER IV

Code	Module Title	Credits	Status
TDT 423	Pastoral Care & Counselling	3	**Core**
TDT 414	Biblical Epistles and its Theology	3	Core
TDT 425	Church Administration	2	Core
TDT 426	Christian Education	3	Core
TDT 454	Tanzanian Church History	2	Core
TDT 427	Christian Stewardship and Finances	3	Core
TDT 428	Field Reports	3	Core

Total		**19**	Core

CHAPTER THIRTEEN

MEMBERS OF UNIVERSITY ORGANS

13.1. Board of Trustees (BoT)

1.Rt. Rev. C.N.Sikombe	**Chairperson and Chancellor**	**+255 784 429 055**
2.Rev. M. Kategile	**Ag. G. Secretary MCT**	**+255 757827125**
3. Rt Rev E. Yona	**Member**	**+255 763 919 099**
4.Mr G. S.Sikali	**Member**	**++55 752 786 650**
5.Rt Rev. R.Y. Pangani	**Member**	**+255 764 570 120**
6.Mr .J. D Mlimuka	**Member**	**+255 626 777 228**
7.Ms E.Y, Wavenza	**Member**	**+255 754 542 497**
8.Rev. E.A. Mwasamboma.	**Member**	**+255 752 536 430**
9.Prof. H. J. M. Mwansoko	**Vice Chancellor**	**+255 713 211 056**

13.2 University Council

1. Dr. A. Mlimuka	Chairperson	+255 784 603 517
2. Prof H. J. M. Mwansoko	Secretary	+255 713 211 056
3. Prof T. Kassimoto	Member	+255 754 567 374
4. Prof. E. S. Mligo	Member	+255 753 489 160
5. Rt. Rev.L. Mwankuga	Member	+255 754 883 767
6. Rev. M. Kategile	Member	+255 757 827 125
7. Mr A. Ngimba	Member	+255 754 562 396
8. Mr. G. Emmanuel	Member	+255 756 521 118
9. Mr. J. G .Kabuje	Member	+255 767 062 020
10.Prof. A.N. Mvuma	Member	+255 755 425 470
11. Dr. N. Ntawigaya	Member	+255 765 101 477
12. Dr M. Mpelwa	Member	+255 753 029 200
13. Dr J. Msindai	Member	+255 752 435 175
14 Rev Dr R. Mbao	Member	+255 767 166 853
15. Rev A. T. Mbulwa	Member	+255759 001 898
16. Rev E. Simpanzye	Membe	+255 766 759 166
17. Ms. S. Seif	Member	+255 716 574 028
18. Ms. L. Mashalo	Member	+255 767 097 463
19 Mr. J. Kutawa	Member	+255 758 792 126
20. Mr. A. Temba	Member	+255 758 220 825
21. Mr. D. Simon	Member	+255 754 871 938
22. Ms M. Gwalema	Recording Secretary	+255 629 751 499

13.3 University Senate

1.Prof. H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof. T. Kassimoto	Member	+255 754 567 374
3. Prof E. S. Mligo	Member	+255 753 489 160

4. Rev. M. Kategile	Member	+255 757 8271255
5. Dr. N. Ntawigaya	Member	+255 765 101 477
6. Mr. G. Emmanuel	Member	+255756 521 118
7. Ms A. Abdul	Member	+266 717 857 280
8. Mr. A. Temba	Member	+255 758 220 825
9.. Ms. L. Mashalo	Member	+255 767 097 463
10.. Dr J. Msindai	Member	+255 784 478 335
11. Rev. Dr. Mbao	Member	+255 767 166 853
12. Ms. S. Seif	Member	+255 716 574 028
13. Mr. Festus Andrew	Member	+255 781 724 200
14. Mr Moses Yekonia	Member	+255 613 910 269
15. 16. Rev R. Meza	Member	+255 756 170 610
17. Mr. J.G. Kabuje	Member	+255 767 062 020
18. Ms M. Gwalema	Member	+255 629 751 499

