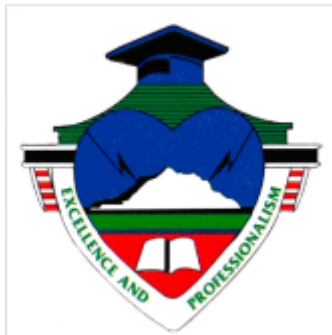


# INSTITUTE OF ACCOUNTANCY ARUSHA



## PROSPECTUS

2018 - 2019

P.O. Box 2798, ARUSHA – TANZANIA

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## RECTOR'S MESSAGE



On behalf of the Management and Staff of the Institute of Accountancy Arusha, I take this opportunity to welcome all new students for year 2018/19 to the Institute of Accountancy Arusha (IAA). I welcome you to join us in our march towards the achievement of a greater recognition within the academic community. I also wish to take this opportunity to welcome back the continuing students. I congratulate you for passing your examinations of the previous academic year, 2017/18.

At the Institute of Accountancy Arusha, research, consultancy and high quality of teaching and learning take place across all our academic disciplines. IAA offers programmes in close cooperation with the relevant industries. This way, our programmes correspond to the needs and the demands of today and tomorrow market. An IAA certificate is sought after in the job market because employers and industry experts know that they can rely on the quality of this institute.

As a Rector, I am determined to build on our well-established position of providing a high quality competence-based training and offer research and consultancy services through applied technology as stated in our mission. We have a well-defined Strategic Plan, to take us to 2021 making IAA an exemplary center of excellence in Modern Business Management training.

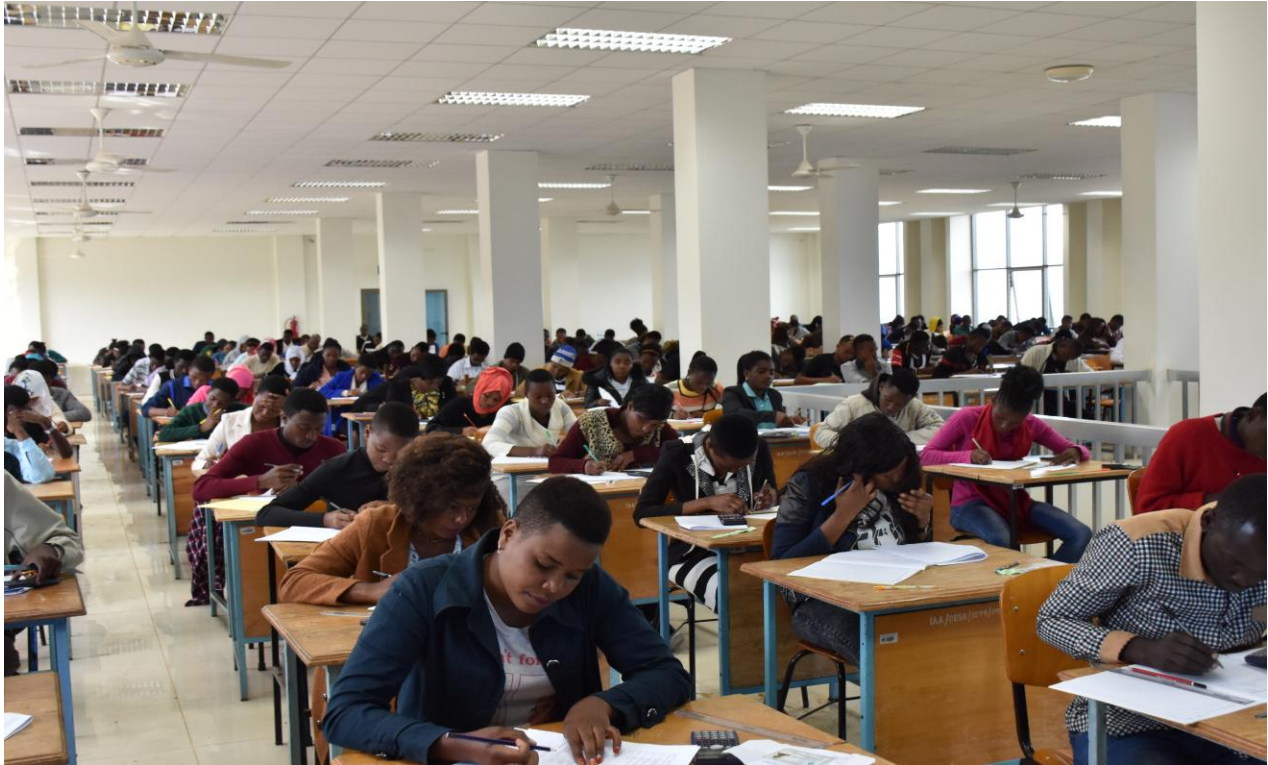
Whether you are an undergraduate or postgraduate student, the possibilities you have here are endless. We have succeeded in creating an academic and social environment that enable us to stand out. As an institute we will ensure that our structures, support systems work proactively, effectively and efficiently to achieve our strategic priorities; and that our core values of excellence and professionalism; integrity and transparency;

creativity and innovation; accessibility; responsibility; team work and customer focused remain our cardinal symbol.

If you are an independent thinker who is eager to discover and create new knowledge that will help make a difference in your community and in the world, then IAA is a place where you can excel. We are committed to provide strategic leadership and guidance to maintain our academic excellence, while contributing towards national development efforts. I encourage you to take the bold step towards a life changing educational journey at the Institute of Accountancy Arusha and you will never be disappointed.

**Dr. CPA Samwel Werema**  
**Acting Rector**

## 1.0. INTRODUCTION



### 1.1. ABOUT IAA

The Institute of Accountancy Arusha (IAA) is a parastatal Educational Institution established by the Institute of Accountancy Arusha Act of 1990. The overall control and supervision of the Institute is vested in its Governing Council.

The Institute has over time developed a total number of thirty three academic programmes from Basic Technician Certificate, Ordinary Diploma, Bachelor Degree, Post graduate Diploma and Master's Degree.

The Institute also conducts Short- term Courses and Seminars, many of them tailored to client needs. In addition, it undertakes Consultancy and Research activities as part of its mission. Through these interventions, IAA aspires to develop lasting partnerships with Industry, the Government, and non-Governmental Organizations.

### 1.2. CAMPUSES AND CENTRES

Currently, the Institute has two operating campuses offering different courses for both professional and personality growth. The campuses are IAA Babati Campus and IAA Dar es salaam Campus. Babati and Dar es Salaam Campuses offer Certificate and

Diploma programme. In addition to that Dar es Salaam campus offers Postgraduate programmes.

The Institute also operates two centres in collaboration with Tanzania Peoples Defense Forces through Tanzania Military Academy- Monduli and Command and Staff College – Duluti. At Command and Staff College (Duluti) center IAA offers Diploma in Strategic Studies and Postgraduate Diploma in Strategic Studies. While in Tanzania Military Academy (Monduli) centre IAA offers Bachelor in Military Science. In all these centres and campuses IAA has adequate teaching amenities such lecture theaters, library and IT facilities employing modern technologies.

### **1.3 OBJECTIVES AND FUNCTIONS**

The objectives and functions of the Institute are to:

- Provide facilities for the study of and training in the principles, Procedures and techniques of accountancy and related subjects as the Governing Council may from time to time decide.
- Conduct courses leading to professional qualifications in Accountancy and related Disciplines.
- Sponsor, arrange and provide facilities for Conferences and Seminars for discussion of matters related to Accountancy, Finance, Business, Economics, Information Technology, and other Management Sciences.
- Conduct research, and offer consultancies to business organizations, government, and non- governmental organizations, and arrange for publication and general dissemination of study materials in connection with the work and activities of the Institute.



#### **1.4. VISION, MISSION AND CORE VALUES**

##### **VISION STATEMENT**

To be an exemplary centre of excellence in modern business management training, research and consultancy services.

##### **MISSION STATEMENT**

To provide high quality competence-based training and offer research and consultancy services through applied technology.

##### **CORE VALUES**

In performing our functions, we as the Institute are guided by the following core values:

Customer focused

We shall continue to put Customers in the primary focus in all our activities.

Integrity and Transparency

We shall commit ourselves to be morally correct and transparent in all our endeavors.



Excellence and Professionalism	We shall produce quality graduates and maintain professional etiquette in all our actions and interactions.
Creativity and Innovation	We shall transform challenges into opportunities.
Accessibility	We shall avail our programs and opportunities to be pursued by a larger society.
Responsibility	We shall be responsible to promoting education and offer solutions to societal needs.
Teamwork	We shall foster a work environment characterized by teamwork spirit.
Diversity and Equal Opportunity for All	We shall value cultural diversity among our Students, faculty, and staff and be committed to the establishment of an atmosphere where individuals can get equal opportunities for challenge, self-development and learning.

### **1.5. MEMBERS OF THE GOVERNING COUNCIL**

- |   |   |                  |
|---|---|------------------|
| 1 | Mr. Juma Athmani Kaniki<br>P.O. Box 11504<br>Dar Es Salaam                                      | Vice Chairperson |
| 2 | Dr. Dominicus Mfwaume Kasilo<br>Ruaha Catholic University<br>P.O. Box 744<br>Iringa             | Member           |
| 3 | Dr. Jamal Adam Katundu<br>Institute of Finance Management (IFM)<br>P.O.Box3918<br>Dar ES Salaam | Member           |

- |   |  |        |
|---|--|--------|
| 4 | Dr. Annastellah Obedi Sigwejo<br>National Council for Technical Education (NACTE)<br>P.O. Box 7109<br>Dar Es Salaam        | Member |
| 5 | Ms. Patricia M. Kalunde Maganga<br>Ministry of Education, Science and Technology (MOEST)<br>P.O. Box 9121<br>Dar Es Salaam | Member |
| 6 | Ms. Alvera Kigogo Ndabagoye<br>District Executive Director (DED)<br>Kibiti District<br>P.O. Box 33<br>Kibiti               | Member |
| 7 | Mr. Joseph Elias Mwigune<br>COSTECH<br>P.O.Box4302<br>Dar Es Salaam  | Member |
| 8 | Ms. Judica Haikase Omari<br>Ministry of Finance<br>P.O. Box 9111<br>Dar Es Salaam  | Member |
| 9 | Ms. Grace John Sheshui<br>Ministry of Finance<br>P.O. Box 9111<br>Dar Es Salaam  | Member |

<p>10 Ms. Anne Clauder Mbuguni Fair Competition Commission P.O. Box 7883 Dar Es Salaam</p>	<p>Member</p>
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### 1.6. MANAGEMENT TEAM

<p>CPA Dr. Samwel M. Werema (PhD)</p> <p>Prof. Epaphra Manamba (PhD)</p> <p>Dr. Jonathan K. Shishiwa(PhD)</p> <p>Dr. Grace E. Idinga (PhD)</p> <p>Mr. Frank E. Sengati (MSc. IT&amp; Mgt)</p> <p>Mr. Chacha M. Wambura (MPA)</p> <p>Ms. Joyce A. Mnkeni (MA)</p> <p>Mr. Hamisi J. Majala (MBA)</p> <p>Ms. Grace I. Temba (MBA)</p> <p>Mr. Peter M. Mngara (MA Ed)</p> <p>Ms. Sarah E. Goroi (MA)</p> <p>Mr. Jerome A. Nshalila (MBA; CPSP [T])</p> <p>ACPA Richard Laswai (MBA; CPA (T))</p> <p>Ms. Anna Mwamwezi (LLM)</p> <p>Dr. Ikandilo J. Kushoka (PhD.)</p> <p>Dr. Solomon E. Muguba(PhD.)</p> <p>Mr. Edson R. Ndyemalila (MBA)</p>	<p>Ag. Rector / Deputy Rector - Planning, Finance and Administration</p> <p>Ag. Deputy Rector - Academic, Research and Consultancy</p> <p>Ag. Director of Postgraduate Studies</p> <p>Ag. Director of Undergraduate Studies</p> <p>Information and Communications Technology Manager</p> <p>Human Resources &amp; Administrative Manager</p> <p>Ag. Library Services Manager</p> <p>Internal Audit Manager</p> <p>Registrar</p> <p>Dean of Student</p> <p>Head, Public Relations Unit</p> <p>Head, Procurement Management Unit</p> <p>Ag. Planning and Finance Manager</p> <p>Ag. Legal Secretary</p> <p>Campus Manager, Dar es Salaam</p> <p>Campus Manager, Babati</p> <p>Ag. Manager CSC- Duluti and TMA- Monduli Centres</p>
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### 1.7. HEADS OF ACADEMIC DEPARTMENTS

Mr. Cairo Paul Mwaitete (MSc)	Ag. Head, Department of Postgraduate Studies
Mr. Issa M. Makongoro (MSc. F)	Head, Department of Accounting and Finance
Ms. Agnes B. Mtui (MEED)	Head, Department of Business Management
Mr. Allan G. Msolla (MSc. CS)	Head, Department of Informatics
Mr. Kabeya B. Almas (MSc. CS)	Head, Department of General Studies
Ms. Pamela J. Chogo (MSc. IT&Mgt)	Head, Department of Consultancy & Executive Dev.
Dr. Theophil B. Assey (PhD.)	Head, Department of Research and Publication

### 1.8. HEADS OF OTHER DEPARTMENTS

Mr. Mathew M. Melita (MBA)	Head, Examinations
Mr. Gerard T. Malisa (MA Ed.)	Head, Admissions
Mr. Shadrack M. Kasika (MSc; CPA)	Head, Planning and Budgets
Mr. Sifael N. Sabaya (MBA-IT)	Head, Systems Administration
Ms. Shamsia Mansoor (B.A)	Head, Revenue Accounts
Ms. Anna Mbagwa (PGDA)	Head, Expenditure Accounts
Mr. Florid F. Mwesiga (BALIS)	Head, Library Research
Mr. Joseph S. Daudi (MBA ITM)	Head, Readers Support Services
Mrs. Nderambikiwa T. Mbise (BALIS)	Head, Technical Services

### 1.9. MEMBERS OF ACADEMIC STAFF

S/NO	FULL NAMES	CURRENT DESIGNATION	EDUC. & ACADEMIC QUALIFICATIONS
1.	Samwel Marwa Werema (PhD)	Senior Lecturer	PhD; MBA; CPA (T); BCom
2.	Epaphra Manamba (PhD)	Senior Lecturer	PhD; MA; BA; Dip(Ed)
3.	Jonathan Kasenene Shishiwa (PhD)	Senior Lecturer	PhD; M. Ed; B. Ed.; Dip. Ed.

<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
4.	Edison Wazoel Lubua (PhD)	Senior Lecturer	PhD (IS&T); MCom(IS); MSc(HRM); ADCS; CISA
5.	Grace Elihaki Idinga (PhD)	Lecturer	PhD; MBA; BCom
6.	Leticia Lucas Rwabishugi ( PhD)	Lecturer	PhD (DS); MA (DS); BA Ed; Dip Ed
7.	Paul John Salia ( PhD)	Lecturer	PhD; MA; PGD; BA
8.	Ikandilo Julius Kushoka (PhD)	Lecturer	PhD; CPSP; MBA, ADMA; Dip. Ed.
9.	Solomon Emmanuel Muguba( PhD)	Lecturer	PhD (Ling); MA (Ling); BA (Lang),Dip. Ed
10.	Theophil Benedict Assey ( PhD)	Lecturer	PhD; MSc; BSc
11.	Maiko John Haule ( PhD)	Lecturer	PhD( DS); MA( DS); BA Ed.
12.	Cairo Paul Mwaitete	Lecturer	MSc; ADEP*
13.	Eliakira Moses Nnko	Lecturer	MBA; BBA(Mkt)
14.	Adonijah Agenda Abayo	Lecturer	MA; B. Ed (A)*
15.	Agnes Boniphace Mtui	Lecturer	MEED; BBA
16.	Martin Mathias Dome	Lecturer	MSc; CPSP; ADMA*
17.	Kafigi Nicholas Jeje	Lecturer	MBA; BBA
18.	Thadei Andrew Kiwango	Lecturer	MSc; PGDCS;BA; Dip Ed*
19.	Kilugala Mponeja Malimi	Lecturer	MSc (AF); BED(AM); CPA (T)*

<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
20.	Elidaima Paul Mlungwe	Lecturer	MBA; ADCA; Dip(Ed)
21.	Chalicha Chacha Sila	Lecturer	MBA; CPA(T); PGDTM; Bcom;*
22.	Valensi Benedicto Kagoro	Lecturer	MSc ;CPA(T); BCom
23.	Flora Kilo Lemnge	Lecturer	MSc. (PSM); ADA
24.	Musa Paul Ngilisho	Lecturer	MBA(F); ADA*
25.	Papias Daud Njaala	Lecturer	MSc (F) ; CPA(T); ADA
26.	Moga Tano Jilenga	Lecturer	MSc (AF); CPA(T); ADA*
27.	Hellen Emmanuel Meshack	Lecturer	MBA; BA*
28.	Bakari Ally Mashaka	Lecturer	MBA; BSc *
29.	Allen Medard Mibazi	Lecturer	MBA; CPSP; ADMA*
30.	Fadhili Ephraim Maseko	Lecturer	MBA; ADCA Dip.Ed
31.	Mordecai Chrysostom Matto	Lecturer	MSc. (Mkt); CPSP(T); BA (PSM) *
32.	Grace Isidor Temba	Lecturer	MBA(FB); BAF
33.	Richard Boniphace Laswai	Assistant Lecturer	MBA ; ACPA(T); ADA
34.	Nimrod Noel Foya	Assistant Lecturer	MBA; B.Ed
35.	Frank Emmanuel Sengati	Assistant Lecturer	MSc. IT & Mgt; ADIT
36.	Anna Silas Mwamwezi	Assistant Lecturer	LLM; LLB
37.	Edson Rudovick Ndyemalila	Assistant Lecturer	MBA; ADBM

<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
38.	Victor George Ngessa	Assistant Lecturer	MSc; ADIT
39.	Suma Philbert Mwankemwa	Assistant Lecturer	MSc (AF); ADBF
40.	Christian Alphonse Mgina	Assistant Lecturer	MBA; MSc(Agric.Eng); BSc(Agric.Eng)
41.	Elimbinzi Elisaria Mlay	Assistant Lecturer	MSc (AF); CPA(T); ADA; Dip Ed
42.	Christina Ernest Mneney	Assistant Lecturer	MIT; BA
43.	Munguatosha Godfrey Maleko	Assistant Lecturer	MSc; BSc
44.	Godfrey Matiku Maswe	Assistant Lecturer	MCED; MSc E; BACD
45.	Juma Yusuph Liechuka	Assistant Lecturer	MSc ITM; ADIT
46.	Joy Jillian Joseph	Assistant Lecturer	MBA; ADIT
47.	Victoria Fredrick Kabito	Assistant Lecturer	MSc (F); CPA(T); ADA
48.	Harrison Friback Ngowi	Assistant Lecturer	MSc ; ACPA (T); ADA
49.	Daniel Slawe Lorri	Assistant Lecturer	MSc F&A; CPA(T); ADCA
50.	Casmiri Fabian Kitula	Assistant Lecturer	MBA(F); BSc
51.	Issa Magembe Makongoro	Assistant Lecturer	MSc(F); ADA
52.	Eliawon Aiwinia Kishimbo	Assistant Lecturer	MSc FI; CPA(T); BCom
53.	Jeremiah Eliah	Assistant Lecturer	MSc (AF); CPA(T); BA&F

<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
	Mbwambo		
54.	Abubakar Mahamud Shariff	Assistant Lecturer	MBA; ADA
55.	Joha Abdurahman Batte	Assistant Lecturer	MSc(FI); B.Com
56.	Hildo Ladislaus Mrema	Assistant Lecturer	MSc ( Agric. Ec); BSc (Agric. Ed& Ext); Dip. Ed
57.	Mathias John Chaula	Assistant Lecturer	MSc. (FI); ACPA(T); CPSP (T); ADA
58.	Valentine Christopher Marandu	Assistant Lecturer	MPA; PGRP; ADCD
59.	Boniface Lydia Maiko	Assistant Lecturer	MA; ADBA*
60.	Isaria Peter Kisoli	Assistant Lecturer	CPSP; MBA; ADMA; Dip Ed.
61.	Shaban Yusuph Masolwa	Assistant Lecturer	MBA; BA
62.	Peter Evance Kavishe	Assistant Lecturer	MBA; BA*
63.	Elia Fanuel Mbise	Assistant Lecturer	MSc. (Entr); BBA (Bus.Mgt); Dip. Ed (Math& Georg)
64.	Gipson Raphael Ole Kinisa	Assistant Lecturer	MBA (ICT &Eng); B.Ed
65.	Haruna Issa Athumani	Assistant Lecturer	MBA (Fin & Admin.); ADMA
66.	Ibrahim Evarist Sawe	Assistant Lecturer	MBA; BBA
67.	Catholic Laizer Sumuni	Assistant Lecturer	MSc (Proc & Sup Chain); BSc.(POM)
68.	Annette Goodluck Kessy	Assistant Lecturer	MSc (Agr Eco); BSc



<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
69.	Isaya Machaine Makuri	Assistant Lecturer	MBA; CPSP (T); BSc.(Prod &Op Mgt)
70.	Asumpta Marcel Muna	Assistant Lecturer	MSc (F&I) CPA (T); ADA
71.	Thomas Abraham Sommy	Assistant Lecturer	MSc.(HR); BA Ed.
72.	Pamela John Chogo	Assistant Lecturer	MCED; MSc. (IT & Mgt); ADIT
73.	Allan Gallus Msolla	Assistant Lecturer	MSc (CS); BSc (CS)
74.	Mpoki Mosses Mwasaga	Assistant Lecturer	MSc; BSc
75.	Didas Mfoi Malekia	Assistant Lecturer	MCM; MSc; BSc
76.	Karisha Daniel Kavuta	Assistant Lecturer	MSc; ADIT
77.	Msham Angalia Bakiri	Assistant Lecturer	MBA; ADIT
78.	Nicholaus Mushumbusi Stanslaus	Assistant Lecturer	MBA; ADTE
79.	Jacqueline Exuper Mtui	Assistant Lecture	MSc (IT); BCA
80.	Haikael Asantel Makundi	Assistant Lecturer	MBA (ITM); ADCS
81.	Happiness Leonard Mkumbo	Assistant Lecturer	MBA (ITM); ADCS
82.	Adam Aloyce Semlambo	Assistant Lecturer	MCA; BSc (IT)
83.	Kaanael Simon Mbise	Assistant Lecturer	MSc (CS); BSc (CS)
84.	Kabeya Bakari Almas	Assistant Lecturer	MSc (CS); BSc (CS)
85.	Ali Issa Mbarale	Assistant Lecturer	MBA; BSc Ed.

