ADEM
BAGAMOYO

# Agency for the Development of Educational Management (ADEM)

# ADEM PROSPECTUS 2019 - 2020



"Management for quality"

AGENCY FOR THE DEVELOPMENT OF EDUCATION MANAGEMENT

# ADEM

## Agency for the Development of Educational Management

# Prospectus

## 2019 - 2020

"Management for Quality"

**ADEM CAMPUSES**



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## WELCOMETO ADEM

This Prospectus is intended to display ADEM motives, services offered and their requirements. The document will guider staff and customers on the factions of ADEM and how to meet the goals let me now take this opportunity Let me take this opportunity to welcome all customers and stakeholders, including students, at the Agency for the Development of Educational Management (ADEM). This Prospectus provides information about functions performed and services offered by the Agency in Bagamoyo, Mbeya and Mwanza Campuses.

ADEM is a semi-autonomous institution of the Ministry of Education, Science and Technology (MoEST) mandated to offer quality, competence based and demand driven training in Educational Leadership, Management, Administration and School Quality Assurance to various educational stakeholders is the tertiary institution registered by the National Council for Technical Education (NACTE) to conduct training, research, consultancy services and publish materials in Education Leadership, Management and Administration.

The training offered by ADEM builds capacity of education personnel with knowledge and skills of managing educational institutions. The services are also aiming at improving Quality education offered in Pre – Primary, palmary schools, secondary schools and Teacher Training Colleges to meet the current and emerging demands in the education sector. The target personnel include teachers from Primary and Secondary schools, tutors from Teachers Training colleges, Heads of schools, Ward Education Officers, District and Regional Education Officers, School Quality Assurers, Principals from TTCs, VET, FDCs and other education stakeholders from Government and non Government institutions. ADEM also offers various short term courses to prospective and existing Education leaders, managers and administrators in the field of Education Management and School Quality Assurance.

ADEM is therefore, committed to offering quality services in training, research and consultancy for achieving its Vision and Mission as well as its motto which states *"**Management for Quality".*** The Chief Executive, therefore, welcome you all to attend various training programmes conducted by ADEM for improving quality education delivery in the country, and the world over.

Dr.Siston Masanja Mgullah
**CHIEF EXECUTIVE**
**ADEM**

## 1.0 GENERAL INFORMATION

The Agency for the Development of Educational Management (ADEM) was established in 2001 under the Executive Agencies Act No. 30 of 1997 as amended in 2009 from the former Management Training for Educational Personnel (MANTEP) Institute. The Agency is one of institutions of the MoEST mandated to conduct Training, Research and Consultancy services in educational leadership, management and administration.

ADEM is currently offering two category of training programmes; long courses and short courses. The intention is to meet stakeholders' demand of having trained educational personal at all levels of education, in Education Leadership, Management and Administration. In terms of long course programmes ADEM offers two years Diploma in Education Management and Administration (DEMA), Diploma in School Inspection (DSI) and a one year Certificate in Education Leadership, Management and Administration (CELMA). The short courses offered by ADEM are demand driven ranging from one day to three months. These programmes address challenges of Management, Leadership and Administration affecting proper functioning of educational institutions. The offered programmes follow a Competency-Based Education and Training Curriculum (COBET) guidelines developed by NACTE.

The underlying philosophy of the programmes is to produce graduates who are flexible in Education Leadership and Management with an inquiry mind, innovative, creative, enterprising, and who are able to cope with the dynamic changes taking place in science and technology and socio-economic needs in the education system. The ADEM services are therefore offered closer to customers in three campuses, Bagamoyo, Mwanza and Mbeya.
The Headquarter of ADEM is located in Bagamoyo town 66 km North East of Dar es Salaam. Mwanza Campus is located in Mwanza City, Kirumba Valley area in Rock City Mall. The third campus is located in Mbeya City at, New Forest area in "Kikundi cha Huduma Majumbani Mbeya (KIHUMBE)" buildings opposite to Mbeya Regional Hospital.

### 1.1 Vision

The Centre of Excellence in Educational Leadership, Management and School Quality Assurance Training, Research and Consultancy services in East Africa.

### 1.2 Mission

To facilitate the provision of qualitative and quantitative training in Leadership, Management and School Quality Assurance in the education system through training, research and

consultancy services and hence produce effective and efficient professional managers, Leaders and School Quality Assurers in the education sector.

## 1.3 Core Values

In order to fulfil its objectives, ADEM will strive and adhere to its core values as listed hereunder:

***Integrity***

We will adhere to good governance, transparency and accountability in discharging our duties.

***Professionalism***

We will perform our duties with respect to professional skills, ethics, standards and guidelines.

***Customer focused***

We will ensure suitable, satisfactory and timely services to our customers.

***Teamwork spirit***

We will work as a team so as to achieve organizational goals and objectives.

***Innovativeness***

We will search and apply new techniques and practices to enhance quality, effectiveness and efficiency in service delivery.

## 1.4 Mandates of ADEM

From the establishment as training Agency, ADEM is mandated to perform the following functions:

a) Provide training in Education Leadership and Management as well as School Quality Assurance;
b) Carry out Research in Education Leadership, Management, Administration and school quality assurance;
c) Provide Consultancy services in educational issues; and
d) Develop and disseminate materials for education management and school quality assurance materials and programmes.

## 1.5 Accreditation Status

The Agency is a fully registered training institution and accredited by the National Council for Technical Education (NACTE) to offer training in the area of Education Leadership, Management and Administration as well as School Quality Assurance.

## 1.6 General Students Information

Students joining ADEM may inquire some necessary information on academic and social welfare services in the agency through offices of the Training Programmes Manager Dean of students' Registrar Accounts' office, ADEM students' Organisation (ASO) and Library.

### 1.6.1 Dean of Students' Office

This office is under the auspices of the Dean of Students who is responsible for the provision of students' welfare services. The services range from residence to Student Counselling, Students Governance and Health. Generally, the Dean of Students provides high quality services that nurture students to engage in academic and social development. The Dean also provides personal counselling, educational (academic) counselling, and supports students overcome academic and social challenges.

### 1.6.2 Registrar's Office

The office of the registrar is responsible for the processing of student's admission, registration and keeping students' records through Academic Registration Information System (ARIS).

### 1.6.3 Finance and Accounts Office

This office is responsible for providing guidelines and payment procedures for new and continuing students. The office also provides receipts for verification of payments and fee recovery.

### 1.6.4 ADEM Students Organization (ASO)

ASO is the student union which is responsible for organising students' activities and their governance. These include academic, political, social, outreach and recreational activities. The organisation is headed by a democratically elected President, assisted by the Vice President and Secretary General. On the other hand, the organization plays the role of bridging the gap between students and ADEM management.

### 1.6.5 Library and internet services

The ADEM Libraries located at the Headquarters and in the campuses are well – equipped with up – to date books, journals, magazines, newspapers, research reports and publications. Those are sources of materials and are fully utilised in teaching, learning, research and consultancy. Free Wireless and wired internet services are available in all campuses for to students and staff.

### 1.6.6 Worship and spiritual counselling services

Students and staff of ADEM have complete freedom of worship based on their spiritual beliefs, within the limitations of the laws of the country and Student By-Laws.

### 1.6.7 Security and Safety management system

ADEM has strong security system managed by Security Companies contracted by the Agency to provide the service. The Security Companies make reliable services to ADEM students, staff and community members. ADEM also provides regular trainings on Disaster and Risk Management to students and staff.

## 2.0 ORGANIZATION STRUCTURE

The organization structure consists of the Ministerial Advisory Board (MAB) and Management Team of ADEM.

### 2.1 Ministerial Advisory Board (MAB)

The Agency has a Ministerial Advisory Board which is appointed by the Minister of Education, Science and Technology for the purpose of advising on the proper management of the Agency. MAB exists for duration of three years term.