13.4 University Management

1. Prof H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof T. Kassimoto	Member	+255 754 567 374
3. Prof E. S. Mligo	Member	+255 753 489 160
4.. Dr. J. P. Msindai	Member	+255 784 478 335
5. Dr. N. Ntawigaya	Member	+255 765 101 477
6. Rev. M. Kategile	Member	+255 757 827 125
7. Ms. M. Gwalema	Secretary	+255 756 847 436
8. Rev. M. Kasyele	Member	+255 768 507 929
9. Mr O. Ndemeke	Member	+255 784 359 227
10. Mr. I.S. Mwakamoja	Member	+255 752 132 314
11. Rev. Dr. R. Mbao	Member	+255 767 166 853
12. Rev R. Meza	Member	+255 756 170 610
13. Mr. A. Temba	Member	+255 758 220 825
14. Mr A. Senka	Member	+255. 757 137 313

CHAPTER 14

UNIVERSITY PERSONNEL

14.1 Senior Personnel of Teofilo Kisanji University

a). Vice Chancellor

Prof. Hermas. J. M. Mwansoko,	PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)

b). Deputy Vice Chancellor Academic Affairs

Prof. T. Kassimoto	PhD (University of Zimbabwe); MA & BA (Education - UDSM)

c). Deputy Vice Chancellor for Panning, Finance and Administration

Rev. Prof. E. S. Mligo	PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania

14.2 Faculties, Departments and Units Personnel

14.2.1 Faculty of Humanities and Social Sciences (FHSS)

a) Dean

. **Rev. Dr. R. Mbao**	PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

b). Head of Department of Theology

Rev . Mary Kategile	MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

c). Head of Department of Arts and Social Sciences

Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira

14.2.2 Faculty of Education

a). Dean Faculty of Education (DFED)

Dr. N. Ntawigaya PhD (Education)OUT, MA, (OUT)
BAED (TEKU)

b).Head of Department of Education

Rev.Watson L. Masiba MED(Applied Social Psychology) UDSM
BD (TUMA) PGDE (UDSM)

14.2.3 Faculty of Science and Technology (FoST)

a). Dean of Faculty

Dr. J. Msindai PhD, Dip (University of London); MSc Lumumba University Moscow

b). Head of Department of Science and Technology

Dr M. Mpelwa PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.

14.2.4 Coordinator Quality Assurance Unit

Mr. A. L. Temba Msc (Geography information system UDSM) BA Geography Environmental Studies (UDSM)

16.2.5 Coordinator Library and Documentation Unit (CLDU)

a) Coordinator of the Unit

Ms. S. Alphonce, MA Information Studies, (UDSM), BA General – (UDSM

14.2.6: Undergraduate Studies Unit

Coordinator Undergraduate Studies Unit(CUSU)

Ms R. Kategela MA(Kiswahili)(UDSM); BEL(TEKU).

14. 2.7 Chaplaincy

Chaplain

Rev. F. Mtepa MTh (TEKU); BD (MOTHECO),

14.2.8 Continuing Education Programmes (CEP)

a). Coordinator of the programmes.

Rev. Revocatus Meza MTH (Theology) (Bethlehem, Pennsylvania), PGDE (TEKU); BD Moravian Theological College

b). Assistant Coordinator

Mr Sule , M. MSC (Community Economic Dert), (S. New Hampshire University BA (Londuse Planning) UDSM

14.2.9 Coordinator of Health and Allied Sciences Uni (CHASU)

Mr. Riberatus Philipo BSc. Nursing (UDOM); PGDE (TEKU)

14.2.10 Students Services UNIT(SSU)
Dean of Students
Ms Stella Seif MA(Applied Social Psychology)(UDSM); BED(Psychology)(UDSM); Dip. Education (Korogwe)

14.2.11. Legal Issues Unit(LIU)
Legal Counsel
Ms. M. Gwalema, LLM (Mzumbe), LLB (Mzumbe)

14.2.12 Admissions and Examinations Unit(AEU)
a). Coordinator tor Admissions Unit (CAU)
Rev. M. Kasyele MTh (Makumira), PGDE (TEKU), BD (Makumira)

b) **Coodinator of Examination Unit(CEU)**
Mr. F. Nyoni PGDE (SAUT), BSCCS (SJIIT)

c). Data Centre Unit (DCU)
14.2.13: Data Manager

Mr. H. D. Mwahasanga BSC Computer Science (AA)

14.2.14. Administration and Human Resources Unit (AHRU)

Coordinator of the Unit
Mr. I. B. Mwakamoja BED (Comerce & Acountancy) MU, Diploma in Accountancy (TIA)