<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
86.	Gloria Reverian Kimburu	Assistant Lecturer	MA(DS); B. Ed(A)
87.	Songera Joseph Mashauri	Assistant Lecturer	MSc; BSc
88.	Fred Bryceson Magesa	Assistant Lecturer	MA(DS); B.Ed; Dip Ed*
89.	Zaharani Mohamed Kisilwa	Assistant Lecturer	LLM; LLB
90.	Kusekwa Sitta Mabondo	Assistant Lecturer	MA (Ling); B.Ed.
91.	Kassim Bakary Kipanga	Assistant Lecturer	LLM; PGD (LP); LLB
92.	Christopher Venance Marushwa	Assistant Lecturer	MSc (Math); B.Ed (Sc.)
93.	Ester Damiano Salahot	Assistant Lecturer	MSc (Math); BSc (Ed)
94.	Lugano Asalile Mwamakimbula	Assistant Lecturer	MSc (Eco); BSc (Eco)
95.	Bonaventure Suluba Mshibika	Tutorial Assistant	BA (Stat)
96.	Bonitha Benitho Mahenge	Tutorial Assistant	ADTM
97.	Ayoub Mohamed Mswahili	Tutorial Assistant	BSc
98.	Ngasa Bucheye Ng'humdu	Tutoria Assistant	BSc Ed.(Math)
99.	Sifaeli Noah Sabaya	Systems Analyst	MBA (ITM); BEng; FTC
100.	Stanley George	Assistant System Analyst	BSc. (CS)

<b>S/NO</b>	<b>FULL NAMES</b>	<b>CURRENT DESIGNATION</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
	Chibelenje		
101.	Florid Ferdinand Mwesiga	Librarian Trainee	BALIS
102.	Joseph Solomon Daudi	Librarian	MBA (ITM); BALIS

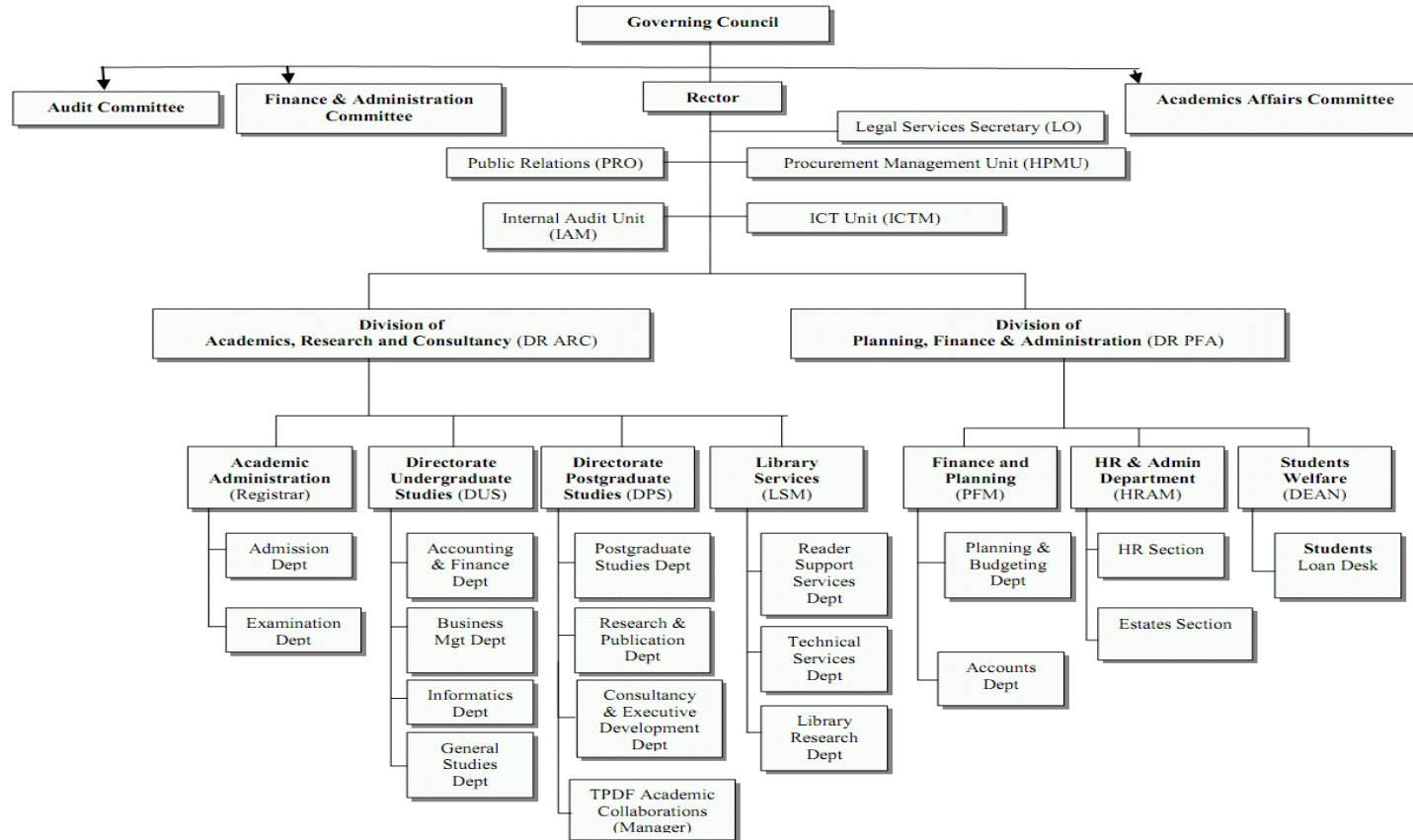
NOTE: \* On PhD Study Leave

### 1.10. OTHER FACILITATORS FOR SPECIAL PROGRAMMES

<b>S/NO</b>	<b>FULL NAMES</b>	<b>EDUC. &amp; ACADEMIC QUALIFICTIONS</b>
1	Brigadier General Mwangi Ananias	MA (Diplomatic Studies); MA (Mgt); MA; PDM
2	Lt Col Anna January Kerengi	MSc.; BSc.
3	Lt Col Seif Athumani Hamisi	MSc (Eng.)
4	Col Jackson Nsigaye	MBA; BA (Eng)
5	Capt MF Mtove	MBA;BA(PS)
6	Mr. Wilson Mteti	MA ; CED
7	Mr. Peter B. Mcomalla	MA
8	Mr. Pius Nambiza Wanzala	MPHIL (DS)
9	Lt Col Hosea Maloda Ndagala	BA Ed.
10	Lt Col Silverster D. Ghuliku	BSc (Eng.)
11	Mr. Wilson William Lutainulwa	MA (DE)

# 10. ORGANIZATION CHART

## ORGANISATIONAL STRUCTURE IAA



## **11. STUDENT WELFARE**

### **Office of the Dean of Students**

The Office of the Dean of Students provides a range of services to the students. The Dean is responsible for the coordination of all students' affairs with the Management in general and the Directorate of Academic Affairs in particular. He/she also provides all the necessary guidance and counselling to students.

### **Accommodation**

It is the responsibility of the student to secure his/her accommodation.

Accommodation is limited at the Institute and it is provided in preference to female students on a first come first served basis. The standard room at the Institute is for four students to share. In times of critical need more students may be asked to share a standard room while allowing more time for the additional students to look for their own accommodation.

### **Postal and Banking Services**

While there is a letter box for outgoing mail at the Administration building, other postal services can be obtained at the Post Office in town. Banking services are offered by several banks in Arusha Municipality.

### **Catering Services**

The Institute's catering services are decentralized, and students' meals are served at four different canteens namely, Ngorongoro, Serengeti, Tarangire and Steers.

The Students' Organization is responsible of managing the canteens. The services are offered during the following times:

Breakfast: 6:30 - 10.00 am;

Lunch: 1:00 - 3:00 pm;

Dinner: 7:00 - 8:30 pm.

This schedule may change from time to time.

### **Shopping Services**

The Institute shop which stocks a variety of products such as stationeries, soft drinks, toiletries, etc. is being managed by the Students' Organisation (IAASO) under the supervision of the Ministry of Health and Students Welfare.

### **Religious services**

The IAA community is comprised of individuals from a wide range of religious backgrounds. Complete freedom of religious worships is given to all so long as it encourages positive religious values.

### **Recreation and Sports**

The Institute has in-door and outdoor sports and games facilities. These facilities include a football pitch; concrete basketball, volleyball and netball courts; and other indoor games. Students meet the cost of their sports gear.

Apart from encouraging students and staff to participate in various sports and games for competition and recreational purposes, the Institute also contributes to "Shimivuta" competitions where IAA students meet fellow students from other Institutions.

### **Medical Services**

Students are expected to observe normal health and safety regulations. In the event of illness or accident, the Dean of Students should be informed immediately. Medical care is available in several hospitals within Njiro Hill area, in close proximity to the Institute, and in a variety of hospitals within the Arusha Municipality. In regards to this, National Health Insurance Fund (NHIF) provides health cover to students at a fee.

### **Transport and Travelling**

Regular public shuttle services to and from Arusha town are available at affordable fares. Students travelling to and from the Institute during vacation are required to make their own travel arrangements.

## Library Services and Facilities



The Library is the heart of the Institute of Accountancy Arusha and is an integral part of the Institute's mission which revolves around teaching, research and consultancy. It provides access to both printed and electronic information resources and currently it maintains a collection of more than 30,000 books and over 100 printed journals.

IAA library also subscribes to 15 full text electronic journals and bibliographic databases. As of now the library subscribes to the following online databases: emerald, JSTOR, wiley etc. It has an online Public Access Catalogue (OPAC) for searching library materials and has computerized its borrowing and lending activities. To facilitate easy access, it conducts User Training Programs to both staff and students.

The New Library Complex and Electronic Library are able to accommodate more than 1500 students at once. Apart from using the library there are other open and indoor spaces conducive for reading and discussion purposes.

The Library opens for 15 hrs every day Opening Hours

Monday to Friday: 0900 hrs to 2200 hrs

Saturday: 0900 hrs to 1400 hrs

Closed on Sundays and Public Holidays

Note: Opening hours are extended near examinations and shortened during vacations.

## **ICT Services and Facilities**



There are many reasons to select IAA as your Information Technology and Computer Science Career Training destination. The huge investment in ICT and the continued efforts by Management to ensure quality ICT services are among the factors that position IAA at the highest rank of best ICT and Computer Science Training Institutions in East Africa.

The Information and Communication Technology (ICT) is responsible for the management of ICT infrastructure, ICT Services and other resources related to ICT. The department provides both LAN-born services and subscribed ICT related services. The department also provides technical expertise, user support assistance, and advice in ICT related operations and tasks to the Institute.



The Institute has numerous Computer Laboratories which are used by students and staff for learning purposes. These Computer laboratories are categorized according to areas of specialties offered at IAA. The specialty areas include Computer Networks, Computer Maintenance and Repair, Software Development and Program Design, Data Analysis and Presentation, Information Security, and Computer Applications

Access to computer laboratories normally follows the IAA Class Timetable issued at the beginning of every semester. Students are allowed to enter into computer laboratories from 8.00am to 10.00pm from Monday to Friday. ICT facilities are also available on Saturdays from 10.00.am to 4.00pm. However, all computer labs are closed on public holidays.

ICT services are available to both staff and Students free of charge and these services include; Individual Email, Staff and Student Portals, Online Student Information Manager, Wireless Connection, Home Folders, Internet Surfing, Access to Online Library Systems, and E-Learning facilities.

The use and management of ICT facilities and services at IAA are governed by the ICT Policy. The policy forms part of the Institute regulations. Students and staff are supposed to adhere to the policy. The policy is available for free on the staff and students portal.

### **Students' Union**

There exists a students' organization at the Institute it's main purpose is to promote and safeguard students' general interests. It is an autonomous organization which improves to a greater extent a cardinal relationship based on mutual understanding between the IAA students and other students within Tanzania and outside. In addition, it serves as a channel of communication between students and Institute's authorities. It also deals with students' social, cultural, and other recreational activities. Membership to this organization is mandatory upon a student's enrolment at the Institute. There is an annual subscription fee which is payable by every student.

## **2.0. INSTITUTE'S AWARDS**

### **2.1. POSTGRADUATE AWARDS**

1. Master of Computer Applications
2. Master of Information Security
3. Master of Software Engineering
4. Master of Business Administration
5. Master of Business Administration in Information Technology
6. Master of Business Administration in Procurement and Supplies Management
7. Master of Science in Finance and Investment
8. Postgraduate Diploma in Accountancy
9. Postgraduate Diploma in Banking and Finance
10. Postgraduate Diploma in Procurement and Supplies Management
11. Postgraduate Diploma in Computing
12. Postgraduate Diploma in Financial Management
13. Postgraduate Diploma in Strategic Studies

### **2.2. BACHELOR DEGREE AWARDS**

1. Bachelor Degree in Accountancy
2. Bachelor Degree in Finance and Banking
3. Bachelor Degree in Procurement and Logistics Management
4. Bachelor Degree in Business Management
5. Bachelor Degree in Economics and Finance
6. Bachelor Degree in Computer Science
7. Bachelor Degree in Information Technology
8. Bachelor Degree in Military Science

## 2.3. ORDINARY DIPLOMA AWARDS

1. Ordinary Diploma in Accountancy
2. Ordinary Diploma in Finance and Banking
3. Ordinary Diploma in Procurement and Logistics Management
4. Ordinary Diploma in Business Management
5. Ordinary Diploma in Computer Science
6. Ordinary Diploma in Information Technology
7. Ordinary Diploma in Strategic Studies

## 2.4. BASIC TECHNICIAN CERTIFICATE AWARDS

1. Basic Technician Certificate in Accountancy
2. Basic Technician Certificate in Finance and Banking
3. Basic Technician Certificate in Procurement and Logistics Management
4. Basic Technician Certificate in Business Management
5. Basic Technician Certificate in Computing and Information Technology

## 3.0. ADMISSION INFORMATION

### 3.1. ENTRY REQUIREMENTS

#### A: MASTERS DEGREE PROGRAMMES- One Year Programmes

I. Master of Business Administration (MBA)	Minimum Entry Qualifications:
	• Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning OR
	• A second Class Advanced Diploma from a recognized Institute OR equivalent qualifications OR
	• A professional qualification recognized by Professional bodies OR

	<ul style="list-style-type: none"> <li>• Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.</li> </ul>
II. Master of Business Administration in Information Technology (MBA-IT)	Minimum Entry Qualifications:
	<ul style="list-style-type: none"> <li>• Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning OR</li> </ul>
	<ul style="list-style-type: none"> <li>• A second Class Advanced Diploma from a recognized Institute OR equivalent qualifications OR</li> </ul>
	<ul style="list-style-type: none"> <li>• A professional qualification recognized by Professional bodies OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.</li> </ul>
III. Master of Business Administration in Procurement and Supplies Management (MBA-PSM)	Minimum Entry Qualifications:
	<ul style="list-style-type: none"> <li>• Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning OR</li> </ul>
	<ul style="list-style-type: none"> <li>• A second Class Advanced Diploma from a recognized Institute or equivalent qualifications OR</li> </ul>
	<ul style="list-style-type: none"> <li>• A professional qualification recognized by Professional bodies (e.g. CSP, CPA) (T) OR</li> </ul>
	<ul style="list-style-type: none"> <li>• Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma.</li> </ul>

IV. Master of Science in Finance and Investment (MSc-FI)	Minimum Entry Qualifications:
	• Bachelor Degree with at least a Second Class from an approved Institution of Higher Learning OR
	• A second Class Advanced Diploma from a recognized Institute or equivalent qualifications OR
	• A professional qualification recognized by Professional bodies (e.g. CSP, CPA) (T) OR
	• Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma

### **B. MASTER DEGREE IN COMPUTING PROGRAMMES - Two Years Programmes**

I. Master of Computer Applications (MCA) II. Master of Information Security (MIS) III. Master of Software Engineering (MSE)	Minimum Entry Qualifications:
	• Bachelor Degree in Information Technology or Computer Science with at least a second Class OR
	• Advanced Diploma in Information Technology or Computer Science or ICT related Subjects at least Second Class and above OR
	• NTA Level 8 with at least Second Class or above in Information Technology, Computer Science OR
	• Computer Science or Information Technology or ICT related qualifications recognized by NACTE or TCU as equivalent to NTA Level 8 with at least Second Class

### C: POSTGRADUATE DIPLOMA PROGRAMMES - One year programmes

I. Postgraduate Diploma in Accountancy (PGDA)	Minimum Entry Qualifications:
	• Bachelor Degree (Accounting option) or Advanced Diploma in Accountancy from any reputable Institution OR
	• NBAA's CPA Intermediate stage OR
	• Any other equivalent qualification
II. Postgraduate Diploma in Banking and Finance (PGDBF)	Minimum Entry Qualifications:
	• Bachelor Degree or Advanced Diploma from any reputable Institution OR
	• NBAA's CPA Intermediate stage OR
	• PSPTB's CSP Intermediate Stage OR
	• TIOB's Certified Public Banker (CPB) OR
	• Any other equivalent qualification
III. Postgraduate Diploma in Procurement and Supplies Management (PGDPSM)	Minimum Entry Qualifications:
	• Bachelor Degree or Advanced Diploma from any reputable Institution OR
	• Professional Qualification Level III issued by PSPTB OR
	• Any other equivalent qualification recognized by PSPTB
IV. Postgraduate Diploma in Computing (PGDC)	Minimum Entry Qualifications:
	• Bachelor Degree or Advanced Diploma from any reputable Institution OR
	• Recognized Professional Qualification OR
	• Any other equivalent qualification.
V. Postgraduate Diploma in Financial Management (PGDFM)	Minimum Entry Qualifications:
	• Bachelor Degree or Advanced Diploma

	from any reputable Institution OR
	• NBAA's CPA Intermediate stage OR
	• Professional Qualification Level III issued by PSPTB OR
	• PSPTB's CSP Intermediate Stage OR
	• TIOB's CPB OR
	• Any other equivalent qualification
VI. Postgraduate Diploma in Strategic Studies (PGDSS)	Minimum Entry Qualifications:
	• NTA Level 8 in a CBET Programme in relevant subjects OR
	• Any Advanced Diploma OR
	• Any Bachelor Degree or above OR
	• Any other equivalent qualification as determined by the Institute.

#### **D: BACHELOR DEGREE PROGRAMMES – Three years programmes**

I. Bachelor Degree in Accountancy (BA)	Minimum Entry Qualifications:
II. Bachelor Degree in Finance and Banking (BFB)	• Form VI (six) with at least two principal passes in Accountancy, Economics, Mathematics and Commerce with total points not below 3.5 obtained from the scoring: A=5, B+ = 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards OR
III. Bachelor Degree in Procurement and Logistics Management (BPLM)	• Form VI (six) with at least two principle passes in Accountancy, Economics, Mathematics and commerce with total points not below 3.5 obtained from the scoring: A=5, B=4, C=3, D=2, E=1, S=0.5, F= 0 for those who completed studies
IV. Bachelor Degree in Economics and Finance (BEF)	
V. Bachelor Degree in Business Management (BBM)	

	before year 2014 OR
	• An appropriate Ordinary Diploma with second class or average of “B” pass OR,
	• An NTA Level 6 with at least Second Class equivalent qualification in the related subjects.
VI. Bachelor Degree in Computer Science (BCS)	Minimum Entry Qualifications:
VII. Bachelor Degree in Information Technology (BIT)	• Form VI (six) with at least two principal passes in Physics, Biology, Chemistry, Mathematics and Geography, with total points not below 2.5 obtained from the scoring A= 5, B+ = 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards OR
	• Form VI (six) with at least two principle passes in Physics, Mathematics, Geography, Biology with total points not below 2.5 obtained from the scoring: A=5, B= 4, C=3, D=2, E=1, S=0.5, F=0 for those who completed studies before year 2014.
	• An appropriate Ordinary Diploma with second class or B average OR
	• Full Technician Certificate (FTC) with an average minimum pass of C OR
	• An appropriate NTA Level 6 with at least Second Class or equivalent qualifications in the related subjects



## E: ORDINARY DIPLOMA PROGRAMMES – Two years programmes

<p>I. Ordinary Diploma in Accountancy (ODA)</p> <p>II. Ordinary Diploma in Finance and Banking (ODFB)</p> <p>IV. Ordinary Diploma in Procurement and Logistics Management (ODPLM)</p> <p>IV. Ordinary Diploma in Business Management (ODBM)</p>	<p>Minimum Entry Qualifications:</p> <ul style="list-style-type: none"> <li>• Form VI (six) with at least one principal pass in relevant subjects total points not below 1.5 obtained from the scoring A= 5, B+ = 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards OR</li> <li>• Form VI (Six) with at least one principle pass in Form VI (six) in relevant subjects with total points not below 1.5 obtained from the scoring: A=5, B= 4, C=3, D=2, E=1, S= 0.5, F=0 for those who completed studies before year 2014 OR</li> <li>• An appropriate equivalent Certificate with second class or B Average OR</li> <li>• NTA Level 4 OR</li> <li>• Any other equivalent qualification e.g. ATEC II.</li> </ul>
<p>V. Ordinary Diploma in Computer Science (ODCS)</p> <p>VI. Ordinary Diploma in Information Technology (ODIT)</p>	<p>Minimum Entry Qualifications:</p> <ul style="list-style-type: none"> <li>• Form VI (six) with at least one principal pass in Physics, Chemistry, Mathematics, Geography, Biology with total points not below 1.5 obtained from the scoring A= 5, B+ = 4, B=3, C=2, D=1, E=0.5, F=0 for those who completed studies in year 2014 onwards</li> <li>• Form VI (six) with at least one principle pass in Physics, Chemistry, Mathematics, Geography, Biology with total points not below 1.5 obtained from the scoring: A=5,</li> </ul>

	<p>B=4, C= 3, D=2, E=1, S=0.5, F=0 for those who completed studies before year 2014 OR</p> <ul style="list-style-type: none"> <li>• An appropriate equivalent Certificate with second class or B Average OR</li> <li>• NTA Level 4.</li> <li>• Any other equivalent qualification e.g. Full Technician Certificate (FTC) with an average minimum pass of D</li> </ul>
III. Ordinary Diploma In Strategic Studies (ODSS) - One Year	<p>Minimum Entry Qualifications:</p> <ul style="list-style-type: none"> <li>• Form VI (six) with at least one principal pass in relevant subjects with total points not below 1.5 obtained from the scoring: A = 5, B+ = 4, B= 3, C=2, D=1, E=0.5, F=0 OR</li> <li>• Basic Certificate in Strategic Studies (NTA Level 4) in Community Development, International Relations, Communications and Information Technology or any other recognized Certificate with at least second class or B average</li> </ul>

### **F: Basic Technician Certificate Programmes - One year programmes**

I. Basic Technician Certificate in Accountancy (BTCA)	<p>Minimum Entry Qualifications</p> <ul style="list-style-type: none"> <li>• Form IV (four) with at least four passes in relevant subjects OR</li> </ul>
II. Basic Technician Certificate in Computing and Information Technology (BTCCIT)	<ul style="list-style-type: none"> <li>• National Storekeeping Certificate OR</li> <li>• Full Technician Certificate (FTC) OR</li> </ul>
III. Basic Technician in Business	<ul style="list-style-type: none"> <li>• NVTA Level 3 OR</li> </ul>

Management (BTCBM) IV. Basic Technician in Finance and Banking (BTCFB) V. Basic Certificate in Procurement and Logistics Management (BTCPLM)	• Any other equivalent qualification.
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### 3.2. APPLICATION AND ADMISSION

#### How to Apply

All Applicants can apply online through the institute's website [www.iaa.ac.tz](http://www.iaa.ac.tz) ; or can download application forms directly from the Institute's website or they can obtain admission forms from the Admissions office in our campuses.

Applicants who meet minimum requirements will be required to pay a non-refundable admission processing fee of TZS.50,000 (Say Fifty Thousand Shillings only) or US \$ 40 (Say Forty US Dollars only) for Non Tanzanians for Master's Degree Applicants and for the rest of applicants TZS.10,000 (Say Ten Thousand Shillings only) payable to Institute of Accountancy Arusha through the Institute's Bank Account whose details appear below:

S/N	ACCOUNT NAME	ACCOUNT NUMBER	BANK NAME	BRANCH
1	IAA CRDB Main Account	01J1035916500	CRDB BANK	MERU BRANCH
2	INSTITUTE OF ACCOUNTANCY ARUSHA	14139000031	NBC BANK	NBC ARUSHA
3	INSTITUTE OF ACCOUNTANCY ARUSHA	40810080084	NMB BANK	CLOCKTOWER

NOTE: During payments the Institute will provide payment control number

## **4.0. FINANCIAL REQUIREMENTS**

### **4.1. FEE DESCRIPTION**

The Institute's fee structure for the respective academic year is communicated to all students well in advance. For the academic year 2018/19 the fee structure is herewith attached. This information is also available on the Institute's website.

### **4.2. PAYMENT SCHEDULE**

All fees should be paid affront before registration. However, in-case of financial difficulties fees must be paid in three instalments as follows:

- Beginning of Semester 1 - 40%
- Before the end of Semester 1 - 20%
- Semester 2 - 40%

All students regardless of sponsorship status ought to pay the fees according to policy. Students are informed about their fee payment status two weeks before the commencement of end of semester examination. Under no circumstances a student owing fees is allowed to sit for end of semester examinations.

### **4.3 REGISTRATION PROCESS**

At the beginning of semester,

- I. Each student shall be registered and assigned a registration number before attending classes.
- II. Registration is completed within the first week of the beginning of the semester. Any student found attending classes without registration shall be subjected to disciplinary process.
- III. Registration of students is accompanied by providing Identification cards to students showing that they are bonafide IAA students.
- IV. No student shall be registered without showing proof of applicable fee payment

## 5.0. ACADEMIC PROGRAMMES

### 5.1. DIRECTORATE OF POSTGRADUATE STUDIES

#### 5.1.2. Description of the Directorate

This directorate offers opportunities to study at postgraduate level leading to awards in Postgraduate Diploma and Masters Programmes. All the teachings and supervision of dissertation for postgraduate students are handled at this Directorate. Moreover, the department is also responsible for handling collaborative Programmes between IAA and other institutions of higher learning education both in Tanzania and other parts of the world.