### 2.2 MAB comprise the following members:

| Name | Position | Place |
|---|---|---|
| Dr. Naomi B. Katunzi | Chairperson, Ex. Permanent Secretary, Ministry of Science Technology and Communication | Dar es Salaam |
| Dr. Siston M. Mgullah | Secretary, Chief Executive, ADEM | Bagamoyo |
| Dr. Ernest Mwasalwiba | Senior Lecturer, Mzumbe University | Morogoro |
| Dr. Christina Raphael | Member Senior Lecturer, Dar es Salaam University College of Education (DUCE) | Dar es Salaam |
| Dr. Eugenia Kafanabo | Member, Senior Lecturer, Dean, School of Education | Dar es Salaam |

| Name | Position | Place |
|---|---|---|
| | University of Dar es Salaam | |
| Mr. Gerald Mweli | Member, Director of Policy and Planning,<br>Ministry of Education, Science and Technology (MoEST) | Dodoma |
| Mr. Mwanyika M. Semroki | Member, Chief Internal and Controler Auditor General,<br>Ministry of Finance and Planning | Dodoma |
| Mr. Micky L. Kiliba | Member, Director of Management Services,<br>PO- Public Service Management and Good Governance | Dodoma |

**2.3 ADEM management consists of:**

| | Post | Names and Academic Qualification |
|---|---|---|
| 1 | Chief Executive (CE) | **Dr. Siston Masanja Mgullah**<br>PhD in Education (UDSM), M.A Ed. (UDSM), B.A. (Ed) (Hons), (UDSM); Participatory Planning, Monitoring and Evaluation - Learning for Impact (Wageningen International - The Netherlands), Leadership and Management in Higher Education Institutions (Maastricht School of Management - The Netherlands), Tender Procedures Training (RAMBOLL - Copenhagen-Denmark), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda). |
| 2 | Deputy Principal Academics, Research and Consultancy (DPARC) | **Dr. Alphonce J. Amuli**<br>PhD in Education (UDSM), MEMA (UDSM), BA (Ed) (OUT), Dip. Ed. (Korogwe TC), Management, Course Design, Monitoring and Evaluation (ESAMI - Kampala Uganda), Intensive Course on Qualitative Research (University of Cape Coast, Ghana), Introduction to Disaster Risk Reduction (Ardhi University - Dar es Salaam), Basic School Inspection Course (ADEM) and PhD. Student (UDSM) |
| 3 | Deputy Principal, Planning, Finance and Administration (DPPFA) | **Dr. Emmanuel S. Mollel**<br>PhD in Education (UDSM), Masters of Business Administration, Open University of Tanzania, Post Graduate Diploma in Educational Planning, National University for Education Planning –India, Bachelor Degree in Public Administration and International Relations, University of Dar es Salaam, Certificate in Management Development Programme - (ESAMI), Certificate in Management of Performance and Reward (RIP - London - United Kingdom London) Government Expenditure and Framework Course (GDLC) and PhD. Student (OUT) |
| | **Campus Managers** | |
| 4 | Campus Manager - Mbeya | **Mr. Flavian A. Mmbaga**<br>MEMA (UDSM), PGDE (UDSM), BA (Hons) (UDSM), Management, Course Design, Monitoring and Evaluation |

| | Post | Names and Academic Qualification |
|---|---|---|
| | | (ESAMI - Kampala Uganda), Human Rights and Persons with Disabilities (Makerere Univeristy - Uganda). |
| 5 | Campus Manager - Mwanza | **Mr. Venant M. Fundi**<br>MA (Ed) (UDSM), BSc. (Ed) (Hons), (UDSM), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda), Science Practical Training for Schools (Nykoping and Stockholm-Sweden), Wholistic Therapeutic Counselling (Hubert Kairuki Memorial University-Tanzania), Competence - Based Teaching, Learning and Assessment in Secondary Schools (TIE - Tanzania). |
| | **Section Heads** | |
| 6 | Manager of Training Programmes (TPM) | **Mr. Lucas J. Mzelela**<br>MEMA (UDSM), B. Ed, (Hons.) (UDSM), Dip Ed. (Tabora TC), Dip. in Child Rights (Lund University Education- Sweden), Cert. in Students Assessment and Test Construction (Cito & SLO, The Netherlands), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda) Ph.D student (UDSM). |
| 7 | Manager of Research and Consultancy (MRC) | **Mr. Bugendi Joseph**<br>MBA (OUT), BA. Ed. (UDSM), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda), Project Planning and Management (Setym). |
| 8 | Manager of Administration and Human Resource (MAHR) | **Ms. Ruth C. Limbe**<br>MA. Public Sector Management (Africa University - Zimbabwe), BA. PA & Sociology, (UDSM) |
| 9 | Manager of Finance and Accounts and Planning (FAM) | **Mr. Samwel L. Nkuva**<br>CPA (T), B.Com (UDSM), B. Ed. Com (UDSM), Dip. Ed. (DSM TC), Management, Course Design, Monitoring and Evaluation (ESAMI - Kampala Uganda). |

## 2.4 Academic Staff

| Name | Academic Qualification |
|---|---|
| Dr. Siston Masanja Mgullah | PhD in Education (UDSM), M.A Ed. (UDSM), B.A. (Ed) (Hons), (UDSM); Participatory Planning, Monitoring and Evaluation-Learning for Impact (Wageningen International- The Netherlands), Leadership and Management in Higher Education Institutions (Maastricht School of Management-The Netherlands), Tender Procedures Training (RAMBOLL- Copenhagen-Denmark), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda). |
| Dr. Alphonce J. Amuli | PhD in Education (UDSM), MEMA (UDSM), BA (Ed) (OUT), Dip. Ed. (Korogwe TC), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda), Intensive Course on Qualitative Research (University of Cape Coast, Ghana), Introduction to Disaster Risk Reduction (Ardhi University-Dar Es Salaam), Basic School Inspection Course (ADEM) and PhD. Student (UDSM). |
| Mr. Lucas J. Mzelela | MEMA (UDSM), B. Ed, (Hons) (UDSM), Dip Ed. (Tabora TC), Dip. in Child Rights (Lund University Education-Sweden), Cert. in Students Assessment and Test Construction (Cito & SLO, The Netherlands), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda) (Ph.D student - UDSM). |
| Mr. Malimi Sayi | MBA (UDSM), B. Com. (UDSM), Dip. Ed. (SHYCOM-TC), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda). |
| Mr. Bugendi Joseph | MBA (OUT), BA. Ed. (UDSM), Management, Course Design, Monitoring and Evaluation (ESAMI-Kampala Uganda). |
| Mr. Venant M. Fundi | MA (Ed) (UDSM), BSc. (Ed) (UDSM), Management, Course Design, Monitoring and Evaluation (ESAMI-Kampala Uganda), Science Practical Training for Schools (Nykoping and Stockholm-Sweden), Wholistic Therapeutic Counselling (Hubert Kairuki Memorial University-Tanzania), Competence –Based Teaching, Learning and Assessment in Secondary Schools (TIE-Tanzania). |
| Mr. Flavian A. Mmbaga | MEMA (UDSM), PGDE (UDSM), BA. (Hons) (UDSM), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda), Human Rights and Persons with Disabilities (Makerere University- Uganda). |
| Ms. Gladys P. Masyole | MA. Ed (UDSM), PGDE (UDSM), BA (UDSM), Dip. Ed. (Butimba TC). |
| Mr. Adam M. Mnyavanu | MPA (Mzumbe), B.A. Philosophy (Urbaniana) Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda), Ph.D. Student - (SUA). |
| Mr. Bernard I. Merumba | MBA (UDSM), B.Ed.Com. (UDSM), Dip. Ed (Kleruu TC). |
| Mr. Leornard T. Burra | MEMA (UDSM), BA. Ed. (UDSM). |

| Name | Academic Qualification |
|---|---|
| Ms. Ester Jonas | MEMA (UDSM), BEd. Psychology (DUCE), Dip. Ed, (Kasulu-TC). |
| Mr. Ombeni A. Mbwilo | MSc. Accounting and Finance (Mzumbe), B. Ed. Com. (UDSM). |
| Mr. Erick S. Ngwega | MBA (UDOM), B. Ed. Com (UDOM). |
| Mr. Mussa E. Msamilah | MA. Kiswahili, (UDSM), BA.(Ed). (UDSM). |
| Mr. Nyakeko Francis | MA. (Ed). (UDOM), BA.(Ed), (UoA), Dip. Ed (Korogwe TC), Project Planning and Monitoring and Evaluation (UoA). |
| Mr. Richard S. Ibrahim | MSc.PPM. (MZUMBE) MEMA, (UDSM), BA.Ed, (UDSM), Dip. Ed (BUTIMBA TC), Cert. Ed (Sumve TC). |
| Mr. Donald J. Manota | MSc.HRM, (MZUMBE), BAEd, (SAUT). |
| Mr. Masumbuko M. Kossey | MEMA, (UDSM), BEd (UDSM). |
| Mr. Ramadhani H. Ngogomela | MA. Ed UDSM, BA (Ed) MUM, Dip. Ed (Korogwe TC), Cert Ed (Usangi TC). |
| Ms. Evodia M. Kindyamtunga | MEDAPPS (OUT), BA. Ed (ETU). |
| Mr. Bahati M. Kulwa | MA. Linguistics (UDOM), BED. ADE (UDSM). |
| Ms. Janeth N. Mwanjejele | MEEM (CCNU), BA. Ed (RUCO), Dip Ed (Morogoro TC). |
| Mr.Thomas Jaston | Msc Math (UDOM), BA. Math (Tumaini University), Dip Ed (Kleruu TC). |
| Mr. Marseline Michael Mtey | Msc.SCE (UDSM), BE.CSE (St Joseph University). |
| Mr. Tumsime Katunzi | MBA.CM (MU), BCS (St Joseph). |
| Ms. Annaivana O. Ngulugulu | Msc. Computer Science (Madras University -India) and BSc. Computer Science (St. Joseph Institute of Information Technology) |
| Mr.Huruma Mwenga | MED APPS (OUT), BSc Ed (St John's University) |
| Dr. Yusuph M. Kambuga | PhD in Education (University of Bucharest- Romania, MEMA (University of Dar Es Salaam), Certificate of Romania Language (University of Polytechnic-Romania) BA. Ed (University College of Education Zanzibar). |
| Ms. Swaumu H. Mulokozi | Masters of Educational Management and Planning (SAUT), BA.Ed (SAUT) |
| Mr. Godfrey John Shahanga | Masters of Arts in Education, (UDOM), BA. Ed (UDSM) |
| Mr. Ibrahim Mwita Fanuel | Masters in Mathematical and Computer Science and Engineering (Nelson Mandela), BA.Ed. Mathematics (Iringa University) |
| Basiliana C. Mrimi | Masters in Teacher Education (Science and Mathematics), Agha Khan University-Institute of Educational Development Karachi Pakistan. BEd Math, UDSM |
| Dr. Baraka Kondo | PhD in Education( University of Dodoma), Master of Arts in Applied Social Psychology (MA ASP), (University of Dar es Salaam), Bachelor of Education in Science (University of Dar es Salaam), Diploma in Teaching (Ubungo Teachers College). |

