

PROSPECTUS 2011/2012



The Open University of Tanzania

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DAR ES SALAAM, TANZANIA

PROSPETUS 2011/2012

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University Library

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Tel. 2668746
E-mail: library@out.ac.tz

Internal Auditor

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P.O. Box 580
Dar es Salaam
Tel. 2137721, 2137722, 2137723

University Solicitors

Tanzania Legal Corporation,
P.O. Box 2203 Dar es Salaam.
Tel. 2121919, 2136510

University Bankers

National Bank of Commerce,
City Corporate Branch
P.O. Box 9062,
Dar es Salaam.
Tel. 2112123

CRDB Bank,
Kijitonyama Branch
P.O. Box 34654,
Dar es Salaam
Tel. 2771987
Dar es Salaam

National Microfinance Bank

P.O. Box 9031,
Dar es Salaam
Tel. 2116924
Dar es Salaam

Senior Officers of the Open University of Tanzania

CHANCELLOR

Honourable Dr. John Malecela (MP); B.Com (India); Honorary Doctor of Humanities (Harding Simons).

VICE-CHANCELLOR

Prof. Tolly S. A. Mbwette: BSc(Eng), Dip.S.E.(Delft); MSc(Dar); PhD(London)

DEPUTY VICE-CHANCELLOR (ACADEMIC)

Prof. Elifas T. Bisanda: BSc (Eng) Dar; MSc. (Cranfield); PhD(Bath)

DEPUTY VICE CHANCELLOR (RESOURCE MANAGEMENT)

Prof. L.J.M. Kusiluka: Dip. Range Management; BVM (SUA) M. Phil (Edinburgh); PhD. (Royal Vert & Agr) Denmark.

DEPUTY VICE CHANCELLOR (REGIONAL SERVICES)

Prof. Modest D. Varisanga: Dip Agric (Ukiruguru); BVM (Hons); MVM (ISCAH-Cuba); Ph.D (Yamaguchi-Japan)

DIRECTOR OF PLANNING AND DEVELOPMENT

Dr. Elisei B. Temu: BA (Ed); MA (Ed); Dar: PhD (Stockholm)

SECRETARY TO COUNCIL

Mr. Margeson J.L. Dalotta: B.A. (Hons) Dar

SENIOR LEGAL OFFICER:

Vacant

DIRECTOR OF COMMUNICATION AND MARKETING

Mr. Albert Memba: B.A (PS and PA); MA (International Relations)

DIRECTOR OF FINANCE AND ACCOUNTS

Mr. Azimio J. Taluka ADA (IFM), CPA (T) (NBAA), MSc(F) (Strathclde, UK)

DIRECTOR OF HUMAN RESOURCE MANAGEMENT

Vacant

DIRECTOR OF EXAMINATION SYNDICATE

Dr. Deus D. Ngaruko BSc (Agric. Economics)Makerere University, MSc (Agric. Economics)SUA, Diploma of Imperial College (Economics)and PhD(Econ)Imperial College, UK.

DEANS OF FACULTIES

Faculty of Arts and Social Sciences

Prof. E.D.Y. Mbogo: Dip Ed; M.A. (Theatre) Der; PLD (Theatre) (Humbolt) Germany

Faculty of Business Management

Prof.Martern A.M. Victor: BSC (Eng); MSc (Eng)Arizona; PhD (Eindhoven)

Faculty of Education

Dr. H.M.K.Mushi: BA (Ed); (Dar); MA(Ed)(Dar); PhD(Alberta)

Faculty of Law

Dr Suzan Kolimba: LLB(Hon); Ph.D (Moscow)

Faculty of Science, Technology and Environmental Studies

Dr G.L. Mhehe: B.Sc. (Ed) Hons (Univ. of Sierra Leone); M.Sc Chemistry (Alberta- Canada); Ph.D. (UDSM)

DIRECTOR OF RESEARCH AND POSTGRADUATE STUDIES

Prof. Shabani A. Mbogo: BSc (UDSM); MSc; PhD (Aston)

DIRECTORS OF INSTITUTES

Institute of Continuing Education:

Dr. L.J.A. Kisoza; Dip Animal Prodn (UAC) B.Ed;(Sc) Hons (Dar), MSc (Appl. Zoology) (Dar); MSc (Natural Resource Mgt) (Dublin), PhD (SUA)

Institute of Educational Technology:

Dr. Jabiri K. Bakari; BSc (Computer Sc (Hons), Dar; MSc (Eng) Sheffield, UK, PhD (Stockholm)

DIRECTORS OF REGIONAL/COORDINATION CENTRES

<i>CENTRE</i>	<i>DIRECTOR</i>
Arusha	Ms. Wilhelmina L. Saria: BA -Ed-, MA -Sociology- (UDSM)
Coast	Mr. Abdallah Ally: BED -Science- (UDSM); LLB (OUT)
Dodoma	Dr. B.S. Komunte: Dip -Ed- (Dar Teachers' College); BA. -Ed-; MA -Ed- (UDSM); PhD -Sociology- (OUT)
Ilala	Ms. Helen B. Kiunsi: LLB (OUT); LLM (Stellenbosch –South Africa)
Iringa	Mr. Godlove C. Kalinga: BBA (Tumaini); MBA -Finance- (UDSM)
Kigoma	Mr. George Mabula: BA -Philosophy-; MA -Sociology- (UDSM)
Kilimanjaro	Dr. Alexander C. Mosha: BSc. (Makerere), PGD & MSc -Food Tec-, (Leeds); PhD -Food Tec- (SUA)
Kinondoni	Ms. S. Mwisomba: Dip -Adult Ed-, AD -Adult Ed -, BED, MA -Ed- (UDSM)
Lindi	Ms. Irene Tarimo: Dip -Ed- (Dar Teachers' College), BSc -Ed-, (OUT); MSc. -Environmental Science- (UDSM)
Manyara	Mr. Salehe Kassim: BED (Physical Education), MA -Ed- (UDSM)
Mara	Ms. Flora Kiwonde: BA -Ed-, MA -Ed- (UDSM)
Mbeya	Mr. Elieza Musana: Dip -Ed- (Dar Teachers' College), BA -Ed-, MA -Demography- (UDSM)
Morogoro	Dr. Saidi M.A. Masomo: BSc. -Agric- (SUA); PGDip, PhD (Denmark)
Mtwara	Dr. Cosmas B.M. Haule: BED -Geography- (UDSM); MSc. -Agric Edu & Exten, PhD -Land Degradation- (SUA)
Mwanza	Mr. Bernard Kapaya: FTC (Dar Tec), MSc. -Chemical Engineering- (Russia)
Rukwa	Dr. E. Lyamuya: Dip -Environmental Health-, MSc. -Agric Economics-, PhD -Economics- (Russia)
Ruvuma	Mr. G. Kalalamba: BA -Ed- (UDSM); MA -Literature- (USA)
Shinyanga	Ms. Agatha Mgogo: BSc. -Ed- MA -Ed- (UDSM)
Singida	Mr. M.A. Msangi: BSc, MSc, -Chemical Engineering-, MBA (UDSM)
Tabora	Mrs. Adolphina K. Massaba: AD -Public Admin- (Mzumbe); MA -Public Admin- (UK)
Tanga	Ms. Felistas R. Mahonge: Dip -Ed- (Mpwapa Teachers' College); BA -Ed-, MA -Ed- (UDSM)
Tembeke	Dr. J. L. Bundala: BA -Eco. & Comm. Dvpt-, MA -Rural Soc. & Comm. Dvpt-, PhD -Sociology- (India)
Pemba	Mr. Juma Rashid Khamis: FTC (Karume Tec); Dip -Elect. Eng- (TANESCO); BSc. -Ed-, MED (UDSM)
Zanzibar	Mr. Yusuff Mhangwa: BSc. -Ed-, MSc. -Ed- (UDSM)

COORDINATORS OF REGIONAL/DISTRICT CENTRES

Kagera	Mr. Clavery Kaboya: LLB, LLM (OUT)
Njombe	Mr. Emmanuel M. Tonya: B.Com; MBA -Marketing- (OUT)
Mpanda	Mr. Juma Matonya: BSc. - Horticulture- (SUA); MBA -Marketing- (OUT)

Introduction to The Open University of Tanzania

The Open University of Tanzania was established by an Act of Parliament No. 17 of 1992. The Act became operational on 1st March, 1993 by publication of Notice No. 55 in the Official Gazette. The First Chancellor was officially installed in a full ceremony on 19th January, 1994. Act No.17 of 1992 has now been replaced by The Open University of Tanzania Charter, effectively from January 1st, 2007, which is in line with the University Act No.7 of 2005.

The Open University of Tanzania is an open and distance learning institution offering certificates, diplomas, degrees and postgraduate courses. Educational delivery is attained through various means of communication such as broadcasting, telecasting, Information and Communication Technologies (ICT), correspondence, enhanced face to face, seminars, contact programmes or the combination of any two or more of such means.

At the moment the Open University of Tanzania consists of the following Faculties, institutes and directorates: The Faculty of Arts and Social Sciences; Faculty of Education; Faculty of Science, Technology and Environmental Studies; Faculty of Law, Faculty of Business Management, Institute of Continuing Education; Institute of Educational Technology; and the Directorate of Research, Postgraduate Studies and Consultancy. More Faculties and Institutes may be established according to procedures indicated in the new Open University of Tanzania Charter that will guide its operations. The Open University of Tanzania Charter was signed by H.E. the President of the United Republic of Tanzania on 28th March, 2007.