14.2.15 Planning and Development Unit (PDU)
Coordinator of the Unit
Mr. A. Senka MBA (University Wales) BA Economics (UDSM)

14.2.16 Public Relations Unit (PRU)
Coordinator of the Unit
Ms. Nina Kibasa MSc–Journalism (MOI), BAJournalism (UDSM)

14.3.0 Personnel in Faculties, Departments and Units
14.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)
Dr. N. Ntawigaya PhD (Education)OUT, MAED (OUT) BAED (TEKU

b). Head of Department of Education
Rev.Watson L. Masiba BD (TUMA) PGDE (UDSM) MED

(Applied Social Psychology) UD

14.2.11. Legal Issues Unit(LIU)
Legal Counsel

Ms. M. Gwalema, LLM (Mzumbe), LLB (Mzumbe)

b) **Coodinator of Examination Unit(CEU)**

Mr. F. Nyoni PGDE (SAUT), BSCCS (SJIIT)

c). Data Centre Unit (DCU)
14.2.13: Data Manager

Mr. H. D. Mwahasanga BSC Computer Science (AA)

14.2.16 Public Relations Unit (PRU)
Coordinator of the Unit

Ms. Nina Kibasa MSc–Journalism (MOI), BAJournalism (UDSM)

14.3.0 Personnel in Faculties, Departments and Units
14.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)

Dr. N. Ntawigaya PhD (Education)OUT, MAED (OUT) BAED (TEKU

b). Head of Department of Education

Rev.W. L. Masiba BD (TUMA) PGDE (UDSM) MED

C) Staff of the Faculty of Education

Prof. T. Kassimoto	PhD (Education) (UZ) MAED (UDSM) BAED (UDSM).
Dr. N. Ntawigaya	PhD (Education)OUT, MAED (OUT) BAED (TEKU)
Dr. S. Mhando	PhD-Education (UDSM), MAED (UDSM), BED (UDSM).
Mr. O. Boaz	BAED9UDSM), MA (Education) UDSM.
Ms S. Seif	MA (Applied Social Psychology)(UDSM); BED (Psychology) (UDSM); Dip. Education (Korogwe)
Mr. D. Simon	MAED (UDSM), BAED (UDSM)
Rev.W. L. Masiba	BD (TUMA) PGDE (UDSM), MED (Applied Social Psychology) UDSM
Mr. C. Mfuse	MA (Education) RUCU , BAED (UDSM)
Ms. M. Jumbe	MEEAE (MWECAU), BAED (ETU)

14.3. 2 Faculty of Humanities and Social Sciences (FHSS)

(a) **Dean Faculty of Humanities and Social Sciences**

Rev. Dr. Mbao PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

(b) Head, Department of Arts and Social Sciences

Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.

(c) Head, Department of Theology

Rev . M. Kategile	MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)

(d) Academic staff

Rev. Prof. E. S. Mligo	PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania
Rev. Dr. Mbao	PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)
Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.
Rev . M. Kategile	MTh. – Bethlehem (USA), BD (MOTHECO) PGDE (TEKU) Dip. Dress making (Bethlehem PA)
Rev. M. Kasyele	MTh (TUMA), BD (Makumira, PGDE (TEKU)
Rev. Revocatus Meza	MTH (Theology) (Bethlehem, Pennsylvania), PGDE (TEKU); BD Moravian Theological College
Rev. E. Majani	MA (Theology) (TEKU); Bachelor of Divinity (TEKU); PGDE (TEKU)
Rev. Ekisa L. Shibanda	MTH (Theology); BD (TEKU)

14. 3.3 Departments of Arts and Social Sciences (DASS)

Head of Department

Rev. Dr. T. Mwenisongole	PhD Theology (UNISA) MTh (Bethlehemu USA) BD Makumira.