| Name | Academic Qualification |
|---|---|
| Vitalis Edson Mwakyobwe | Master of Arts in Education (M.A.Ed) (University of Dar Es Salaam) Bachelor of Education in Arts (B.Ed. Arts) (University of Dodoma) Short Course Training on Project Management (Indian Institute of Management Ahmedabad). |
| Mr. Mashiku Thomas Ng'wandu | Master of Science in Mathematics (MSc. Maths) - (University of Dodoma), Bachelor of Education in Mathematics (BEd. Maths)- (Tumaini University-Iringa), Diploma in Education- (Monduli Teachers' College). |

## 2.5 TRAINING PROGRAMME COORDINATORS

| Name | Academic Qualification |
|---|---|
| **EMA Coordinator**<br>Ms. Gladys P. Masyole | MA. Ed (UDSM), PGDE (UDSM), BA (UDSM), Dip. Ed. (Butimba TC). |
| **OLD Coordinator**<br>Mr. Malimi Sayi | MBA (UDSM), B. Com. (UDSM), Dip. Ed. (SHYCOM-TC), Management, Course Design, Monitoring and Evaluation (ESAMI - Kampala Uganda). |
| **Short Courses Coordinator**<br>Mr. Ombeni A. Mbwilo | MSc. Accounting and Finance (Mzumbe), B. Ed. Com. (UDSM). |
| **Assistant Quality Assurance coordinator - Mwanza Campus**<br>Mr. Richard S. Ibrahim | MSc.PPM. (MZUMBE) MEMA, (UDSM), BA.Ed, (UDSM), Dip. Ed (BUTIMBA TC), Cert. Ed (Sumve TC). |
| **Assistant Quality Assurance coordinator - Mbeya Campus**<br>Mr. Donald J. Manota | MSc.HRM, (MZUMBE), BAEd, (SAUT). |
| **Assistant Research and Consultancy coordinator - Mbeya Campus**<br>Dr. Yusuph M. Kambuga | PhD in Education (University of Bucharest- Romania, MEMA (University of Dar es salaam), Certificate of Romania Language (University of Polytechnic-Romania) BA. Ed (University College of Education Zanzibar). |
| **Assistant Research and Consultancy coordinator - Mwanza Campus**<br>Mr. Leornard T. Burra | MEMA (UDSM), BA. Ed. (UDSM). |
| **Assistant Dean of Students - Mwanza Campus**<br>Ms. Ester Jonas | MEMA (UDSM), BEd. Psychology (DUCE), Dip. Ed, (Kasulu-TC). |
| **Assistant Dean of Students-Mbeya Campus**<br>Ms. Swaumu H. Mulokozi | Masters of Educational Management and Planning (SAUT), BA.Ed (SAUT) |

### 2.6 Library Services

**The unit consists of the following staff:**

| Name | Academic Qualification |
|---|---|
| Mr. Yakobo O. Herman | BALIS – Tumaini University, Dip. (SLADS) |
| Mr. Hashim K. Issaye | BALIS – Tumaini University, Dip. (SLADS) |
| Ms. Salima S. Chikaula | Dip. Lib. (SLADS). Cert. Lib. (SLADS) |
| Mr. Godwin J. Mundogo | Dip. Lib. (SLADS) |
| MS. Judith J. Masanga | Dip. Lib. (SLADS) |
| MS. Hawa Twaibu Kadyole | Dip. Lib. (SLADS) |
| Ms. Asha Jumanne Kamando | Dip. Lib. (SLADS |
| Ms. Flora D. Sameri | Dip. Lib. (SLADS |

### 2.7 Human Resource and Administration Section

| Name | Academic qualification |
|---|---|
| Ms.Ruth Cosmas Limbe | MA. Public Sector Management (Africa University - Zimbabwe), BA. PA & Sociology, (UDSM) |
| Mr. Waziri Mohamed Waziri | BA. PA (Zanzibar University) |
| Ms. Evelyne Deogratius Kyaruzi | Certificate in Computer Applications (TPSC) |
| Ms. Elinkaela Greyson Msengi | Certificate in Secretarial Studies (TPSC) |
| Ms. Arafa Mpambaike | Certificate in Records Management (TPSC) |
| Mr. Abasi Hamisi Mhina | Certificate in Records Management (TPSC) |
| Ms. Asha Zahoro Mohamedi | Certificate of Primary Education |

### 2.8 Internal Audit Unit

| Name | Academic qualification |
|---|---|
| Ms. Leah Hezekiah Urio | MSc. Economics & Finance (University of Bradford - United Kingdom), Adv. Dip. Accountancy (IFM) |

### 2.9 Procurement Unit

| Name | Academic qualification |
|---|---|
| Mr. Eugene Desdery Assenga | Dip. Materials Management (Dar Es Salaam School of Accountancy) |
| Ms. Christina Hango Allute | Bachelor of Procurement and Logistic Management (TIA) |

### 2.10 ICT Unit

| Name | Academic Qualification |
|---|---|
| Mr. Lameck M. Kagaali | MB - ITM (Coventry University - United Kingdom), BSc. Computer Systems Eng. (Umea University Sweden), Dip. Comp. (Stran) |

### 2.11 Quality Assurance Unit

| Name | Academic qualification |
|---|---|
| Mr. Mussa E. Msamilah | MA. Kiswahili, (UDSM), BA.(Ed). (UDSM). |

### 2.12 Dean of Students

| Name | Academic qualification |
|---|---|
| Ms. Janeth N. Mwanjejele | MEEM (CCNU), BA. Ed (RUCO), Dip Ed (Morogoro TC). |

### 2.13 Finance & Accounts section

| Name | Academic qualification |
|---|---|
| Mr. Samwel L. Nkuva | CPA (T), B.Com (UDSM), B. Ed. Com (UDSM), Dip. Ed. (DSM TC), Management, Course Design, Monitoring and Evaluation (ESAMI- Kampala Uganda). |
| Mr. Kisara Aliseus Julius | MBA (ESAMI), PGDA (Institute of Accountancy Arusha), B.Com- Accounting (UDSM), Dip. Marketing (CBE) & National Store keeping Cert. (CBE). |
| Mr. Harun Ally Njumila | BBA. Accounting (University of Arusha). |
| Mr. Sanura Athanas Mdegela | B. Business Administration & Finance (Iringa University). |

## 3.0 PROGRAMMES OFFERED

ADEM is a training institution and has the mandate to offer long and short term programmes in Education Leadership, Management, and Quality Assurance. The details of these programmes are as shown in section 3.1 and 3.2

### 3.1 Long Term Programmes

The long term programmes include Diploma in Education Management and Administration (DEMA), Diploma in School Inspection (DSI) and a Certificate in Education Leadership, Management and Administration (CELMA).

### *3.1.1 General Admission Requirements*

**A. Requirements for Diploma in Education Management and Administration (DEMA).**

Applicants should be **in-service** teachers, Education Officers or any education stakeholders with a minimum of **three** years working experience who holds any of the following qualifications:

- Grade A Teacher Certificate with a minimum of four passes in CSEE
- Diploma in Education from any recognized institution.
- Bachelor degree or above, in education (as an added advantage)
- Certificate in Education Leadership, Management and Administration (CELMA) offered by ADEM.