The Open University of Tanzania conducts its operations through Regional Centres and Study Centres. Currently there are 25 Regional Centres and 69 Study Centres which now fall under a Deputy Vice Chancellor (Regional Services). There is also one coordination centre in Nairobi, at the Egerton Centre, for students based in Kenya. The Open University of Tanzania Headquarters is situated along Kawawa Road in Kinondoni Municipality, adjacent to Biafra grounds.

This prospectus combines the Undergraduate as well as the Postgraduate Programmes. It puts together general and specific regulations governing the programmes under the Faculties of Arts and Social Sciences, Business Management, Education, Law, Science Technology and Environmental Studies, as well as the Institutes of Continuing Education and Educational Technology.

University Programmes for which Certificate, Diploma, Degree and Postgraduate Courses are Offered

Faculty of Arts and Social Sciences

Bachelor of Arts (B.A.)
Bachelor of Arts with Education (B.A. (Ed)) – Conducted jointly with Faculty of Education
Bachelor of Arts in Tourism Studies (B.A. (Tour))
Bachelor of Arts in Sociology (BA (Soc))
Bachelor of Arts in Social Work (BA (SW))
Bachelor of Arts in Journalism (BA (Journ))
Bachelor of Arts in Mass Communication (BA (MC))
Master of Arts in Linguistics (M.A. (Ling))
Master of Arts in Economics (M.A. (Econ))
Master of Science in Economics (MSc. Economics) (Evening)
Master of Arts in History (M.A. (History))
Master of Arts in Kiswahili (M.A. (Kiswahili))
Master of Arts in Geography (M.A. (Geography))
Master of Arts in Environmental Management in Geography (M.A. (EMG))
Master of Arts in Tourism Studies (M.A. (Tour. Stud.))
Doctor of Philosophy (Ph.D.)

Faculty of Business Management

Bachelor of Business Administration Accounting (BBA (Acc))
Bachelor of Business Administration Marketing (BBA (Mkt))
Bachelor of Business Administration Finance (BBA (Fin))
Bachelor of Business Administration Human resource Management (BBA (HRM))
Bachelor of Business Administration in International Business (BBA (IB))
Bachelor of Business Administration with Education (BBA (Ed))
Postgraduate Diploma in Business Studies (PGDBS)
Master of Business Administration (MBA)
Master of Human Resource Management (MHRM)
Doctor of Philosophy (Ph.D.)

Faculty of Education

Bachelor of Education (B.Ed.)
Bachelor of Education *Special Education*
Post Graduate Diploma in Education (PGDE)
Master of Education (M.Ed)
Master of Education in Administration, Planning and Policy Studies (M.Ed.APPS)
Master of Distance Education (M.Dist. Ed.)
Master of Education in Language Teaching (M. Ed. in LT)
Doctor of Philosophy (Ph.D.)

Faculty of Science, Technology and Environmental Studies

Certificate in Poultry Production and Health (CPPH)
Diploma in Poultry Production and Health (ODPPH)
Bachelor of Science (BSc(ICT))
Bachelor of Science (B.Sc.)
Bachelor of Science with Education (B.Sc. (Ed)) – Conducted jointly with the Faculty of Education
Bachelor of Science in Environmental Studies (BSc (Environmental Studies))
Master of Science in Biology (M.Sc. (Biology))
Master of Science in Mathematics (M.Sc. (Maths))

Master of Science in Chemistry (*M.Sc. (Chemistry)*)
Master of Science in Physics (*M.Sc. (Physics)*)
Master of Science in Home Economics (*M.Sc. Home Economics*)
Master of Science in Environmental Science (*M.Sc. (Environmental Science)*)
Doctor of Philosophy (*Ph.D.*)

Faculty of Law

Bachelor of Laws (*LL.B*)
Postgraduate Diploma in Law (*PGDL*)
Master of Laws (*LL.M*)
Master of Law - *IT and Telecommunications (LLM IT&T)*
Master of Law in International Criminal Justice (*LLM ICJ*)
Doctor of Philosophy (*Ph.D.*)

Institute of Continuing Education

Certificate in Distance Education, jointly with South African Extension Unit (CDE)
Diploma in Youth in Development Work, jointly with the Commonwealth Secretariat (*CYP*)
Certificate in Foundation Course - (*OFC*)
Diploma in Open and Distance Learning (ODDEOL)
Diploma in Primary Teacher Education (ODPTE)

Institute of Educational Technology

So far two elective courses have been developed and one more is in final stages of development.

ADMISSION REGULATIONS

1. All inquiries regarding admissions should be addressed to:

The Deputy Vice-Chancellor (Academic),
The Open University of Tanzania,
P.O. Box 23409, DAR ES SALAAM, TANZANIA.
Tel. No. 2668820/2668992
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2. Applications together with an application fee of TShs. 10,000 or equivalent should be sent to the nearest Regional Centre where forms and other information are available. Foreign applicants will be required to pay USD 30. Alternatively the application forms can be downloaded from our website given above. The Directors of Regional Centres will process the forms before they are submitted to the headquarters. The academic year at the Open University of Tanzania, commences in September, for all its programmes.
3. Registration can only be considered if the University receives convincing evidence that the candidate will be adequately financed during his or her study at the University. Applicants from other countries who are in need of financial assistance to meet fees and other expenses are advised to apply for bursaries from their respective Governments, employers or other sponsoring agencies.
4. Fees once paid will not be refunded for continuing students. Fees paid for one academic year can not be deferred to another year unless the student has paid the complete programme fees.
5. New undergraduate and postgraduate students for 2011/2012 academic will be admitted in September except where indicated otherwise. Postgraduates doing Masters and Ph.D. *by Thesis* are admitted at any time of the year.
6. The deadline for change of academic programme and registration for all students will be four weeks from the first date of the orientation week conducted at the Regional centres, or as may be indicated in the Almanac. A fee of Tsh 30,000 will be charged for any request to change programme.
7. All students that are admitted are required to conform entirely to all the University regulations.
8. Students will be allowed to change subject combinations only in consultation with designated Deans and Directors of The Open University of Tanzania.
9. A candidate who has been discontinued on academic grounds at one of the accredited universities in Tanzania may be allowed to apply in another discipline or to restart the same programme without consideration of any credit transfer.
10. If any candidate previously discontinued from University studies will be shown to have cheated to gain admission by credit transfer, he/she shall be discontinued from studies at this University.
11. Students gaining admission to this university as transfer cases from accredited universities can transfer their grades only after getting approval from the Senate. Such admissions will take into consideration the regulations of the sister universities in Tanzania. The transferred credits shall not exceed one third of all the credits in the programme.
12. Change of names by students after registration is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land. Students should register in the names that appear in their certificates.

The official order of names during registration will be; Surname, First Name(s), Middle Name(s). Where a candidate has only two names in his or her certificates, then only those two names shall be used.

13. Students from this University or any other accredited University discontinued due to any examination irregularities may only be considered for admission after three years since being discontinued. No credit transfer is allowed for such students.
14. Every student is required to carry with him/her, the student identity card issued by the University, whenever he/she visits the main campus, enter examination rooms, and attend face to face sessions. Any loss of the identity card must be reported to the Admissions Office, where a new card shall be issued after payment of a fee of Tsh 20,000. Regional centres may also issue local identity cards, valid for only one academic year, for those who have cleared fees for that academic year.

Annual Registration

1. All continuing and newly admitted OUT students are mandated to re-register with their respective regional centres at the time of orientation. A student who fails to re-register shall not be recognized as a bonafide student of OUT for that academic year.
2. During annual re-registration, students will have to indicate the courses of study for that year as well as the Timed Tests (TTs) and Annual Examinations that they plan to attempt as well as any special or supplementary TTs and/ or Exams.
3. At least One month before the beginning of TTs or Exams, students are required to register online for all main, special or supplementary TTs and Examinations. Those who register will be able to obtain an Examination Hall Ticket (EHT) that allows them entry to the examination hall, once endorsed by the Director of the Regional Centre.

It is necessary to note that all deliveries: Assignments, Tests, Practicals, Face to Face Sessions and even provision of any financial assistance will be directed only to those students who are duly registered in that material academic year.

Entrance Requirements For First Degree Courses

The Open University of Tanzania at present prepares students for the following first degree courses:

Bachelor of Arts (B.A.): The B.A. General degree, B. A. (Tourism Studies) degree, B.A. (with Education) degree, B.A. (Journalism) and B.A (Mass Communications) degree, B.A. (Sociology) and B.A (Social Work) degree, of the Open University of Tanzania.

Bachelor of Business Administration (BBA): BBA in Accounting; BBA in Marketing; BBA in Finance; BBA in Human Resource Management; BBA in International Business and BBA (Ed) degree of the Open University of Tanzania.

Bachelor of Law (LL.B.): The LL.B. degree of the Open University of Tanzania.

Bachelor of Science (B.Sc.): The B.Sc. General degree; B.Sc. (with Education) degree and B.Sc. (ICT) degree, B.Sc. (Environmental Studies) degree, of the Open University of Tanzania.