(e) **Staff of the Department of Arts and Social Sciences**

Prof H. Mwansoko	PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)
Ms R. Kategela	MA(Kiswahili)(UDSM); BEL(TEKU).
Ms J. Ayo	MA(Kiswahili)TUMA; BAED(TUMA)
Ms E. Jovinus	MA(kiswahili)(TUMA); BAED(TUMA)
Mr. R. Bakari	MA (History)UDSM , BAED (SAUT)
Mr. B. Lilawola	MA (History , UDSM, BAED (UDSM)
Mr. S. Mkumbwa	MA (History) (UDSM), BAED(Education) (TEKU).
Mr. Z. Michael	Msc– Natural Resources Mngt (UDSM), BAED (UDOM)
Ms. H.Y Mgoli	MA (Geography and Env . Mng) UDSM,

	BAED (UDSM)
Mr. G.J. Matekele	MA in Geography and Environmental Science(UDSM), Bachelor of Arts with Education (UoA).
Mr. A.L. Temba	MSC (Geographical Inf . Systems , BA Geog + Env, Studies (UDSM)
Mr. P. Wolfgang	M.Sc. Natural resources Management (UDSM), BAED (Geography) (UDSM).
Mr N. Simbeye	MBA(Mzumbe), Adv. Diploma (Business Administration and Management)SIMUCO
Mr.F.G. Mahe	MA (Sociology) SAUT , BA Sociology UDSM
MR N. Mkumbwa	MAED (Linguistics),UDSM, BAED (UDSM
Mr. F. Mwang'onda	MA (Linguistics) (SAUT), BAED (AJCU)
Mr U. Nziku	MA(Linguistics) UDSM, BAED (UDSM)

14.3.4 Faculty of Science and Technology

(a) **Dean of the Faculty**

Dr. J. Msindai	PhD (Univ Michigan), MA (Un, Michigan), BSc (UDSM)

b) Head Department of Science and Technology

Dr M. Mpelwa	PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.

(**c) Academic Staff**

Dr. J. Msindai	PhD (Univ Michigan), MA (Un, Michigan), BSc (UDSM)
Dr M. Mpelwa	PhD (Oilfield ChemistryYangtse Univ. China, , MSC Oil&Gas Chemistry) Abedeen Univ. UK, BSC (Chemistry) UDSM.
Dr A. Mwijage	PhD (Ecology & Conservation)AbedeenUniv. UK,; MSc(Pest Management)Univ. of London UK; BSc(Agriculture) SUA
Ms C. Renson	MSc(BioChemistry),UDSM, BScEd (biology& Chemistry) MWECAU
Mr. N Tibashairwa	MSc (Biohemistry) UDSM , BSC (Ed) MWECAU
Mr. F. D.Shayo	Msc Ed (Biology) UDSM, BED Science (MWECAU
Mr. B. Nampela	Msc Ed (Biology)UDSM , BSC Ed Biology UDSM)
Mr. G. M. Shayo	MScEd 9chemistry)UDSM ;BScEd(Chemistry) UBSM.
Mr. G. Biswalo	Msc(Chemistry)Marwal Univ. India
Mr. M. John	MSC(GeoChemistry & Globe dynamics) Badji Mokhtar Univ. Algeria; BSCGeo Chemistry &Environment)) Badji Mokhtar Univ. Algeria
Mr. D. Lumumba	MSc Information Security) IAA; BSC Computer Science (RUCU),.
Mr. A. Geofrey	MSc (Comp Sc.) , UDOM , BSc (Comp .SC.) UDSM.
Mr. G. Anganile	MSc (Computer Science) UDOM; BSC Computer Science (UDOM)

Mr A. Chikoka	MSc (Mathematics) UDSM; BSc(Mathematics and Statistics) UDSM
Mr A. S. Mwaihabi	MA(Statistics)UDSM, BED (Maths) Brock Univ.
Mr. M. Lufingo	MSc. Environmental Science and Engineering -(NM– A) Bsc Chemistry (UDOM)
. Mr Nsemwa	MSc (Environ. Mngt(Egypt), BSc Env. (TEKU)

Tutorial Assistants

Mr T. Nkelebe	BSC (Biotech&LabSC) (SUA)
Ms J. Mng'anya	BSc ED (Chem &Biol) (TEKU**)**

(d) Laboratory Technicians

Mr. N. Rugudagiza,	Diploma in Lab Technology (UDSM)
Ms M. Revocatus	Cert. Lab Science(VETA)
Ms E. Nixon	Cert Labv Sc. (VETA)

16.3.5. Continuing Education Programme (CEP)

Programme Coordinator

Rev. Meza, R. MTh (Bethlehem), BD (MOTHECO), PGDE (TEKU)

Associate Coordinator

Mr.Sule M.T. (Ms.CED), (SNHU), BA (Hons) (UDSM), (PBF) (UNZA).