**B. Requirements for Diploma in School Inspection (DSI)**

Applicants should be **in-service** teachers Education Officers or school Quality Assurers with a minimum of **FIVE** years working experience who holds any of the following qualifications:

- Grade A Teacher Certificate, with a minimum of two credits (C grade) in CSEE.
- Diploma in Education
- Bachelor degree or above in education (as an added advantage)
- School Quality Assurer (School Inspector)

**C. Requirements for Certificate in Education Leadership, Management and Administration (CELMA)**

Applicants should be **in-service** teachers, Education Officers or any education stakeholders with a minimum of two years working experience who holds any of the following qualifications:

- Grade A Teacher Certificate.
- Diploma in Education
- Bachelor degree or above, in education

**D. Required Enclosures**

**Applicants should enclose the following documents:**

(a) Curriculum Vitae including name, address, telephone, educational background and professional career.

(b) Photocopies of Certificate of academic and professional qualifications,

(c) Photocopies of professional qualifications in Education Certificates (Teacher Grade A, Diploma or Degree)

**E.** Non-refundable application fee of Tshs. 10,000/= paid through CONTROL NUMBER which you will be given.

**F. Mode of Application**

(a) Candidates must apply directly to ADEM in response to advertisements.

(b) Through NACTE Central Admission System (CAS).

(c) Applicants who were not selected in the previous Academic Years are allowed to re-apply in the current academic year. Candidates who will apply through NACTE should follow the given guidelines.

****IF YOU APPLY DIRECT TO ADEM DO NOT RE-APPLY THROUGH NACTE CAS ****

a. Applications must be written in English language.

**b.** Applications must reach the undersigned addresses **not later than 30th July of the particular year.**

c. Only successful candidates will be informed through ADEM website and provided with Joining Instructions.

**(d) All applications done directly through ADEM should be addressed to**

The Chief Executive,
ADEM,
P. O. Box 71,
**BAGAMOYO**

(e) For more information visit our website: www.adem.ac.tz or contact the following addresses:

ADEM BAGAMOYO CAMPUS
P. O. Box 71,
BAGAMOYO.
E-mail: adem@adem.ac.tz
Fax: +255 23 2440216
Tel: +255 23 2440225/2440022

ADEM MWANZA CAMPUS
P.O Box 1234,
E-Mail: ademwz@adem.ac.tz
Fax: +255 28 2540185
Tel: +255 28 2540186

ADEM MBEYA CAMPUS
P.O.BOX 187,
MBEYA
E-mail:
ademby@adem.ac.tz
Tel:+255 25 2957424

### *3.1.2 Fee Structure for Programmes Offered*

**Table 1: Diploma Courses (Full Time Programme)**

| ITEM | DEMA | | DSI | |
|---|---|---|---|---|
| | First Year | Second Year | First Year | Second Year |
| Application fee (Non-Refundable) | 10,000.00 | - | 10,000.00 | - |
| Fee per year (including registration, tuition, examination, and library services) | 720,000.00 | 720,000.00 | 720,000.00 | 720,000.00 |
| Field Attachment Supervision | - | 200,000.00 | - | 200,000.00 |
| Campus accommodation | 300,000.00 | 300,000.00 | 300,000.00 | 300,000.00 |
| NACTE Fee | 15,000.00 | 15,000.00 | 15,000.00 | 15,000.00 |
| Student Organization fee (ASO) | 35,000 | 35,000 | 35,000 | 35,000 |
| **TOTAL** | **1,080,000.00** | **1,270,000.00** | **1,080,000.00** | **1,270,000.00** |

**Table 2: Fees for Certificate Course**

| ITEM | BASIC CERTIFICATE (Residential) | BASIC CERTIFICATE (Open and Distance Learning) |
|---|---|---|
| | One Year | One Year |
| Application fee (Non-Refundable) | 10,000.00 | 10,000.00 |
| Fee per year (including registration, tuition, examination, and library services) | 600,000.00 | 500,000.00 |
| Campus accommodation | 300,000.00 | - |
| NACTE Fee | 10,000.00 | 10,000.00 |
| **TOTAL** | **920,000.00** | **520,000.00** |

**Table 3: Recommended Allowances Payable Directly to Students**

| Item | Basic Certificate | Diploma |
|---|---|---|
| Book allowance | 100,000.00 | 150,000.00 |
| Stationery allowance | 100,000.00 | 150,000.00 |
| Meal allowance | 1,500,000.00 | 1,500,000.00 |
| Field Allowance | - | 200,000.00 |
| **TOTAL** | **1,700,000.00** | **2,000,000.00** |

***Fees and allowances are subject to change***

### 3.1.3 COURSE STRUCTURE FOR LONG TERM PROGRAMMES

The course structure for DEMA, DSI and CELMA is described in section 3.2.1 to 3.2.3

#### *3.1.3.1 Diploma in Education Management and Administration (DEMA)*

This programme will last for a period of two academic years which are divided into four semesters (two semesters per year). It is offered in all three campuses namely; Bagamoyo, Mbeya and Mwanza. The mode of delivery is through residential. The Diploma programme consists of Technician Certificate (NTA level 5) and Ordinary Diploma (NTA level 6).

**Summary of Modules for NTA Level 5 - Semester I**

| S/N | Code | Module Title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | EMT05101 | ICT and Computer Applications | Fundamental | 9 |
| 2 | EMT05102 | Guidance and Counselling in Educational Institutions | Fundamental | 9 |
| 3 | EMT05103 | Study and Communication Skills | Fundamental | 9 |
| 4 | EMT05104 | School Management and Administration | Core | 12 |
| 5 | EMT05105 | Management of Curriculum Implementation and Adult Learning | Core | 12 |
| 6 | EMT05106 | Mathematics | Fundamental | 9 |
| **Total (I)** | | | | 60 |

**Summary of Modules for NTA Level 5 - Semester II**

| S/N | Code | Module Title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | EMT05201 | English Language | Fundamental | 9 |
| 2 | EMT05202 | School Development Planning and Project Management | Core | 12 |
| 3 | EMT05203 | Introduction to Financial Management | Core | 10 |
| 4 | EMT05204 | Introduction to Educational Research | Core | 10 |
| 5 | EMT05205 | Human Resource Management in Education Institutions | Core | 10 |
| 6 | *EMT05206 | History | | 9 |
| 7 | *EMT05207 | Kiswahili na Stadi zake | | 9 |
| 8 | *EMT05208 | Geography | | 9 |
| | | Total (II) | | 60 |
| **GRAND TOTAL** | | | | **120** |

**Key:**
**** Elective Modules - Semester II (A student should opt one module)***

**Summary of Modules NTA Level 6 - Semester I**

| S/N | Code Number | Module title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | EMT06101 | Educational Leadership | Core | 10 |
| 2 | EMT06102 | Management of Teaching and Learning of Numeracy and Literacy Skills | Fundamental | 9 |
| 3 | EMT06103 | Management of Educational Funds | Core | 10 |
| 4 | EMT06104 | Office and Records Management | Core | 9 |
| 5 | EMT06105 | Development Studies | Fundamental | 10 |
| 6 | EMT06106 | Educational Statistics | Core | 12 |
| **TOTAL (I)** | | | | **60** |

**Summary of Modules for NTA Level 6 - Semester II**

| S/N | Code Number | Title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | EMT06201 | Procurement and Chain Supply Management in Education Institutions | Core | 10 |
| 2 | EMT06202 | Educational Policy and Legislations | Core | 10 |
| 3 | EMT06203 | Entrepreneurship Development in Educational Institutions | Fundamental | 10 |
| 4 | EMT06204 | Field Practice and Independent Study | Fundamental | 10 |
| 5 | EMT06205 | Economics of Education and Resource Mobilisation | Fundamental | 10 |
| 6 | EMT06206 | Staff Performance Management | Core | 10 |
| | | **TOTAL (II)** | | **60** |
| **GRAND TOTAL** | | | | **120** |

### *3.1.3.2 Diploma in School Inspection (DSI)*

The programme consists of two levels of study which are National Technical Award level 5 and 6.