Bachelor of Education (B.Ed): The B.Ed. degree, B.Ed. (Special Education) degree, and B.Ed. (Teachers Ed) degree of the Open University of Tanzania

Minimum Entrance Requirements under Direct Entry

Applicants should fulfill the following conditions:

OPTION I

- (a) Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent.

and

- (b) One of the following combinations of passes in Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent;

Either

- (i) Two principal Level passes (in appropriate subjects)

or

- (ii) An appropriate equivalent Diploma/Certificate approved by the Senate of The Open University of Tanzania. The diploma must be of duration of at least two years

- (c) Additional Requirements for Different Degree Programmes:

- (i) B.Sc. and B.Sc. (Education)

Two Principal level passes in appropriate Science subjects.

- (ii) B.Sc (ICT) Initially Open to students in and around Dar es Salaam and for some selected cities in Tanzania for intensive and regular face-to-face and lab sessions. To be completed in a minimum of 3 years and a maximum of 5 years.

Requirements:

O-level with 5 passes, 3 of which are at credit level and a pass in Maths

AND

One of the following:

Two principal level passes with one being advanced Maths

or

Any two science subjects at a principal level with Maths as a subsidiary

or

First degree holders from other disciplines with Maths as a subsidiary at A-Level.

- (iv) B.Sc (Environmental Studies)

Science stream – B.Sc. Environmental Studies (Science) Direct entrants

The candidate should have a principal level pass at “A” level in two of the following subjects; Biology, Chemistry, Geography, Physics, or Mathematics

or

Appropriate Diploma with passes at “O” level in two of the following subjects;

Biology, Chemistry, Mathematics, Physics or Geography.

Management stream – B.Sc. Environmental Studies (Management) Direct entrants

Candidates should have a principal level pass at “A” level in two of the following subjects; Geography, Economics, History. Physics, Chemistry, Mathematics or Biology.

or

Appropriate Diploma with passes at “O” level in two of the following subjects

Geography, History, Biology, Chemistry or Physics, Economics, Mathematics.

- (ii) BA(Gen), BA(Soc), BA(MC), BA(SW, BA(Journ), BA(Tour) and B.A. (Education)

Two Principal Level passes in appropriate Arts subjects.

- (iii) BBA (Acc), BBA(Mkt), BBA(HRM), BBA(Fin), BBA(IB), BBA (Education)
Two or more Principal level passes in Accountancy, Commerce, Economics or Mathematics;
Or
Two or more Principal level passes in the following subject combinations: PCB, PCM, PGM, CBG or HE
Or
Science Diplomas, an appropriate advanced Diploma / Certificate with a “B+ average credit or higher grade.” Duration of the diploma should be at least 2 years while that of Advanced Diploma should be at least 3 years.
- (iv) LL.B.
Any Two or more Principal Level Passes plus 'O' Level credit passes in History and English. A Pass on the subjects at O-level but a good principal at A level may be considered. Or an appropriate equivalent Diploma/Certificate in Law with Credit or Higher Grades.

OPTION II

Candidates who have satisfied Examiners in the Mature Age Entry Examinations set by Sokoine University of Agriculture (SUA), University of Dar Es Salaam or any other recognized university will be considered for admission. Written evidence of a satisfactory pass will be essential.

OPTION III

Candidates who do not qualify under options I and II may register for Foundation Courses (OFC) offered by The Open University of Tanzania. Those who pass examinations set at the end of the course will be eligible for registration for any of the degree programmes listed above, depending on the subject combination taken in the OFC.

OPTION IV

Candidates with awards from other Institutions of Higher Learning will be considered on their own merit. These include a degree or an advanced Diploma in a relevant field.

The Subjects

1.1 *Subjects offered by the Open University of Tanzania:*

Biology, Botany, Business Studies, Chemistry, Development Studies, Economics, English Language and Linguistics, Environmental Studies, Foundation Courses, Geography, History, Home Economics, ICT, Kiswahili, Law, Literature in English, Mathematics, Philosophy and Religious Studies, Physics, Statistics, Zoology, Political Science and Public Administration, Tourism, and Sociology and Social work.

1.2 *The subjects to be studied for the B.A. (Education), B.Sc. (Education) and BBA (Ed) degrees shall be:*

Educational Psychology
Educational Foundations
Educational Planning, Administration and Curriculum Development
Educational Communication and Technology and an approved combination of two subjects chosen from those listed in 1.1 above.

1.3 *Subject Combinations*

For students taking Education, the subjects offered shall be Education and any one of the following combinations.

- Double Mathematics,
- Double Economics,
- Double Business Studies,
- Double Home Economics,
- Geography and History,
- Geography and Kiswahili,
- Geography and English Language and Linguistics,
- History and Literature in English,

- History and Kiswahili,
- English Language and Linguistics and Literature in English,
- Kiswahili and Literature in English,
- Kiswahili and Philosophy and Religious Studies,
- History and Economics,
- Mathematics and Economics,
- Mathematics and Chemistry,
- Botany and Chemistry,
- Botany and Zoology,
- Zoology and Chemistry,
- Biology and Chemistry,
- Biology and Geography,
- History and English Language and Linguistics,
- Physics and Statistics,
- Geography and Economics,
- English Language and Linguistics and Philosophy and Religious Studies,
- Physics and Mathematics,
- History and Philosophy and Religious Studies,
- Geography and Mathematics,
- Physics and Chemistry,
- Literature in English and Philosophy & Religious Studies,

• *Subjects which have special requirements and conditions include.*

English Language and Linguistics requires a Principal pass in English Language at A-Level. Economics requires a credit pass in Mathematics at O-Level and either a principal pass in Economics or Mathematics at A-Level. Business Studies: Credit pass in Mathematics at "O" level or Accounting and/or Commerce at "O" level.

1.4 *B.A. and BBA with its specializations*

Candidates for these degrees will only be allowed to include in their choice, subjects they studied and passed in both O-Level and A-Level courses at principal level except in cases of subjects dealt with under special subject requirements.

2.0 Mode of Study for Undergraduate Courses

- 2.1 The courses shall be divided into three parts organized into six subparts. Each subpart is equivalent to one half of an academic year in a conventional University.
- 2.2 All degree programmes are taught by Distance Study Methods. The main medium of instruction will be through correspondence materials. However, use of ICT will be mainstreamed as complementary and additional delivery technique.
- 2.3 The main materials for each of the subjects shall be called units. Each unit shall cover content materials equivalent to thirty five one hour lecture materials.
- 2.4 Support services for the students will be in the form of face-to-face teaching, ICT based electronic platforms audio cassettes, compact discs (CDs), Internet (where available), library services and other teaching/learning media. The face to face teaching includes residential sessions for orientation and continuous tutoring and counseling. As for B.Sc., B.Sc. (Ed), and B.Sc.(ICT), academic programmes, laboratory exercises will be organized at designated institutions/locations.
- 2.5 To qualify for the award of a degree, a candidate must clear all the three parts of the degree course. A fast student may cover more units and thus be able to finish the course in less than the specified average period for obtaining a degree.

General Guidelines For Credit Transfer

Basic Guiding Rules

1. The rules primarily apply only for undergraduate programmes.
2. No more than one third of credits required for graduation can be transferred, and should not include credits of the last four semesters.
3. Credits for dissertation and final year project shall not be transferred.
4. No credit may be transferred in practical based or field based subjects
5. Credit may be transferred only where at least 75% of the syllabus and course content is the same, and the difference in contact hours (or its equivalent) not more than 10%.
6. The actual grades of the credited courses shall be determined using equivalence comparison of the grading systems of the target universities.
7. Credit earned more than 5 years shall not be transferred.
8. Students who have been discontinued from studies due to cases of cheating or other forms of examination misconduct shall not be allowed to transfer any credit.
9. Only credits from accredited universities can be transferred.
10. The Senate of the target University shall have the final say on credits to be transferred.

The Procedure for Credit Transfer

11. Before being considered for transfer credit from one university to another, the student must meet the admission criteria of the target university.
12. Once admission is secured, the student will be required to register for year 1 (level one). At this stage, the student may then apply for credit transfer through the Department and Faculty.
13. The application for credit transfer will be submitted to the DVC responsible for academic affairs, and must be accompanied with officially endorsed documents (transcripts), photo attached personal identification from previous institution, passport, ID, or birth certificate, and a letter of attestation from the previous university, confirming that the student has not been discontinued due to cheating or examination misconduct.
14. Credits shall only be transferred where the courses are comparable in nature, scope, content, depth and level between the two universities.

General University Examination Regulations for Undergraduate Courses

1. Assessment

- 1.1 All courses shall be examined during the academic year in which they are studied. The assessment shall consist of a two hour written test in the middle of the academic year and a three hour annual examination, at the end of the academic year. The test will contribute 30% while the annual examination will contribute 70% to the final grade.
- 1.2 Science practical, teaching practice and other field related assignments will constitute independent units, not examinable, but assessed through reports submitted by students.
- 1.3 The pass mark for both the test and examinations combined shall be 40%, except for foundation courses where it shall be 50%.
- 1.4 A candidate who fails to attain the pass mark, after sitting for the annual will be allowed to write a supplementary examination after paying the required examination fee. The maximum grade attainable in a supplemented subject is C.
- 1.5 A candidate who fails in a supplementary examination, will be required to repeat the subject. Repeating a subject means doing the continuous assessment (test) and annual examination. The maximum grade attainable in a repeated subject is C.
- 1.6 A candidate who fails a repeated subject, shall be de-registered from the programme. Such a candidate may appeal for registration, if his/her overall GPA is above 2.5, and is deemed by the faculty to have the potential to resume studies and proceed successfully.
- 1.7 A candidate who fails to appear for the test or examination, for any certified reason, must inform the examination syndicate within the examinations period, at least. Students requesting to appear for special examinations without prior authorization by the DVC Academic will be required to pay examination fees for the session.
- 1.8 A candidate who attempts the annual examination without having done the test in that year will be awarded the mark zero for the test.