Examination Officer

Mr. Sanga,F.A. MA (Business Adm) OUT, BCOM (UDSM), BHRM

HOD of information Tech.

Ms. Abdul, M. A. BSCS (UDOM)

Academic staff

Ms. Gwamaka, B.	BALIS (TURDACO)
Mr. Sanga, S.F.	BSc IT (IFM)
Mwanguku, F.K.	BSc.CS (St. John-Dodoma)
Mathew, E.G	BSc.CS (TEKU)

HOD Humanities

Mr. Charles, C.E. BHRM (TIA)

Academic Staff

Mr. Didas, P.	LLB (SAUT)
Jengela E.M.	BPLM (TIA)
Mr. Sichone, Y.	BBA (UDSM), MBA (UOI)
Mfilinge, S.P.	BPLM (TIA)
Haule, A.	Adv.Dip (TIA),CPA

HOD Community Dev.

Ms. Kingililwe, M. BASO ((TEKU)

Academic staff

Mr. Mdolloh W.T. (PDGE) (TEKU), BASO (UDSM)

Mr.Sule M.T.	(Ms.CED), (SNHU), BA (Hons) (UDSM), (PBF) (UNZA).
Saba, A.N.S.	BASC (UMU)
HOD Journalism	
Mr. Mbugi, N.	BAJ (UOI) PGDE (SAUT)
Academic staff	
Ms. Kuyumbe, C.B.	BAMC (SAUT)

14.2.5 Health and Allied Sciences Unit (HAS-Unit)

(a) Coordinator of the Unit

Mr. Riberatus Philipo	BSc. Nursing (UDOM); PGDE (TEKU),

(b) Academic officer of the Unit

Mr. Dawson Protace	BSc. Nursing (UDOM)

(c) Head of Department

Mr. Clever Gwimile (NMT)	BSc. Nursing (St. John's University of Tanzania)
Mr. John Michael Henry (PST)	Bs. Pharmacy (St. John's University of Dodoma)
Dr. Sudi Hamisi Matitu (CMT)	Doctor of Medicine ( )

(d) HAS-Unit Staff

Mr. Claud Kevela	BSc. Nursing (St. John's University of Tanzania)
Dr. Gibson Kilingo	Doctor of Medicine (University of Constantine 03, Algeria)
Ms. Secilia Daniel	Bachelor Degree in Information Technology (CBE)
Ms. Sarafina Frank Mfikwa	Medical laboratory technologist (RUCU)
Mr. Wallen J Haule	BSc. Nursing (UDOM)
Ms. Bless Emmanuel Mwailubi	Dip. In Nursing and Midwifery (TEKU)
Ms. Hasna Hamisi Saidi	BSc. Nursing (KAIRUKI)
Dr. Meshack Simon	Doctor of Medicine (UDOM)
Dr. Agrey Godfrey Masonga	Doctor of Medicine (KCMC)
Ms. Sarah Mhagama	Diploma in Pharmacy (RUCU)
Mr. Gibson Jonathan Mwakisulu	Bs. Pharmacy (MUHIMBILI)
Mr. Daniel John	Bs. Pharmacy (MUHIMBILI)
Mr. Mwenda Zaire	Bs. Pharmacy (St. John's University of Dodoma)
Mr. Deo Stephano Mabhuye	Bs. Pharmacy (St. John's University of Dodoma)
Mr. Petro Masanja	Diploma in Pharmacy (DECCA)
Ms. Ansfrida Alfred	BSc. Nursing (UDOM)
Dr. Nicholaus Salvatory Mbishi)	Doctor of Medicine ( )
Mr. N.J. Sagasii	B of Pharmacy CUHAS— Bugando
Ms. F. Saimon	BaSC in Midwifery (MUHAS)
Mr. T.A. Kibiki	BHRM (MU)
Mr. L. Mahenge	BCOM (UDOM)

14. 3.6 Library and Documentation Unit (LDU)