**Summary of Modules NTA Level 5 Semester I**

| S./N | Code | Module Title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | SIT05101 | Information and Communication Technology in Education | Fundamental | 9 |
| 2 | SIT05102 | School Inspection and Supervision | Core | 12 |
| 3 | SIT05103 | Curriculum Management and Implementation | Core | 10 |
| 4 | SIT05104 | Study and Communication Skills | Fundamental | 7 |
| 5 | SIT05105 | Methods and Techniques of Teaching 3Rs | Core | 10 |
| 6 | SIT05106 | Methods and Techniques of Teaching Sciences and Mathematics | Core | 10 |
| **TOTAL (I)** | | | | **58** |

**Summary of Modules NTA Level 5 Semester II**

| S./N | Code | Module title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | SIT05201 | Educational Policy and Legislation | Core | 10 |
| 2 | SIT05202 | Methods and Techniques of Teaching Humanities | Core | 10 |
| 3 | SIT05203 | English Language | Fundamental | 10 |
| 4 | SIT05204 | Methods and Techniques of Teaching Languages | Core | 10 |
| 5 | SIT05205 | Educational Research | Fundamental | 12 |
| 6 | *SIT05206 | History | Fundamental | 10 |
| 7 | *SIT05207 | Kiswahili na Stadi Zake | Fundamental | 10 |
| 8 | *SIT05208 | Geography | Fundamental | 10 |
| | | **Total (II)** | | **82** |
| **GRAND TOTAL** | | | | **120** |

**Key:**

**** Elective Modules - Semester II (A student should opt one module)***

**Summary of Modules NTA Level 6 - Semester I**

| S/N | Code Number | Title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | SIT06101 | School Development Planning and Resource Mobilization | Fundamental | 12 |
| 2 | SIT06102 | School Leadership and Management | Fundamental | 10 |
| 3 | SIT06103 | Guidance and Counselling in Educational Institutions | Fundamental | 9 |
| 4 | SIT06104 | Introduction to Educational Statistics | Fundamental | 10 |
| 5 | SIT06105 | Monitoring and Evaluation in Education Institutions | Fundamental | 12 |
| 6 | SIT06106 | Independent Study and Field Practice | Core | 12 |
| **SUB-TOTAL (1)** | | | | 65 |

**Summary of Modules NTA Level 6 - Semester II**

| S/N | Code Number | Title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | SIT06201 | Quality Assurance in Schools | Fundamental | 10 |
| 2 | SIT06202 | Disaster and Risk Reduction in Schools | Fundamental | 8 |
| 3 | SIT06203 | Staff Management and Development | Fundamental | 8 |
| 4 | SIT06204 | Assessment and Evaluation of Teaching and Learning | Fundamental | 10 |
| 5 | SIT06205 | Financial and Materials Management in Schools | Fundamental | 12 |
| 6 | SIT06206 | Development Studies | Fundamental | 7 |
| **SUB-TOTAL (2)** | | | | **55** |
| **GRAND TOTAL** | | | | **120** |

***3.1.3.3 Certificate in Education Leadership Management and Administration (CELMA)***

This programme lasts for a period of one academic year which is divided into two semesters. It is offered in all campuses through Open and Distance Learning (ODL), and residential modes.

**Summary of Modules NTA Level 4 - Semester I**

| S/N | Code | Module title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | EMT04101 | Basic Computer Applications | Fundamental | 10 |
| 2 | EMT04102 | Study and Communication Skills | Fundamental | 9 |
| 3 | EMT04103 | School Leadership and Quality Assurance | Core | 12 |
| 4 | EMT04104 | Whole School Development Plan | Core | 13 |
| 5 | EMT04105 | Guidance and Counselling Skills in Schools | Core | 10 |
| **TOTAL (I)** | | | | **54** |

**Summary of Modules NTA Level 4 - Semester II**

| S/N | Code | Module title | Module Type | Credit Value |
|---|---|---|---|---|
| 1 | EMT04201 | Principles of book-keeping and store-keeping | Core | 15 |
| 2 | EMT04202 | Resource Mobilisation for School Development | Core | 10 |
| 3 | EMT04203 | Introduction to Pedagogical Skills | Fundamental | 7 |
| 4 | EMT04204 | Management of Education in Emergencies | Fundamental | 10 |
| 5 | EMT04205 | Curriculum Implementation and Supervision | Core | 12 |
| 6 | EMT04206 | Methods and Techniques of Teaching 3Rs | Core | 12 |
| **TOTAL (II)** | | | | **66** |
| **GRAND TOTAL** | | | | **120** |

## 3.2 ASSESSMENT PROCEDURES AND GRADING SYSTEM

### 3.2.1 Assessment of NTA-Levels 4 and 5

In National Technical Award levels 4 and 5 assessment of a student will include coursework and end of semester examination. The pass mark for a student is 50% in each module. The details of grading in each module are shown in the table below:

**Table: Grading of Modules**

| S/N | Description | Percentages |
|---|---|---|
| 1 | Course work | 50% |
| 2 | End of Semester Examination | 50% |
| **Total** | | **100%** |

### 3.2.2 Grading System – NTA-Level 4 and 5

The grading system for National Technical Award Level 4 and 5 are described in five categories as shown in the table below:

| S/N | SCORE RANGE | GRADE | DEFINITION |
|---|---|---|---|
| 1 | 80 – 100 | A | Excellent |
| 2 | 65 – 79 | B | Good |
| 3 | 50 – 64 | C | Satisfactory |
| 4 | 40 – 49 | D | Poor |
| 5 | 0 – 39 | F | Fail |

### 3.2.3 Classification of Awards - NTA-Level 4 and 5

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

### 3.2.4 Grade Points – NTA- Level 4 and 5

| S/N | GRADE | DEFINITION | GRADE POINT |
|---|---|---|---|
| 1 | A | Excellent | 4.0 |
| 2 | B | Good | 3.0 |
| 3 | C | Satisfactory | 2.0 |

### 3.3 Assessment of Performance – NTA-Level 6

In National Technical Award level 6 assessment of a student will include coursework and end of semester examination. The pass mark for a student is 45% in each module. The details of grading in each module is shown in the table below

**Table: Grading of Modules**

| S/N | Description | Percentages |
|---|---|---|
| 1 | Course work | 50% |
| 2 | End of Semester Examination | 50% |
| **Total** | | **100%** |

### 3.3.1 Grading System – NTA-Level 6

The grading system for National Technical Award Level 6 is described in six categories as shown in the table below;

| S/N | SCORE RANGE | GRADE | DEFINITION |
|---|---|---|---|
| 1 | 75 – 100 | A | Excellent |
| 2 | 65 – 74 | B+ | Very Good |
| 3 | 55 – 64 | B | Good |
| 4 | 45 – 54 | C | Pass |
| 5 | 35 – 44 | D | Poor |
| 6 | 0 – 34 | F | Fail |

### 3.3.2 Classification of Awards – NTA – Level 6

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

### 3.3.3 Grade Points – NTA- Level 6

| S/N | GRADE | DEFINITION | GRADE POINT |
|---|---|---|---|
| 1 | A | Excellent | 5.0 |
| 2 | B+ | Very Good | 4.0 |
| 3 | B | Good | 3.0 |
| 4 | C | Satisfactory | 2.0 |

## 3.4 Short Term Programmes

The short term programmes offered by ADEM ranges for a period of one day to three months. The programmes are offered in all regions of Tanzania depending on the needs of clients. These programmes cover the areas of Education Leadership, Management and School Quality Assurance for education stakeholders at different levels including School, Ward, District Council and Regional Administration.

Currently the following short courses are offered:

(i) Educational Leadership and Management training for District Education officials, Ward Education Coordinators and Heads of Schools;

(ii) Induction Course for School Quality Assurers;

(iii) Disaster Risk Reduction and Management;

(iv) Methods and Techniques of Teaching Reading, Writing and Arithmetic skills (3Rs) for primary school teachers;

(v) Awareness creation on Rights of Women and Children;

(vi) Management of construction of school buildings;

(vii) Competence-based Teaching and Learning Methodologies

(viii) Management Course for School Boards and School Committees

(ix) Basic Teaching on Information and Communication Technology

(x) Education Data Management and Information System and

(xi) Management training for Fold Development colleges personnel and.

(xii) Tailor-made courses basing on the need of the clients.