2. Registration for Examinations

Registration by a candidate for a course of study shall not be taken as guaranteed registration for examinations and tests for that subject. Each candidate will be required to register for the examinations in specific subjects at least two months before the commencement of tests and annual examinations.

3. Eligibility for Examinations

- 3.1 A candidate shall be admitted to examinations for subjects in which the tutors and Dean of the Faculty are satisfied that the candidate has fully completed all the requisite requirements of the course.
- 3.2 Each candidate will be required to fill in the Student Progress Portfolio (SPP) which will be assessed to determine his/her preparedness for examinations during the face to face session prior to examinations.
- 3.3 The student is expected to summarize, in one page, for each subject, the description of what he/she considers to be the most important knowledge and skills gained from the subject. This part must only be filled when the student thinks he/she is ready to attempt the examination.

- 3.4 No student will be allowed into the examination unless he/she has submitted a portfolio to the tutors available during face-to-face sessions for endorsement.
- 3.5 No mark will be awarded for the portfolio, but each student will be expected to keep the portfolio in a safe place till graduation. A student may be called to present the portfolio anytime, for the sake of verification of his/her studentship status.
- 3.6 The subjects that are cleared from the SPP will then be forwarded to the Examinations Syndicate, for preparation of Examination Hall Tickets (EHT).
- 3.7 A candidate whose work progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate Faculty/Institute Board, to repeat any part of the course before admission to an examination. Only in cases of total failure and on the recommendation of the Faculty Board, a student may be asked to withdraw from the University.

4 The Examinations Syndicate

The Open University of Tanzania has established an examination syndicate responsible for overseeing compilation of exam papers, printing, distribution, invigilation, and issuing of transcripts and certificates. Departments in the Faculties/Institutes are responsible for setting exam questions, marking and recording of student marks in the Academic Records Management Information System (ARMIS).

5 Dates of Examinations

Annual, supplementary, and special examinations of the University shall be held at a time determined by the Senate, and will be announced at the beginning of the academic year.

6 Admission to Examinations

- 6.1 Only candidate that have been cleared for having paid all university fees, and who have met the conditions for examination registration by having their student progress portfolios endorsed by tutors will be eligible for sitting for annual examinations.
- 6.2 Candidates who have met all requirements for examination admission will be issued Examination Hall Tickets (EHT), by the Examination Syndicate. Usually, these forms will be readily accessed from the web-based Student Academic Records Information System (SARIS) online.

7 Conduct of Examinations

The university examinations shall be conducted through the Examinations Syndicate under the control of the Deputy Vice Chancellor (academic) or such officer of the University appointed by him/her.

8. Examination Malpractices and Irregularities Regulations

8.1 *Malpractices in Relation to Coursework*

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared assignment with a view of assisting the latter to do his/her assignment or to negligently expose his/her assignment to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Regulation 8.1 above shall be liable to:
Cancellation of his/her assignment, or
Suspension from his/her studies for a period of one academic year.

8.2 *Fraud in Relation to Coursework*

It shall be an offence for a student/candidate to:

- (a) Submit assignment not prepared by him/her.
- (b) Substantially plagiarize the work of any other person.

- (c) Falsify/alter marks awarded on an assignment script or test script
- (d) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Regulation 8.2 above shall be liable to:

Cancellation of his/her coursework, or
 Suspension from his/her studies for a period of one academic year, or
 Discontinuation from the University.

8.3 Malpractices in the Conduct of Examinations

It shall be an offence for a student/candidate involved in an examination/test to:

- (a) Sit or attempt to sit the examination without valid documentation(s).
- (b) Enter the examination hall/room later than half an hour after the examination/test has commenced.
- (c) Leave the examination hall/room earlier than half an hour after the examination has commenced.
- (d) Carry out a conversation or any other communication with another student/candidate once the examination has commenced without permission from the invigilator.
- (e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/candidate.
- (f) Take out of the examination room/hall answer booklet(s), used or unused.
- (g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- (h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.
- (i) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate found guilty of contravening Regulation 8.3 above, shall be liable to:

Cancellation of the relevant examination, or
 Suspension from the University for a period not exceeding two years, or
 Discontinuation from the University.

A student/candidate who contravenes Rule 8.3(e) apart from other penalties as specified above shall be liable to a fine to be determined by the Irregularities Committee.

Any student/candidate found guilty of contravening Rule 8.3(h) above shall be discontinued from the University.

8.4 Cheating in an Examination/ Timed Test

It shall be an offence for any student/candidate involved in an examination to:

- a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment or any other materials as may be specified from time to time by the DVC (Academic).
- b) Copy from any other candidate/student.
- c) Aid and/ or abet another candidate/student to copy from a script/ booklets of another person.
- d) Exchange answers with another candidate/student in or outside the examination room.
- e) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.
- f) Communicate with other students verbally or through other means, during examination without permission from the invigilator.
- g) Begin the exam before being authorized by the invigilator
- h) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate found guilty of cheating in examinations as defined in Regulation 8.4 above shall be liable to:

Cancellation of the relevant examination, or
 Suspension from the University for a period not exceeding two years, or

Discontinuation from the University.

On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision except where the candidate/student has preferred an appeal within the prescribed time.

8.: *Fraud in Examinations/Timed Tests*

It shall be an offence for a student/candidate or any other person involved in an examination to:

- a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
- b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- c) Falsify or alter marks awarded on an examination script/booklet.
- d) Impersonate another student/candidate.
- e) Procure or induce another person to sit for him/her.
- f) Utter false document(s) in relation to eligibility to sit for University examinations.
- g) Sit or attempt to sit an examination without authority.
- h) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- i) Fraudulently access or attempt to access examination questions before the examination is due.
- j) Pay or induce another person to illegally procure or make available examination questions/papers.
- k) View examinations questions prior to sitting for the exams
- l) Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
- m) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate or any other person found guilty of fraudulent conduct as defined in Regulation 8.5 above shall be liable to:

Any student/candidate found guilty of contravening Rule 8.5(a), (b), (h), (i), (j), and (k) above shall be discontinued from the University.

Any student/candidate found guilty of contravening Rule 8.5(c), (d), (e), (f), (g), and (l) above shall be suspended from the University for a period not exceeding two academic years, or discontinuation from the University.

If OUT staff is proved to be involved, the staff shall be liable to disciplinary action in accordance with the prevailing University disciplinary procedures.

8.6 *Offences Relating to the Conduct of Irregularities Hearing*

It shall be an offence for any student/candidate whether or not he /she has been accused of an irregularity or any OUT staff to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Irregularities Committee or any other body hearing the irregularities or appeal.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or utter false documents in relation to an alleged irregularity.
- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his /her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.
- g) Refuse to sign irregularity form after been asked to so by the invigilator.
- h) And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate or any OUT staff found guilty of interference with the conduct of an irregularity hearing as defined in Regulation 8.6 above shall be liable to:

Cancellation of the relevant examinations, or

Suspension from the University for a period of one academic year, or

Payment of fine which will be determined by the Irregularities Committee.

Any student/candidate found guilty of contravening Rule 8.6(b) and (f) (above shall be discontinued from the University.

Any student/candidate found guilty of contravening Rule 8.6 (e) above shall be discontinued from the University and reported to The Prevention and Combating of Corruption Bureau.

Cancellation of the relevant examination(s) and dismissal from the University.

If OUT staff is found guilty he/she will be liable for payment of fine and to any other disciplinary action in accordance with the prevailing University disciplinary procedures.

8.7 Guidelines on Apprehension of a Suspect

When a student/candidate is suspected to be engaging in examination irregularities or malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

- a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated.
- b) Body searches should be done in the presence of another person.
- c) The materials should be taken away as soon as they are found and kept as exhibits.
- d) Identity of the suspect and possible witnesses should be recorded immediately.
- e) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty provided that his presence does not disrupt the tranquility in the examination room.

8.8 Procedure for Hearing of Malpractice Cases

8.8.1 Hearing of examination malpractices and irregularities shall be done by the Irregularities Committee appointed by the Undergraduate Studies Committee with approval of Senate.

8.8.2 The Irregularities Committee shall forward its findings and recommendations to the Undergraduate Studies Committee which shall discuss the findings and recommendations and forward them to the Senate for approval.

8.8.3 In the handling of examination irregularities and malpractices, the Irregularities Committee or any other body hearing the case shall take into account the following principles of natural justice:

- a) Fair and equal treatment of all students/candidates,
- b) The opportunity to enter a plea of guilty or not guilty,
- c) Fair hearing accorded to all students/candidates,
- d) Right of students/candidates to appear and to defend themselves,
- e) Staff not to sit in judgment of their own cause, and
- f) Consistency in punishments.