(a) Coordinator

Ms. S. Alphonce	MA Information Studies, (UDSM), BA General – (UDSM

(b) Library Staff

Ms. S. Alphonce	MA Information Studies, (UDSM), BA General – (UDSM
Mr. E. Kihwaga	MSC (Information Sciences Library Information Studies) (Moi University) BSC (Env. Studies) SUA
Mr. J. Mboma	Diploma in Librarianship (SLADs Bagamoyo), Degree- (OUT)
Mr. A. P. Mwansepe	Diploma in Librarianship (TEKU),
Ms. N. Mwangomo	Diploma in LIS, (TEKU), Certificate in Library Management (TLS)
Ms. E. Duma	Diploma in LIS (TEKU) Certificate in Library Management (TLS)
Ms. T.Mganga	Diploma in LIS and Information Science, Certificate in Library Management (TEKU).
Ms. J, Kyando,	Diploma in Library archives and Documentations studies, Degree- (OUT) Certificate in Library SLADS), BLIM (Candidate) OUT
Ms. B. Kasyele	Diploma in LIS (TEKU) Certificate in Library and Information Services (TEKU).
Mr. S. Mwakatwila	Diploma in Librarianship (SLADs Bagamoyo)

14.3. 7. Accounts Unit

(a) Bursar

Mr. O. Ndemeke.	BAF (St. Johns)

(b) Assistant Accountants

Mr. O. Ndemeke	BAF (St. Johns)
Mr M. P.Brown	BAC (SAUT)
Mr. D. Nzali	BBA (SAUT), DBA (CBE)
Mr. W. Lomba	BBA(TIA

(c) Cashier

Ms. F. Mwakilachile	DBA (TEKU)

(d) Procurement /Stores Officer

Ms. C. B. Shayo	BBA-PSM (MUST)

(e) Internal Auditor

Mr A. Mwakamisa	Adv Diploma(Accountancy) IFM

14.3.8. Personnel of Information and Communication Technology (ICT Unit

(a) Coordinator of the Unit

Mr. Hisan D. Mwahasanga	BSC (Computer Science)IAA

(b) ICT Staff

Ms. S. Komba	B.Sc - Computer St. Joseph (DSM)
Mr. F. P. Nyoni	PGDE (SAUT) BSc (St. Joseph)
Mr. H.D Mwasanga	BSC (Computer Science)IAA

Ms. C.L. Malima	Dip. Computer Science (St Joseph Dar)
Mr. C. Mwageni	Bsc . ICT (OUT)

CHAPTER FIFTEEN
ALMANAC FOR THE CONTINUIG EDUCATION PROGRAMMES 2025/2026

TEOFILO KISANJI UNIVERSITY
CONTINUING EDUCATION PROGRAMMES (CEP)
ALMANAC OF 2025/2026

DATES	EVENT
September, 2025	
1st July-30th September, 2025	Applications for Non Degree programme for the year 2026
1st July-30th September, 2025	Uploading of Semester II and Semester I Examination Results into the NACTVET Database and Submission of Printed Examinations to NACTVET for Verification
1st September 2025	Publication of CAS selection Results for the Second Round
14th -22nd September 2025	Field Practical Training Assessment for NTA level 4 & 5
18th September 2025	Quality assurance committee
19th - 26th September, 2025	Applications for Admission through CAS 2025/2026-Third Round & Transfer of CAS Selected Applicants
19th - 20th September, 2025	Selection of Applications for non-health Programmes
22nd September - 20th October, 2025	Submission of Selected applicants for verification
23th September, 2025	End of Field Practical Training for NTA level 4 & 5
October, 2025	
16th - 30th October 2025	Selection of Applications for non-health Programmes - Fourth Round
8th October, 2025	CEP Joint Meeting
10th October,2025	Joint Academic staff meeting
14th October 2025	Nyerere Day (Public Holiday)
20th - 24th October 2025	Viva Voce for Higher Degrees students
November 2025	
3rd-9th November 2025	Reporting and registration of continuing students
3rd - 6th November2025	Special and supplimentary for NTA level 4 & 5 Second semester
10th November 2025	Beginning of Classes for 1st Semester for Academic Year 2025/2026
10th November 2025	Submission of special and supplementary results