**Table 4: Fees for Short Course Programmes**

| **Programme / Course** | **Duration (Days)** | **Cost (Person per day) Tsh.** | **Total (Tsh.)** |
|---|---|---|---|
| Leadership and Management Course for Head-teachers | 14 | 140,000.00 | 1,960,000.00 |
| Induction course for District Education Officers | 14 | 140, 000.00 | 1,960,000.00 |
| Induction course for School Quality Assurers | 14 | 140,000.00 | 1,960,000.00 |
| Induction course for Secondary School Accountants | 14 | 140,000.00 | 1,960,000.00 |
| Leadership and Management Certificate course for Heads of Secondary Schools | 14 | 140,000.00 | 1,960,000.00 |
| Leadership and Management Certificate course for Ward Education Coordinators | 14 | 140,000.00 | 1,960,000.00 |
| Training for secondary School Management Team (SMT) | 3 | 140,000.00 | 420,000.00 |
| Training in OPRAS for Education Officials | 3 | 140,000.00 | 420,000.00 |
| Training for School Boards | 3 | 140,000.00 | 420,000.00 |
| Training for Teachers College Boards | 3 | 140,000.00 | 420,000.00 |
| Training for School Committees | 3 | 140,000.00 | 420,000.00 |
| Orientation course for Heads of Secondary Schools | 3 | 140,000.00 | 420,000.00 |
| Leadership and Management Course for Primary School Head-teachers | 14 | 140,000.00 | 1,960,000.00 |
| Leadership and Management course for Principals of Teachers Colleges | 14 | 140,000.00 | 1,960,000.00 |

| Programme / Course | Duration (Days) | Cost (Person per day) Tsh. | Total (Tsh.) |
|---|---|---|---|
| Institutional Management Course for VET Officials | 14 | 140,000.00 | 1,960,000.00 |
| Basic Teaching and Learning Methodology Course | 14 | 140,000.00 | 1,960,000.00 |
| Basic Certificate in ICT Teaching Skills | 14 | 140,000.00 | 1,960,000.00 |
| Education Data Management and Information System | 14 | 140,000.00 | 1,960,000.00 |
| Inspectorate Information Management System (IMIS). | 14 | 140,000.00 | 1,960,000.00 |

### 3.5 Newly Designed Short Course programmes

ADEM has designed new short course programmes to cater demands of various education stakeholders. The followings are among the courses designed for implementation from the financial year 2018/2019:

i. Capacity building programme on effective leadership and management to Heads of Schools
ii. Financial, Procurement and Logistics Management for Teacher Training Colleges Management Teams
iii. Pedagogical Leadership for Teachers Training College
iv. School Quality Assurance systems
v. 3Rs training for education officers (Primary)

## 4.0 GENERAL EXAMINATION REGULATIONS

### 1. Dates and Timing of Examinations

Examination for National Technical Award Levels 4, 5 and 6 shall be held at the end of each semester after completing 15 weeks of teaching but on such dates as the Chief Executive may determine. Timetables in respect of the dates and time of examinations shall be displayed to the public at least 14 days before commencement of examination.

### 2. Examinable Modules

The Agency shall prescribe from time to time the examinations which should be conducted. These that the Chief Executive may order a special examination or re-examination in one or more modules any time as may be decided by the Chief Executive. According to the exigencies of the situation that may arise due to any examination malpractices or for any other reason or emergency the matter shall be reported to the Ministerial Advisory Board (MAB).

The Agency shall from time to time provide Examination guidelines for supervisors, invigilators and candidates and issue rules relating to the duties of supervisors and invigilators.

The Chief Executive shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.

**3. Mode of Examination and Course Outlines**

Candidates of the Agency shall be examined through:

(a) written question papers which they shall be required to answer in writing;

(b) practical and oral examinations as provided in the curriculum for the respective modules; and

(c) Independent study report, project reports and field practice assessment.

Provided that the management of practical and oral examinations, unless otherwise specified, shall be assessed by examiners appointed by the Agency or any other authority approved by the Agency. Whenever practical work has been prescribed in the curriculum in any module for the examination, a record of such work done by each candidate shall be duly maintained and attested by the module tutor concerned and produced or forwarded for evaluation in such manner and according to such directions as may be issued by the Agency from time to time.

Written examination in a module shall be, by means of question paper and the question paper in the module shall be given to candidates simultaneously at every centre and examination room at which the examination is being held. The Medium of instruction shall be English.

**4. Admissions into Examinations**

No eligible candidates shall be prohibited from appearing in the examination of the Agency except for good reasons and with the previous permission of the Chief Executive.

Registration by a candidate for examination shall be deemed as adequate registration after fulfilment and completion of the following;

- Admission requirements of the Agency in a particular year of study as shall be prescribed by the Agency in the Joining Instructions.
- Academic requirements of the particular course of study.
- Fulfilment of the curriculum requirements of the particular course module.
- The Examination Authority of the Agency is vested on the Academic Committee. The Committee shall oversee all necessary requirements and arrangements for the proper conduct of examinations.

**5. Requirements of Attendance in Modules of Continuous Assessment**

Notwithstanding the provisions of regulation (6), no candidate registered by the Agency shall be admitted into examinations unless he has completed the prescribed continuous assessment, 80% of class attendance for residential students and upon fulfilment of portfolio requirements for ODL Students, and other eligibility conditions, as prescribed in the Agency Guidelines on the Conduct of examinations.

**6. Rules for Condemnation of Shortage of Attendance**

All cases of shortage of attendance shall be referred by the Academic Committee to the Chief Executive of the Agency with recommendations. The following may be considered valid reasons for recommending the cases:-

(a) prolonged illness;

(b) loss of parent or guardian or any other incident leading to absence from the institution which merits special consideration; and

(c) any other reason of serious nature as the Academic Committee of the Agency may determine.

Notwithstanding anything contained in these Regulations, no candidate who has been expelled or is still undergoing rustication or who has been barred from taking an examination for being involved in examinations offences or for any other reason shall be admitted to any examination of the Agency.

**7. Admission to Examination of Candidate with Disabilities**

Notwithstanding anything contained in any other regulation, the Agency shall have power, in the case of a Candidate with disabilities: -

a) to provide services of a competent amanuensis free of charge for writing out the answers at the examination;

b) to permit the answers to be typewritten by himself if the examinee so desires;

c) to lay down any other method for assessing the examinee's academic ability and declare his result.

Provided that in each case, the examinee shall produce such evidence to the satisfaction of the Agency as it may consider necessary, in proof of the statement that his disability is such that he deserves to be considered for the above facilities.

**8. Use and Appointment of Amanuensis**

Where it is certified by a Medical Officer of acceptable rank that a candidate is blind or physically handicapped or spastic or suffers from sudden illness rendering the candidate unable to write, or that the candidate is unable to write the examination as a result of an accident, the Agency may allow the use of amanuensis.

The Academic Committee shall choose a suitable amanuensis from among students in another class that does not belong to the candidate and forward immediately to the Chief Executive. There should be a report giving full particulars of the candidate and of the amanuensis for his consideration and approval, arrange a suitable room for the disabled candidate and appoint one special invigilator to supervise his examinations.

**9. Admission to Supplementary Examinations**

Candidates who have previously sat and failed can again sit for the module(s) failed as supplementary candidates at the Examination of the Agency as prescribed for in the curriculum of the year in which they will re-sit.

Supplementing or re-sitting means supplementing a module failed and not repeating a year.

No candidate who has been barred by Academic Committee from appearing in the examination shall be eligible to sit as a supplementary candidate of the examination of the Agency.

**10. Conditions for Repeating a Semester**

A candidate who fails to attend one full Semester, and without a breach of the examination regulations, shall officially inform the Chief Executive for permission. If the Chief Executive accepts, a candidate shall register for another semester within a cycle of two years.

**11. Conditions for Discontinuation from Studies**

A candidate shall be discontinued from studies for all, or an act of the following reasons:

a) If a candidate absents himself/herself from examinations without compelling reasons.

b) Failure to sit for the supplementary examinations without compelling reasons.

c) Cheating in any part of the examination.

A candidate proven to have violated examination regulations or to have committed an act of dishonesty or gross indiscipline even if unrelated to academic matters shall be discontinued from studies.

**12. Conditions for Re-admission**

A candidate who has been discontinued on academic grounds shall be considered for readmission after a lapse of two academic years.

A candidate discontinued from the course of study for cheating in the examination shall not be re-admitted to the Agency.

## 13. Special Examinations

A candidate who does not sit for regular examination papers either in part or in total on account of compelling reasons determined by the Academic Committee, and without a breach of any of these examination regulations shall be allowed to sit for a special examination.

A candidate who is allowed to sit for a special examination shall be deemed to be attempting the examination for the first time and shall be accorded all the privileges provided for in these regulations.

(a) Special examinations of the previous semester shall be held two weeks before the opening of the following semester.
(b) Supplementary examinations of the special examinations shall be held two weeks after the special examinations.

## 14. Transfer of Candidate

Any Candidate applying for transfer of candidature and who has passed his examinations from any other recognized examining body or autonomous technical institution, shall be required to submit a transcript from the concerned examining body, for any examination of the Agency for evaluation. Where the transcript is not received from the examining body before the declaration of the award, the Candidate's final results shall not be published.

Where a transcript is not received within six months from the date of declaration of results, the transfer of the candidature may be cancelled.

## 15. Power of the Agency to exclude a Candidate from Examinations

The Agency shall have the power to exclude any candidate from examinations permanently or for a specified period for reasons to be recorded in writing, if it is satisfied that such candidate is not a fit and proper person to be admitted thereto.