8.9 Appeal Against Examination Irregularities

8.9.1 The Senate shall form Senate Appeals Sub-Committee which shall be composed of members who in one way or another were not involved in hearing the case appealed against at the first instance. The Chairman of Senate Appeal Sub-Committee shall be a member of the University Council with experience in academic administration in Higher Institutions and not a staff of the University.

8.9.2 A student/candidate who pleaded guilty to an offence before the Irregularities Committee shall have a right of appeal only with respect to the gravity of the penalty.

8.9.3 A student/candidate who is dissatisfied with the decision of the Senate may appeal to the Senate Appeal Sub-Committee within 21 days from the date of receiving the letter communicating the decision. The appeal shall be accompanied by a non-refundable fee which shall be set by the senate and reviewed by it from time to time.

8.9.4 The appeal shall be in writing addressed to the DVC (Academic) and copied to the Faculty /Institute where the student/candidate belongs stating clearly the grounds of appeal. The DVC (Academic) shall acknowledge in writing to the student/candidate receipt of the appeal.

8.9.5 The student/candidate appealing shall be notified in writing of the date when the appeal shall be heard and shall be given an opportunity to appear before the Committee and be heard.

- 8.9.6. The Senate Appeals Sub-Committee shall have power, on cause being shown, to allow the student/candidate present additional evidence which was not in his possession at the time of appearance before the Irregularities Committee.
- 8.9.7 In hearing the appeal, the Senate Appeals Sub-committee shall take into account the principles set out under Regulation 8.8.
- 8.9.8 The Senate Appeals Sub-Committee shall hear the appeals and make findings and recommendations to the SENATE whose decision on appeal shall be final and conclusive.
- 8.9.9 All appeals lodge in accordance with Regulation 8.9.3 shall be finally determined within a period of one year.

9 **Progress from Year to Year**

- 9.1 Candidates are required to clear all units they registered for in the year of study.
- 9.2 Units which are passed shall be recorded.
- 9.3 Units that are not passed shall be cleared during supplementary Examination session.
- 9.4 A minimum of six units is to be studied in the year. A faster student may take more than the minimum number on the advice of the Dean of the Faculty.

10 **Classification of Degrees**

- 10.1 In the classification of degrees a FIVE points system will be used in averaging the final grades:
- 10.2 The letter grades will be assigned the following points:
- | | | | | | |
|---|----|---|---|---|---|
| A | B+ | B | C | D | E |
| 5 | 4 | 3 | 2 | 1 | 0 |
- 10.3 Courses given for each degree have to be appropriately weighted by the units.
- 10.4 To get the score for each course, multiply the points, as in 10.2 by the appropriate weights, as obtained in 10.3. E.g. getting a B in a 2 unit course the score shall be $3 \times 2 = 6$.
- 10.5 The total score for the degree will be the total scores for all courses taken for the final, computed as in 10.4.
- 10.6 The average score for the degree will be computed by dividing the Total Score in 10.5 by the total weight obtained under 10.3.
- 10.7 The Final Classification of a degree will be as follows:

Classification	Range	Letter Grade
1st Class	(5.0 - 4.4)	A
Upper 2nd	(4.3 - 3.5)	B+
Lower 2nd	(3.4 - 2.7)	B
Pass	(2.6 - 2.0)	C

10.8 **Rounding Off of GPA:**

GPA figures will be presented to the nearest single decimal point to be rounded up for ≥ 0.05 and to be ignored for < 0.05 . As an example 3.36 will be taken as 3.4 while 3.34 will be taken as 3.3.

10.9 **The range of marks will be as follows:-**

A	Excellent	(70% - 100%)
B+	Very Good	(60% - 69%)
B	Good	(50% - 59%)
C	Satisfactory	(40% - 49%)
D	Marginal Fail	(35% - 39%)

11 Aegrotat Degree

Candidates who have completed their course of study but who have been absent, through illness from part of the final examination, may apply to the University for the award of *an Aegrotat degree* in accordance with the under mentioned regulations.

- 11.1 Candidates who have completed all the continuous assessment of written assignments, tests, demonstrations, projects and a portion of the final examination as determined by the Faculty Board are eligible to apply for an aegrotat degree.
- 11.2 Application from or on behalf of the candidates must reach the Deputy Vice Chancellor (Academic) through the Faculty Dean within the period of the examination. The application should be accompanied by a report from a registered medical practitioner.
- 11.3 An aegrotat degree will not be awarded unless the examiners consider that, in the work submitted as such of the examination as attended by the candidate, such candidate reached a standard which if also reached in the remainder of the examination should have qualified her/him for the award of the degree. Provided that only candidates who completed successfully the whole of their course work (continuous assessment, written assignments, tests, demonstrations, projects) and at least 80% of the final written examination are eligible to apply for an aegrotat degree.
- 11.4 An aegrotat degree candidate is not eligible for the award of an honours degree.
- 11.5 Aegrotat degree holders are not permitted to re-enter for the same examination, but may apply for permission to proceed to a second or higher degree on complying with the regulations for registration for such a degree.

12 Loss of Certificates

The Open University of Tanzania may issue another copy in case of loss of the original certificate on condition:

- 12.1 That the applicant produces a sworn affidavit;
- 12.2 The certificate so issued shall be marked "COPY" across it;
- 12.3 The replacement certificate will not be issued until 12 months from the date of the loss.
- 12.4 The applicant must produce evidence that the loss has been adequately and publicly announced including a police Report.
- 12.5 A replacement fee of 20,000/= shall be charged for the copy of the certificate issued.

13 Appeal

- 13.1 Students' appeals on academic grounds other than examination irregularities and malpractices shall be lodged with the Faculty/ Directorate Board to which the appellant belongs. The Faculty/ Directorate Board shall make its observations/ recommendations and then forward them to Senate through Undergraduate Studies Committee.
- 13.2 All appeals under this section must be lodged with the Faculty/ Directorate Board WITHIN SIX MONTHS from the date of publication of the results by or under the authority of the Senate. Except where unfair marking or other like irregularity in the conduct of any University Examination is alleged, no appeal shall lie in respect of any such examination on any grounds.

- 13.3 Students appealing for remarking will be required to pay the for cost for searching the scripts, remarking, processing results, transportation of scripts to the examiners, and general administration costs. Faculties will have to seek approval of the DVC academic for remarking, if they are satisfied with the presented appeal case, after the candidate has paid a fee to be approved by Senate.
- 14 **Preservation of Scripts**
The University shall preserve the students scripts for the purpose of reference for a period of five years. After this period the scripts may be destroyed, and no appeal concerning such scripts shall be considered.
- 15 **Release of Examination Results**
The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate, shall be published by the Dean of the relevant Faculty soon after the Faculty Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- 16 **Conduct of Examinations: Notes to Students**
- 16.1 Candidates shall be required to appear for the examinations at the centres under which they are registered, or any other centre holding such examination following granting of permission for the later.
- 16.2 An invigilator appointed by the University shall be responsible for the proper conduct of the examination. The Invigilator will submit signed declaration that the regulations have been duly observed throughout the examination.
- 16.3 All candidates will be required to sign the attendance register.
- 16.4 Candidates shall be required to observe any general instructions that may be given by an Invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
- 16.5 Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the times specified. As regards the duration of the question papers, the time confirmed by the invigilator of the paper shall have to be followed where contradictions arise.
- 16.6 Candidates shall be required to be in their places at least thirty minutes prior to the time prescribed for the commencement of any examination. Candidates will have to satisfy themselves that they are in possession of the correct question papers.
- 16.8 No candidates shall be allowed to enter the examination room before being permitted by the Invigilator and more than half an hour after a paper has been distributed to candidates. No candidate shall be permitted to leave the room until half an hour has elapsed after a paper has been distributed to the candidates.
- 16.9 In case of an examination irregularity other than cheating the Invigilator may, at his/her discretion take any action which in his/her view is necessary and reasonable under the circumstances.
- 16.10 The Invigilator shall report in writing to the Dean of the relevant Faculty any exceptional circumstances considered likely to prejudice a candidate's performance.
- 16.11 It shall be the responsibility of every candidate to see to it that orderliness and tranquility are maintained in an examination room.
- 16.12 Question papers for any given examination shall not be taken out of the examination room until the time for that examination paper expires.
- 16.13 No candidate shall leave the examination room during the last ten minutes of the time allocated, except in case of emergency.

16.14 No candidate shall be allowed to enter or leave an examination room with an empty or used answer book.

16.15 Cellular or mobile phones are strictly prohibited in the examination room.

17 **Notes to Invigilators**

17.1 Procedure in the examination room before the examination:

17.1.1 Invigilators should be present in the Examination Room at least thirty minutes before the commencement of the examination.

17.1.2 Invigilators should check if the responsible Director of the Regional Centre or the Chief Invigilator has prepared a sitting plan for the examination room.

17.1.3 Invigilators will be provided with the following items by the University Examinations Officer or his/her Representative.

17.1.4 Sealed envelopes containing question papers must be personally collected by each Invigilator from the office of the Dean/Director at least thirty minutes before the examination or a day before travelling to examination centre up-country.

17.1.5 A list showing the names of the papers to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of a master timetable for the University examinations.

17.2 Invigilators must ensure that ONLY ONE answer-book is provided for each candidate unless the rubric on the question papers requires otherwise. The answer-book must be filled before any additional paper is provided.