10th - 15th November 2025	Orientation week for first year students
11th November 2025	Compilation of CEP Special and supplimentary Exams results
12th November 2025	CEP Academic Meeting
13th November 2025	Admission and Examination committee
21st November 2025	Bord of Trustees Meeting/ and Convocation
22nd November 2025	18th Graduation Ceremony
27th - 31st November 2025	Presentation of research proposals for Higher degrees
December 2025	
1st December 2025	Classess continue
5th December 2025	Appointments and Human Resources Management Committee Meeting
9th December 2025	Tanganyika Independence Day (Public Holiday)
9th - 13th December 2025	Submission of Research Titles to supervisors
9th - 13th December 2025	Evaluation for tutors and feedback from students
12th December 2025	Planning and Finance Cmmittee Meeting
15th - 19th December 2025	Test I Exams for 2025/2026 academic year
21st - 23rd Dec 2025	Submission of resurts (Test 1)
23rd December 2025 -1st January 2026	Chrismas Recess and New year
January 2026	
2nd January 2026	Classess Resume
6th January 2026	Deans and Directors Committee Meeting
10th January 2026	Council Meeting
12th January 2026	Zanzibar Revolution (Public Holiday)
22nd - 24th January 2026	Test 2 Exams for 1st semester 2025/2026 academic year
26th - 28th January 2026	Feedback of test 2 results to CEP students
February 2026	
1st February 2026	Classess Continue
2nd - 8th June 2026	Project and Community Services
3rd February 2026	CEPJoint Academic meeting
3rd - 4th Feb. 2026	Upload of CA results TAIS
5th - 6th Feb 2026	Submission of Continuous Assessment Results for First Semester
5th - 7th Feb 2026	Submission of Exams/Preparation and moderation for 1st Semester Examinations
13th February 2026	Writing of Production of published articles in International and Nationa Journals
12th February 2026	Joint Academic Staff Meeting

13th February 2026	Deans and Directors Committee Meeting
14th February 2026	CEP Academic Meeting
16th February 2026	Quality Assurance Committee Meeting
16th - 21nd February 2026	1st Semester University Examinations
21st February 2026	End of 1st Semester and starts of recess
23rd Feb - 9th March 2026	Recess Period
24rd Feb - 1st March 2026	Panel Marking of Examinations
28th Feb - 3rd March 2026	Submission of second semester examination results
March 2026	
3rd - 5th March 2026	Compilation of Exams Results
4th March - 23rd May 2026	Uploading & Submision of 1st semester printed results to NACTVET for 2025/2026 academic year
6th - 7th March 2026	Deparmental Academic Meeting
9th -10th March 2026	Registration for second semester and beginning for second semester
11th March 2026	Beginning of Classes for 2nd Semester for Academic Year 2025/2026
11th March 2026	CEP Academic Meeting (All)
12th March - 12th May 2026	Data collection report writing and submission NTA 6
13rd March 2026	Deans and Directors Committee Meeting
14th March 2026	Submission and Moderation of Special/Sup. Exams
16th March. 2026	Quality assurance comitee
17th-19th March 2026	Special and suplementary exams for first semester
19th - 20th March 2026	Eid el Fitri
20th March - 23rd April 2026	Marking of Special/Supplimentary Exams
24th - 25th March 2026	Submission/Compiling of Special/Sup. Results
27th March 2026	CEP Academic Meeting (All)
April 2026	
1st April 2026	Class Continue
5th April 2026	Senate Meeting
3rd - 6th April 2026	Easter Holidays
7th April 2025	Karume Day (Public Holiday)
8th April 2026	Classess Resume
10th April 2026	Admission and Examination Committee
16th - 25th April 2026	Submission of corrections/improvement in the Students Admission Guidebooks to NACTVET
17th April 2026	Sanate Meeting
20th April 2026	Release of Examination Results
21st April 2026	Deans and Directors Committee Meeting
26th April 2026	Union Day (Public Holiday)
30th April - 2nd May 2026	Deparmental Academic Meeting
May 2026	