#### Master of Business Administration (MBA)

##### Semester I

S/N	Module Code	Module Name	No. of Credits
1	BAG 09101	Marketing Management	15
2	BAG 09102	Operations Management	15
3	BAG 09103	Organizational Behaviour and Human Resources Management	9
4	BAG 09104	Managerial Finance	9
5	BAG 09105	Strategic Management	15

##### Semester II

S/N	Module Code	Module Name	No. of Credits
1	BAG 09201	Business Research Methods	9
2	BAG 09202	Entrepreneurship and Innovation	9
3	BAG 09203	Managerial Economics	15
4	BAG 09204	Corporate Law and Governance	9

5	BAG 09205	Project Management	15
6	BAG 09301	MBA Dissertation	60
		<b>Total Credits</b>	<b>180</b>

### Master of Business Administration in Information Technology (MBA-IT)

#### Semester I

S/N	Module Code	Module Name	No. of Credits
1	ITG 09101	Operations Management	15
2	ITG 09102	Human Resources Management	9
3	ITG 09103	Managerial Finance	9
4	ITG 09104	Information Systems Strategy	15
5	ITG 09105	Enterprise Resource Planning	15

#### Semester II

S/N	Module code	Module Name	No. of Credits
1	ITG 09201	Business Research Methods	9
2	ITG 09202	Entrepreneurship and Innovation	9
3	ITG 09203	Cyber crimes and Computer Law	15
4	ITG 09204	Information System Auditing	15
5	ITG 09205	Information Systems Development	15
6	ITG 09206	MBA Dissertation	60
		<b>Total Credits</b>	<b>186</b>

### Master of Business Administration in Procurement and Supplies Management (MBA-PSM)

#### Semester I

S/N	Module code	Module Name	No. of Credits
1	PSG 09101	Public Procurement Management	15

2	PSG 09102	Operations Management	15
3	PSG 09103	Organizational Behaviour and Human Resources Management	9
4	PSG 09104	Managerial Finance	9
5	PSG 09105	Strategic Management	9

### Semester II

S/N	Module Code	Module Name	No. of Credits
1	PSG 09206	Business Research Methods	9
2	PSG 09207	Entrepreneurship and Innovation	9
3	PSG 09208	Procurement Control Management	15
4	PSG 09209	Supply Chain Management and e-procurement	15
5	PSG 09210	Procurement and Supplies Audit	15
6	PSG 09211	MBA Dissertation	60
		<b>Total Credits</b>	<b>180</b>

### Master of Science in Finance and Investment (MSc-FI)

#### Semester I

S/N	Module Code	Module Name	No. of Credits
1	FIG 09101	Quantitative Techniques for Finance	13
2	FIG 09102	Corporate Finance	15
3	FIG 09103	Business Analysis and Valuation	13
4	FIG 09104	Financial Markets and Institutions	15
5	FIG 09105	Financial Risk Management	15

## Semester II

S/N	Module Code	Module Name	No. of Credits
1	FIG 09206	Research Methods for Finance	13
2	FIG 09207	Institutional Investment	15
3	FIG 09208	Investment and Portfolio Management	15
4	FIG 09209	Behavioural Finance	15
5		Elective Module	13
6	FIG 09214	MSc-FI Dissertation	40
		<b>Total Credits</b>	<b>182</b>

## Elective Modules –choose one

S/N	Module Code	Module Name	No. of Credits
1	FIG 09210	Emerging Financial Markets	13
2	FIG 09211	Project Management	13
3	FIG 09212	Corporate Governance and Ethics	13
4	FIG 09213	Strategic Management and Business Policy	13

## Master of Computer Applications (MCA)

### Semester I

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09101	Data Structure	Core	7
2	ITM 09102	Discrete Mathematics	Core	7
3	ITM 09103	Software Engineering Principles	Core	7
4	ITM 09104	Problem Solving and Program Design	Core	7
5	ITM 09105	ICT Project Management	Core	7



**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09206	Computer Organization and Architecture	Core	7
2	ITM 09207	Advance Computer Networks	Core	7
3	ITM 09208	Advance Programming	Core	7
4	ITM 09209	Computer Algorithms	Core	7
5	ITM 09210	Advanced Database Management Systems	Core	7

**Semester III**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09334	Decision Support Systems	Core	8
2	ITM 09313	Data Mining and Warehousing	Core	8
3	ITM 09311	Artificial Intelligence	Core	8
4	ITM 09320	Research Methods	Core	8

**Elective-Choose One Module**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09321	E- Commerce	Elective	6
2	ITM 09322	Entrepreneurship	Elective	6
3	ITM 09323	Strategic Management of ICT	Elective	6

**Elective-Choose Two Modules**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09324	Multimedia and Animation	Elective	6
2	ITM 09316	Software Process Management	Elective	6
3	ITM 09331	Cyber Crimes and Computer Laws	Elective	6
4	ITM 09325	Distributed Databases	Elective	6

5	ITM 09312	Computerized Financial Accounting	Elective	6
6	ITM 09328	Supply Chain Management	Elective	6
7	ITM 09329	Automata Theory	Elective	6
8	ITM 09317	Ethical Hacking	Elective	6
9	ITM 09326	Mobile Communications	Elective	6

#### **Semester IV**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09437	Dissertation	Core	60

### **Master of Information Security (MIS)**

#### **Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09101	Data Structure	Core	7
2	ITM 09112	Information Security and Cryptography	Core	7
3	ITM 09103	Software Engineering Principles	Core	7
4	ITM 09105	Problem Solving and Program Design	Core	7
5	ITM 09105	ICT Project Management	Core	7

#### **Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>No. of Credit</b>
1	ITM 09206	Computer Organization and Architecture	Core	7
2	ITM 09207	Advance Computer Networks	Core	7
3	ITM 09215	Security in Grid Computing	Core	7
4	ITM 09214	Information and Coding Theory	Core	7

5	ITM 09210	Advanced Database Management Systems	Core	7
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### Semester III

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09331	Cyber Crimes and Computer Laws	Core	8
2	ITM 09317	Ethical Hacking	Core	8
3	ITM 09318	Computer Forensics	Core	8
4	ITM 09320	Research Methods	Core	8

### Elective-Choose One Module

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09321	E- Commerce	Elective	6
2	ITM 09322	Entrepreneurship	Elective	6
3	ITM 09323	Strategic Management of ICT	Elective	6

### Electives- Choose two Modules

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09330	Database Security	Elective	6
2	ITM 09303	Biometrics	Elective	6
3	ITM 09329	Automata Theory	Elective	6
4	ITM 09313	Data Mining and Warehousing	Elective	6
5	ITM 09316	Software Process Management	Elective	6
6	ITM 09335	Distributed Systems	Elective	6
7	ITM 09311	Artificial Intelligence	Elective	6
8	ITM 09336	Wireless Communication	Elective	6
9	ITM 09334	Decision Support Systems	Elective	6
10	ITM 09326	Mobile Communication	Elective	6

## Semester IV

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09437	Dissertation	Core	60

## Master of Software Engineering (MSE)

### Semester I

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09101	Data Structure	Core	7
2	ITM 09102	Discrete Mathematics	Core	7
3	ITM 09103	Software Engineering Principle	Core	7
4	ITM 09104	Problem Solving and Program Design	Core	7
5	ITM 09105	ICT Project Management	Core	7

### Semester II

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09211	Usability	Core	7
2	ITM 09207	Advanced Computer Networks	Core	7
3	ITM 09208	Advanced Programming	Core	7
4	ITM 09209	Computer Algorithms	Core	7
5	ITM 09210	Advanced Database Management Systems	Core	7

### Semester III

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09314	Web-based Systems Development	Core	8
2	ITM 09322	Open Systems Application	Core	8

		Development		
3	ITM 09316	Software Process Management	Core	8
4	ITM 09320	Research Methods	Core	8

**Elective-Choose One Module**

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09321	E- Commerce	Elective	6
2	ITM 09322	Entrepreneurship	Elective	6
3	ITM 09323	ICT Strategic Planning and Management	Elective	6

**Elective-Choose Two Modules**

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09330	Database Security	Elective	6
2	ITM 09331	Cyber Crimes and Computer Laws	Elective	8
3	ITM 09317	Ethical Hacking	Elective	6
4	ITM 09336	Wireless Communication	Elective	6
5	ITM 09324	Data Mining and Warehousing	Elective	8
6	ITM 09332	Multimedia Database systems	Elective	6
7	ITM 09333	Virtual Reality and Modelling	Elective	6
8	ITM 09327	Image Processing	Elective	6
9	ITM 09334	Decision Support Systems	Elective	8
	ITM 09326	Mobile Communication	Elective	6

**Semester IV**

S/N	Module Code	Module Name	Module Type	No. of Credit
1	ITM 09437	Dissertation	Core	60

## 5.2. DIRECTORATE OF UNDERGRADUATE STUDIES

The Directorate of Undergraduate studies offers an opportunity to study various programmes from Certificate level to Bachelor Degree level. The Directorate hosts four departments under its umbrella which are Department of Accounting and Finance, Department of Business Management, Department of Informatics, and Department of General Studies. These departments run various programmes in which are taught using Competence-based Education and Training Curricula.

### 5.2.1. DEPARTMENT OF ACCOUNTING AND FINANCE

#### Bachelor of Accountancy (BA)

##### NTA Level 7

##### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07102	Business Mathematics	Fundamental	10
2	ITU 07104	Business Computer Application	Core	10
3	GSU 07105	Business Communication	Fundamental	8
4	GSU 07104	Development Studies	Fundamental	10
5	AFU 07102	Introductory Accounting	Core	12
6	AFU 07117	Introductory Macro Economics	Core	10

##### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 07203	Business ethics and good governance	Fundamental	12
2	GSU 07207	Business Statistics	Fundamental	10
3	GSU 07233	Business Laws	Fundamental	10
4	AFU 07207	Financial Accounting	Core	15
5	AFU 07228	Financial Management	Core	12

6	AFU 07216	Introductory Micro Economics	Core	11
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### Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITU 07316	Management Information systems	Fundamental	10
2	GSU 07315	Research Methodology	Fundamental	10
3	BMU 07313	Marketing Management	Fundamental	8
4	AFU 07315	Advanced Cost Accounting	Core	15
5	AFU 07313	Intermediate Financial Accounting	Core	11
6	AFU 07327	Corporate Finance	Core	15

### Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07414	Operations Research	Fundamental	13
2	BMU 07419	Entrepreneurship	Fundamental	12
3	AFU 07419	Advanced Financial Accounting	Core	15
4	AFU 07420	Auditing	Core	15
5	AFU 07422	Taxation and Public Finance	Core	15
6	GSU 07411	Practical Training	Core	20

### NTA Level 8

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08122	Principles of management	Fundamental	10
2	BMU 08142	Organization Behavior	Fundamental	14
3	AFU 08103	Public Sector Accounting	Core	8
4	AFU 08112	International Finance	Core	15

5	AFU 08108	Management Accounting and Control	Core	16
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### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08226	Strategic Management	Fundamental	10
2	AFU 08205	Financial Reporting	Core	14
3	AFU 08206	Auditing and Assurance Services	Core	12
4	AFU 08207	Contemporary Issues in Accounting	Core	14
5	AFU 08209	Advanced Public Finance and Taxation	Core	14

### Ordinary Diploma in Accountancy (ODA)

#### NTA Level 5

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITT 05103	Introduction to Information Communication Technology	Fundamental	10
2	GST 05101	Introduction To Business Mathematics and Statistics	Fundamental	10
3	AFT 05101	Principles Of Accounts	Core	12
4	BMT 05104	Stores and Stock Control	Core	13
5	AFT 05109	Introduction to Economics	Core	10

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 05204	Communication Skills and Office Practice	Fundamental	10



2	BMT 05208	Customer Service	Fundamental	10
3	AFT 05207	Elements Of Auditing	Core	15
4	AFT 05214	Introduction To Cost Accounting	Core	15
5	GST 05211	Industrial Training	Core	20

## NTA Level 6

### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITD 06103	Fundamentals Of Computer Applications	Fundamental	10
2	BMD 06105	Elements Of Management	Fundamental	10
3	GSD 06131	Introduction To Business Law	Fundamental	10
4	AFD 06102	Fundamentals of Financial Accounting	Core	15
5	BMD 06110	Introduction To Entrepreneurial skills	Fundamental	10

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMD 06211	Principles Of Entrepreneurship	Fundamental	10
2	AFD 06210	Principles Of Economics	Core	12
3	AFD 06203	Introduction To Auditing	Core	15
4	AFD 06206	Cost Accounting	Core	15
5	AFD 06212	Principles Of Taxation	Core	15

## Basic Technician Certificate in Accountancy (BTCA)

NTA Level 4

Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 04103	Elements of Business Mathematics and Statistics	Fundamental	10
2	ITT 04102	Basic Computer Applications in Business	Fundamental	12
3	GST 04105	Basic Communication Skills	Fundamental	8
4	BMT 04102	Commercial Knowledge	Core	10
5	BMT 04101	Basic Storekeeping	Core	14
6	AFT 04101	Basic Book keeping	Core	15

Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 04205	Essentials of office Practice	Fundamental	10
2	AFT 04207	Elementary Business Finance	Core	15
3	AFT 04208	Elements Of Costing	Core	15
4	AFT 04203	Book keeping and Accounts	Core	15

## Bachelor of Finance and Banking (BFB)

NTA Level 7

Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07102	Business Mathematics	Fundamental	10
2	GSU 07104	Development Studies	Fundamental	10
3	GSU 07105	Business Communication	Fundamental	8

4	ITU 07104	Business Computer Applications	Core	10
5	AFU 07102	Introductory Accounting	Core	12
6	AFU 07125	Introduction to Financial Management	Core	11

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07207	Business Statistics	Fundamental	10
2	GSU 07233	Business Laws	Fundamental	10
3	AFU 07226	International Trade and Finance	Core	11
4	AFU 07212	Money and Banking	Core	11
5	AFU 07216	Introductory Micro Economics	Core	11
6	AFU 07211	Principles of Banking	Core	11

### Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 07323	Fundamentals of Marketing	Fundamental	10
2	GSU 07315	Research Methodology	Fundamental	10
3	ITU 07316	Management Information Systems	Fundamental	10
4	AFU 07314	Business Lending	Core	11
5	AFU 07317	Fundamentals of Macro Economics	Core	11
6	AFU 07327	Corporate Finance	Core	15

### Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 07419	Entrepreneurship	Fundamental	12
2	GSU 07414	Operations Research	Fundamental	13
3	AFU 07423	Public Finance	Core	11

4	AFU 07433	Financial Markets and Institutions	Core	10
5	AFU 07415	Bank Supervision and Regulation	Core	11
6	GSU 07411	Practical Training	Core	20

### NTA Level 8

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08122	Principles of Management	Fundamental	10
2	BMU 08125	Consultancy Skills	Fundamental	10
3	AFU 08130	Risk Management	Core	11
4	AFU 08112	International Finance	Core	15
5	AFU 08102	Commercial Banking	Core	11
6	AFU 08113	Portfolio management	Core	11

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08226	Strategic Management	Fundamental	10
2	AFU 08203	Banking Operations	Core	11
3	AFU 08215	Financial Analysis	Core	11
4	AFU 08204	Banking Law	Core	11
5	AFU 08216	Micro-finance	Core	11
6	AFU 08217	Treasury management	Core	11
7	AFU 08219	Managerial Economics	Core	11

## Ordinary Diploma in Finance and Banking (ODFB)

NTA Level 5

### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 05101	Introduction to Business Mathematics and Statistics	Fundamental	10
2	AFT 05115	Introduction to Taxation	Core	10
3	ITT 05103	Introduction to Information Communication Technology	Fundamental	10
4	AFT 05109	Introduction to Economics	Core	10
5	AFT 05111	Introduction to Business Finance	Core	12
6	AFT 05101	Principles of Accounts	Core	12

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 05208	Customer Service	Fundamental	10
2	GST 05204	Communication Skills and Office Practice	Fundamental	10
3	AFT 05212	Introduction to Financial Planning and Budgeting	Core	12
4	AFT 05213	Introductory Micro-Finance	Core	12
5	AFT 05208	Introduction to Bank Operations	Core	12
6	GST 05211	Industrial Training	Core	20

**NTA Level 6****Semester I**

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITD 06103	Fundamentals of computer applications	Fundamental	10
2	AFD 06102	Fundamentals of Financial Accounting	Core	15
3	AFD 06109	Economics	Core	10
4	AFD 06106	Principles of Banking Operations	Core	15
5	BMD 06110	Introduction to Entrepreneurial Skills	Fundamental	10

**Semester II**

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMD 06207	Supervision Techniques	Fundamental	10
2	BMD 06211	Principles of Entrepreneurship	Fundamental	10
3	AFD 06204	Business Finance	Core	15
4	AFD 06208	Marketing of Financial Services	Core	12
5	AFD 06207	Introduction to Banking Law	Core	14

**Basic Technician Certificate in Finance and Banking (BTCFB)****NTA Level 4****Semester I**

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 04103	Elements of Business Mathematics and Statistics	Fundamental	10
2	ITT 04102	Basic Computer Applications in Business	Fundamental	12
3	BMT 04102	Commercial Knowledge	Core	10
4	GST 04105	Basic Communication Skills	Fundamental	8
5	AFT 04101	Basic Book keeping	Core	15

## Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 04205	Essentials of Office Practice	Fundamental	10
2	AFT 04206	Elementary Micro-Finance	Core	15
3	AFT 04205	Elements of Banking	Core	15
4	AFT 04207	Elementary Business Finance	Core	15
5	AFT 04203	Book keeping and Accounts	Core	15

## Bachelor of Economics and Finance (BEF)

### NTA Level 7

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITU 07104	Business Computer Applications	Core	10
2	GSU 07104	Development Studies	Fundamental	10
3	GSU 07102	Business Mathematics	Fundamental	10
4	GSU 07105	Business Communication	Fundamental	8
5	AFU 07117	Introductory Macroeconomics	Core	10
6	AFU 07103	Accounting for Finance	Core	10

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07207	Business Statistics	Fundamental	10
2	AFU 07219	Managerial Economics	Core	11
3	AFU 07220	Financial and Monetary Economics	Core	10
4	AFU 07228	Financial Management	Core	12
5	AFU 07213	Basics of Money and Banking	Core	10

6	AFU 07216	Introductory Microeconomics	Core	11
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### Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07315	Research Methodology	Fundamental	10
2	ITU 07316	Management Information System	Fundamental	10
3	BMU 07326	Business Management	Fundamental	10
4	AFU 07328	Portfolio and Investment Analysis	Core	10
5	AFU 07329	Financial Statements Analysis	Core	10
6	AFU 07 322	Economic Planning and Policy	Core	10

### Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 07419	Entrepreneurship	Fundamental	12
2	GSU 07414	Operations Research	Fundamental	13
3	AFU 07421	Development Economics	Core	10
4	AFU 07433	Financial Markets and Institutions	Core	10
5	AFU 07424	Public Economics	Core	10
6	AFU 07431	Finance and Security Analysis	Core	8
7	GSU 07411	Practical Training	Core	20

### NTA Level 8

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08121	Human Resource Management	Fundamental	10
2	GSU 08134	Business Law and Ethics	Fundamental	10
3	AFU 08112	International Finance	Core	15



4	AFU 08105	Financial Programming and forecasting	Core	12
5	AFU 08106	Mathematical Techniques for Economists	Core	12
6	AFU 08107	Intermediate Microeconomics	Core	10

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	AFU 08214	Development Finance	Core	10
2	AFU 08 208	Project Planning and Management	Core	12
3	AFU 08212	Introduction to Econometrics	Core	12
4	AFU 08210	International Economics	Core	12
5	AFU 08211	Intermediate Macroeconomics	Core	10

## 5.2.2. DEPARTMENT OF BUSINESS MANAGEMENT STUDIES

### Bachelor of Business Management (BBM)

#### NTA 7

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITU 07104	Business Computer Applications	Core	10
2	GSU 07102	Business Mathematics	Fundamental	10
3	GSU 07105	Business Communication	Fundamental	8
4	BMU 07137	Management Theory and Practice	Core	14
5	AFU 07102	Introductory Accounting	Core	12

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07207	Business Statistics	Fundamental	10

2	AFU 07228	Financial Management	Fundamental	12
3	GSU 07204	Development Perspectives	Fundamental	10
4	BMU 07213	Marketing Management	Core	12
5	GSU 07233	Business Laws	Core	10
6	AFU 07218	Economics	Core	13

### Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07315	Research Methodology	Fundamental	10
2	ITU 07316	Management Information System	Fundamental	10
3	BMU 07317	Marketing Research	Core	12
4	BMU 07318	Consumer Behavior	Core	12
5	BMU 07316	Supply Chain Management	Core	12

### Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07414	Operations Research	Fundamental	13
2	AFU 07436	Taxation Theory and Practice	Fundamental	10
3	BMU 07419	Entrepreneurship	Core	12
4	AFU 07409	Accounting for Managers	Core	12
5	GSU 07411	Practical training	Core	20

## Bachelor of Business Management (BBM)

### NTA 8

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08128	Consultancy and Reporting Skills	Fundamental	10

2	BMU 08121	Human Resource Management	Fundamental	10
3	BMU 08127	Global Business	Core	12
4	BMU 08142	Organizational Behavior	Core	14
5	BMU 08123	Business Ethics	Core	10

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08230	International Marketing	Core	14
2	BMU 08229	Change Management	Core	15
3	BMU 08224	International Procurement	Core	10
4	BMU 08243	Leadership and Governance	Core	15
5	BMU 08226	Strategic Management	Core	10

### Ordinary Diploma in Business Management (ODBM)

#### NTA Level 5

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 05101	Introduction to Business Mathematics and Statistics	Fundamental	10
2	ITT 05103	Introduction to Information Communication Technology	Fundamental	10
3	BMT 05106	Introduction to Business management	Core	10
4	BMT 05104	Stores and Stock Control	Core	13
5	AFT 05104	Principles of Book-keeping and accounts	Core	15

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	GST 05204	Communication Skills and Office Practice	Fundamental	10
2	AFT 05206	Fundamentals of Cost Accounting	Fundamental	11
3	BMT 05206	Elements of Public Procurement	Core	15
4	BMT 05207	Supervisory Skills	Core	12
5	BMT 05208	Customer Service	Core	10
6	GST 05211	Industrial Training	Core	20

**NTA Level 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	ITD 06103	Fundamentals of computer applications	Fundamental	10
2	BMD 06109	Introduction to Marketing	Core	15
3	AFD 06102	Fundamentals of Financial Accounting	Fundamental	15
4	BMD 06111	Sales Management	Core	10
5	GSD 06131	Introduction to Business Law	Core	10

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	BMD 06210	Presentation Skills	Core	10
2	BMD 06236	Introduction to Principles of Management	Core	12
3	BMD 06212	Small Business Management	Core	15
4	AFD 06210	Principles of Economics	Fundamental	12
5	AFD 06208	Marketing of Financial Services	Fundamental	12

## Basic Technician Certificate in Business Management (BTCBM)

NTA Level 4

Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 04105	Basic Communication Skills	Fundamental	8
2	ITT 04102	Basic Computer Applications in Business	Fundamental	12
3	BMT 04102	Commercial Knowledge	Core	10
4	BMT 04103	Elements of Small Business	Core	15
5	GST 04103	Elements of Business Mathematics and Statistics	Fundamental	10
6	BMT 04101	Basic Storekeeping	Core	14

Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 04205	Essentials of Office Practice	Fundamental	10
2	AFT 04204	Elementary Book Keeping	Core	15
3	BMT 04204	Customer Care	Core	10
4	BMT 04206	Basics of management Practice	Core	15
5	BMT 04203	Elements of Selling	Core	10

## Bachelor of Procurement and Logistics Management (BPLM)

NTA Level 7

Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07102	Business Mathematics	Fundamental	10

2	GSU 07105	Business Communication	Fundamental	8
3	ITU 07104	Business Computer Applications	Core	10
4	BMU 07113	Inventory Management	Core	12
5	BMU 07111	Physical Distribution Management	Core	12
6	BMU 07112	Procurement Management	Core	13

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	AFU 07218	Economics	Core	13
2	GSU 07204	Development Perspectives	Fundamental	10
3	BMU 07238	Public Administration	Fundamental	10
4	AFU 07229	Basic Corporate Finance	Fundamental	10
5	GSU 07207	Business Statistics	Fundamental	10
6	BMU 07214	Warehouse Management	Core	12
7	GSU 07233	Business Laws	Core	10

### Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	AFU 07306	Principles of Cost Accounting	Fundamental	10
2	BMU 07323	Fundamentals of Marketing	Fundamental	10
3	GSU 07315	Research Methodology	Fundamental	10
4	ITU 07316	Management Information Systems	Fundamental	10
5	BMU 07316	Supply Chain Management	Core	12
6	BMU 07315	Principles of Public Procurement	Core	12

### Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 07424	Business Ethics and Governance	Core	10
2	BMU 07417	Procurement of ICT Equipment	Fundamental	6
3	GSU 07414	Operations Research	Fundamental	13
4	GSU 07411	Practical Training	Core	20
5	BMU 07419	Entrepreneurship	Core	12

### NTA Level 8

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08142	Organisational Behaviour	Fundamental	14
2	BMU 08119	International Logistics	Core	14
3	BMU 08120	Transport Management	Core	14
4	BMU 08118	Procurement Contracts Management	Core	14

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 08223	Procurement and Supplies Auditing	Core	14
2	BMU 08224	International Procurement	Core	10
3	BMU 08221	Strategic Procurement Management	Core	14
4	BMU 08222	Strategic Logistics Management	Core	14
5	BMU 08225	Production and Operations Management	Core	14

## Ordinary Diploma in Procurement and Logistics Management (ODPLM)

NTA Level 5

Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 05106	Introduction to Business management	Fundamental	10
2	GST 05101	Introduction to Business Mathematics and Statistics	Fundamental	10
3	ITT 05103	Introduction to Information Communication Technology	Fundamental	10
4	BMT 05103	Purchasing Principles and Practice	Core	13
5	BMT 05104	Stores and Stock Control	Core	13
6	AFT 05104	Principles of Book-keeping and Accounts	Core	15

Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 05204	Communication Skills and Office Practice	Fundamental	10
2	AFT 05206	Fundamentals of Cost Accounting	Fundamental	11
3	BMT 05207	Supervisory Skills	Core	12
4	BMT 05205	Introduction to Logistics Operations	Core	13
5	BMT 05206	Elements of Public Procurement	Core	15
6	GST 05211	Industrial Training	Core	20



**NTA Level 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	AFD 06102	Fundamentals of Financial Accounting	Fundamental	15
2	ITD 06103	Fundamentals of computer applications	Fundamental	10
3	BMD 06110	Principles of Warehousing	Core	13
4	GSD 06132	Commercial Law	Core	12
5	BMD 06108	Transport Operations	Core	13
6	BMD 06107	Public Procurement	Core	13

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	BMD 06236	Introduction to Principles of Management	Fundamental	12
2	BMD 06211	Principles of Entrepreneurship	Fundamental	10
3	AFD 06210	Principles of Economics	Fundamental	12
4	BMD 06213	Clearing and Forwarding	Core	13
5	BMD 06210	Presentation Skills	Core	10