17.3 The Invigilator must show the sealed envelope containing question papers to all candidates and attract their attention to the intactness of the seal before breaking it and opening the envelope. He/She can do this by raising up the envelope.

17.4 Question papers and any other material prescribed in the rubric (e.g. log tables, charts, etc.) should be set out by the Invigilator with the help of the Internal Examiner or the Director of Regional Centre.

17.5 Invigilators should admit candidates to the Examination Room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books, papers and other similar articles must be deposited with the Invigilator before the candidate is permitted to go to his/her place. Where big numbers of candidates are involved, Invigilators may admit candidates to the examination room fifteen minutes in advance or more.

17.6 During these ten or fifteen minutes, the Invigilator should:

17.6.1 Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

17.6.2 Call attention to any rubric at the head of the paper which seems to require attention.

17.6.3 He should then tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

17.6.4 Invigilators should not admit candidates to the examination room after half an hour from the commencement of the examination and should not permit them to leave the room until thirty minutes have expired.

18 **Practices During the Examination**

- 18.1 At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.
- 18.2 At the end of the first half hour the total number present should be noted down and a sitting plan prepared. Invigilators should then collect all the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for returning to the Internal Examiner.
- 18.3 During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.) Candidates may be permitted to do rough work on the left hand margin of the scripts on the understanding that this is crossed out at the end of the examination. No candidate should be permitted to leave his place during the examination except to leave the examination room.
- 18.3.1 NOTE: A candidate who contravenes these regulations and instructions governing the examinations, especially by unfair practices such as copying from or communicating with other candidates, shall be reported immediately to the examinations officer or regional centre director or any other person designated by the university for that purpose.
- 18.3.2 Invigilators shall enter the number of examination scripts collected from the candidates on the Attendance Sheet provided by the office of the Dean at the time of collecting the Examination paper. Invigilators shall sign the said Attendance Sheet before they hand over all the scripts to the Internal Examiners who must be present in the examination rooms. On receipt of the scripts Internal Examiners will check them and sign on the collection form. The attendance Sheets must be handed to the Examinations Officer at the end of each session.
- 18.3.3 Invigilators shall hand over all extra examination papers to the Head of the relevant Department or his/her Representative.
- 18.4 **General**
- 18.4.1 Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each session to assist the Invigilators and to collect the scripts. Instructions which the Examiners (or their deputies) may wish to be given should be announced by the Invigilators.
- 18.4.2 Cases of illness should be reported to the Examinations Officer or Directors of Regional Centres as soon as possible.
- 18.4.3 Invigilators shall have the authority to confiscate any unauthorized book, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate that creates a disturbance.
- 18.4.4 "Examination Officer" includes the Examination Officer's deputies, Directors of Regional Centres or subject Coordinators etc.
- 19 Regulations Governing the Position and Conduct of Internal**
- The Director of the Examinations Syndicate (DES) shall co-ordinate all examination matters for the whole Institution and shall be directly answerable to the Deputy Vice-Chancellor (Academic).
- 19.1 The annual University examinations shall be conducted under the control of the Deputy Vice-Chancellor (Academic) with the Director of the Examinations Syndicate.
- 19.2 The DES will liaise with the Deans of Faculties/Heads of Academic Departments and issue invigilation guidelines for the examination in the courses at the University.

- 19.3 The Senate shall approve or otherwise, the names of the members of the academic staff within the University and without, in case of part time lecturers, as put forward by the departments; to be internal examiners for each particular subject for the particular year.
- 19.4 No Tutorial Assistant will be approved to be an internal examiner, unless conditions are such that such a Tutorial Assistant has proven to have some exceptional capabilities to warrant him or her to be permitted to set and mark examinations as an internal examiner.
- 19.5 An internal examiner, examination officer or any other officer connected with the preparation of the examinations who conducts himself or herself in such a manner as to cause leakage of examination question(s), shall be disqualified of the responsibilities entrusted to him or her and disciplinary action shall be taken against him or her.
- 20 **External Examiners**
The Dean or Director shall propose names of recognized academicians and professionals of the course(s) taught at the University to be external examiners. The names of the external examiners shall be approved by the Senate together with those of the internal examiners. For each course there shall be at least one external examiner who shall be an academician or a practitioner.
- 20.1 On the first appointment of any external examiner such person so appointed shall provide the office of the Deputy Vice Chancellor (Academic) with his/her curriculum vitae and the same shall be communicated to the Senate for approval of the appointment.
- 20.2 The appointment of the external examiner shall be limited to six consecutive academic years though such person is liable for re appointment after another six consecutive academic years have elapsed.
- 20.3 The office of the Deputy Vice Chancellor (Academic) shall ensure that as soon as practicable, relevant examination scripts are sent to the appointed external examiners for moderation and where required, comments of the external examiner are incorporated in the examination papers.
- 20.4 The internal and external examiners when marking the answer books will have to use red marking pens. Pencils are prohibited.
- 20.5 The external examiners, after marking all answer books for the subject(s) in the course shall prepare a report, which shall be compiled, typed, and signed at the University. The report so prepared shall take note of the extreme cases, that is the highest and lowest cases, standards of examinations, consistency in marking and performance pattern.
- 21 **Academic offences for which a student can be charged**
- 21.1 All cases of alleged examination irregularities shall be referred to the Undergraduate Studies Committee. The Committee shall have the power of summoning students and members of staff or any other person as it deems necessary to testify before it. The Chairman shall submit a report of the Committee's findings and recommendations to the Senate for further action.
- 21.2 The integrity of University life and the degrees that the University confers is dependent upon the honesty and soundness of the learning process as well as that of the evaluation process. Conduct that adversely affects this relationship or process is considered a serious academic offence.
- 21.3 Misrepresenting or aiding another person to misrepresent material facts for the purpose of gaining admission, enrollment or academic advantage.
- 21.4 Committing or aiding another person or persons to commit an act designed to misrepresentation applicant's academic status or eligibility for admission or enrolment or for receiving transfer credit.

- 21.5 Submitting the words, ideas, images or data of another person as ones own in any Academic writing, essay, thesis, research, project or assignment in a course programme of study.
- 21.6 Obtaining or attempting to obtain information from another student or other unauthorized source or giving information to another student or knowingly possessing, using or attempting to use any unauthorized materials in the course of an examination.
- 21.7 Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of an examination, preparation of a paper or other similar activity.
- 21.8 Submitting in any course or programme of study without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research, report, project or assignment for which credit has been previously obtained or which has been or is being submitted in another course of study in the University elsewhere.
- 21.9 Submitting in any course or programme of study any academic writing, essay or thesis, research project or assignment containing a statement of fact known by the student to be false or a reference to a source which has been fabricated.
- 21.10 It shall be an offence knowingly to procure, distribute or receive any confidential academic materials such as pending examinations, tests, assignments or laboratory results from any source.
- 21.11 All appeals must be lodged with the Faculty Board to which the appellant belongs. The Faculty Board shall make its observations/ recommendations and then forward them to the Senate.
- 21.12 Any appeal pertaining to the conduct of any University examinations and marking of scripts must be lodged with the appropriate university authorities within three years from the date of publication of the results by or under the authority of the Senate.

General Regulations and Guidelines for Higher Degrees at The Open University of Tanzania

1. **How To Apply**

- 1.1 All applications for postgraduate programmes at the Open University of Tanzania should be submitted to the Director of Research and Postgraduate Studies with a copy to the Deputy Vice Chancellor (Academic).
- 1.2 All applicants are required to pay a non-refundable application fee of TShs. 10,000/= or US\$ 30. The fee should be paid when the application forms are being submitted to the Director of Research and Postgraduate Studies. (See Appendix ix).

2. **Postgraduate Diplomas**

2.1 *Minimum Entry Qualifications*

A candidate aspiring for admission to a Postgraduate Diploma should hold at least a Bachelor's Degree or its equivalent or an Advanced Diploma or its equivalent.

2.2 *Mode of Study*

Candidates registered for a Postgraduate Diploma shall carry out studies by coursework, examinations and independent study.

2.3 *Duration of the Programme*

- Completion of the study will depend on individual study efforts but the maximum period a candidate is allowed is three years.
- The number of units to be taken by a candidate will be determined by each Faculty/Institute and is shown in appropriate pages of this Prospectus.

2.4 *Course Evaluation*

Candidates will be evaluated by assessment procedures determined by each Faculty/Institute and is shown in appropriate pages of this Prospectus.

3 **Master's Degree**

3.1 *Minimum Qualifications for a Master's Degree*

For admission to the Master's Degree of the Open University of Tanzania a candidate shall either hold an honours degree of the Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to an honours degree of the Open University of Tanzania.

- (ii) Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree. Candidates with a Pass Degree will also be considered for admission if:-

- their undergraduate performance in the proposed subject of study was a B grade average or above
- and

- they have satisfied the relevant Faculty/Institute that they have exhibited academic potential through extensive field work, subsequent research experience and/or additional training.

- (iii) Candidates for Masters Degree by thesis should in addition to the above have extensive or rich experience in research in the area of study.