1st May 2026	Workers Day (Public Holiday)
2nd May 2026	Classes Continue
May - June 2026	Capacity building to Admissions and Examination Officers on admission and examination matters by NACTVET
6th - 7th May 2026	2nd Semester Test 1
8th May - 12nd May 2026	Marking Test and Feedback from students
13rd May - 14th May 2026	Submission of results for test one 2nd semester
14th May 2026	CEP Academic Meeting
28th May 2026	Opening of students' Admission window for the Academic year 2026/2027
June 2026	
1st June, 2026	Class continue for NTA LEVEL 4 & 5
1st June - 26 June, 2026	Field Practical Training for Level 6
7th June 2026	Eid Al Aladha
8th - 10th June 2026	Test 2 for level 4, 5 & 6
11th - 14th June, 2026	Marking Test 2 and submission of Results
22nd - 25th June 2026	Field Practical Training Assessment for Level 6
23rd - 25th June 2026	Submission, Moderation, Preparation of SE 2nd Semester
23th June - 5th July 2026	Preparation week
July 2026	
1st- 5th July 2026	Project and Community Services
5th July 2026	Joint Academic Meeting
12th - 16th July 2026	2nd semesterExams start
17th July, 2026	Start of long vaccation
17th-24th July, 2026	Panel marking
27th July - 25 Sept. 2026	Field/Industrial Training NTA Level 4 and 5
25th - 27th July 2026	Submission of SE results
28th - 29th July 2026	Compilation of Results
30th -31st July, 2026	Departmental meetings
August 2026	
1st August 2026	CEP Academic meeting
5th August 2026	Special Admission and Examination Committee Meeting, to approve level six results
6th August 2026	Special Senate Meeting
10th August 2026	Results release for NTA Level six (6)
18th August 2026	Admission and Examination Committee
18th - 20th August 2026	Supp/Special Exams NTA Level six (6)
20th - 22nd August, 2026	Marking Supp/Special Exams NTA Level six (6)
23rd - 25th August, 2026	Compilation of Results
26th August, 2026	Release of Examination Results for NTA Level 4 and 5

26th August, 2026	Departmental meeting
27th August, 2026	CEP Academic meeting
28th August, 2026	Special Admission and Examination Committee Meeting
31th August, 2026	Special Senate Meeting
September, 2026	
1st September, 2026	Results release for Special and Supplementary NTA Level six (6)
21st - 26th September 2026	Field Assesment
26th September 2026	End of Field
25th September 2026	Reporting and Registration of New student
26th Sep -3rd Oct 2026	Orientation week for first year students
30th September, 2026	End of Field Report submission
30th-4th October, 2026	Submition of Field Results
October, 2026	
5th-10th October 2026	Continuing students opening, Reporting and Registration
6th October 2026	Confirmation of Students admitted in the second Application Window
9th October 2026	Admissions and Examinations Committee Meeting
12th October 2026	Beginning of Classes for 1st Semester for Academic Year 2025/2026
14th October 2026	**Nyerere Day (Public Holiday)**
14th - 17th October 2026	Moderation, Prepartion of Sup/Special Exams.
15th October 2026	Extra Ordinary Senate Meeting
16th October 2026	Joint accademic meeting
19th - 23rd October 2026	Viva Voce for Higher Degrees students 2026/2027
20th - 22nd October 2026	Special and supplimentary for NTA level 4 & 5 second semester
21st 0ctober 2026	Deans and Directors Committee Meeting
21st - 23rd October 2026	Orientation week for first year students
23rd - 26th October 2026	Marking examination for Special and supplimentary for NTA level 4 & 5 second semester
27th - 29th October 2026	Submision of examination results for Special and supplimentary for NTA level 4 & 5 second semester
November, 2026	
1st October, 2026	Classes contnue for all students
4th November 2026	CEP Academic Meeting
5th November 2026	Special/Admission and Examination Committee
7th November 2026	Senate Meeting
8th-10th November 2026	Sup/Special results uploading TAIS

12th November 2026	Release results for Special and Suplementary for 2nd Semester Level 4 & 5
20th November 2026	Board of Trustees Meeting and Convocation
21st November 2026	19th Graduation Ceremony
December, 2026	
1st December 2026	Classes contnue for all students
9th December 2026	Tanganyika Independence Day (Public Holiday)
14th - 18th December 2026	Test one New Academic year 2026/2027
15th December 2026	Appointments and Human Resources Management Committee Meeting
18th December 2026	Audit Committee Meeting
20th Dec-22nd Dec. 2026	Marking and feedback to students
22nd December 2026	Planning and Finance Committee Meeting
23rd December 2026	Submission of results for test one for 1st semester
24th Dec. - 1st Jan. 2026	Chrismas and New Year Recess
January, 2027	
4th January 2027	Classes resume
6th January 2027	Deans and Directors Committee Meeting
8th January 2027	Council Meeting
12th January 2027	Zanzibar Revolution Day (Public holiday)

N.B Every Friday of the Week (Except on Public Holidays) is for Management Committee Meeting