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

**NTA Level 4****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	ITT 04102	Basic Computer Applications in Business	Fundamental	12
2	GST 04105	Basic Communication Skills	Fundamental	8

3	GST 04103	Elements of Business Mathematics and Statistics	Fundamental	10
4	BMT 04101	Basic Storekeeping	Core	14
5	BMT 04102	Commercial Knowledge	Core	10
6	BMT 04103	Elements of Small Business	Core	15

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 04205	Essentials of Office Practice	Fundamental	10
2	BMT 04204	Customer Care	Fundamental	10
3	BMT 04202	Basic Purchasing Principles	Core	14
4	BMT 04203	Elements of Selling	Core	10
5	AFT 04204	Elementary Bookkeeping	Core	15

### 5.2.3. DEPARTMENT OF INFORMATICS

#### Bachelor of Computer Science (BCS)

#### NTA Level 7

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07105	Business Communication	Fundamental	8
2	GSU 07106	Applied Mathematics	Fundamental	10
3	ITU 07111	Database Systems	Core	15
4	ITU 07104	Business Computer Application	Core	10
5	CSU 07105	Digital Logic and Computer Organization	Core	7.5
6	ITU 07106	Web Design	Core	7.5

## Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07204	Development Perspectives	Fundamental	10
2	GSU 07208	Probability and Statistics	Fundamental	10
3	CSU 07209	Principles of Programming	Core	15
4	ITU 07210	Operating Systems Concepts	Core	15
5	ITU 07212	Advanced Web Development	Core	15
6	ITU 07213	Computer Fundamentals & Application in Business	Core	15

## Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07335	Business Laws and IT	Fundamental	6
2	GSU 07315	Research Methodology	Fundamental	10
3	ITU 07314	Database Management and Implementation	Core	15
4	CSU 07313	Computer Systems Architecture	Core	12
5	CSU 07317	Communication Networks	Core	10
6	ITU 07319	Systems Development Methods	Core	12

## Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMU 07419	Entrepreneurship	Fundamental	12
2	CSU 07418	Artificial Intelligence	Core	12
3	CSU 07419	Advanced Object Oriented Programming	Core	9
4	ITU 07423	Human Computer Interactions	Core	9

5	GSU 07411	Practical Training	Core	20
6	GSU 07428	Differential Equations	Fundamental	10
7	ITU 07426	Scripting Languages	Elective	7.5
8	CSU 07424	Programming for mobile devices	Elective	6
9	CSU 07425	Wireless Networking	Elective	7.5

## NTA Level 8

### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITU 08101	IT Project Management	Core	15
2	ITU 08102	Network Management and Administration	Core	15
3	CSU 08117	Data Structure and Algorithms	Core	9
4	CSU 08103	Cryptology and Coding Theory	Core	15
5	CSU 08105	Mobile Computing	Core	7.5

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	CSU 08207	Interactive Multimedia	Core	7.5
2	ITU 08208	Individual Project	Core	15
3	CSU 08209	Open Source Software Development	Core	7.5
4	ITU 08210	Social and Ethical Issues in Computing	Core	15
7	CSU 08213	Data Mining	Core	7.5
8	CSU 08214	Computer Security	Core	7.5

## Ordinary Diploma in Computer Science (ODCS)

NTA Level 5

Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	BMT 05136	Introduction to management principles	Fundamental	14
2	GST 05101	Introduction to Business Mathematics and Statistics	Fundamental	10
3	CST 05102	Introduction to Computing Mathematics	Core	9
4	CST 05104	Introduction to Computer Hard ware	Core	11
5	CST 05103	Introduction to Electrical and Electronics	Core	13

Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	AFT 05212	Introduction to Financial Planning and Budgeting	Fundamental	12
2	GST 05204	Communication Skills and Office Practice	Fundamental	10
3	CST 05207	Computer software installation	Core	8
4	ITT 05208	Introduction to computer programming	Core	15
5	CST 05209	Simple LAN technology	Core	18
6	GST 05211	Industrial Training	Core	20

**NTA Level 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	CSD 06101	Introduction to Discrete Mathematics	Core	10
2	CSD 06102	Principles of Network Design	Core	10
3	CSD 06103	Introduction to principles of Programming	Core	10
4	CSD 06104	Principles of Software Development	Core	11
5	CSD 06105	Principles of Web design and management	Core	13

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	ITD 06210	Supervisory Communication Skills	Fundamental	10
2	ITD 06206	Principles of Database System Design	Core	18
3	ITD 06207	Discrete Mathematics	Core	11
4	CSD 06210	Project Work	Core	13
5	CSD 06207	Fundamentals of Software Deployment	Core	14
6	CSD 06209	Server Operating System Administration	Core	15

## Bachelor of Information Technology (BIT)

### NTA 7

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07105	Business Communication	Fundamental	8
2	GSU 07106	Applied Mathematics	Fundamental	10
3	ITU 07104	Business Computer Application	Core	10
4	CSU 07105	Digital Logic and Computer Organization	Core	7.5
5	ITU 07111	Database Systems	Core	15
6	ITU 07106	Web Design	Core	7.5

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07204	Development Perspectives	Fundamental	10
2	GSU 07208	Probability and Statistics	Fundamental	10
3	CSU 07209	Principles of Programming	Core	15
4	ITU 07210	Operating Systems Concepts	Core	15
5	ITU 07212	Advanced Web Development	Core	15
6	ITU 07213	Computer Fundamentals & Application in Business	Core	15

#### Semester III

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GSU 07315	Research Methodology	Fundamental	10
2	ITU 07320	Decision Support Systems	Fundamental	7.5
3	GSU 07335	Business Laws and IT	Fundamental	6
4	ITU 07319	Systems Development Methods	Core	12
5	ITU 07314	Database Management and Implementation	Core	15

6	CSU 07316	Object-Oriented Programming	Core	15
7	CSU 07317	Communication Networks	Core	10

#### Semester IV

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITU 07423	Human Computer Interaction	Core	9
2	BMU 07417	Procurement of ICT equipment	Fundamental	6
3	ITU 07425	Statistical and Accounting Applications	Fundamental	10
4	GSU 07428	Differential Equations	Fundamental	10
5	BMU 07419	Entrepreneurship	Core	12
6	GSU 07411	Practical Training	Core	20
7	ITU 07426	Scripting Languages	Elective	7.5
8	CSU 07425	Wireless Networking	Elective	7.5

#### NTA 8

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	CSU 08105	Mobile Computing	Fundamental	7.5
2	ITU 08101	IT Project Management	Core	15
3	ITU 08102	Network Management and Administration	Core	15
4	ITU 08103	Information Systems Security and Auditing	Core	15
5	ITU 08115	E-Commerce and Technology	Core	15

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	ITU 08207	Information System Strategies	Fundamental	15



2	CSU 08209	Open Source Software Development	Fundamental	7.5
3	ITU 08214	Mobile Commerce	Fundamental	10
4	ITU 08210	Social and Ethical Issues in Computing	Core	15
5	CSU 08213	Data Mining	Core	7.5

## Ordinary Diploma in Information Technology (ODIT)

### NTA Level 5

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	GST 05101	Introduction to Business Mathematics and statistics	Fundamental	10
2	BMT 05136	Introduction to management principles	Fundamental	14
3	CST 05102	Introduction to Computing Mathematics	Core	9
4	CST 05104	Introduction to computer hardware	Core	11
5	CST 05105	Introduction to electrical and electronics	Core	13

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	AFT 05212	Introduction to Financial Planning and Budgeting	Fundamental	12
2	GST 05204	Communication Skills and Office Practice	Fundamental	10
3	CST 05207	Computer software installation	Core	8
4	ITT 05208	Introduction to computer programming	Core	15
5	CST 05209	Simple LAN technology	Core	18
6	GST 05211	Industrial Training	Core	20

**NTA Level 6****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	CSD 06101	Introduction to Discrete Mathematics	Fundamental	10
2	ITD 06105	Principles of IS Management	Fundamental	7
3	ITD 06106	Computer market trends	Fundamental	7
4	ITD 06102	IT Problem Solving Techniques	Core	12
5	ITD 06107	Information System Analysis	Core	19
6	ITD 06104	Desktop Publishing	Core	12

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	ITD 06207	Discrete Mathematics	Fundamental	11
2	ITD 06210	Supervisory Communication Skills	Fundamental	10
3	ITD 06211	Financial Principles for IS budgeting	Fundamental	7
4	CSD 06209	Server Operating System Administration	Core	15
5	ITD 06206	Principles of Database System Design	Core	18
6	ITD 06209	Web Programming with Databases	Core	18

**Basic Technician Certificate in Computing and Information Technology (BTCCIT)****NTA Level 4****Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	GST 04103	Elements of Business Mathematics and Statistics	Fundamental	10
2	GST04105	Basic Communication Skills	Fundamental	8

3	CST 04101	Elements of Computer Systems	Core	15
4	ITT 04102	Basic Computer Applications in Business	Core	12
5	ITT 04104	Basic Internet Applications in Business	Core	12

#### **Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	BMT 04205	Essentials of Office Practice	Fundamental	10
2	BMT 04204	Customer Care	Fundamental	10
3	ITT 04206	Elementary Computer Networking Skills	Core	15
4	ITT 04207	Basic Troubleshooting Computer Problem Skills	Core	13
5	CST 04209	Elementary Computer Hardware and Peripherals	Core	15

#### **5.2.4. DEPARTMENT OF GENERAL STUDIES**

The department of General Studies deals with all cross cutting modules in all undergraduate programmes. Also, the department coordinates all field work and students' project activities including solicitation of field places, students' placements, supervision allocations, field visitations and internal marking of field reports.

#### **5.2.5. CENTRE OF STRATEGIC STUDIES (CSC- DULUTI)**

The Institute offers training in the areas of Strategic Studies at both Ordinary Diploma and Postgraduate Diploma. These programmes are aimed at equipping course participants with the necessary skills and knowledge in Strategic Studies needed at their place of work and elsewhere in the world. These programmes equip trainees with understanding of the national interests, values and security that a strategic leader

should have to be a good leader for their place of their work. It also provides strategic planning and management training that equips the graduates to carry out their obligation better at the strategic levels and decision.

## NTA Level 5

### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	TCSS05101	National Interests	Core	12
2	TCSS05102	Strategic Communications	Core	10
3	TCSS05103	Human Rights, Gender And Environment	Core	10
4	TCSS05104	Strategic Civil-Military Relations	Core	10
5	TCSS05105	World Military History And Campaign Studies	Core	10
6	TCSS05106	Theories Of Peace And Conflict Management	Core	12

### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	TCSS05201	Management of Natural Resources and Maritime Security	Core	12
2	TCSS05202	Strategic International Relations and Diplomacy	Fundamental	8
3	TCSS05203	Research Methodology	Core	10
4	TCSS05204	Strategic Global Peace, Security and Political Science	Fundamental	8
5	TCSS05205	Strategic Human Resources Management and Leadership	Core	12

6	TCSS05206	Basic Accounting and Budgeting	Fundamental	8
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### Ordinary Diploma in Strategic Studies (ODSS)

#### NTA Level 6

#### Semester I

S/N	Module Code	Module Name	Module Type	Credit Hours
1	DSS06101	Strategic Disaster Management and Emergence Planning	Core	12
2	DSS06102	Strategic Operation Planning and Project Management	Fundamental	12
3	DSS06103	Tanzania Neighbors and Security	Core	10
4	DSS06104	Strategic National , Regional and International Policies	Fundamental	10
5	DSS06105	Strategic Intelligence and State Security	Core	10
6	DSS06106	Practical Field Research Project	Core	8

#### Semester II

S/N	Module Code	Module Name	Module Type	Credit Hours
1	DSS06201	Defence Economics	Core	12
2	DSS06202	Media and Military Operation	Fundamental	12
3	DSS06203	Warehouse Management, Procurement and Security	Core	10

4	DSS06204	Information and Communications Management	Core	10
5	DSS06205	Ethics, International Humanitarian Law and Military Operations	Core	12
6	DSS06206	Military Command and Management	Core	10

### **Postgraduate Diploma in Strategic Studies (PGDSS)**

#### **Semester I**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	STRA 701	National Interests	Core	12
2	STRA 702	Strategic Communications	Core	12
3	STRA 703	Human Rights, Gender and Environment	Core	12
4	STRA 704	Strategic Civil- Military Relations	Core	12
5	STRA 705	World Military History and Campaign Studies	Core	12
6	STRA 706	Strategic Financial Management	Fundamental	12
7	STRA 707	Strategic International Relations and Diplomacy	Fundamental	12
8	STRA 708	Research Methodology	Core	12

**Semester II**

<b>S/N</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Module Type</b>	<b>Credit Hours</b>
1	STRA 709	Strategic Global Peace, Security and Political Science	Fundamental	12
2	STRA 710	Strategic Human Resources Management and Leadership	Core	12
3	STRA 711	Strategic Disaster Management and Emergence Planning	Core	12
4	STRA 712	Strategic Operation Planning and Project Management	Fundamental	12
5	STRA 713	Strategic Procurement and Logistics Management	Core	12
6	STRA 714	Strategic National, Regional and International Policies	Fundamental	12
7	STRA 715	Strategic Intelligence and State Security	core	12
8	STRA 716	Practical Field Research Project	Core	12

## 6.0. DEPARTMENT OF RESEARCH AND PUBLICATIONS

The key objective of the Research and Publications Department is to coordinate Research and Publication activities undertaken by the Institute and to disseminate information that comes from such undertakings through publications and public lectures.

The Research and Publications functions are coordinated through two Committees:

### **(i) Research and Publications Committee (RPC):**

The main functions are to create a stable internal research support system in terms of research infrastructure, operational policies and incentives; and to ensure an effective research monitoring and evaluation system.

#### Members of the Committee

1. Professor Dazydelian Linos Banda - Chairperson
2. Dr. Jonathan Shishiwa - Secretary
3. Dr. Gervas Machimu - Member
4. Dr. Epaphra Manamba - Member
5. Ms. Happyness Mkumbo - Member

### **(ii) Editorial Committee.**

The committee manages the publication process of the Accountancy and Business Review Journal (ABRJ), guided by the Editorial Policy.

#### Members of the Committee

1. Dr. Omar Mbura - Chairperson
2. Ms Glory Kimburu - Secretary
3. Dr. Edson Lubua - Member
4. Dr. Christian T. M. Kitala - Member
5. Dr. Eliza A. Mwakasungula - Member



## 7.0. DEPARTMENT OF CONSULTANCY AND EXECUTIVE DEVELOPMENT

The Consultancy and Executive Development Department coordinates consultancy, executive development programmes and short courses. Also, the department manages the Small and Medium Enterprises Development Centre (SMEDC) based on the Institute concept of coordinated decentralization and an incubator for the emerging entrepreneurs.



## **6.0. ASSESSMENT OF STUDENT'S PERFORMANCE REGULATIONS, 2017**

*(Made under Section 22 of the IAA Act [Cap. 240 R.E. 2002])*

### **ARRANGEMENT OF REGULATIONS**

#### **PART I**

##### **PRELIMINARY PROVISIONS**

1. Citation and commencement
2. Application
3. Interpretation

#### **PART II**

##### **INSTITUTIONAL ARRANGEMENTS**

4. The Departmental Examiners' Committee
5. The Academic Board
6. The Academic Appeals Committee
7. The Academic Affairs Committee of the Council

#### **PART III**

##### **AWARDS, MODE OF ASSESSMENT AND FIELD ATTACHMENT**

8. Awards of the Institute
9. Mode of Assessment
10. Field attachment

## **PART IV**

### **REGISTRATION, ELIGIBILITY AND ABSENTEESIM FROM EXAMINATIONS**

11. Registration and eligibility for examinations
12. Ineligibility for assessment
13. Absence from examinations

## **PART V**

### **MODERATION, ASSESSMENT SCHEME, PASSING AND FAILING EXAMINATIONS**

14. Moderation and Assessment scheme
15. Conditions for passing a module and for progressing from one academic year to the next
16. Conditions for supplementing
17. Conditions for special examinations
18. Conditions for carry over examinations
19. Conditions for discontinuation
20. Examination irregularities and disciplinary actions
21. Conditions for re-admission

## **PART VI**

### **PUBLICATION, NULLIFICATION AND REVIEW OF EXAMINATION RESULTS**

22. Release of examination results
23. Review of examination results

## **PART VII**

### **APPEALS AND DECISIONS OF THE ACADEMIC APPEALS COMMITTEE**

24. Appeal to the Academic Appeals Committee

25. Determination of cases and the decisions of the Governing Council

## **PART VIII**

### **OTHER PROVISIONS**

26. Postponement of studies
27. Dates of examinations
28. Preservation of scripts
29. Certificates and transcripts
30. Loss and replacement of certificate
31. Graduation ceremony

## **PART IX**

### **FINAL PROVISIONS**

32. Repeal
33. Conflict of Interest
34. Conflict of laws
35. Amendments
36. Effective date

## **ASSESSMENT OF STUDENT'S PERFORMANCE REGULATIONS, 2017**

*(Made under Section 22 of the IAA Act [Cap. 240 R.E. 2002])*

### **PART I: PRELIMINARY PROVISIONS**

#### **1. CITATION AND COMMENCEMENT**

These Regulations may be cited as the Institute of Accountancy Arusha, Assessment of Student's Performance Regulations, 2017 (Revised) and shall come into operation on such date as shall be approved by the Council.

## 2. APPLICATION

Unless otherwise stated, these regulations shall apply to students of the Institute of Accountancy Arusha.

## 3. INTERPRETATION

In these Regulations unless the context requires otherwise:

“Academic Appeals Committee” means the committee established by regulation 6 of these regulations.

“Academic Assessment” means any mode or combination of modes of measuring student’s performance in a course or a module against aims and objectives of that course or module and shall include course works, semester examinations and or field reports, theses and dissertations.

“Academic Board” means an administrative organ established by Regulation 5 of these regulations.

“Academic Programme” means any theoretical or practical programme of studies which leads to National Technical Award to students after successful completion of its requirements and shall also include any other award existing at the time of approval of these regulations.

“Academic Staff Association” means an association formed by the academic staff of the Institute of Accountancy Arusha.

“Academic Year” means such period relating to any academic programme conducted by the Institute, as the Governing Council may determine.

“Act” means the Institute of Accountancy Arusha Act [*Cap. 240 R.E. 2002*]

“Admissions officer” means an officer of the Institute designated to handle applications and enrolment of students under the supervision of the Registrar.

**“Average” is defined as a sum of numerical values divided by the number of the values.**

“Award” means any conferment granted upon students under regulation 8 including any other conferment designated, from time to time, by the Council for such purpose.

“Campus Manager” means a senior officer in charge of Institute’s campus other than the main campus.

“Council” means the Governing Council of the Institute established by s. 5 of the Act.

“Coursework” means any mode of assessment excluding end of semester examinations, used to test a student during the semester and which shall contribute to student’s academic assessment for progression and an award.

“Departmental Examiners’ Committee (DEC)” means a committee established by Regulation 4 of these regulations.

“Deputy Rector – Academic, Research and Consultancy” means a senior officer of the Institute designated to handle Academic, Research and Consultancy matters of the Institute.

“Examinations” means regular end of semester or semester examination, supplementary and special examinations except where regulation 20 (7) herein defines otherwise.

“Examinations officer” means an officer designated to handle examinations under the supervision of the Registrar.

**“Grade Point” means a numerical value assigned to a letter grade earned by a student for an assessed module.**

**“Grade Point Average (GPA)” means cumulative grade point index that is used to determine student’s academic standing.**

“Institute” means the Institute of Accountancy Arusha established by s. 3 of the Act.

**“National Technical Awards (NTA)” means NACTE qualifications for technical oriented education at non-university tertiary institutions. Each NTA qualification includes a detailed description of the required competencies.**

**“National Council for Technical Education (NACTE)” means a regulatory authority for non-university tertiary institutions.**

“Rector” means the Chief Executive Officer of the Institute.

“Registrar” means the Head of the Academic Administration Services.

“Review of examination” means a formal assessment of examination results with the intention of instituting a change if necessary, as provided for by regulation 23 of these Regulations.

“Student” means any person admitted to the Institute to pursue any academic programme other than short term programmes.

**“Weight” of a module is defined as the number of credit hours assigned to the module.**

**“Weighted average” is a summation of the product of grade points and credit hours for all taught modules in a particular programme divided by the total credit hours of the modules.**

## PART II: INSTITUTIONAL ARRANGEMENTS

### 4. THE DEPARTMENTAL EXAMINERS' COMMITTEE

1. There is hereby established a Departmental Examiners' Committee which shall consist of:
  - (a) The Head of Department or Campus Manager who shall be the Chairperson.
  - (b) The Coordinator or appointed member who shall be the secretary to the Committee.
  - (c) Two Academic Administrative Officers.
  - (d) The Head of Department – Examinations.
  - (e) All academic members of the department and any other person(s) who facilitated a module(s) in the department during the relevant block or semester.**
  - (f) All part-time instructors who participated in teaching in the relevant department and semester.
  - (g) The Head of Department may co-opt any other member of the academic or administrative staff to attend at any meeting of the Committee if it is considered that his/her presence would be beneficial to the deliberations of the Committee.
2. The functions of the Departmental Examiners' Committee shall be;
  - (a) To deliberate on the examination results in the view of the existing examination regulations.
  - (b) To check accuracy of the compilation of scores and to round up or down the marks to the nearest one unit.



- (c) To identify and discuss causes for students' poor performance.
- (d) To recommend to the Academic Board on the Examination Results.
- (e) To advise the Academic Board on all matters regarding the conduct of examinations of the Institute.

## **5 THE ACADEMIC BOARD**

1. There is hereby established an Academic Board which shall consist of:
  - (a) The Rector, who shall be the Chairperson.
  - (b) The Deputy Rector – Academic, Research and Consultancy who shall be the Secretary to the Academic Board.
  - (c) The Deputy Rector- Planning, Finance and Administration
  - (d) The Director for Undergraduate Studies.
  - (e) The Director for Postgraduate Studies.
  - (f) The Registrar
  - (g) The Library Services Manager.
  - (h) The Dean of Students.
  - (i) The Information and Communication Technology Manager.
  - (j) The Head of Department - Admissions.
  - (k) The Head of Department - Examinations.
  - (l) All other Heads of Academic Departments of the Institute.
  - (m) The Managers of Institute's campuses.
  - (n) The Institute's Legal Officer
  - (o) Secretary to the Quality Assurance and Control Committee.

- (p) The Coordinators of academic departments.
  - (q) The Coordinators for collaborative programmes.
  - (r) Two Academic staff representatives as elected by the Academic Staff Association.
  - (s) The President of the Students' Government.
  - (t) The Minister responsible for Academic Affairs in the Students' Government.
2. The Chairperson may co-opt other member(s) of the academic or administrative staff or student of the Institute to attend at any meeting or meetings of the Board if it is considered that their presence would be beneficial to the deliberations of the Academic Board.
3. The Powers and Functions of the Academic Board:
- (a) To receive and deliberate on all examination results.
  - (b) To ensure that all examination questions, marking schemes and answer scripts are externally moderated according to requirements.
  - (c) To ensure that rules and regulations governing examinations are followed and observed by all the candidates.
  - (d) To ensure that each and every programme strictly follows the examination policy and regulations.
  - (e) To assist the Rector on examination matters and issues concerning examinations.
  - (f) To investigate on issues of special significance involving any candidate, invigilator, staff, and or any other person, individually, in relation to examinations. In so doing the Academic Board shall mandate the Examination Irregularity Committee to carry out the task and report to the Academic Board.

- (g) To allow the publication of the provisional examination results for all programmes before being submitted to the Academic Affairs Committee of the Council for endorsement.
- (h) To scrutinize and approve students' admissions.
- (i) To deliberate on academic and quality issues raised by the Quality Assurance and Control Committee.
- (j) Without prejudice to the generality of the foregoing functions, the Academic Board shall assist the Rector on all academic matters of the Institute.

## **6. THE ACADEMIC APPEALS COMMITTEE**

- 1. (a) There is hereby established an Academic Appeals Committee that shall consist of five members.
- (b) **The members of the Academic Appeals Committee shall include two representatives nominated by the Academic Staff Association and approved by the Academic Board.**
- (c) **Student members of the Academic Appeals Committee shall be the Vice President and the Deputy Minister for Academic Affairs in the Students' Government whereas the students are not appellants. In the event that the students are the appellants, the DR-ARC shall appoint replacements in consultation with the President of the students' organization.**
- (d) The members of the Academic Appeals Committee shall not have a permanent sit on the Academic Board and shall serve in the Committee for a term of two academic years but any member shall not serve for more than two consecutive terms.
- (e) A member of Academic Appeals Committee may be re-appointed to serve for a second term of two academic years.

2. Powers and Functions of the Academic Appeals Committee
  - (a) To determine whether or not a lodged appeal meets the grounds for upholding it or otherwise dismiss it.
  - (b) To access and scrutinize the proceedings of the Examination Irregularity Committee under regulation 20 (6) to establish if the findings and decisions made thereof are fair and justifiable.
  - (c) To make recommendations to the Rector as per regulation 24 (6) for approval.