3.2 *Registration for Master's Degree by Thesis*

- 3.2.1 Candidates who intend to do their Masters Degree by thesis will have to observe the following Procedures:-
- Registration as a provisional student after satisfying the admission requirements for degree programme.
 - Submission of an acceptable statement of a research topic to the relevant Faculty/Institute for provisional registration, after paying the requisite fees, and
 - Submission of a substantive and comprehensive research proposal, within six months of provisional studentship to the relevant Faculty/Institute, Higher Degrees Committee and Senate.
 - Guidelines on the writing of the detailed Research Proposal for Full registration (are detailed in Appendix II.
 - After approval by Senate of the full registration research proposal, the prospective candidate must be registered within three months.
- 3.2.2 Candidates registered for Master's degree programme by thesis research may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to their fields of study including Research Methodology incorporating computer applications.
- 3.2.3 Upon admission, such a thesis candidate shall be assigned a supervisor(s) appointed by Senate on recommendation of the relevant Faculty/Institute's Board. The supervisor(s) will guide the candidate in his/her research and shall submit periodic reports once every three months on the candidate's progress. Guidelines on postgraduate student supervision are detailed in Appendix III. The format of the progress forms is shown in Appendix IV.
- 3.2.4 Candidates doing masters by research, may from time to time be required to give seminar presentation, and will be subjected to an oral examination (viva voce) after their thesis has been examined.
- 3.2.5 Other regulations on duration of registration, submission of dissertation/thesis, examination of dissertations/thesis are the same as those which appear below in the section dealing with Masters Degree by coursework and dissertation.
- 3.3 *Registration for Master's Degree by Coursework and Dissertation*
- 3.3.1 Candidates shall be registered for the Master's Degree by coursework by distance followed by research leading to a dissertation. No student shall be registered prior to payment of fees or without producing a written commitment of payment by an acceptable sponsor.
- 3.3.2 Each candidate, shall be assigned a supervisor(s) appointed by Senate on the recommendation of the relevant Faculty/Institute Board before the end of the coursework. The supervisor(s) will guide the candidate in his/her research and shall submit to the Dean/Director of the relevant Faculty/Institute periodic reports (once every six months) on the candidate's progress.
- 3.3.3 Time for registration - Deadline for registration shall be the end of the fourth week of the new academic year.
- 3.3.4 Duration of registration period:-
- shall be two years, whereby the first year will be coursework and the second year for research work and dissertation write-up.
 - Candidates are normally expected to complete their Master's degree within five years.

- Failure of a candidate to complete the Master's study programme within the specified period shall mean his/her discontinuation from study, unless applications for extensions have been approved by Senate.

3.4 *Coursework Evaluation for Master's Degree*

- 3.4.1 Candidates registered for a coursework and dissertation programme shall do coursework examinations following assessment procedures approved by the relevant Faculties/Institutes.
- 3.4.2 The coursework portion shall consist of a minimum of 12 units of postgraduate courses including all the core courses, specified by each Faculty. The courses may be taken by distance from the Open University of Tanzania or from any other approved institution. Candidates whose first degree is considered deficient may be required to take one or more undergraduate courses in addition to the minimum postgraduate requirements.
- 3.4.3 Before they can be allowed to proceed with the dissertation research phase of the Master's programme, the candidates must successfully complete the coursework part with a mean overall grade of 'B' in all courses designated for the respective degree programmes.
- 3.4.4 The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass is below the indicated average grade above, in not more than two required courses, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- 3.4.5 Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) in the coursework part shall be discontinued from studies.
- 3.4.6 A candidate failing in not more than two papers and has a GPA of 3.0 or more, shall be required to do supplementary examination.
- 3.4.7 Candidates failing supplementary examinations shall be discontinued from studies.
- 3.4.8 Grading system for examination in all Faculties and Institutes shall be:

<i>Grade</i>	<i>Marks</i>	<i>Grade Point</i>	<i>Quality</i>
A	70-100%	4.4 - 5.0	Excellent
B+	60-69%	4.0 - 4.3	Very Good
B	50-59%	3.0 - 3.9	Good/Pass
C	40-49%	2.0 - 2.9	Marginal Fail
D	35-39%	1.0 - 1.9	Fail
E	0-34%	0 - 0.9	Absolute Fail

In calculating the final GPA the total grade points of all subjects is divided by the total units. GPA will be rounded to the nearest single decimal as explained in section 10.8 of the undergraduate examinations regulations.

- 3.4.9 Before commencing research for dissertation, a candidate shall submit for final approval by the Faculty Board a concise proposal of the research. The Faculty Board at its discretion may decline to approve the proposal or recommend revision if:
- in its opinion it is unsuitable in contents
 - the conditions under which the candidate proposes to work are unsatisfactory.
- 3.4.10 All cases of alleged examination irregularities shall be referred to the Senate and Postgraduate Studies Committee. The Committee shall have powers of summoning students and members of staff as it deems necessary. The Committee shall submit a report of its findings and

recommendations to Senate for approval, prior to any action. Any Candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.

- 3.4.11 A candidate who is discontinued cannot apply for admission for the same course before three years have elapsed.

3.5 *Submission of Dissertation*

- 3.5.1 Candidates who qualify to continue with the research after the coursework part shall be required to submit, in partial fulfillment of the Master's Degree requirements a dissertation before the expiry of the registration period.

- 3.5.2 Three months before submitting a dissertation a candidate shall, through his Supervisor and Faculty/Institute, give notice in writing to the Chairman, Postgraduate Studies Committee of Senate, showing his/her intention to submit the dissertation. Examination arrangements proposed by Faculty/Institute should accompany the notice. (see Appendix VI at page 255).

- 3.5.3 Every dissertation submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work and that it has neither been submitted nor being concurrently submitted in four copies.

- 3.5.4 The dissertation shall contain a statement of copyright by the author as follows:
"No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or the Open University of Tanzania in that behalf".

- 3.5.5 A dissertation submitted for the Master's Degree must be satisfactory as regards the format and literary presentation. It must also contain an abstract of not more than 300 words. The abstract shall indicate the problem investigated, the procedures followed, the general results obtained and the major conclusions reached. (see Appendix V at page 222).

3.6 *Examination of Dissertations for a Master's Degree Award*

- 3.6.1 Every dissertation submitted shall be examined by at least two specialists approved by relevant Faculty/Institute Board and by Senate. At least one of the examiners must be the supervisor(s) of the candidate or a competent member of the Open University of Tanzania.

- 3.6.2 The examiners shall be required to submit their reports about the dissertation within a maximum period of two months from the date of receipt. If the reports are not received within four months, new examiners shall be appointed.

- 3.6.3 Each examiner shall be required to summarize his report about the dissertation with definite recommendation for one of the following actions (see Appendix VII at page 226).

- the degree be awarded to the candidate unconditionally.
- the degree be awarded subject to typographical correction/minor revisions.
- the degree not be awarded but the candidate be allowed to revise and resubmit his dissertation for re-examination.
- the dissertation be rejected outright.

- 3.6.4 A dissertation recommended for re-writing must be re-submitted within 6 months.

- 3.6.5 Where the examiners are not in agreement in this overall recommendations, Senate's Postgraduate Studies Committee shall examine the case and recommend one of the following actions:

- the recommendation of the External Examiner(s) be adopted.
- an additional independent examiner be appointed.

- the relevant Faculty/Institute be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 3.6.6 Submission of corrected dissertations shall be within 3 months after approval of results by Postgraduate Studies Committee.
- 3.6.7 Work rejected by examiners after re-submission shall not be accepted for re-examination at the Open University of Tanzania.
- 3.6.8 Failure of a candidate to resubmit a corrected dissertation accompanied by an error-free certificate within three months after being allowed to incorporate corrections shall mean discontinuation from studies.
- 3.6.9 Candidates are free to appeal to Senate against any decisions regarding awards of higher degrees.
- 3.7 *Examination of Masters by Thesis*
- 3.7.1 The examination of Masters Thesis will be conducted in a similar manner to the examination of dissertations described in section 3.6 above.
- 3.7.2 In addition, candidates submitting theses, following conclusion of their research, will be required to defend their work orally, through a viva voce examination.
- 4 Doctor of Philosophy Degree (Ph.D.)
- 4.1 *Entry Qualifications for Ph.D. Studies*
- 4.1.1 A candidate for admission to the Ph.D. degree programme of the Open University of Tanzania shall hold a relevant Master's Degree of the Open University of Tanzania or relevant Master's Degree of equivalent standing from another approved University.
- 4.1.2 Candidates with only the first degree but with First Class or Upper Second Honours or holders of a distinction or a credit in the relevant subject in the case of unclassified degree may also be considered for Ph.D. registration after initially registering for the Master's Degree and doing at least one full year's postgraduate training, if they have been authorized by Senate on recommendation of the relevant Faculty/Institute Board to upgrade their registration to Ph.D. candidacy.
- 4.2 *Registration for Ph.D. Studies*
- 4.2.1 The registration of Ph.D. candidates shall follow a similar process as prescribed for Master's Degree by thesis candidates.
- 4.2.2 Candidates shall be registered for Ph.D. degree programme on meeting the minimum entry qualifications mentioned under Section 1 above, and it will be with effect from the beginning of the session during which the registration procedure is completed and study commences. Every student must complete a registration form and pay the necessary fees.
- 4.2.3 Failure to submit a comprehensive research proposal approved by the relevant Faculty/Institute Board and Senate within a maximum period of nine months shall mean discontinuation from studies.
- 4.2.4 The Registration status will also be reviewed in subsequent years as appropriate.
- 4.2.5 A candidate registered for the Ph.D. degree programme may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to his field of study, as prescribed by his supervisor(s).