Where a candidate, after admission to an examination, commits an immoral act or is discovered to have committed an immoral act, which, in the opinion of the Agency is such that had it come to their knowledge in time they would have excluded him from the examination, the Agency shall:

a) Cancel his candidature from that examination and order that his result may not be declared; and/or

b) Disqualify him permanently or for a specified period from appearing at examinations.

Where a candidate, subsequent to the issue of examinations number slip or card in line with these Regulations, is found to be ineligible to take the examination, his candidature shall be cancelled.

**16. Examination Offences and Penalties**

(1) Any person who contravenes any of the requirements or conditions stipulated in the Third Schedule to these Regulations shall have committed an Examination offence as defined in Regulation (2) of these Regulations and shall be liable for the penalty prescribed therein.

(2) Notwithstanding the provisions of Sub Regulation (1) and the Third Schedule: -

Where a person who is not a candidate for any Agency examination commits an Examination offence under these Regulations, the Chief Executive may report the case to the Police.
Where a Tutor or a person connected with the Agency commits an Examination offence under these Regulations, his conduct shall be reported to the Ministerial Advisory Board (MAB) of the Agency and he shall be banned from any remunerative job in the Agency.

Where the Chief Executive is satisfied after an enquiry that the integrity of Agency examination had been violated at an examination centre or examination room as a consequence of wholesale unfair assistance rendered to the examinees, the Chief Executive may order re-examination.

**17. Penalties in the Case of Markers and Checkers**

The Agency shall prescribe penalties to be imposed on markers for the delay in submission of scores to the Manager of EMA course and other mistakes committed by the markers and checkers.

**18. Pass Certification and Transcript**

(1) A candidate who has appeared in an examination of the Agency and passed shall be given a transcript with a photo affixed on it and a certificate.

(2) The Agency shall issue an Academic transcript to a candidate upon payment of the prescribed fee.

**19. Transfer Transcript**

The Agency may issue transfer transcript to a candidate wishing to migrate to any Board, Agency, University or Institute on payment of the prescribed fee.

**20. Duplicate Certificate**

In the event of loss of original certificate a candidate may, on making an application to that effect on the prescribed form and upon payment of non refundable requisite fee obtain a duplicate certificate with a photo affixed on it, provided he filed an affidavit to that effect duly attested by a Public Notary and Commissioner for Oaths. In the event of recovery of the original certificate, the duplicate certificate shall be returned to the Agency.

**21. Rejection of Certificate**

(1) The Chief Executive shall have the power to disqualify a person who is found guilty of the following offences from appearing in any examination of the Agency: -

a) tampering with his own certificate by any means; or

b) obtaining or attempting to obtain a certificate to which he is not entitled.

(2) The period of disqualification shall be determined by the Chief Executive and the decision taken shall be reported to the Ministerial Advisory Board of the Agency.

**22. Appeals**

Any candidate who is dissatisfied with the published results may within sixty days from the date of releasing the provisional results appeal against the results to the Ministerial Advisory Board (MAB).

**23. Checking and Remarking of Examination in Response to Appeal**

(1) A candidate who has appeared in any examination conducted by the Agency may within Sixty Days from the date of publication of result, apply for rechecking of his answer scripts to the Chief Executive.

(2) Checking and Remarking of Examination shall be confined to re-marking of answer scripts, if unmarked questions are discovered and rechecking of marks awarded for each question in the answer book together with re-totalling of marks:

Provided that in no case shall the scrutiny and rechecking, referred to above be done in the presence of the candidate or his answer books be shown to him.

(3) Rechecking shall be done by the officials appointed for the purpose by the Chief

Executive.

(4) The Agency shall upon discovery of any mistake as a result of re-checking of answer scripts, rectify the result and communicate the outcome of rechecking to the candidate through a registered mail.

(5) No candidate shall be entitled to any retrospective benefit by way of admission to any class/course /programme or his eligibility for any scholarship, medal or such other benefit consequent upon any change in his result/marks.

(6) If the result of rechecking is declared after a candidate has appeared in the subsequent examination of the Agency, he shall be given the benefit of the best of the awards obtained by him on rechecking or in the examination.

(7) In case of any increase in marks, the Agency shall revise the transcript/certificate of such candidate free of cost after he returns the previous transcript/certificate to the Agency.

(8) The decision of the Agency made under this regulation shall be final.

**24. Amendment of Results**

The Agency shall have the power to amend the result of a candidate at any time after it has been declared if: -

a) he is disqualified for using unfair means at the examination;

b) a mistake is found in his result;

c) he is found ineligible to appear at the examination;

d) he is a person against whom action could have been taken, had the facts come to the notice of the Agency earlier.

**25. Examination Irregularities**

(1) A candidate who absents himself/herself from examinations without compelling reasons shall be disqualified from studies.

(2) A candidate who is late for any examination for more than thirty minutes shall be considered absent and shall not be allowed to attempt that particular examination.

(3) Under no circumstance shall a candidate be allowed to leave the examination room within the first thirty minutes

(4) Under no circumstance shall a candidate be allowed to leave the examination room within the last thirty minutes

(5) Any candidate who will be known to have cheated in any part of the examination shall be deemed to have failed in the whole of the examination and shall be disqualified for all examinations.

(6) All cases of alleged examination irregularities shall be referred to the Chairperson of the Academic Committee of the Agency. The Committee shall have powers to summon students and members of staff as deemed necessary. The Chairperson of the Academic Committee shall submit a report of the findings and recommendations to the Chief Executive for a final decision.

**26. Assessment Procedures**

Each module shall be assessed on coursework and End of Semester Examinations;

(1) Regular Programmes

Continuous Assessment shall consist of four measurement instruments for DSI students namely:

i. Classroom Test One (15%)
ii. Classroom Test Two (15%)
iii. Group Assignment (10%)
iv. Individual Assignment (10%)

Students of Diploma in Education Management and Administration (DEMA) shall be assesed in three instruments, namely:

i. Group Assignments (20%)
ii. Supervised test 1 (15%)
iii. Supervised Test 2 (15%)

(2) Open and Distance Learning

Continuous Assessment shall consist of at least two measurement instruments, namely:

i. Classroom Test (30%)
ii. Portfolio (20%)

(3) Continuous Assessment shall constitute 50 percent and End of Semester Examination shall constitute 50 percent of the overall course module performance.

(a) A letter grade shall be awarded at the end of module completion after combining coursework and End of Semester Examinations results.

(b) After combining marks for coursework and End of Semester Examination the aggregate shall be 100 percent.

(c) The Pass Mark for NTA Levels 4 and 5 shall be 50 percent and 45 percent for NTA Level 6 for each module.

(d) There shall be two other instruments used in the conduct and assessment of NTA

Levels 4, 5 and 6 as determined by the curriculum requirements. The instruments are:

i. Field Attachment (50%)

ii. Independent Study Report (50%)

(e) All coursework results shall be released to the candidates a week before the start of End of Semester Examination.

(f) End of Semester Examination answer scripts shall not be returned to the candidate.

**27. Academic Awards**

(1) On successful completion of NTA Levels 4 the Agency Shall award a Basic Technician Certificate

(2) On successful completion of NTA Levels 5 the Agency Shall award a Technician Certificate

(3) On successful completion of NTA Levels 6 the Agency Shall award an Ordinary Diploma.

**28. Change of Regulations**

These Regulations are subject to change as deemed necessary through the following procedures:

a) The teaching staff shall suggest changes to the academic committee.

b) The academic committee shall discuss the proposed changes and suggest to the Chief Executive for presentation to the Ministerial Advisory Board and NACTE for endorsement.