## **7. THE ACADEMIC AFFAIRS COMMITTEE OF THE COUNCIL**

- (1) The Academic Affairs Committee of the Council (or any other Committee of the Council as may be established by the Council from time to time in accordance with section 8 of the Act shall, subject to the Act, be responsible to the Governing Council for the proper conduct of the programmes run at the Institute.
- (2) In particular, but without prejudice to the generality of the functions specified in 7 [1] of this regulation it shall be the responsibility of the Academic Affairs Committee of the Council to advise, revise, vary or cancel any academic programme and set academic standards, including standards for the assessment of the academic performance of students.
- (3) The recommendations and advice of the Academic Affairs Committee of the Council on all matters relating to examinations and students' assessments shall be forwarded to the Governing Council whose decision shall be semester and conclusive.

## **PART III: AWARDS, MODE OF ASSESSMENT AND FIELD ATTACHMENT**

### **8. AWARDS OF THE INSTITUTE**

(1) The Institute shall have and grant awards categorized into National Technical Awards and Postgraduate Diplomas:

**(a) Postgraduate Diploma Awards:**

A Postgraduate Diploma for successful completion of a programme of study lasting one academic year.

**(b) National Technical Awards:**

The National Technical Awards (NTA) shall include the following:

- (i) A Master Degree (NTA level 9) for a successful completion of a programme of study lasting at least one academic year.
- (ii) A Bachelor Degree (NTA level 8) for a successful completion of a programme of study lasting at least three academic years.
- (iii) Higher Diploma for a successful completion of NTA level 7 for candidates who wish to exit or who fail to attain NTA level 8.
- (iv) Ordinary Diploma (NTA level 6) for a successful completion of a programme of study lasting at least two academic years.
- (v) Technician Certificate for a successful completion of NTA level 5 for candidates who wish to exit or who fail to attain NTA level 6.

**(vi) A Basic Technician Certificate (NTA level 4) for candidates who wish to exit or who fail to attain NTA level 5.**

(2) Collaborative Programmes:

The Institute may run collaborative programmes with local/foreign academic institutions. Some of these programmes may be awarded by the institute.

(3) Every award of the Institute shall be so titled as to refer to the programme of study, the successful completion of which entitles the candidate to be granted the award.

(4) The Governing Council may designate and set conditions for other awards of the Institute in addition to those established by this Regulation.

## **9. MODE OF ASSESSMENT**

1. The assessment of a candidate for a module taught during a semester shall be as follows:

(i) Continuous Assessment, which shall constitute any combination of the following assessable exercises including: class tests, quizzes, assignments, practical/laboratory work and presentations.

(ii) Semester Examinations for the modules taught during a semester.

(iii) Continuous Assessment (CA) and Semester Examination (SE) shall carry weights as indicated in the table below:

Programme	Weight of CA (%)	Weight of SE (%)
NTA level 4 - 5	50	50
NTA level 6	40	60
NTA level 7 - 8	40	60
NTA level 9	50	50
Postgraduate Diploma	50	50

2. The English language shall be the official medium of instructions and all student's assessment.
3. **All examinations of the Institute shall be conducted under the control of the Deputy Rector – Academic, Research and Consultancy or such other officer of the Institute from senior academic staff as the Rector may appoint. In the case of campuses, all examinations shall be conducted under the control of the Campus Managers.**
4. The mode of assessment for NTA Level 9 covers only programmes whose awards are granted by the Institute.

## 10. FIELD ATTACHMENT

1. All students enrolled for NTA level 5 and 7 must undergo field attachment and this shall constitute one of the components to be assessed.
2. The field attachment shall be of at least 52 days duration and shall be conducted after the end of 2<sup>nd</sup> semester for NTA level 5 and after the end of the 4<sup>th</sup> semester for NTA level 7. The output of the field/project work shall be a Field / Project Report.

3. The field/project report shall be assessed in accordance with the Student's Field Work Assessment Guidelines.
4. The assessment of field work shall consist of the following components: academic supervisor's report, on site supervisor's report, log book and field work/project report. The total score for a field report shall be 100% as in the tables below:

**FIELD ATTACHMENT MARKING GUIDELINES FOR DIPLOMA PROGRAMMES**

<b>S.NO</b>	<b>ITEM</b>	<b>SUB TOTAL</b>
<b>1</b>	<b>On site Supervisor's marks</b>	<b>20%</b>
2	Log Book	10%
3	Field Report	
3.1	Preliminary Pages	10%
<b>3.2</b>	<b>Chapter 1: Introduction</b>	<b>17%</b>
3.3	Chapter 2: Experiences	20%
3.4	Chapter 3: Conclusion and Recommendations	18%
3.5	References	5%
	<b>Total</b>	<b>100%</b>

**FIELD ATTACHMENT MARKING GUIDELINES FOR DEGREE PROGRAMMES**

<b>S.NO</b>	<b>ITEM</b>	<b>SUB TOTAL</b>
<b>1</b>	<b>On site Supervisor's marks</b>	<b>20%</b>



<b>S.NO</b>	<b>ITEM</b>	<b>SUB TOTAL</b>
2	Log Book	10%
3	Field Report	
3.1	Preliminary Pages	10%
<b>3.2</b>	<b>Chapter 1:</b>	<b>18%</b>
3.3	Chapter 2:	22%
3.4	Chapter 3:	15%
3.5	Chapter 4:	5%
	<b>Total</b>	<b>100%</b>

5. In the event that a student fails to secure a field placement, he/she shall be required to do a project work. The total score for a project work shall be 100% as in the table below:

**PROJECT WORK MARKING GUIDELINES FOR DIPLOMA AND DEGREE PROGRAMMES**

<b>SNo.</b>	<b>ITEM</b>	<b>SUB TOTAL</b>
<b>1</b>	<b>Presentation:</b>	
1.1	<b>Method of delivery: Reading, Speaking, Confidence, etc.</b>	<b>5%</b>
2.2	<b>Presentation Skills / Organization of Presentation / Timing</b>	<b>5%</b>
3.3	<b>Project demonstration</b>	<b>20%</b>

<b>SNo.</b>	<b>ITEM</b>	<b>SUB TOTAL</b>
4.4	Ability to Respond to Questions	10%
<b>Total - Presentation</b>		<b>40%</b>
<b>2.</b>	<b>Project Report:</b>	
2.1	Preliminary Pages	10%
2.2	Chapter 1 : Introduction	10 %
2.3	Chapter 2: Main Body	25%
2.4	Chapter 3: Conclusions and Recommendations	10%
2.5	References	5%
<b>Total - Project Report</b>		<b>60%</b>
<b>Total - Presentation + Project Report</b>		<b>100%</b>

6. The pass mark for a field/project work shall be the same as the pass mark for a module under the same NTA Level.

#### **PART IV: REGISTRATION, ELIGIBILITY AND ABSENTEEISM FROM EXAMINATIONS**

##### **11. REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS**

###### **1. Registration:**

- (a) All students shall have to register into the Institute's Students' Information System every semester.

- (b) The Head of Department shall be responsible to ensure that all continuing students under his/her department are registered.
- (c) A student who fails to register into the system within three weeks after the commencement date for classes shall be required to write a letter to DR-ARC or to Campus Manager requesting for delayed registration, otherwise he/she shall automatically be deregistered.**
- (d) Any examination taken by a student who has not registered into the system shall be null and void.

## **2. Eligibility for Examinations**

- (a) No candidate shall be eligible for any examination in any subject unless the Head of Department is satisfied that the candidate has undertaken the course by attendance of at least 80 percent of all the formal class-room period scheduled by the Institute for his/her course of study and that any candidate who without reasonable cause fails or refuses to comply with this regulation shall be disqualified from sitting for the examination and shall be required to complete the course by attendance and attainment of the required coursework.
- (b) No candidate shall be admitted to an examination unless he/she has paid all the fees due to the Institute.

## **3. A candidate who forges entry into the examination halls in contravention of regulation 11(2)(b) shall have the examination done by him or her as a result of such forged entry nullified and shall be required to sit for special examination.**

## **12. INELIGIBILITY FOR ASSESSMENT**

1. Where a student is discontinued from a programme of study on disciplinary grounds in accordance with the Institute of Accountancy Arusha Students By-Laws he/she shall not be eligible for any form of assessment under these Regulations.
2. The Academic Board may prescribe any other requirements to be complied with by every student or prospective student being eligible for the assessment of performance during the whole or part of the academic year. A student who without reasonable cause fails or refuses to comply with any such requirement shall be deemed to be disqualified for assessment of performance during the period in question.

## **13. ABSENCE FROM EXAMINATIONS**

1. A candidate who absents oneself from semester or supplementary examination or fails to do field/project work without reasonable cause shall be discontinued from studies.
2. A candidate who without reasonable cause, as determined by Deputy Rector - Academic, Research and Consultancy, absents oneself from any continuous assessment test or fails to submit assignment or field/project report within the prescribed time shall be considered to have attempted such test or assignment or done the field work and shall be awarded a zero mark.
3. A candidate reporting into examination hall 30 minutes after the commencement of examination without compelling reasons shall be regarded to have failed the examination and shall be awarded zero mark.
4. A candidate allowed to postpone from attempting a continuous assessment(s) shall be required to complete the same before attempting the end of semester examinations.

5. A candidate shall be responsible for initiating any request to make up a continuous assessment missed because of class absence and such request must be lodged within one week after the date of missing the assessment. If the instructor requires evidence, the candidate shall submit appropriate documentation. In case of failure to submit acceptable documentation then Regulation 13(2) shall apply.
6. A candidate allowed to be absent from the end of semester examinations either in part or in its entirety shall be allowed to take the examinations or part thereof as first sitting during the supplementary examinations session. Such examination(s) shall be considered to be special examination(s) to that candidate.

**PART V: MODERATION, ASSESSMENT SCHEME, PASSING AND FAILING EXAMINATIONS**

**14. MODERATION AND ASSESSMENT SCHEME**

1. All semester examination questions, marking schemes and answer scripts must be externally moderated by competent and academically/professionally qualified and recognized persons/Institutions approved by the Academic Board.
2. The Institute grading system and score range shall be as follows:

Master (NTA Level 9)

NTA Level 9		
Grade	Definition	Range
A	<b>Excellent:</b> Work of outstanding quality and originality	70 - 100

B+	<b>Very Good (Well Above Average):</b> Work described as competent, comprehensive and very good	60 - 69
B	<b>Good (Average):</b> Work described as average and adequate	50 - 59
F	<b>Poor (Failure):</b> Work described as below average and barely satisfy the minimum requirements	0 - 49

Postgraduate Diploma

Postgraduate Diploma		
Grade	Definition	Range
A	<b>Excellent:</b> Work of outstanding quality and originality	70 - 100
B+	<b>Very Good (Well Above Average):</b> Work described as competent, comprehensive and very good	60 - 69
B	<b>Good (Average):</b> Work described as average and adequate	50 - 59
F	<b>Poor (Failure):</b> Work described as below average and barely satisfy the minimum requirements	0 - 49

Diploma and Bachelor Degree Programmes (NTA Level 6 – 8)

NTA Level 6			NTA Level 7 – 8		
Grade	Definition	Range (%)	Grade	Definition	Range (%)
A	<b>Excellent:</b> Work of outstanding quality, rare talent for the module, an original or incisive mind.	75 - 100	A	<b>Excellent:</b> Work of outstanding quality, rare talent for the module, an original or incisive mind.	70 - 100
B+	<b>Very Good (Well Above Average):</b> Comprehensive, accurate work, flair for and comprehension of the module is clearly perceptible.	65 - 74	B+	<b>Very Good (Well Above Average):</b> Comprehensive, accurate work, flair for and comprehension of the module is clearly perceptible.	60 - 69
B	<b>Good (Above Average):</b> Sound grasp of the most important goals of the module. Work described as careful, competent and good without being distinguished.	55 - 64	B	<b>Good (Above Average):</b> Sound grasp of the most important goals of the module. Work described as careful, competent and good without being distinguished.	50 - 59

C	<b>Satisfactory (Average):</b> Average competence which falls short of B grade. Work described as adequate.	45 - 54	C	<b>Satisfactory (Average):</b> Average competence which falls short of B grade. Work described as adequate.	40 – 49
D	<b>Poor (Below Average):</b> Marginal, barely satisfy the minimum requirements.	35 - 44	D	<b>Poor (Below Average):</b> Marginal, barely satisfy the minimum requirements.	35 - 39
F	<b>Failure</b>	0 - 34	F	<b>Failure</b>	0 - 34
I	<b>Incomplete</b>		I	<b>Incomplete</b>	
Q	<b>Disqualification</b>		Q	<b>Disqualification</b>	

Certificate Programmes (NTA Level 4 -5)

NTA Level 4 – 5		
Grade	Definition	Range
A	<b>Excellent:</b> Excellent, comprehensive, accurate work of outstanding quality.	80 - 100
B	<b>Good (Above Average):</b> Sound grasp of the most important goals of the module. Work described as careful, competent and good.	65 - 79



C	<b>Satisfactory (Average):</b> Average competence which falls short of B grade. Work described as adequate.	50 - 64
D	<b>Poor (Below Average):</b> Marginal, barely satisfy the minimum requirements.	40 - 49
F	<b>Failure</b>	0 - 39
I	<b>Incomplete</b>	
Q	<b>Disqualification</b>	

3. The following grade points system shall be used in awards classification:

NTA Level 4 - 5		NTA Level 6 – 8	
Grade	Points (Weight)	Grade	Points (Weight)
A	4	A	5
B	3	B+	4
C	2	B	3
D	1	C	2
F	0	D	1
		F	0

4. The computation of cumulative grade point average (GPA) shall be based on the following formula:

$$GPA = \frac{\sum (\text{Grade points} \times \text{Credits})}{\sum \text{Credits}}$$

5. The cumulative GPA calculated in section 14(4) shall be used for classifying the NTA Level 4 – 8 awards. In each case, the GPA shall be calculated on the basis of truncation after the first decimal point (e.g. 4.37 shall be taken as 4.3).
6. The classes of awards for NTA Level 4 – 8 shall be based on the cumulative GPA as indicated in the following table:

NTA Level 4 - 5		NTA Level 6 – 8	
Class of Award	GPA	Class of Award	GPA
1 <sup>st</sup> Class	3.5 – 4.0	1 <sup>st</sup> Class	4.4 – 5.0
2 <sup>nd</sup> Class	3.0 – 3.4	2 <sup>nd</sup> Class Upper Division	3.5 – 4.3
Pass	2.0 – 2.9	2 <sup>nd</sup> Class Lower Division	2.7 – 3.4
		Pass	2.0 – 2.6

7. **The computation of overall average marks for classification of NTA Level 9 awards shall be based on the following formula:**

$$\text{Overall Average} = \frac{((\text{Weighted average of 17 Modules} \times 120) + (\text{Project Marks} \times 60))}{180}$$

8. The classes of awards for NTA Level 9 shall be based on the overall average marks as indicated in the following table:

<b>NTA Level 9</b>	
Class of Award	Overall Average
Distinction	At least 70%
Merit	At least 60%
Pass	At least 50%

9. Postgraduate Diploma awards are not classified.
10. (a) Marks to be awarded for every module shall depend on quality of work and diligence of a candidate in the semester examinations, tests and other assignments as may be approved by the Academic Board.
- (b) In the case where student's coursework has been unfairly assessed, the DR-ARC shall appoint a panel to review the coursework and that the panel shall recommend to DR-ARC for proper action. Such a student shall have to lodge his/her complaint to DR-ARC within 7 working days after coursework results are published.
- (c) A candidate must score minimum coursework and minimum semester examination marks for all modules in a particular programme as stated below except for the field/project work:
- (i) An NTA level 4 and 5 candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester examination (25 out of 50 marks on conversion).

- (ii) An NTA level 6 candidate must score at least 45% of his/her coursework (18 out of 40 marks on conversion), and 45% of his/her semester examination (27 out of 60 marks on conversion).
  - (iii) An NTA level 7 and 8 candidate must score at least 40% of his/her coursework (16 out of 40 marks on conversion), and 40% of his/her semester examination (24 out of 60 marks on conversion).
  - (iv) An NTA level 9 candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester examination (25 out of 50 marks on conversion).
  - (v) A Postgraduate Diploma candidate must score at least 50% of his/her coursework (25 out of 50 marks on conversion), and 50% of his/her semester examination (25 out of 50 marks on conversion).
- (d) A candidate who fails to score the required minimum coursework marks as stipulated in Regulation 14(10)(c) shall be barred from sitting for semester examination and shall automatically be declared to have failed the concerned module and be required to sit for supplementary examination(s) subject to Regulation 16 (1).**
- (e) A candidate who fails to score the required minimum marks for a semester examination as stipulated in Regulation 14(10)(c) shall be considered to have failed the concerned module and be required to sit for supplementary examination(s) subject to Regulation 16 (1).**
- (f) A module facilitator shall be required to submit hard and soft copy of course outline and scheme for allocation of coursework marks to responsible Head of Department and the same shall be

made available to students in hard and soft copy at the beginning of each semester in an academic year.

- (g) A module facilitator shall be required to prepare and submit an Assessment Plan to the Registrar at the beginning of a semester.

## **15. CONDITIONS FOR PASSING A MODULE AND FOR PROGRESSING FROM ONE ACADEMIC YEAR TO THE NEXT**

1. A candidate shall be required to fulfill either of the following conditions in order to proceed to the next academic year:
  - (a) Has passed all the modules in the academic year.
  - (b) Does not have more than 2 pending supplementary examinations which he/she was not able to write provided that the modules are not core.
  - (c) Where carry over condition is applicable.
2. Subject to Regulation 15 (1) (b), a candidate who fails to sit for more than 2 supplementary examinations on permission from the Deputy Rector - Academic, Research and Consultancy at the time of supplementary examinations session shall be required to request for postponement of studies.
3. The pass mark for every module shall depend on the programme a student pursues as follows;
  - (a) For Certificate (NTA Level 4 and 5), the pass mark for each module shall be 50% (C).
  - (b) For Ordinary Diploma (NTA Level 6), the pass mark for each module shall be 45% (C).
  - (c) For Bachelor Degree (NTA Level 7 and 8), the pass mark for each module shall be 40% (C).
  - (d) For Postgraduate Diploma, the pass mark for each module shall be 50% (B).

- (e) For Master Degree (NTA Level 9), the pass mark for each module shall be 50% (B).
4. A candidate who satisfies the examiners by attaining the pass mark in all the modules in the academic year shall:
- (a) In the case of years other than the final year, be eligible to proceed to the following year of study.
  - (b)
    - (i) In the case of final year candidate, be eligible for the award of Master Degree (NTA Level 9), Postgraduate Diploma, Bachelor Degree (NTA Level 8), Ordinary Diploma (NTA level 6) or Basic Technician Certificate (NTA Level 4).
    - (ii) In the case of NTA Level 9 programmes the awards shall be in the classes of Distinction, Merit or Pass, determined by the overall average mark; in the case of NTA Level 6 – 8 programmes the awards shall be in the classes of 1<sup>st</sup> Class, Upper 2<sup>nd</sup> Class, Lower 2<sup>nd</sup> Class or Pass; and for NTA levels 4 - 5 programmes the awards shall be in the classes of 1st Class, 2nd Class or Pass determined by the cumulative G.P.A. for all the modules studied. Postgraduate Diploma awards are not classified.
5. A candidate who, being ill or otherwise incapacitated, decides to sit for semester or supplementary examinations shall be responsible for the results.
6. A candidate who falls sick while attempting his/her examination shall be required to undergo a proper medical attention and shall submit a medical report for consideration.

## 16. CONDITIONS FOR SUPPLEMENTING

1. A candidate shall be allowed to sit for supplementary examination(s) if he/she fails not more than half of the modules taken in an academic year provided that he/she obtained a GPA of 2.0 or above during the academic year.
2. Supplementary examinations shall be conducted within such time after the date of declaration of the overall year results as the Academic Board may determine.
3. A candidate shall be allowed to sit for his/her special examination(s) and supplementary examination(s) within the same scheduled supplementary examinations session.
4. A candidate who fails special examination(s) shall sit for supplementary examination(s) in the next available supplementary examination session.
5. **Supplementary/re-sit examination shall be marked out of 100 marks and the pass mark for supplementary/re-sit examination shall be the same as that for semester examination. A pass grade of 'C' for supplementary/re-sit examination is stipulated in Regulation 16 (6)**
6. Where a candidate has passed by virtue of supplementary or re-sit examinations, he/she shall be awarded a pass grade C for NTA Level 4 – 8 modules, and a pass grade B for NTA Level 9 and Postgraduate Diploma modules.
7. Undergraduate candidate who passes fieldwork only after having been required to re-submit a field/project report shall be awarded a pass grade "C".
8. Postgraduate candidate who passes fieldwork only after having been required to re-submit a field/project report shall be awarded a pass grade "B".
9. A final year candidate who fails in not more than two modules in supplementary examinations shall be required to re-sit the examinations as an external candidate in the following available sittings within the next two academic years.

10. **A candidate who fails coursework or semester examination shall sit for supplementary examination of the failed module during the supplementary examination session. A pass grade of 'C' for supplementary examination is stipulated in Regulation 16 (6).**

## **17. CONDITIONS FOR SPECIAL EXAMINATIONS**

1. Where a candidate pursuing any programme of study of the Institute fails to attend the whole or part of an examination under circumstances which are beyond the control of the candidate, such as, serious illness or death of a close relative, then such a candidate may, subject to production of authentic evidence and the approval of the Deputy Rector – Academic, Research and Consultancy, be allowed to sit for special examinations in the modules the examinations of which he/she did not complete.
2. Notwithstanding the generality of regulation 17(1) above, where there are such factors as may adversely affect a candidate's performance or attendance in the whole or part of the examination, immediately before the examination he/she must draw the attention of the Registrar and the Deputy Rector – Academic, Research and Consultancy in writing.

Upon being satisfied by the reasons made by the candidate the Deputy Rector – Academic, Research and Consultancy may allow the candidate to postpone the examination.

3. A candidate who appears for special examination(s) under this regulation shall be treated as if he/she had sat for the examination(s) for the first time.
4. Special examinations shall be conducted at a time coincident with supplementary examinations.



## 18. CONDITIONS FOR CARRY-OVER EXAMINATIONS

1. **A candidate except NTA Level 6, NTA Level 8, Postgraduate Diploma and one year Master Degree students who fails not more than two (2) supplementary examinations shall carry over the failed module(s).**
2. The maximum number of allowable carried over modules is 2.
3. A candidate shall be required to carry over a failed module by re-doing the module within a period of one year after the supplementary examination sitting.
4. A carried over module must be taken in full, including all the coursework and the grade for a carry-over examination shall be "C".
5. A candidate who fails examination of a carried over module shall be required to sit for a supplementary examination of the carried over module.
6. A candidate who fails a supplementary examination of carried over module shall not be allowed to progress to the next NTA level until he/she clears the module.
7. A candidate who fails a supplementary examination of a carried over module shall be allowed to re-sit the failed carry-over examination(s) in the following available sittings within the next two academic years.
8. There shall be no repetition of an academic year or NTA level.
9. A candidate who fails a carry-over examination shall be granted an NTA award for a successfully completed NTA level which is lower than the one he/she was aspiring for where applicable.
10. A carried over module shall be charged appropriate fee as prescribed by relevant authority.

## 19. CONDITIONS FOR DISCONTINUATION

1. A candidate who fails more than half ( $\frac{1}{2}$ ) of the total modules offered in an academic year shall be discontinued from studies.
2. A candidate who fails more than two (2) modules in supplementary examinations shall be discontinued from studies.
3. A final year candidate who fails to pass a re-sit examination within the next two academic years shall be discontinued from studies.
4. A candidate who fails to clear a re-sit examination within time as stipulated in Regulations 16 (9) and 18 (7) shall be discontinued from studies.
5. **A candidate who fails a re-sit examination of a carried over module shall be discontinued from studies subject to regulation 18(7). In a case where a candidate is ill or incapacitated and not able to re-sit examination within the stipulated period he/she must write a letter of notification and request for extension of the period.**
6. A candidate other than a Postgraduate Diploma and Masters candidate who at the end of each academic year gets a cumulative G.P.A which is below 2.0 shall be discontinued from studies.
7. A candidate who absents himself/herself from semester or supplementary examination without valid reasons satisfactory to the Deputy Rector – Academic, Research and Consultancy shall be discontinued from studies.
8. A candidate found guilty of examination irregularity shall be discontinued from studies.
9. A candidate who fails to re-submit field/project report without reasonable cause shall be discontinued from studies.

## **20. EXAMINATION IRREGULARITIES AND DISCIPLINARY ACTIONS**

### **1. Conduct of Examinations**

The Rector may from time to time prescribe rules governing the conduct of examinations and lay down measures to be invoked upon contravention of these rules.

### **2 Examination Irregularities:**

#### **I. Examination irregularities which shall lead to nullification of module examination results:**

- (a) Unauthorized absence from examination hall.**
- (b) Passing or receiving written communication to or from other candidate in examination hall.**
- (c) Possession of any unauthorized material in examination hall.**
- (d) Passing or receiving verbal communication to or from other candidate during examination session.**
- (e) Disturbing or causing disturbance by a candidate in or around examination hall during an examination session.**
- (f) Disobeying an order, directive or instruction given by invigilator.**
- (g) Unauthorized borrowing of material such as calculators, rulers, statistical tables and any other materials among candidates during examination session.**
- (h) Plagiarism.**
- (i) Any other conduct which may constitute an examination irregularity as may be determined by the Examination Irregularity Committee.**

**II. Examination irregularities which shall lead to nullification of semester examination results:**

- (a) Exchanging scripts and question papers, allowing copying or copying from other candidate's answers.**
- (b) Copying from unauthorized material.**
- (c) Cheating in examination.**
- (d) Possession of any unauthorized material around the examination hall during an examination session.**
- (e) Scribbling notes on own body parts.**

**III. Examination irregularities which shall lead to discontinuation from studies:**

- (a) Involvement in leaking or in any conduct that leads to examination leakage**
- (b) Possession of arms or any material that can harm others or can be used to disturb peace and tranquility in examination hall**

3. In this regulation:

- a) "Unauthorized material" means any written or printed material that is generally or specifically prohibited from being brought into examination hall, cellular or mobile phones, radios, radio cassette, or any other electronic device with audio or retrievable information, computers, and any other materials as may be specified from time to time by the Rector.
- b) "Unauthorized absence from examination hall" means going out of the examination hall without proper authorization or permission of the invigilator for the concerned examination.

- c) "Cheating in examination" means impersonation and/or any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
  - d) "In or around the examination venue" refers to wherever the candidate is, so long as he/she is still required in the examination hall.
4. Subject to regulation (20) (6) (a) in all cases of examination irregularities, the candidate shall be allowed to continue with examination while his/her case is being pursued.
5. A candidate found to threaten the tranquility of examination hall shall be expelled from the examination venue and shall be placed under the custody of security officers and or medical officer depending on circumstances. Such a candidate shall be considered to have failed or postponed the examination depending on the circumstances.
6. Disciplinary action and procedures:
- a) Where an invigilator finds that a candidate is committing an examination irregularity he/she shall outline the allegations on a prescribed form and shall require the candidate to read, understand and sign it agreeing or disagreeing with the allegations.
  - b) Soon after the conclusion of the examination, the Chief Invigilator shall report the examination irregularities to the Registrar for further action.
  - c) The Registrar shall charge the student of examination irregularity within 48 hours.
  - d) The Registrar shall table the matter before the Examination Irregularity Committee which shall deliberate on the same.

- e) The Examination Irregularity Committee may interview the concerned candidate or seek explanation on the matter from staff or invigilator where it deems necessary.
- f) The Examination Irregularity Committee shall consist of the following members:
  - (i) The Registrar, who shall be the Chairperson.
  - (ii) The HOD – Examinations, who shall be the Secretary to the Committee.
  - (iii) Head of relevant Department.
  - (iv) The Dean of Students
  - (v) IAA-SO Legal and Constitution Minister.
  - (vi) The Chairperson may invite any other person(s) where he/she deems necessary.
- g) The quorum of the committee shall be 2/3 of the committee members.
- h) (i) The Committee upon finding the candidate guilty of examination Irregularity shall recommend one or more of the following penalties to the DR-ARC:
  - 1. Discontinuation from studies.
  - 2. Zero mark for the concerned examination.
  - 3. Nullification of all attempted examinations for that particular semester or supplementary examination session and** require the concerned candidate to sit for special examinations.
  - 4. Withhold results pending further investigation.

- (ii) The DR-ARC shall then communicate the decision of the committee to the candidate and report the decision to the Academic Board for noting.
  - i) Where the candidate is dissatisfied by the decision may within seven (7) working days appeal to the Academic Appeals Committee.
  - j) All matters of examination irregularities shall be determined within twenty one (21) working days after the conclusion of an examination session except for cases pending investigation.
7. For the purpose of this regulation, examination means class test, quiz, assessed assignment, semester examination, supplementary examination, special examination and field/project report.

## **21. CONDITIONS FOR RE-ADMISSION**

1. A student who has been discontinued or de-registered from a programme of study on academic grounds other than involvement in examination irregularity, may be re-admitted to any programme offered by the Institute, subject to having satisfied the currently applicable entry requirements.
2. A discontinued student on grounds other than examination irregularity may apply for re-admission into the appropriate NTA level in the following academic year.
3. The privileges stated in sub regulation (1) and (2) shall not apply to students who have been expelled from the Institute as per the students' By Laws.
4. A student shall be allowed to de-register from a programme of study upon submission of formal request for de-registration and approval by DR-ARC. Fees paid shall not be refunded.

5. A de-registered student who wishes to rejoin the Institute shall be required to apply afresh for re-admission.

## **PART VI: PUBLICATION, NULLIFICATION AND REVIEW OF EXAMINATION RESULTS**

### **22. RELEASE OF EXAMINATION RESULTS**

1. The results of candidates in every examination shall be published provisionally by the Deputy Rector - Academic, Research and Consultancy soon after their deliberation by the Academic Board.
2. The results of a candidate may be withheld pending determination of examination irregularity, or any other reason as deemed appropriate by the Institute.
3. Where a candidate is discontinued from studies on grounds of examination irregularity or on any form(s) of fraud relating to examinations, his or her semester results shall be nullified.
4. The provisional results shall be deemed to be final upon endorsement by the Academic Affairs Committee and approval by the Governing Council.
5. In the event that the Institute releases examination results by publishing on the notice boards or its official website, only examination or registration numbers shall be used, and under no circumstances shall names or any other identification known to a third party shall be used for publishing results to the general public.
6. A candidate shall be responsible for checking his/her published continuous assessment and semester examination results and to report any anomaly to the Examinations Officer.



## **23. REVIEW OF EXAMINATION RESULTS**

1. As soon as the Academic Board releases provisional results, any candidate who has valid grounds for review of his/her results shall, within seven (7) working days (counted from the day of release of provisional results or from the day of the start of a new semester if results are declared during vacation) lodge his/her request of review with the Rector.
2. The request shall state the grounds for the necessity of review and shall be in written form and be accompanied by relevant and documented substantive evidence.
3. Upon receiving such a request, the Rector may call for an explanation from the Deputy Rector – Academic, Research and Consultancy to obtain such advice and assistance as he/she may deem appropriate.
4. Upon the receipt of the request, or as soon as possible thereafter, the Rector shall inform the candidate in writing of one of the following decisions:
  - a) That the request provides prima facie evidence to meet the grounds for review and it will be forwarded to a Review Panel appointed as per sub regulation 5 of this regulation for that purpose;
  - b) That the request does not meet the required grounds for review and it will not be acted upon.
5. The Rector shall, if in his/her opinion there is a prima facie case, appoint a Review Panel to review the scripts and results of the candidate which shall submit its report to the Rector who may require the Deputy Rector – Academic, Research and Consultancy to table the same to the Academic Board.
6. The Academic Board shall deliberate on the recommendations and make decisions thereof. The Academic Board's decision shall be communicated to the candidate and shall be final and conclusive.

## **PART VII: APPEALS AND DECISIONS OF THE ACADEMIC APPEALS COMMITTEE**

### **24. APPEAL TO THE ACADEMIC APPEALS COMMITTEE**

1. A candidate dissatisfied by the decision of the Rector may appeal to the Academic Appeals Committee only on the following grounds:
  - a) Where there has been procedural irregularity; or
  - b) Where there is new evidence of material nature capable of affecting the decision of the Rector.
2. Where a candidate wishes to appeal pursuant to sub regulation (1) of this regulation he/she shall within seven (7) working days after having been served with the decision of the Rector lodge his/her application with the Academic Appeals Committee through the Rector.
3. The appeal shall be in writing stating valid grounds of the appeal and be accompanied by relevant and documented substantive evidence.
4. Within seven (7) working days of receipt of the appeal or soon thereafter the Rector shall forward the appeal to the Academic Appeals Committee.
5.
  - (a) If the Academic Appeals Committee is of the view that the appeal is laden with sufficient evidence that warrants upholding it shall deliberate and make a final decision on the matter.
  - (b) If the Academic Appeals Committee, in its opinion, finds that there is no evidence sufficient to entertain the appeal; it shall dismiss the appeal.
  - (c) In either of the above cases in (a) or in (b), the Rector shall inform the appealing candidate.
6. On receipt of the appeal the Academic Appeals Committee may:

- a) Set aside the findings and the decision made against the candidate;  
or
  - b) Uphold the finding and the decision made against the candidate; or
  - c) Take any other decision as the Committee deems appropriate.
7. No mass action by candidates shall be entertained in academic appeal matters.

## **25. DETERMINATION OF CASES AND THE DECISIONS OF THE GOVERNING COUNCIL**

- 1. All cases arising out of these regulations shall be heard and determined by the organs stipulated in these regulations and decisions of the Governing Council shall be final and conclusive.
- 2. A student dissatisfied with a decision made by the Academic Appeals Committee may lodge further appeal to the Governing Council through the Rector (secretary to the Governing Council) within seven (7) working days after receiving the decision.
- 3. The Rector shall table the appeal to the Governing Council for final decision.

## **PART VIII: OTHER PROVISIONS**

### **26. POSTPONEMENT OF EXAMINATIONS OR STUDIES**

- 1. **(a) A student may be allowed to postpone examinations / studies for reasons of proven ill-health supported by a registered doctor's medical certificate, or evidence of financial difficulties, or for any other reasons which, in the opinion of Deputy Rector – Academic, Research and Consultancy or the Campus Managers of the**

respective campuses, are strong enough to prevent one from pursuing studies effectively.

**(b) Campus Managers shall be required to notify the Rector of any students allowed to postpone examinations or studies soon after the semester examinations session.**

2. The maximum period for a student to postpone studies is three academic years provided that at the expiry of each academic year a student must seek in writing for a second and third postponement. The student will have to pay for the difference between the current fees and the fees already paid. On resumption of studies a student will be registered and examined for a full semester irrespective of the point at which he/she left studies.
3. A candidate who fails to sit for a special examination as per regulation 13 (6) of these regulations on permission from the Deputy Rector - Academic, Research and Consultancy at the time of supplementary examination session shall be required to postpone studies. Such a candidate shall be required to sit for the special examination(s) in the next relevant semester examination session.
4. Subject to Regulation 15 (1) (b), a candidate who fails to sit for supplementary examination(s) on permission from the Deputy Rector - Academic, Research and Consultancy at the time of supplementary examination session shall be required to postpone studies.

## **27. DATES OF EXAMINATIONS**

Examinations shall be held during the period designated in the Institute's Calendar or at such times as may be approved by the Academic Board.

## **28. PRESERVATION OF SCRIPTS**

Written examination scripts shall be preserved for at least six (6) years after publication of the results.

## **29. CERTIFICATES AND TRANSCRIPTS**

1. The Governing Council shall issue certificates for such awards as established by regulation 8, of these regulations, to such candidates as shall be declared to have satisfied prescribed requirements for the relevant award.
2. Any finalist student desirous of obtaining a transcript shall present a request for the transcript, a clearance form and two passport size photographs for the preparation of the transcript.
3. Upon application, a former student shall be given a transcript of his/her academic performance record and charged a fee that shall be determined from time to time by the Institute.

## **30. LOSS AND REPLACEMENT OF CERTIFICATE**

In case of loss or total or partial destruction of the original certificate or a copy thereof, the Institute may issue a copy on condition that:

1. The applicant produces a police report and a sworn affidavit;
2. The certificate so issued shall be marked "COPY" across it;
3. The replacement certificate will not be issued until a period of 12 months from the date of such loss has elapsed and the Institute has notice thereof. However, this regulation does not cover certificates which are not issued by the Institute.

4. The applicant must produce evidence that the loss had been adequately and publicly announced in a reputable newspaper with mass circulation with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
5. The applicant shall be charged a fee that shall be determined from time to time by the Institute.

### **31. GRADUATION CEREMONY**

1. There shall be held a Graduation Ceremony every calendar year, except where such graduation is impossible to hold for reasons beyond the control of the Institute in which case the same shall be held in the next calendar year.
2. The ceremony shall be held on such a date, determined by the Governing Council, as may be convenient to the Institute after the declaration of the overall year results pertaining to the previous academic year.

## **PART IX: FINAL PROVISIONS**

### **32. REPEAL**

The Institute of Accountancy Arusha Assessment of Student's Performance Regulations of 2013 are hereby repealed.

### **33. CONFLICT OF INTEREST**

All members of the academic staff, part time facilitators and examination moderators shall be required to declare conflict of interest whenever involved in teaching, supervision and marking of student work.

**34. CONFLICT OF LAWS**

- (i) Where these regulations are at variance or in conflict with any of the provisions of the IAA Act, such provisions of the Act shall prevail.
- (ii) Where any rules, notices or directives made under regulations 12 (2) and 20 of these regulations are at variance or in conflict with these regulations, these regulations shall prevail.

**35. AMENDMENTS**

These regulations may be amended by the Governing Council from time to time.

**36. EFFECTIVE DATE**

These Regulations shall be operational with effect from the date of approval by the Governing Council.

## 7.0. STUDENTS' BYLAWS

### STUDENTS' BYLAWS

#### GOVERNING GENERAL CONDUCT, DISCIPLINARY OFFENCES, PROCEEDINGS AND PENALTIES, (2014)

##### PREAMBLE

WHEREAS The Institute of Accountancy Arusha is aware of its responsibility as a parastatal educational institution, and that, peace and tranquility are mandatory requirements for producing and maintaining conditions conducive to academic pursuit. This can only be achieved through mutual trust and cooperation among all stakeholders of the Institute but in particular its students, as they are the foremost beneficiaries of the desired environment.

##### AND

Whereas the Institute being mindful of the need to promote and sustain peace, tranquility and co-operation among all members of the Institute; Conscious of the fact that such peace and tranquility is attainable only through mutual trust and cooperation.

##### NOW THEREFORE

These by-Laws, which are promulgated and made to maintain these conditions and protect the Institute from actions which would damage its academic reputation and standards of the Institute and its members, have been adopted.

##### PART I

RULE TITLE	PRELIMINARY PROVISIONS	SHORT
1.	These rules shall be cited as the Institute of Accountancy Arusha Students' (General Conduct, Disciplinary Offences, Proceedings, and Penalties) By-Laws, 2014 (herein after referred to as the "By-Laws" and shall come into force on such date as the Council may approve.	<i>Citation and commencement</i>
2.	Act of Institute of Accountancy to be used.	
3.(1)	In these By-Laws, unless the context otherwise requires	<i>Interpretation</i>



**“Act”** means the Institute of Accountancy Arusha Act No.1 of 1990 as amended from time to time.

**“Appropriate Authority”** Any IAA committee vested with mandate to deal with students’ offences.

**“Appropriate fees”** means money paid as fees as are approved by the Council and shall include students’ organization membership subscriptions or “Students’ Union Fees”.

**“Baraza”** means the Institute Students’ official gathering constituted of all students at the Institute.

**“Campus”** includes any place where the activities or affairs of the institution to which a staff association or a students’ organization belongs may under lease or license take place, be conducted or where the residence of students is established, provided, organized or overseen whether regularly or in Semester intently or on a particular occasion or occasions;

**“Competent Organ”** includes such Board, Committee, Office or Officer of the Institute vested with express or legal powers to do or to disallow or to order the doing or non doing of such act or acts as is or are referred to in any of the respective provisions of these Rules.

**“Dean of Students”** for the purpose of these By-Laws, means the Officer responsible for students’ administration, or any other officer acting on his behalf.

**“Disciplinary Authority”** means the Students’ Committee which administers the by-laws as established by rule 18.2 of this Bylaws; the Disciplinary Appeals Committee which receives appeals as established in these Rules at rule 23.1 and the Institute’s Governing Council, which is the final disciplinary authority of the Institute.

**“Disciplinary Offence”** includes but is not limited to the offences provided under Part II of these By-Laws.

**“Disciplinary Appeals Committee”** means the Appeals Committee established under s. 23 of these

by-laws

**“DR-PFA”** means Deputy Rector- Planning Finance and Administration

**“IAASO”** means Institute of Accountancy Arusha Students’ Organization.

**“Employee of the Institute”** any person working for the institute either on permanent, renewable contractual or part time terms.

**“Examination”** includes end of semester, final, supplementary and special examination, class tests, quiz, and field project reports and others.

**“Governing Council”** means the body appointed by the Minister, having mandate to administer the Institute.

**“IAA Authority”** means the Rector, Deputy Rector-Academic Research and Consultancy(DR-ARC), the Deputy Rector- Planning, Finance and Administration(DR-PFA) the Dean of Students, or any other officer of the Institute who will have the mandate to summon a student of the Institute of Accountancy Arusha.

**“IAASO Authority”** means the President, Vice President and the Prime Minister who will have the mandate to represent student matters to Management through the Dean of Students.

**“Members”** mean persons appointed to various committees for the purpose of implementing these Bylaws.

**“Natural Justice”** shall include the right to be heard by an impartial body; the right to be informed of an offence alleged to have been committed and a specific rule alleged to have been violated; the right to tender defense and to appeal

**“Officer”** shall mean a teaching and administrative staff of the Institute.

**“Organization”** shall mean a legitimately registered group of students and also, an illegitimate group of students.

**“Student”** means any person admitted to the Institute as a candidate for a Certificate, Ordinary Diploma, Bachelor Degree, Postgraduate Diploma, Master’s degree or any other award of the Institute, or any other award conferred by the Institute.

“**The Institute**” means the Institute of Accountancy Arusha as established by the Institute of Accountancy Arusha Act No.1 of 1990.

“**Motor Vehicle**” includes motorcar, motor scooters, motorcycle, tricycle, bicycle and other mechanical means of conveyance/transport on land.

“**Wider Community**” means the neighboring settlement, the Regional Authority, District and the Ward area in which the institute is located.

- (2) Wherever it appears in these By-Laws, a singular shall include a plural form and vice-versa.
4. (1) Every student on enrolment will be availed with a hard or soft copy of these By-Laws; and of any other Institute or part of the Institute regulations for the time being in-force. Acceptance of a place in the Institute is conditional upon signing of a student Declaration Form which shall signify the students’ awareness and acceptance of these By-Laws and any other rules and regulations of the institute. *Acceptance of By-Laws; conditions for Admission*
- (2) Nevertheless, ignorance of the same shall not exonerate the concerned student from responsibility.

The operation and application of the By-Laws is without prejudice to the constructions and the general laws of the United Republic of Tanzania.

5. Payment of tuition and other appropriate fees shall be a condition for registration to pursue and/or to continue with studies at the Institute as per Students’ Fee Collection Policy; provided that the manner of payment shall be in accordance with instructions enunciated from time to time in the Institute. *Payment of fees, Conditions for registration*

## PART II

### GENERAL DISCIPLINARY OFFENCES

- 6 (1) Breaching any of the rules under this part by any student shall be a disciplinary offence and the appropriate authority shall take disciplinary actions against such student and where the offence committed involves violation of the country's laws, disciplinary measures may still be taken against him/her notwithstanding that he/she has been prosecuted and/or punished by a court of law. To this extent the offences that appear below are only specific but the list is not exhaustive. *Constitution of disciplinary offence*
- (2) (a) Using force or offering violence or threats against or striking a fellow student, an employee of the institute or any person within and outside the institute. *Violence*
- (b) Conduct which does or is likely to cause damage, defacement or violence to person or property within the Institute provided that such conduct is that of a student towards another student, member or members of the Institute, Community or any other employee or employees of the Institute, provided further that the conduct in question occurred in or outside the Institute campus; *Conduct causing damage to property or person*
- (c) Damaging, defacing or destroying structures, posts or property, or any other item of the Institute or of fellow student whether or not such property has been rented by the Institute or leased to any public or private company or person; *Destruction*
- (d) Any act or conduct of a student which is likely to obstruct or frustrate or that actually frustrates activities such as:- *Obstruction*
- (i) Conducting of any lecture, practical assignment, field work, research or other instructional activity given or authorized by the Institute.
- (ii) Holding of any meeting, proceeding, function or lawful activity authorized by the Institute.

- (iii) Demand of a student's identity card by the Institute's security guards.
- (iv) Efforts of the Institute's security guards to obtain a student's name.
- (v) Surveillance systems.
- (e) Disobeying or retorting arrogantly against the Rector, or any other officer(s) of the Institute or Failure, neglect or refusal to abide by any lawful order issued under any laws of the Institute or any lawful decision or directive passed by any appropriate organ of the institute. *Disobedience*
- (f) Unauthorized use of, or interference with, any technical, electrical or other service or installation of the Institute which includes but is not limited to interference with the switching off of lights by the Institute's Security Guards, in the classrooms or class halls or any other place where it is in the interest of the Institute to do so. *Interference*
- (g) Dissemination of inciting literature or distributing any material that may induce feelings of hatred or violence, either by hard copy or soft copy including through the internet/intranet. Graffiti: drawings, messages, etc. often obscene, scribbled on the walls of public lavatories, advertising posters, etc. within the Institute campus or on any other facilities rented by the Institute is not allowed. *Inciting Literature*
- (h) Where a student commits a criminal offence (s) either within or outside the Institute against the laws of the country. *Criminal Offences*
- (i) Unauthorized possession of a key (s) for any room or office or any property belonging to the Institute. *Possession of key*
- (j) Stealing or attempting to remove any IAA ICT properties. *ICT Policy Manual*
  - (i) Rejection of or failure to comply with a lawful order or directive given by any officer of the Institute, acting on *Refusal to*

his/her behalf or under an order from any competent organ or authority of the Institute.

*comply with a lawful orders*

For avoidance of doubt, refusal or failure in this paragraph includes knowingly giving information known to be false or not believed to be true by the giver thereof or any other person in their behalf, in order to sustain the refusal;

*Defying lawful order*

(ii) Refusal or failure to obey any lawful order or instruction issued under the Institute's regulations including Examination Regulations or any other regulations promulgated by the Institute;

(k) Use of slanderous, abusive, obscene or threatening language by any student against any person at the Institute or outside the Institute;

*Use of slanderous language*

(l) Forging a document or uttering a false statement or perpetrating forgery with intent to join the Institute or acquire any Institute's service, or cheat, defraud, or cause loss to the Institute, or to any other person;

*Forging*

(m) Knowingly inviting or entertaining a student, students' organization or any other person or unregistered groups of people known to have been barred from the Institute's premises.

*Inviting barred person(s)*

(n) Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent Authority.

*Failure to attend a disciplinary or any authorised call*

(o) (i) Willful interference of the work of or proceedings conducted by the Disciplinary Authority, Disciplinary Appeals Committee or any other competent organ at the Institute or

*Willful obstruction of proceedings*

- elsewhere.
- (ii) Wilful refusal by a student, upon being called for that purpose, to give evidence or to answer a question or to produce a document or any other thing as required by the Disciplinary Authority, Disciplinary Appeals Committee or any other competent organ; *Failure to abide by the disciplinary Committee's Ruling*
  - (p) Refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Authority or any other competent authority of the Institute; *Holding Unauthorised Meetings*
  - (q) Doing any unpleasant act causing inconvenience or annoyance such as to interfere with the rights of others, including:
    - (i) Drunkenness, disturbing noise, disorderly conduct of oneself which is likely to cause disruption of learning, sleeping, or the carrying out of legitimate business of the Institute
    - (ii) Involvement in drug abuse, and the stocking and/or consumption of alcoholic beverages within residences provided by the Institute and its immediate environs
    - (iii) The holding of parties in these residences irrespective of whether use of alcohol takes place or not.
  - (s) (i) To invite, entertain and or accommodate any criminal fugitive. *Hosting unauthorised people*
  - (ii) To invite unauthorised outsiders as guest speakers, social entertainers, journalists or any other persons without a written notification of the IAA Authority
  - (t) The forming and/or establishing of an unauthorized gatherings which are likely to cause disunity and disorder at the Institute or in the wider community and *Unauthorised students' groups or organisations*

also the engagement in active national politics directly or indirectly within the Institute premises, whose activities may lead to the disruption or distraction of students from their studies, or in any way lead to breach of peace.

- (u) Any sexual harassment which may be physical and/or psychological in nature that may be committed by either gender through, among others, repeated and unwanted verbal, physical, gestural sexual advances, explicit derogatory sexual statements, sexually discriminatory remarks, or any other acts made by a student of the Institute which are so offensive to a fellow student or any other person as to make them feel threatened, or interfered with in the smooth and peaceful pursuit of their studies/work or undermined in their general feeling of security. *Sexual harassment*
- (v) Rape or any other physical sexual assault on a person, including verbal attack of a sexual theme, and self physical exposure of sexual anatomy; *Indecent assault*
- (w) Being involved in homosexual conducts, public and group sex thus, tarnishing the image of the Institute. *Sex*
- (x) Mismanagement and/or misuse embezzlement of funds belonging to the Institute or to IAASO. *Embezzlement*
- (y) Failure to obtain permission to carry out collection of money other than students' organization subscriptions and entrance fees for film shows and other functions, which should be sought from the Dean of Students through the students' organization; *Unauthorised collection of money*
- (z) Unauthorized carrying, keeping or using of a weapon (s) within the campus, or in any facilities rented by the Institute which may potentially cause harm to oneself and or others. *Being in possession of weapons*
- (aa) Unauthorized entry or trespass into any Institute premises including but *Unauthorised Entry*



not limited to students' rooms, computer labs and/or staff houses.