## 5.0 CHARGES FOR ACADEMIC SERVICES

| No. | TYPES OF SERVICE | FEES | REMARKS |
|---|---|---|---|
| 2.1 | Appeals for remarking answer booklets/sheets | 50,000/= | Services rendered within sixty days after examination results' release |
| 2.3 | Examination Statement of Results | 5,000/= | Services rendered before certificates are issued. |
| | | 5,000/= | Service rendered after certificates are issued |
| 2.4 | The request of Change of Examination Centre | 5,000/= | If service requested within the registration period. |
| | | 10,000/= | If service is requested after the registration period. |
| 2.6 | Correction of names on Certificates when the owner of the name commits an error. | 100,000/= | Service rendered whenever requested. |

## 6.0 EXAMINATION OFFENCES AND PENALTIES

| S/No. | OFFENCE | PENALTY |
|---|---|---|
| 1. | Possession or access of any unauthorized materials including papers, books, writings, or notes that could be of assistance to a Candidate. | i. Nullification of a candidate's examination results and<br>ii. Disqualification of a candidate from the Agency's academic programmes. |
| 2. | Talking to another candidate or any person inside or outside the examination room, during the examination session, without the permission of invigilator or supervisory staff. | i. Nullification of a candidate's examination results and<br>ii. Disqualification of a candidate from the Agency's academic programmes for two years. |
| 3. | Receiving or attempting to receive or give help to another candidate in the examination room, during the examination session. | Disqualification of a candidate from the Agency Academic programmes for two years |
| 4. | Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or to render in any manner any assistance to another candidate in solving a question or a part of question set in the question paper. | i. Nullification of Candidate's examinations results.<br>ii. Disqualification from the Agency's academic programmes for two years. |
| 5. | Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or destroy any such material. | |
| 6. | Consulting books, note books or papers or any other matter found with him while outside the examination room but during the examination hours before he has handed over his answer book to the invigilator or any other member of the supervisory staff. | |
| 7. | Writing on any other piece of paper, a question set in the paper or anything connected with or relating to a question set in the paper or solution thereof. | |
| 8. | Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part thereof or a solution of a question set in the question paper, to anyone. | |
| 9. | Possession of solution to a question set in the paper in connivance with any member of a supervisory or any other staff in or outside Agency. | i. Nullification of Candidate's examinations results.<br>ii. Disqualification from the Agency's academic programmes for two years |
| 10. | Making previous arrangements to obtain help in connection with the question paper. | i. Disqualification from appearing in Agency examination for a period of up to three years.<br>ii. Disqualification of the person with whom the candidate has made a previous arrangement |

| S/No. | OFFENCE | PENALTY |
|---|---|---|
| | | from appearing in Agency academic programmes for a period up to two years.<br>iii. A Candidate shall also be liable to such other punishment as the Agency may decide. |
| 11. | Smuggling in an answer book or a continuation sheet or taking out or arranging to send out an answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre or of any agency within or outside examination centre. | i. Nullification of Candidate's examinations results.<br>ii. Disqualification from appearing in Agency academic programme for a period of up to 5 years. A Candidate shall also be liable to such other punishment as may be decided by the Agency. |
| 12. | Writing outside the examination hall, an answer book or a continuation sheet for a candidate, which the latter smuggle into the examination hall or to replace the answer book of the candidate after the examination. | |
| 13. | Misconduct or misbehaving towards the invigilator or any member of the supervisory staff. | |
| 14. | Using abusive or obscene language in the answer book. | |
| 15. | Impersonating a candidate | i. Nullification of Candidate's examinations results.<br>ii. Disqualification from appearing in any Agency academic programmes for a period of up to two years.<br>iii. That Person may be reported to the Police.<br>iv. The candidate for whom impersonation was attempted may also be disqualified from appearing in any academic programme of the Agency for a period of up to two years. |
| 16. | Obtaining admission to the examination on a false representation made by a Candidate in his examination registration. | i. Nullification of Candidate's examinations results.<br>ii. Declare a Candidate ineligible to appear in the examination.<br>iii. Disqualification from the Agency's academic programmes for two years. |
| 17. | Forging another person's registration form or using a forged document knowing it to be forged and with a view to seeking admission. | i. Disqualification from appearing in the examination of the Agency.<br>ii. Disqualification from the |

| S/No. | OFFENCE | PENALTY |
|---|---|---|
| | | Agency's academic programmes for two years. |
| 18. | Leaving the examination room without submitting the answer book to the invigilator concerned and taking away the same with him or intentionally tearing off or otherwise disposing off his answer book or any part thereof or the continuation sheet or part thereof inside or outside the examination room. | i. Nullification of Candidate's examinations results.<br>ii. Disqualification from the Agency's academic programmes for two years. |
| 19. | Deliberately disclosing his identity or making distinctive marks in his/her answer book for that purpose. | i. Cancellation of examination results.<br>ii. Disqualification from the Agency's academic programmes for two years. |
| 20. | Communicating or attempting to communicate directly or through a relative, guardian or friend with an examiner, or academic staff or any agency's employee with the objective of influencing him/her in the award or marks. | i. Cancellation of examination results.<br>ii. Disqualification from the Agency's academic programmes for two years. |
| 21. | Approaching or influencing directly or indirectly a Member or Agency's employee regarding his cheating case. | i. Cancellation of examination results.<br>ii. Disqualification from the Agency's academic programmes for two years. |
| 22. | Dereliction of duty or misuse of position to the detriment of the smooth and fair conduct of examinations. | Relieve of duties by the Chief Executive. |
| 23. | Failure to discharge confidential work by the person assigned to the satisfaction of the Agency or misusing of position to the detriment of smooth and fair conduct of examinations. | i. Forfeiture of the whole or part of remuneration payable to him; and/or<br>ii. Disqualification permanently or for a specific period from any duty of the Agency; and/or<br>iii. Initiating disciplinary action against him; and/or<br>iv. Initiating legal action against him. |
| 24. | For cases of unfair means not covered by these Regulations, the Agency may impose punishment according to the nature of the offence. | |

## 7.0 RESEARCH AND CONSULTANCY SERVICES

### 7.1 Research Services in Education Leadership, Management and Administration

ADEM offers research services in educational management issues at District and school levels. This kind of research which is action-based for solving educational problems and creates inputs for effective management of education institutions and policy-making.

### 7.2 Consultancy Services in Education, Management and School Quality Assurance

ADEM offers consultancy services at school and district levels in areas school organization; school financial management, Whole School Development Planning, District Education Strategic Planning and Project write-up, Reading, Writing and Arithmetic (3Rs), Child's Rights, Gender Issues, Competence-Based Teaching Methodologies, Assessment of Learning and Test Construction as well as Education Data Management.

**8.0 ADEM Almanac for Academic Year 2018/2019**

## ACADEMIC PROGRAMME FOR 1ST SEMESTER: OCTOBER 2019 – MARCH 2020

| *EVENT* | *DURATION* | *FROM* | *TO* | *REMARKS* |
|---|---|---|---|---|
| **A. Academic issues** | | | | |
| Supplementary and Special Examinations | 3 Days | 25th September 2019 | 27th September 2019 | Special and Supplementary Sitters |
| Opening for 1st Semester (New) | | 13th October 2019 | | Students' arrival |
| Student's Registration | 8 Days | 13th October 2019 | 20th October 2019 | REGISTRAR |
| Classroom Instructions | 15 Weeks | 14th October 2019 | 24th January2020 | Students & Tutors |
| Computer Practical | 1 Week | 20th January 2020 | 24th January 2020 | DEMA I &DSI I |
| **Graduation Ceremony** | **1 Day** | **29th November 2019** | | **Graduates Students and Staffs** |
| End of Semester I Examinations | 1 Week | 27th January 2020 | 31st January 2020 | Students & Tutors |
| **Field Practice** | **6 Weeks** | **17th February 2020** | **27th March 2020** | **DEMA II & DSI II students** |
| Special and Supplementary Examinations | 3 Days | 8th April 2020 | 10th April 2020 | Special and Supplementary Sitters |
| **Opening for 2nd Semester** | | **12th April 2020** | | **Students' arrival** |
| Student's Registration | 8 Days | 12th April 2020 | 19th April 2020 | REGISTRAR |
| Classroom Instructions | 15 Weeks | 13th April 2020 | 24th July 2020 | Students & Tutors |

| *EVENT* | *DURATION* | *FROM* | *TO* | *REMARKS* |
|---|---|---|---|---|
| **A. Academic issues** | | | | |
| End of Semester II Examinations | 1 Week | 27th July 2020 | 31st July 2020 | Students & Tutors |
| Supplementary and Special Examinations | 3 Days | 23rd September 2020 | 25th September 2020 | Special and Supplementary Sitters |
| **B. Administrative issues** | | | | |
| Academic Committee | 1 Day | 16th December 2019 | 20 th December 2019 | Committee Members |
| Finance, Planning and Audit Committee | 1 Day | 16th December 2019 | 20 th December 2019 | Committee Members |
| ADEM Board Meeting (MAB) | 1 Day | 27 th December 2019 | | Board Members |
| Employment Committee | 1 Day | 16 th March 2020 | 20 th March 2020 | Committee Members |
| Finance, Planning and Audit Committee | 1 Day | 16 th March 2020 | 20 th March 2020 | Committee Members |
| Academic Committee | 1 Day | 23rd March 2020 | 24th March 2020 | Committee Members |
| ADEM Board Meeting (MAB) | 1 Day | 27th March 2020 | | Board Members |
| Academic Committee | 1 Day | 15 th June 2020 | 19 th June 2020 | Committee Members |
| Finance, Planning and Audit Committee | 1 Day | 15 th June 2020 | 19 th June 2020 | Committee Members |
| ADEM Board Meeting (MAB) | 1 Day | 26th June 2020 | | Board Members |

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