- (ab) Planning, initiating, encouraging, helping and or participating in unauthorized demonstration, mob action, mounting road blocks on any part of the campus, and class boycott by students at IAA which has not been permitted by IAA authority. *Demonstrations, Mob Action and Class Boycott*
- (ac) Doing or engaging in an act which, in the judgment of IAA authority, is undesirable and likely to jeopardize the harmony and security of the students and the Institute's community in general. *Undesirable Act*
- (ad) Engaging in any political party's activities or conducting political affairs on campus or having a constitution or any other written or non written material which in any way or manner whatsoever offends or conflicts with the provisions of the IAA Act or regulations or any other written law. *Engaging in Politics*

### PART III

#### STUDENTS' RESIDENCE, LEAVE OF ABSENCE AND CATERING SERVICES

- 7 (1) Students bear the primary responsibility for securing their own accommodation. *Provisions Relating to Residence*  
Whenever the Institute provides accommodation it shall determine the criteria of doing so depending on the circumstances of the time.
- (2) Subject to rule 7 (1), Students may be offered accommodation in the Institute hostels of Residence or any hostel or hostel residence rented to the Institute. Where campus or hostel accommodation is not available to all for residence in the campus halls or in Institute rented hostels, priority shall be given to female students and students with disabilities or any other categories as management shall determine from time to time;

- (3) Residence rooms wherever provided will be furnished minimally and essentially for the purposes of private study and decent habitation. Occupants are responsible for the proper care of all property and any damage or loss must be reported to Hostel Supervisor/Dean of Students. The number of occupants in a room shall be determined by the Institute's Management from time to time. *Residence Rooms*
- (4) The occupants shall be required to sign an accommodation contract for all inventories and the state of IAA property found in the room at the beginning of each semester, vacation, programme and return the copy of the contract to the Dean of students. Students shall also be required to sign off at the end of semester, otherwise they shall be charged for the property not handed in. *Signing for IAA Property*
- (5) Hostels occupied by students shall be used for the purpose of residence only. And for those occupied by female students, no outside male visitors, not even male students, shall be allowed in them. *Hostels Accommodation*
- (6) At any time from 7:00 am to 7:00 pm, visitors including parents and relatives will be allowed in the compound for a brief visitation, but not inside the rooms. *Visitations*
- (7) (a) The Institute Security guards shall have the right to ask guests who flout this rule to leave and the right said hereby shall include the right to call the police and apprehend the culprit.
- (b) Any person who is neither a student nor a resident of the Institute who is party to the breach of this rule is liable to criminal proceedings for trespass, and the matter shall be reported to the police for that purpose.
- (c) Students are required to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms;

- (d) No students shall be allowed to get into or out of the Institute's campus after 11:00 pm. Notwithstanding the foregoing; all students shall be required to show their Identity cards whenever they get into the campus
- (e) Students shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute buildings without prior written permission from the office of the Hostel Supervisor/ Dean of Students as the case may demand.
- (f) Keys must be returned on leaving Institute residence at the end of each semester, and during short breaks exceeding one week. Failure to do so will involve the paying of full residential charges from the beginning of vacation to the time the key is returned, plus any other compensation deemed necessary by the Institute's Authorities. Each key holder must ensure that he/she has signed in the key book when the key is returned to the Hostel Supervisor/Dean of Students.
- (g) Loss of keys by a student must be reported immediately to the Hostel Supervisor/Dean of Students. The key will be replaced on payment of the cost of a new key and/or new lock by the student responsible for its loss and/or safe custody. Otherwise recovery of the damage will be through retaining one's caution money.
- (h) Each student shall be personally responsible for the safety of his/her money and valuables. The Institute shall not be responsible for any loss. Students are advised to avoid bringing with them valuable items which they can do without while at the Institute.
- (i) Students are not allowed to change

rooms without the permission of the Hostel Supervisor. If they defiantly do so, they will be expelled from the Hostels

- (j) No electrical appliance other than reading lamp, table fan, computer, electric iron, shall be used in students' rooms. The maximum voltage used for lighting in any student's room shall not exceed 150W.
- (k) Students shall not use electric appliances mentioned in Rule 13 (a) which exceed the maximum current of 13 amps at wall power points;
- (l) Appliances other than the said if found in hostels shall be confiscated
- (m) Televisions shall not be allowed into students' hostel rooms. These can be watched in commonly allowed places
- (n) No cooking or cooling appliances are allowed in the hostel rooms. For the purposes of this rule, cooking includes any of the following; frying, roasting, boiling and baking by using any appliance or source of energy.
- (o) Students shall not be allowed to live with any unauthorized person or persons in their rooms, including their spouses, children, friends or other relatives;

OFFENCE UNDER RULE	GENERAL DISCIPLINARY OFFENCES UNDER PART II	PENALTY
6 (2) (a)	Violence	Reprimand and or Rustication for a period of one semester at the students' own expenses.
6 (2) (b)	Conduct that causes or is likely to cause damage, defacement or violence to person or property	Reprimand and or Rustication for a period of one semester at the students' own expenses.
6 (2) (c)	Destruction	Compensation of the property.
6 (2) (d)	Obstruction	Rustication for one semester at the students' own expenses or expulsion depending on the gravity of the breach.

6 (2) (e)	Disobedience	Rustication for two weeks or one semester at the students' own expenses depending on the gravity of the breach.
6 (2) (f)	Interference	Reprimand and compensation of any property related to such an offence or rustication for two weeks.
6 (2) (g)	Inciting literature	Reprimand and or rustication for two weeks at the students own expenses depending on the gravity of the breach.
6 (2) (h)	Criminal offences	Expulsion.
6 (2) (i)	Unauthorised possession of key	Reprimand and or rustication for two weeks at the students' own expenses.
6 (2) (j)	Breaching ICT Policy Manual	Same as above.
6 (2) (j) (i) & (ii)	Defying or Refusal to comply with lawful order	Rustication for one semester at the students' own expenses.
6 (2) (k)	Use of slanderous language	Reprimand and or rustication for one semester at the students' own expenses depending on the gravity ofobstruction.
6 (2) (l)	Forging	Students shall be expelled and reported to the police.
6 (2) (m)	Inviting barred person(s)	Rustication for one month or expulsion depending on the gravity of the breach.
6 (2) (n)	Failure to attend a disciplinary or any authorized call	Rustication for one month at the students' own expenses depending on the gravity of the breach.
6 (2) (o) (i) & (ii)	Wilful obstruction of proceedings	Rustication for one semester at the students' own expenses.
6 (2) (p)	Failure to abide by the disciplinary Committee's Ruling	Rustication for one semester at the students' own expenses.

6 (2) (q)	Holding Unauthorized Meetings	Rustication for two weeks at the students' own expenses or expulsion depending on the gravity of the breach.
6 (2) (r) (i) (ii) & (iii)	Nuisance	Reprimand and or rustication for two weeks or one semester at the students' own expenses depending on the gravity of the breach.
6 (2) (s)	Hosting unauthorized people	Rustication for one semester at the students' own expenses or expulsion.
6 (2) (t)	Unauthorized students' groups or Organizations	Rustication for two weeks or one semester at the students own cost depending on the gravity of breach.
6 (2) (u)	Sexual harassment	Expulsion with no privilege for readmission.
6 (2) (v)	Indecent assault	Expulsion.
6 (2) (w)	Involvement in homosexuality and or public and or group Sex	Expulsion with no privilege for readmission.
6 (2) (x)	Embezzlement	Reprimand, compensation and or rustication for one semester at the students' own expenses.
6 (2) (y)	Unauthorised collection of money	Reprimand and or rustication for two weeks or expulsion depending on the gravity of breach.
6 (2) (z)	Unauthorised possession of weapons	Expulsion with no privilege for readmission at own costs.
6 (2) (aa)	Unauthorised Entry	Rustication for two weeks at the students' own expenses.
6 (2) (ab)	Demonstrations, Mob Action and Class Boycott	Students shall be Expelled at the students' own expenses.
6 (2) (ac)	Undesirable Act	Rustication for one semester at the students' own expenses
6 (2) (ad)	Engaging in Politics	Rustication for one semester at the students' own expenses.

<b>DISCIPLINARY OFFENCES RELATING TO STUDENTS RESIDENCE UNDER PART III</b>		
<b>7 (3)</b>	Failure to take proper care to property in residential rooms	<b>Compensation of that property</b>
<b>7 (4)</b>	Failure to sign for IAA Property	<b>Reprimand and strong warning.</b>
<b>7 (5) (a)</b>	Allowing students of opposite sex into ones room	<b>Removing the student from a room and strong reprimand / warning</b>
<b>7 (6)</b>	Breaching visitations rules	<b>Immediate eviction from the hostels or rustication for two weeks depending on the gravity of the breach.</b>
<b>7 (7) (c)</b>	Failure to maintain cleanliness in rooms	<b>Removing the student from a room.</b>
<b>7 (7) (d)</b>	Time to get into and out of the campus beyond allowed time and failure to produce identity cards	<b>Rustication for two weeks at the students' own expenses.</b>
<b>7 (8)</b>	Transferring furniture or fittings without permission	<b>Reprimand, compensation or rustication for two weeks at the students' own expenses.</b>
<b>7 (9)</b>	Misuse of keys	<b>Reprimand, compensation of full residential charges or rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
<b>7 (11)</b>	Change of rooms illegally	<b>Removing the student from a room.</b>
<b>7 (12), 7 (13) (a) (b) and (c)</b>	Misuse of musical and electrical appliances	<b>Removing the student from a room.</b>
<b>7 (14)</b>	Cooking	<b>Removing one from a room and confiscate the student's cooker.</b>
<b>7 (15)</b>	Living with unauthorized persons	<b>Reprimand and or evicting the student from a room at own expenses.</b>

<b>7 (16)</b>	Making noise or engaging in disorderly conduct	<b>Reprimand and or rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
<b>7 (17) (a) and (b)</b>	(a) Subletting rooms	<b>(a) Those found contravening this rule; will be evicted from the hostels without a refund of any rent paid in advance.</b>
	(b) Failure to live peacefully with others	<b>(b) If at all one student is found to be misbehaving towards his/her roommate the misbehaving student shall be evicted from the room;</b>
<b>7 (18) (a) and (b)</b>	Staying in campus without permission during vacations	<b>Payment a fine of one semester cost of hostel fee.</b>
<b>8 (1) (2) (3)</b>	Absence without leave	<b>Reprimand.</b>

<b>9 (1), (2), (4) (5)</b>	Interfering with Institutes Catering System	<b>Reprimand and or rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
<b>9 (3)</b>	Drug abuse	<b>Expulsion.</b>
<b>10 (1) - (6)</b>	Offences related to motor vehicles and other means of conveyance.	<b>Compensation of any property related to such an offence or rustication for two weeks depending on the gravity of the breach.</b>



12 (1) - (3)	Students communication:  i. Use of facilities without permission	<b>Rustication for two weeks at the students' own expenses depending on the gravity of the breach.</b>
	ii. Publishing outside any materials related to the Institute without permission	<b>Rustication for one semester</b>
13	Use of staff services without permission	<b>Reprimand and compensation of any property related to such an offence.</b>
14 (1)	Failure to Observe Good Manners	<b>Reprimand</b>
15 (1)-(4)	Offences relating to smoking, not switching off mobile phones in library, littering environment and entering unauthorized areas.	<b>Reprimand and or rustication for two weeks at the students' own expenses.</b>
16(1)-(6)	Damaging Institute's and others' property	<b>Compensation of any property related to such an offence.</b>
17 (1) and (2)	Offences associated with marriage	<b>Expulsion at the students' own expenses.</b>
19 (2)	Noncompliance with the Disciplinary authority's warning, reprimand or instruction to rectify a breach, or repeated breaches of any of these rules by any student.	<b>Expulsion at the students' own expenses.</b>
21 (1)	Willfully obstructs the work or proceedings of the Students Disciplinary Committee of Enquiry or any other competent organ of the Institute or interferes with witnesses.	<b>Rustication for one semester and thereafter proceedings will continue for one final time.</b>

29. (1) Where there is an emergency need for overt operations of security officials or Policemen amidst students in student compounds, the students' organization will be informed. *Emergency cases*
- (2) These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library, or any other *Coverage and scope*
30. Notwithstanding, the repeal of the said rules under rule 31 herein, nothing done or continuing to be done and no subsisting disciplinary proceedings commenced under those Rules shall be deemed as void by virtue only of the repeal of the said Rules and all other regulations not expressly repealed shall continue to be in force and shall have effect as if made under these Bylaws. *Review of previous Committee decisions*
31. These IAA Students' Bylaws, 2014 shall commence upon approval by the IAA Governing Council *Commencement*
32. The Governing Council may at any time amend these Bylaws *Amendments*
33. The 2003 Institute of Accountancy Arusha Students' (General Conduct, Discipline, Disciplinary Proceedings and Penalties) Rules) are hereby repealed. *Repeal provision*
34. The Governing Council hereby approves the Institute of Accountancy Arusha Students' (General Conduct, Disciplinary Offences, Proceedings, and Penalties) By-Laws, 2014 (herein after referred to as the "By-Laws" to be in operational starting from today the 20th day of June, 2014 *Governing Council approval*

## **STUDENT WELFARE**

### **1.9.1. Office of the Dean of Students**

The Office of the Dean of Students provides a range of services to the students. The Dean is responsible for the coordination of all students' affairs with the Management in general and the Directorate of Academic Affairs in particular. He/she also provides all the necessary guidance and counseling to students.

### **1.9.2. Accommodation**

It is the responsibility of the student to secure his/her accommodation.

Accommodation is limited at the Institute and it is provided in preference to female students on a first come first served basis. The standard room at the Institute is for four students to share. In times of critical need more students may be asked to share a standard room while allowing more time for the additional students to look for their own accommodation.

### **1.9.3. Postal and Banking Services**

While there is a letter box for outgoing mail at the Administration building, other postal services can be obtained at the Post Office in town. Banking services are offered by several banks in the Arusha Municipality.

### **1.9.4. Catering Services**

The Institute's catering services are decentralized, and students' meals are served at four different canteens namely, Ngorongoro, Serengeti, Tarangire and Steers. The Students' Organization is responsible of managing the canteens. The services are offered during the following times:

Breakfast: 6:30 - 10.00 am; Lunch: 1:00 - 3:00 pm; Dinner 7:00 –8:30 pm. This schedule may change from time to time.

### **1.9.5. Shopping Services**

The Institute shop which stocks a variety of products such as stationeries, soft drinks, toiletries, etc. is being managed by the Students' Organisation (IAASO) under the supervision of the Ministry of Health and Students Welfare.

### **1.9.6. Religious services**

The IAA community is comprised of individuals from a wide range of religious backgrounds. Complete freedom of religious worships is given to all so long as it encourages positive religious values.

### **1.9.7. Recreation and Sports**

The Institute has in-door and outdoor sports and games facilities. These facilities include a football pitch; concrete basketball, volleyball and netball courts; and facilities for table tennis, darts, monopoly, snooker and scrabble. Students meet the cost of their sports gear. Apart from encouraging students and staff to participate in various sports and games for competition and recreational purposes, the Institute also contributes to "Shimivuta" competitions where IAA students meet fellow students from other Institutions

### **1.9.8. Medical Services**

Students are expected to observe normal health and safety regulations. In the event of illness or accident, the Dean of Students should be informed immediately. Medical care is available in several hospitals within Njiro Hill area, in close proximity to the Institute, and in a variety of hospitals within the Arusha Municipality.

### **1.9.9. Transport and Travelling**

Regular public shuttle services to and from Arusha town are available at affordable fares. Students travelling to and from the Institute during vacation are required to make their own travel

arrangements. However, the Institute may assist in securing tickets at concessional rates for students travelling by air within Tanzania.

#### **1.9.10. Campus Facilities - Library**

The Library is the heart of the Institute of Accountancy Arusha and is an integral part of the Institute's mission which revolves around teaching, research and consultancy. It provides access to both print and electronic information resources and currently it maintains a collection of more than 20,000 books and over 500 printed journals. IAA library also subscribes to full text electronic journals and bibliographic databases as well as CD ROMs. As of now the library subscribes to the following online databases: EBSCO and JSTOR. It has an online Public Access Catalogue (OPAC) for searching library materials and has computerized its borrowing and lending activities. To facilitate easy access, it conducts User Training Programs to both staff and students. The New Library Complex and Electronic Library are able to accommodate more than 1500 students at once. Apart from using the library there are other open and indoor spaces conducive for reading and discussion purposes. The Library opens for 15 hrs every day

Opening Hours  
Monday to Friday 0900 hrs to 2200 hrs  
Saturday 0900 hrs to 1400 hrs  
Closed on Sundays and Public Holidays  
Opening hours are extended near examinations and shortened during vacations.

#### **1.9.11. Campus Facilities - ICT Services Description the ICT**

The Information and Communication Technology (ICT) is responsible for the management of ICT infrastructure, ICT Services and other resources related to

ICT. The department provides both LAN-born services and subscribed ICT related services. The department also provides technical expertise, user support assistance, and advice in ICT related operations and tasks to the Institute.

#### **Services Offered**

There are many reasons to select IAA as your ICT and Computer Science Career Training destination. The huge investment in ICT and the continued efforts by Management to ensure quality ICT services are among the factors that position IAA at the highest rank of best ICT and Computer Science Training Institutions in East Africa. The Institute has ten (10) Computer Laboratories which are used by students for learning purposes. These Computer Laboratories are categorized according to areas of specialties offered at IAA. The specialty areas include Computer Networks, Programming and Design, Computer Maintenance and Architecture, Data Analysis and Presentation, Multimedia, Information Security, and Computer Applications. Access to computer laboratories is free to all students and it normally follows the IAA Class Timetable issued at the beginning of every semester. Students are allowed to enter into computer laboratories from 6.00pm to 10.00pm from Monday to Friday. ICT facilities are also available on weekends: Saturdays and Sundays from 10.am to 4.00pm. However, all computer labs are closed on public holidays. The following ICT services are available to both staff and Students free of charge: Individual Email, Staff and Student Portals, SARIS, Wireless Connection, Home Folders, Internet Surfing, Access to Online Library Systems, and E-Learning facilities. Students are required to pay for printing

services at a low price

#### ICT Policy

The use and management of ICT infrastructure and services at IAA are governed by the ICT Policy. The policy forms part of the Institute regulations. Students and staff are encouraged to get a copy of the policy. The policy is available free of charge on the staff and students portal.

#### **1.9.12. Campus Facilities - Students' Union**

Whereas history has shown an autonomous students organization will improve to a greater extent a cardinal relationship based on mutual understanding between the students of this Institute and other students within Tanzania and outside. There exists a students' organization at the Institute the main purpose of which is promoting and safeguarding students' general interests at the Institute. In addition, it serves as a channel of communication between students and Institute's authorities. It also deals with students' social, cultural, and other recreational activities. Membership to this organization is mandatory upon a student's enrollment at the Institute. There is an annual subscription fee which is payable by every student.

**INSTITUTE OF ACCOUNTANCY ARUSHA ALMANAC FOR  
THE ACADEMIC YEAR 2018/2019**

DATE	ACTIVITY	DATE	ACTIVITY
July 2 – 6, 2018	<ul style="list-style-type: none"> <li>Study Week (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>		
July 2, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	July 5 – 6, 2018	<ul style="list-style-type: none"> <li>Post-Examination Moderation of Semester II Examination Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
July 7, 2018	<ul style="list-style-type: none"> <li>Sabasaba Day</li> </ul>		
July 9 – 17, 2018	<ul style="list-style-type: none"> <li>Semester II &amp; IV Examinations (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	July 9 – 13, 2018	<ul style="list-style-type: none"> <li>Compilation of Semester II Examination Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
July 12, 2018	<ul style="list-style-type: none"> <li>Tender Board (Ordinary Meeting)</li> </ul>	July 16 – 17, 2018	<ul style="list-style-type: none"> <li>DEC Meetings (Diploma and Basic Technician Certificate Semester II Examinations Results)</li> </ul>
July 16 – 20, 2018	<ul style="list-style-type: none"> <li>Registration and Orientation (Strategic Studies Programmes)</li> </ul>		
July 17, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	July 18, 2018	<ul style="list-style-type: none"> <li>Academic Board Meeting (Diploma and Basic Technician Certificate Semester II Examinations Results)</li> </ul>
July 18 – August 2, 2018	<ul style="list-style-type: none"> <li>Marking of Semester II &amp; IV Examination Scripts</li> </ul>		



	(Postgraduate Diploma and Bachelor Degree Programmes)		
July 18 – October 26, 2018	• Long Break (Bachelor - I Programmes)		
July 22 – 27, 2018	• TCU Exhibitions		
July 23, 2018	• Classes Begin (Strategic Studies Programmes)	July 23 – 25, 2018	• Governing Council AAC, FAC and AC Meetings
July 23, 2018	• Students Start Field Work (Bachelor - II)	July 23 – 27, 2018	• Field Visitation (Diploma I)
July 30 – August 9, 2018	• NANENANE Exhibitions	July 25, 2018	• Budget Committee Meeting
August 3 – 4, 2018	• Post-Examination Moderation of Semester II & IV Examination Results (Postgraduate Diploma and Bachelor Degree Programmes)	August 3, 2018	• End of Field Work (Diploma I)
August 6 – 14, 2018	• Compilation of Semester II & IV Examination Results (Postgraduate Diploma and Bachelor Degree Programmes)	August 3, 2018	• Governing Council Meeting
August 6, 2018	• Management Meeting	August 8 – 16, 2018	• Supplementary Examinations (Diploma and Basic Technician Certificate Programmes)
August 8, 2018	• Nanenane (Farmers) Day	August 16, 2018	• Deadline for Submission of Field Reports (Diploma I)
		August 17 – 23, 2018	• Marking of Supplementary Examination Scripts (Diploma and Basic Technician Certificate Programmes)
August 15 – 17, 2018	• DEC Meetings (Postgraduate Diploma and Bachelor	August 20 – September 22, 2018	• Long Break (Diploma I)

	Degree Examinations Results)		
August 16, 2018	<ul style="list-style-type: none"> <li>Tender Board (Extra Ordinary Meeting)</li> </ul>	August 29, 2018	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
August 20, 2018	<ul style="list-style-type: none"> <li>Academic Board Meeting (Postgraduate Diploma and Bachelor Degree Examinations results)</li> </ul>	August 24 – 25, 2018	<ul style="list-style-type: none"> <li>Post-Examination Moderation of Supplementary Examination Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
August 20, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	August 27 – 31, 2018	<ul style="list-style-type: none"> <li>Compilation of Supplementary Examination Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
		September 3 – 4, 2018	<ul style="list-style-type: none"> <li>DEC Meetings (Diploma and Basic Technician Certificate Supplementary Examinations and Field Reports Results)</li> </ul>
September 3, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	September 5, 2018	<ul style="list-style-type: none"> <li>Academic Board (Diploma and Basic Technician Certificate Supplementary Examinations and Field Reports Results)</li> </ul>
September 3 - 7, 2018	<ul style="list-style-type: none"> <li>Field Visitation (Bachelor II)</li> </ul>		
September 14, 2018	<ul style="list-style-type: none"> <li>End of Field Work (Bachelor II)</li> </ul>		
September 17, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>		
September 17, 2018	<ul style="list-style-type: none"> <li>Start of Registration for IAA Masters Students – ARUSHA Campus</li> </ul>		
September 17 –	<ul style="list-style-type: none"> <li>Long Break (Bachelor - II)</li> </ul>		

October 26, 2018			
September 17 – 25, 2018	<ul style="list-style-type: none"> <li>Supplementary Examinations (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>		
September 24, 2018	<ul style="list-style-type: none"> <li>Start of Registration for IAA Masters Students – DAR Campus</li> </ul>		
September 24 – 28, 2018	<ul style="list-style-type: none"> <li>Induction and Academic Writing Skills Sessions for Masters Students - ARUSHA Campus</li> </ul>		
September 26 - October 3, 2018	<ul style="list-style-type: none"> <li>Marking of Supplementary Examination Scripts (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	September 26, 2018	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
September 28, 2018	<ul style="list-style-type: none"> <li>Deadline for Submission of Field Reports (Bachelor II)</li> </ul>		
October 1, 2018	<ul style="list-style-type: none"> <li>Classes Begin for Masters Programmes – ARUSHA Campus</li> </ul>		
October 1 – 5, 2018	<ul style="list-style-type: none"> <li>Induction and Academic Writing Skills Sessions for Masters Students - Dar Campus</li> </ul>		
October 4, 2018	<ul style="list-style-type: none"> <li>Tender Board (Ordinary Meeting)</li> </ul>		
October 4 - 5, 2018	<ul style="list-style-type: none"> <li>Post-Examination Moderation of Supplementary Examination Results (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>		
October 8, 2018	<ul style="list-style-type: none"> <li>Classes Begin for Masters Programmes – Dar Campus</li> </ul>		

October 8 - 10, 2018	<ul style="list-style-type: none"> <li>• Compilation of Supplementary Examination Results (Postgraduate Diploma and Bachelor Degree)</li> </ul>		
October 9, 2018	<ul style="list-style-type: none"> <li>• Management Meeting</li> </ul>	October 10, 2018	<ul style="list-style-type: none"> <li>• Quarterly Performance Report for MoFP</li> </ul>
October 11 – 15, 2018	<ul style="list-style-type: none"> <li>• DEC Meetings (Postgraduate Diploma and Bachelor Degree Examinations Results)</li> </ul>	October 15, 2018	<ul style="list-style-type: none"> <li>• Registration and Orientation Week (Diploma and Basic Technician Certificate Programmes)</li> </ul>
October 14, 2018	<ul style="list-style-type: none"> <li>• Mwalimu Nyerere Day</li> </ul>		
October 16, 2018	<ul style="list-style-type: none"> <li>• Academic Board Meeting (Postgraduate Diploma and Bachelor Degree Examinations Results)</li> </ul>	October 18, 2018	<ul style="list-style-type: none"> <li>• Academic Staff Assembly</li> </ul>
October 22 - 26, 2018	<ul style="list-style-type: none"> <li>• Registration and Orientation week (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	October 22, 2018	<ul style="list-style-type: none"> <li>• Semester I Classes Begin (Diploma and Basic Technician Certificate Programmes)</li> <li>• Semester II Classes Begin (Basic Technician Certificate Programme – April 2018 Intake)</li> </ul>
October 23, 2018	<ul style="list-style-type: none"> <li>• Management Meeting</li> </ul>	October 24, 2018	<ul style="list-style-type: none"> <li>• External Auditors Start 2017/2018 FY Audit</li> </ul>
		October 30, 2018	<ul style="list-style-type: none"> <li>• Research and Publication Committee Meeting</li> </ul>
October 29, 2018	<ul style="list-style-type: none"> <li>• Semester I and III Classes Begin (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	October 31, 2018	<ul style="list-style-type: none"> <li>• Editorial Committee Meeting</li> </ul>
November 2, 2018	<ul style="list-style-type: none"> <li>• Management Meeting</li> </ul>	November 1, 2018	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> </ul>
November 5, 2018	<ul style="list-style-type: none"> <li>• Classes Begin (Bachelor of Military Science Programme)</li> </ul>	November 8, 2018	<ul style="list-style-type: none"> <li>• Workers Council Meeting</li> </ul>

November 13, 2018	<ul style="list-style-type: none"> <li>Tender Board (Extra Ordinary Meeting)</li> </ul>	November 14, 2018	<ul style="list-style-type: none"> <li>Quality Assurance Committee Meeting</li> </ul>
November 16, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	November 19, 2018	<ul style="list-style-type: none"> <li>Governing Council AAC Meeting</li> </ul>
		November 20, 2018	<ul style="list-style-type: none"> <li>Governing Council FAC Meeting</li> </ul>
		November 21, 2018	<ul style="list-style-type: none"> <li>Governing Council AC Meeting</li> </ul>
November 29, 2018	<ul style="list-style-type: none"> <li>Strategic Plan (SP) Review</li> </ul>	November 28, 2018	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
December 3, 2018	<ul style="list-style-type: none"> <li>Recast Budget - Management</li> </ul>	December 5, 2018	<ul style="list-style-type: none"> <li>Governing Council Meeting</li> </ul>
		December 6, 2018	<ul style="list-style-type: none"> <li>Governing Council AAC Meeting</li> </ul>
		December 6, 2018	<ul style="list-style-type: none"> <li>Governing Council Meeting</li> <li>Governing Council Adopts 2017/2018 Financial statements</li> </ul>
December 7, 2018	<ul style="list-style-type: none"> <li>IAA Graduation</li> </ul>	December 7, 2018	<ul style="list-style-type: none"> <li>IAA Graduation</li> </ul>
December 8 – 21, 2018	<ul style="list-style-type: none"> <li>SHIMIVUTA</li> </ul>		
December 9, 2018	<ul style="list-style-type: none"> <li>Independence Day</li> </ul>		
December 10, 2018	<ul style="list-style-type: none"> <li>Recast Budget – Extended Management</li> </ul>		
December 12, 2018	<ul style="list-style-type: none"> <li>Recast Budget – Workers Council</li> </ul>	December 17, 2018	<ul style="list-style-type: none"> <li>Completion of Financial Audit (CAG Signs Accounts)</li> </ul>
December 17 – 21, 2018	<ul style="list-style-type: none"> <li>Semester I &amp; III Progress Tests (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	December 17 – 21, 2018	<ul style="list-style-type: none"> <li>Semester I Progress Tests (Diploma and Basic Technician Certificate Programmes)</li> <li>Semester II Progress Tests (Basic Technician Certificate Programmes – April)</li> </ul>

			2018 Intake)
December 18, 2018	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	December 20, 2018	<ul style="list-style-type: none"> <li>Submission of Signed Financial Statements to Treasury Registrar (TR) and Ministry of Finance and Planning</li> </ul>
December 28, 2018	<ul style="list-style-type: none"> <li>Staff Promotion Committee Meeting</li> </ul>	December 27, 2018	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
January 1, 2019	<ul style="list-style-type: none"> <li>New Years Day</li> </ul>		
January 3, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>		
January 10, 2019	<ul style="list-style-type: none"> <li>2019/20 Budget - Management</li> </ul>	January 9, 2019	<ul style="list-style-type: none"> <li>Quarterly Performance Report for MoFP</li> </ul>
January 11, 2019	<ul style="list-style-type: none"> <li>2019/20 Budget – Extended Management</li> </ul>	January 15, 2019	<ul style="list-style-type: none"> <li>Academic Staff Assembly</li> </ul>
January 12, 2019	<ul style="list-style-type: none"> <li>Zanzibar Revolution Day</li> </ul>	January 16, 2019	<ul style="list-style-type: none"> <li>2019/20 Budget - Workers Council</li> </ul>
January 18, 2019	<ul style="list-style-type: none"> <li>Tender Board (Ordinary Meeting)</li> </ul>	January 30, 2019	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
		January 30 - 31, 2019	<ul style="list-style-type: none"> <li>Pre-Examination Moderation of Semester I and II Examinations Papers (Diploma and Basic Technician Certificate Programmes)</li> </ul>
February 1, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	February 4 - 8, 2019	<ul style="list-style-type: none"> <li>Study Week (Diploma and Basic Technician Certificate Programmes)</li> </ul>
		February 6, 2019	<ul style="list-style-type: none"> <li>Governing Council AAC Meeting</li> </ul>
February 7 –8, 2019	<ul style="list-style-type: none"> <li>Pre-Examination Moderation of Semester I &amp; III Examination Papers (Postgraduate Diploma</li> </ul>	February 7, 2019	<ul style="list-style-type: none"> <li>Governing Council FAC Meeting</li> </ul>

	and Bachelor Degree Programmes)		
February 11 – 15, 2019	<ul style="list-style-type: none"> <li>Study Week (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	February 8, 2019	<ul style="list-style-type: none"> <li>Governing Council AC Meeting</li> </ul>
February 15, 2019	<ul style="list-style-type: none"> <li>Tender Board (Extra Ordinary Meeting)</li> </ul>	February 11 - 18, 2019	<ul style="list-style-type: none"> <li>Semester I Examinations (Diploma and Basic Technician Certificate Programmes)</li> <li>Semester II Examinations (Basic Technician Certificate Programmes – April 2018 Intake)</li> </ul>
February 18 - 26, 2019	<ul style="list-style-type: none"> <li>Semester I &amp; III Examinations (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	February 15, 2019	<ul style="list-style-type: none"> <li>Governing Council Meeting</li> </ul>
February 18 - 22, 2019	<ul style="list-style-type: none"> <li>Research Skills Seminar for Staff</li> </ul>	February 19 – March 6, 2019	<ul style="list-style-type: none"> <li>Marking of Semester I and II Examination Scripts (Diploma and Basic Technician Certificate Programmes)</li> </ul>
February 19, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	February 19 – March 8, 2019	<ul style="list-style-type: none"> <li>Inter-Semester Break (Diploma and Basic Technician Certificate Programmes)</li> </ul>
		February 20, 2019	<ul style="list-style-type: none"> <li>Research and Publication Committee Meeting</li> </ul>
		February 21, 2019	<ul style="list-style-type: none"> <li>Editorial Committee Meeting</li> </ul>
February 27– March 14, 2019	<ul style="list-style-type: none"> <li>Marking of Semester I &amp; III Examination Scripts (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	February 26, 2019	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>

February 27 - March 15, 2019	<ul style="list-style-type: none"> <li>Inter-Semester Break (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	March 6 – 7, 2019	<ul style="list-style-type: none"> <li>Post-Examination Moderation of Semester I and II Examinations Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
March 5, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	March 8 – 14, 2019	<ul style="list-style-type: none"> <li>Compilation of Semester I and II Examinations Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
		March 11, 2019	<ul style="list-style-type: none"> <li>Semester II Classes Begin (Diploma and Basic Technician Certificate Programmes)</li> <li>Semester I Classes Begin (Diploma I – April 2018 Intake Programmes)</li> </ul>
March 15 – 18, 2019	<ul style="list-style-type: none"> <li>Post-Examination Moderation of Semester I &amp; III Examination Results (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	March 15 – 18, 2019	<ul style="list-style-type: none"> <li>DEC Meetings (Diploma and Basic Technician Certificate Semester I and II Examinations Results)</li> </ul>
March 18, 2019	<ul style="list-style-type: none"> <li>Semester II and IV Classes Begin (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	March 20, 2019	<ul style="list-style-type: none"> <li>Academic Board Meeting (Diploma and Basic Technician Certificate Semester I and II Examinations Results)</li> </ul>
March 19, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>		
March 19 – 25, 2019	<ul style="list-style-type: none"> <li>Compilation of Semester I &amp; III Examination Results (Postgraduate Diploma</li> </ul>	March 27, 2019	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>



	and Bachelor Degree Programmes)		
March 26 – 28, 2019	<ul style="list-style-type: none"> <li>DEC Meetings (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>		
March 29, 2019	<ul style="list-style-type: none"> <li>Academic Board Meeting (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>		
April 2, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>		
April 7, 2019	<ul style="list-style-type: none"> <li>Karume Day</li> </ul>	April 9, 2019	<ul style="list-style-type: none"> <li>Quality Assurance Committee Meeting</li> </ul>
April 12, 2019	<ul style="list-style-type: none"> <li>IAA Career Day</li> </ul>	April 10, 2019	<ul style="list-style-type: none"> <li>Quarterly Performance Report for MoFP</li> </ul>
April 16, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	April 11, 2019	<ul style="list-style-type: none"> <li>Academic Staff Assembly</li> </ul>
April 17, 2019	<ul style="list-style-type: none"> <li>Tender Board (Ordinary Meeting)</li> </ul>	April 24, 2019	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
April 26, 2019	<ul style="list-style-type: none"> <li>Union Day</li> </ul>		
May 1, 2019	<ul style="list-style-type: none"> <li>Labour Day</li> </ul>		
May 2, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>		
May 6 - 10, 2019	<ul style="list-style-type: none"> <li>Semester II &amp; IV Progress Tests (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	May 6 - 10, 2019	<ul style="list-style-type: none"> <li>Semester II Progress Tests (Diploma and Basic Technician Certificate Programmes)</li> <li>Semester I Progress Tests (Diploma I – April 2018 Intake Programmes)</li> </ul>
		May 8, 2019	<ul style="list-style-type: none"> <li>Governing Council AAC Meeting</li> </ul>
		May 9, 2019	<ul style="list-style-type: none"> <li>Governing Council FAC Meeting</li> </ul>
		May 10, 2019	<ul style="list-style-type: none"> <li>Governing Council AC Meeting</li> </ul>
May 14, 2019	<ul style="list-style-type: none"> <li>Management Meeting</li> </ul>	May 17, 2019	<ul style="list-style-type: none"> <li>Governing Council Meeting</li> </ul>
		May 22, 2019	<ul style="list-style-type: none"> <li>Research and Publication Committee Meeting</li> </ul>

		May 23, 2019	<ul style="list-style-type: none"> <li>• Editorial Committee Meeting</li> </ul>
May 15, 2019	<ul style="list-style-type: none"> <li>• Tender Board (Extra Ordinary Meeting)</li> </ul>	May 29, 2019	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> </ul>
June 4, 2019	<ul style="list-style-type: none"> <li>• Management Meeting</li> </ul>		
June 18, 2019	<ul style="list-style-type: none"> <li>• Management Meeting</li> </ul>	June 20 – 21, 2019	<ul style="list-style-type: none"> <li>• Pre-Examination Moderation of Semester I and II Examination Papers (Diploma and Basic Technician Certificate Programmes)</li> </ul>
June 19, 2019	<ul style="list-style-type: none"> <li>• Staff Promotion Committee Meeting</li> </ul>	June 20 – 21, 2019	<ul style="list-style-type: none"> <li>• ICT Summit (Conference)</li> </ul>
June 22, 2019	<ul style="list-style-type: none"> <li>• Graduation Day (Strategic Studies Programmes)</li> </ul>	June 24 – 28, 2019	<ul style="list-style-type: none"> <li>• Study Week (Diploma and Basic Technician Certificate Programmes)</li> </ul>
June 27 – July 8, 2019	<ul style="list-style-type: none"> <li>• SABASABA Exhibitions</li> </ul>	June 28, 2019	<ul style="list-style-type: none"> <li>• Workers Council Meeting</li> </ul>
June 27 – 28, 2019	<ul style="list-style-type: none"> <li>• Pre-Examination Moderation of Semester II &amp; IV Examination Papers (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	June 26, 2019	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> </ul>
		July 1, 2019	<ul style="list-style-type: none"> <li>• Start Closure of Financials for 2018/2019 FY</li> </ul>
		July 1 - 8, 2019	<ul style="list-style-type: none"> <li>• Semester II Examinations (Diploma and Basic Technician Certificate Programmes)</li> <li>• Semester I Examinations (Diploma I – April 2018 Intake Programmes)</li> </ul>
July 1 – 5, 2019	<ul style="list-style-type: none"> <li>• Study Week (Postgraduate Diploma and Bachelor</li> </ul>	July 2 – 24, 2019	<ul style="list-style-type: none"> <li>• Marking of Semester I and II</li> </ul>

	Degree Programmes)		Examination Scripts (Diploma and Basic Technician Certificate Programmes)
July 7, 2019	• Sabasaba Day		
July 8 – 15, 2019	• Semester II & IV Examinations (Postgraduate Diploma and Bachelor Degree Programmes)	July 10 – October 11, 2019	• Long Break (Basic Technician Certificate and Diploma I – April 2018 Intake Programmes)
July 12, 2019	• Tender Board (Ordinary Meeting)	July 10, 2019	• Quarterly Performance Report for MoFP
July 16 – 31, 2019	• Marking of Semester II & IV Examination Scripts (Postgraduate Diploma and Bachelor Degree Programmes)	July 15, 2019	• Students Start Field Work (Diploma I)
July 17 – October 25, 2019	• Long Break (Bachelor - I Programmes)	July 22 – August 9, 2019	• Library Stock Taking
July 22, 2019	• Classes Begin (Strategic Studies Programmes)	July 24, 2019	• Budget Committee Meeting
July 22, 2019	• Students Start Field Work (Bachelor - II)	July 25 – 31, 2019	• Compilation of Semester I and II Examination Results (Diploma and Basic Technician Certificate Programmes)
July 29 – August 9, 2019	• NANENANE Exhibitions	July 25, 2019	• Academic Staff Assembly
August 1 - 2, 2019	• Post-Examination Moderation of Semester II & IV Examination Results (Postgraduate Diploma and Bachelor Degree Programmes)	August 1 - 2, 2019	• Post-Examination Moderation of Semester I and II Examination Results (Diploma and Basic Technician Certificate Programmes)
August 8, 2019	• Nanenane (Farmers) Day		

August 5 – 9, 2019	<ul style="list-style-type: none"> <li>• Compilation of Semester II &amp; IV Examination Results (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	August 7, 2019	<ul style="list-style-type: none"> <li>• Governing Council AAC Meeting</li> </ul>
		August 8, 2019	<ul style="list-style-type: none"> <li>• Governing Council FAC Meeting</li> </ul>
		August 9, 2019	<ul style="list-style-type: none"> <li>• Governing Council AC Meeting</li> </ul>
August 12 – 14, 2019	<ul style="list-style-type: none"> <li>• DEC Meetings (Postgraduate Diploma and Bachelor Degree Examinations Results)</li> </ul>	August 12 – 14, 2019	<ul style="list-style-type: none"> <li>• DEC Meetings (Diploma and Basic Technician Certificate Semester I and II Examinations Results)</li> </ul>
		August 12 – 16, 2019	<ul style="list-style-type: none"> <li>• Field Visitation (Diploma I)</li> </ul>
August 15, 2019	<ul style="list-style-type: none"> <li>• Academic Board Meeting (Postgraduate Diploma and Bachelor Degree Examinations results)</li> </ul>	August 15, 2019	<ul style="list-style-type: none"> <li>• Academic Board Meeting (Diploma and Basic Technician Certificate Semester I and II Examinations Results)</li> </ul>
		August 16, 2019	<ul style="list-style-type: none"> <li>• Governing Council Meeting</li> </ul>
August 20, 2019	<ul style="list-style-type: none"> <li>• Tender Board (Extra Ordinary Meeting)</li> </ul>	August 23, 2019	<ul style="list-style-type: none"> <li>• End of Field Work (Diploma I)</li> </ul>
		August 26 – September 6, 2019	<ul style="list-style-type: none"> <li>• Supplementary Examinations (Diploma and Basic Technician Certificate Programmes)</li> </ul>
		August 26 – October 11, 2019	<ul style="list-style-type: none"> <li>• Long Break (Diploma I)</li> </ul>
		August 27, 2019	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> </ul>
		August 28, 2019	<ul style="list-style-type: none"> <li>• Review of Draft Financial Statements - Audit Committee</li> </ul>

		August 28, 2019	<ul style="list-style-type: none"> <li>Research and Publication Committee Meeting</li> </ul>
		August 29, 2019	<ul style="list-style-type: none"> <li>Editorial Committee Meeting</li> </ul>
September 2 - 6, 2019	<ul style="list-style-type: none"> <li>Field Visitation (Bachelor II)</li> </ul>	September 6, 2019	<ul style="list-style-type: none"> <li>Deadline for Submission of Field Reports (Diploma I)</li> </ul>
September 13, 2019	<ul style="list-style-type: none"> <li>End of Field Work (Bachelor II)</li> </ul>	September 8, 2019	<ul style="list-style-type: none"> <li>Submission of Draft Financial Statements 2018/2019 FY to CAG</li> </ul>
September 16, 2019	<ul style="list-style-type: none"> <li>Start of Registration for IAA Masters Students – ARUSHA Campus</li> </ul>	September 9 – 18, 2019	<ul style="list-style-type: none"> <li>Marking of Supplementary Examination Scripts (Diploma and Basic Technician Certificate Programmes)</li> </ul>
September 16 – October 25, 2019	<ul style="list-style-type: none"> <li>Long Break (Bachelor - II)</li> </ul>	September 11, 2019	<ul style="list-style-type: none"> <li>Quality Assurance Committee Meeting</li> </ul>
September 16 – 27, 2019	<ul style="list-style-type: none"> <li>Supplementary Examinations (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	September 19 – 20, 2019	<ul style="list-style-type: none"> <li>Post-Examination Moderation of Supplementary Examination Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
September 23 - October 4, 2019	<ul style="list-style-type: none"> <li>Marking of Supplementary Examination Scripts (Postgraduate Diploma and Bachelor Degree Programmes)</li> </ul>	September 23 – 27, 2019	<ul style="list-style-type: none"> <li>Compilation of Supplementary Examination Results (Diploma and Basic Technician Certificate Programmes)</li> </ul>
September 23, 2019	<ul style="list-style-type: none"> <li>Start of Registration for IAA Masters Students – DAR Campus</li> </ul>		
September 23 - 27, 2019	<ul style="list-style-type: none"> <li>Induction and Academic Writing Skills Sessions for Masters Students - ARUSHA Campus</li> </ul>		
September 23, 2019	<ul style="list-style-type: none"> <li>Classes Begin for Masters Programmes – ARUSHA Campus</li> </ul>	September 25, 2019	<ul style="list-style-type: none"> <li>Budget Committee Meeting</li> </ul>
September 30 -	<ul style="list-style-type: none"> <li>Induction and Academic</li> </ul>	September 30 –	<ul style="list-style-type: none"> <li>DEC Meetings (Diploma</li> </ul>

October 4, 2019	Writing Skills Sessions for <b>Masters Students - DAR Campus</b>	October 2, 2019	<b>and Basic Technician Certificate Supplementary Examinations and Field Reports Results)</b>
September 27, 2019	• Deadline for Submission of Field Reports ( <b>Bachelor II</b> )	October 1, 2019	• <b>External Auditors Start 2018/2019 FY Audit</b>
October 4, 2019	• <b>Tender Board (Ordinary Meeting)</b>	October 3, 2019	• Academic Board ( <b>Diploma and Basic Technician Certificate Supplementary Examinations and Field Reports Results)</b>
October 7, 2019	• Classes Begin for <b>Masters Programmes – DAR Campus</b>	October 14 – 18, 2019	• Registration and Orientation Week ( <b>Diploma and Basic Technician Certificate Programmes</b> )
October 7 - 8, 2019	• Post-Examination Moderation of Supplementary Examination Results ( <b>Postgraduate Diploma and Bachelor Degree Programmes</b> )	October 16, 2019	• <b>Academic Staff Assembly</b>
October 9 - 15, 2019	• Compilation of Supplementary Examination Results ( <b>Postgraduate Diploma and Bachelor Degree</b> )	October 21, 2019	• Semester I Classes Begin ( <b>Diploma and Basic Technician Certificate Programmes</b> )
			• Semester II Classes Begin ( <b>Diploma I – April 2018 Intake Programmes</b> )
<b>October 14, 2019</b>	• <b>Mwalimu Nyerere Day</b>		
October 15, 2019	• <b>Staff Promotion</b>		

	Committee Meeting		
October 16 – 17, 2019	• DEC Meetings (Postgraduate Diploma and Bachelor Degree Supp Examinations Results)		
October 18, 2019	• Academic Board Meeting (Postgraduate Diploma and Bachelor Degree Supp Examinations Results)		
October 21 - 25, 2019	• Registration and Orientation week (Postgraduate Diploma and Bachelor Degree Programmes)		
October 28, 2019	• Semester I and III Classes Begin (Postgraduate Diploma and Bachelor Degree Programmes)	October 30, 2019	• Budget Committee Meeting
November 13, 2019	• Tender Board (Extra Ordinary Meeting)	November 7, 2019	• Workers Council Meeting
		November 27, 2019	• Budget Committee Meeting
December 6, 2019	• IAA Graduation	December 6, 2019	• IAA Graduation
December 8 – 21, 2019	• SHIMIVUTA		
December 9, 2019	• Independence Day	December 23, 2019	• Budget Committee Meeting

## 9.0 THE 2018 – 2019 FEE STRUCTURE (Per annum)

### INSTITUTE OF ACCOUNTANCY ARUSHA (IAA) THE 2018/2019 FEES STRUCTURE (Per Annum)

COST ITEMS	Certificate Programmes (ALL)	Ordinary Diploma Programmes (ALL)	Bachelors Degree Programmes (ALL)	Post Graduate Diploma Programmes (ALL)	Masters Programmes(MSc-FI, MBA-PSM, MBA-ITM & MBA)	Masters Programmes (MIS,MSE & MCA)
<b>Items payable to the Institute:</b>						
Citizens	TSHS.	TSHS.	TSHS.	TSHS.	TSHS.	TSHS.
1. Tuition Fees	750,000	900,000	1,500,000	2,000,000	4,200,000	5,800,000
2. Registration (IAA)	20,000	20,000	20,000	20,000	20,000	20,000
3. Examination (IAA)	20,000	70,000	70,000	70,000	100,000	100,000
4. Application Form (IAA)	10,000	10,000	10,000	20,000		
5. Caution Money	20,000	20,000	20,000	20,000	50,000	50,000
6. IAASO	20,000	20,000	20,000	20,000	20,000	20,000
7. Computer Lab Fee						
7.1 Non Computer Programme	50,000	75,000	100,000	-	-	-
7.2 Computer Programme	100,000	150,000	200,000	-	-	-
<b>Total (Non-Computing)</b>	<b>890,000</b>	<b>1,115,000</b>	<b>1,740,000</b>			
<b>Total (Computing)</b>	<b>940,000</b>	<b>1,190,000</b>	<b>1,840,000</b>	<b>2,150,000</b>	<b>4,390,000</b>	<b>5,990,000</b>
<b>Non – Citizens</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>	<b>US \$</b>
EAC	600	700	820	950	2,250	2,660
SADC	650	750	870	1,000	2,300	2,710
Others	670	780	900	1,020	2,320	2,740



**Items Payable for NACTE(To be paid through the Institute Account before registration)**

<b>NTA EXAMS FEES</b>	15,000	15,000	20,000		30,000	30,000
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**Items payable directly to the student - recommended rates:**

1. Meal allowance	1,250,000	1,875,000	2,500,000	3,125,000	4,200,000	4,200,000
2. Books and Stationery	200,000	500,000	600,000	750,000	1,000,000	1,000,000
3. Medical Allowance	120,000	150,000	150,000	180,000	180,000	180,000
4. Scientific Calculator	50,000	75,000	75,000	75,000	75,000	75,000
5. Thesis Production	-	-	-	-	500,000	500,000
6. Accommodation	400,000	400,000	400,000	500,000	500,000	500,000
<b>Total</b>	<b>2,020,000</b>	<b>3,000,000</b>	<b>3,725,000</b>	<b>4,630,000</b>	<b>6,455,000</b>	<b>6,455,000</b>

- For Items payable directly to the student, the sponsor is at liberty to pay according to own applicable rates.
- Students pursuing Ordinary Diploma and Bachelor Degree Programmes go for field work upon successfully completing their first and second year of study respectively. For Masters Programmes, the field/research work is on third semester (3rd block).
- Field allowances are negotiable between student and sponsor, but for undergraduate students should preferably be not less than Tshs. 10,000/- per day. Field duration for ordinary diploma is 42 days and bachelor degree is 56 days. For Masters degree, the research/ field work is 120 days in which 30 days will be used for data collection.
- Transport and Research/Field expenses during the field attachment are met by sponsors.
  - For more details, please contact the **Admissions Office**.