- 4.2.6 Each registered Ph.D. candidate shall be assigned a supervisor(s) appointed by Senate on the recommendation of the relevant Faculty/ Institute Board. The supervisor(s) will guide the candidate in his research and shall submit periodic reports (once every six months) to the Dean/Director or relevant Faculty/Institute on the candidate's progress.
- 4.2.7 The Duration of the registration period shall not exceed six years including the 9 months for preparing the research proposal. Failure of a candidate to complete the Ph.D. degree programme within this period shall mean his/her discontinuation from study unless extensions are granted by his/her relevant Faculty/Institute and Senate. The maximum duration of the registration period (including extensions) shall not exceed eight years.
- 4.3 *Submission of Thesis for Ph.D. Studies*
- 4.3.1 The Ph.D. degree examination requires submission of a thesis by the candidate, based on the results of his/her research (see Appendix VI).
- 4.3.2 No candidate may be permitted to submit a thesis for the Ph.D. degree in less than three academic years from the date of registration.
- 4.3.3 At least three months before the thesis is submitted, the candidate shall, through his/her Supervisor, give notice of his/her intention to submit the thesis. He/she should do this in writing to the Chairman, Postgraduate Studies Committee of Senate, submitting at the same time the proposed title and outline of the plan and general scope of the work.
- 4.3.4 Every thesis for the Ph.D. degree of the Open University of Tanzania must be accompanied by a declaration by the candidate stating that it is the candidate's original work and that it has neither been submitted nor concurrently being submitted in any other institution. The thesis must be submitted in four copies.
- 4.3.5 The thesis shall contain a statement of copyright by the author.
- 4.3.6 A thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its formal and literary presentation (See Appendix V). The thesis must contain an abstract of not more than 350 words, and this shall concisely indicate the problem investigated, the procedures and research methods employed, the general results and new contributions made, and the major conclusions reached.
- 4.3.7 A Ph.D. candidate may also submit, in support of his/her thesis and relevant publications of which he/she is the sole or joint author. In case of joint authorship, he/she will be required to state his/her own contribution to the publication.
- 4.4 *Examination of Thesis for Ph.D. Degree Award*
- 4.4.1 The examination process will comprise two parts, namely,
- examination of thesis
 - oral examination
- 4.4.2 For every Ph.D. candidate the Senate shall appoint, on the recommendation of the relevant Faculty/Institute Board and the Postgraduate Studies Committee, at least three qualified examiners, one of whom shall be external to the Open University of Tanzania and one shall be the supervisor(s).
- 4.4.3 Each examiner shall summarize his/her report about the thesis with a definite recommendation for one of the following actions:
- the thesis submitted is of an acceptable standard, and that the candidate be allowed to sit for a viva voce examination.

- the thesis be rejected but may be re-submitted after a further period of research and/or study ranging from 9-12 months.
 - the thesis be re-written for re-submission for a Master's degree award.
 - the thesis be rejected outright.
- 4.4.4 Where there is disagreement among the examiners, the guidelines stipulated under the Master's programme shall be used.
- 4.4.5 A thesis recommended by examiners for re-writing and re-examination after re-submission and re-examination will be rejected.
- 4.4.6 Candidates allowed to sit for viva voce will be examined to ascertain that-
- the thesis presented is the original work of the candidate.
 - the broader subject area in which the study is based is fully grasped by the candidate and
 - the weaknesses in the thesis (if any) can be adequately clarified by the candidate.
- 4.4.7 The *viva voce* examination panel
- Shall comprise six members appointed by Senate through the relevant Faculty Board and the Senate's Postgraduate Studies Committee.
 - Shall have members so selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas.
 - Shall be composed as follows:-
 - Chairman (with non-voting power)
 - External Examiner who examined the thesis (or his/her representative)
 - Internal Examiner who supervised the work and examined the thesis.
 - Second Internal Examiner or External Examiner (where applicable) who may or may not have supervised the candidate but who also examined the thesis (or his/her representative)
 - Dean or Appointee of the Dean of Faculty where the candidate is registered.
 - Head or Appointee of the head of Department where the candidate is registered.
- 4.4.8 The Chairman of the viva voce panel shall be appointed by Senate through the Postgraduate Studies committee on recommendation of the relevant Faculty Board.
- 4.4.9 Panelists who are unable to be present at the viva voce examination, shall submit their viva voce examination questions to the Dean of the Faculty who shall propose their representatives to the viva voce examination to be appointed.
- 4.4.10 The viva voce panelists shall be provided with full texts of the thesis, examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination.
- 4.4.11 The viva voce panelists shall, as far as possible work towards arriving at a unanimous decision of the candidate's results of the Ph.D. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.

A majority vote in favour of passing the candidate shall be required for passing the Ph.D. examination.

4.4.12 At the end of the viva voce examination which shall normally not exceed three hours the panel members shall sign an examination results form, giving specific recommendation for one of the following actions (See Appendix VIII)

- The Ph.D. degree be awarded to the candidate unconditionally (no additional corrections in the thesis are required).
- The Ph.D. degree be awarded to the candidate subject to making minor corrections and revisions in the thesis as detailed in the viva voce proceedings.
- The Ph.D. degree be not awarded; but the candidate be allowed to re-submit the work in a revised form for a Masters degree award.
- Candidate fails outright (reasons detailed in viva voce proceedings).

4.4.13 The Chairman of the viva voce panel shall submit to Senate's Postgraduate Studies Committee the recommendation of the panel and a comprehensive report approved by the oral panelists detailing all the questions.

4.4.14 Submission of an error-free certificate accompanying the corrected thesis shall be within three months after viva voce. Upon submission, an error-free certificate will be issued by the supervisor or Head of Department.

4.4.15 The final decision on the award of the Ph.D. shall be made by Senate on recommendation of the Postgraduate Studies Committee.

5.0 Guidelines on the Supervision of Higher Degree Candidates

5.1 *General Duties and Responsibilities of Supervisors*

5.1.1 The supervisor is the University's agent in ensuring that:-

- a particular higher degree candidate is maintaining satisfactory progress.
- The candidate receives adequate advice and encouragement on the thesis/dissertation research project;
- the work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

5.1.2 From the University's point of view, a positive attitude and relationship between the supervisor and the candidate is essential in order to:-

- ensure that the candidate completes the research work he/she has started.
- be able to identify difficult problems on inadequate work early enough to avoid unnecessary frustrations for the candidate.

5.1.3 Since the Supervisor is the agent of the University to ensure that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself with all the University's Higher Degree Regulations. He/she also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have, and in details.

5.1.4 The Supervisor should know the distinction between his/her expected role when supervising Master's research candidates as compared to Ph.D. candidates. Thus he/she understands that:-

5.1.5 The Master's Research Programme is designed primarily as a training course by means of which the candidate will:-

- be exposed to the fundamentals of research
 - acquire certain new skills and techniques
 - learn how to present the results of research in a scholarly manner.
 - make some important contribution to knowledge even though it may not be very original.
Because he/she lacks previous research experience the Master's degree candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also at the time of thesis writing or when undertaking to present the results of research in a scholarly manner for the first time.
- 5.1.6 The Ph.D. in contrast, is a recognition of successful postgraduate research experience. Here the supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate. What is expected of the Ph.D. candidate is thus far much more than what has been outlined above for the Master's candidate. Here the Supervisor expects the candidate to:-
- make a distinct contribution to new knowledge of facts and/or theory.
 - produce considerably more original work than required for the Master's programme.
 - manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate.
 - be more critical in his/her analysis of the data he/she has collected.
 - exercise more initiative in his/her research than for the Master's degree research candidate.
- After the first or second year the Ph.D. candidate should be able to work independently and to be guided rather than directed by his/her Supervisor. Still it is the responsibility of his/her Supervisor to guide the candidate in the right direction.
- 5.1.7 The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project. The proposed research topic must be approved by the relevant Boards (i.e. Faculties and Senate's Postgraduate Studies Committee) and Senate before the candidate commences the research.
- 5.1.8 The Supervisor has the responsibility to focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work. He should be capable of seeing, through his previous research experience, whether or not the candidate will get meaningful data within one to three years of research, whether or not the proposed research problem is a long term one not fit as a higher degree research topic, etc. Supervisors must have this kind of insight in order to significantly reduce the common problem of "students wasted efforts" to a minimum.
- 5.1.9 The Supervisor has the responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/she can be kept in close touch with the student's research progress:
- 5.1.9.1 Requesting the candidate to submit periodic reports about his research findings. The reports may well constitute drafts of the final thesis. In reviewing them the Supervisor should take the opportunity to advise the candidate on matters of presentation and if necessary, to give suggestions where modifications are required.
- 5.1.9.2 The Supervisor should use such reports as a basis for writing his own report to the Postgraduate Studies Committee on the Candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master's to Ph.D. programme, or if need be recommending him/her for discontinuation from studies

- 5.1.9.3 Regular consultation between the candidate and the supervisor to discuss the research work is advised. Frequent consultations help to make the Supervisor aware of new problems in the student's research since the last report and to suggest remedial measures before it is too late.
- 5.1.9.4 Organizing seminar presentations by the candidates. A seminar presentation by the candidate to the relevant Department about his/her research work gives him/her an opportunity to think more critically about his/her work, and also a unique opportunity of being criticised by others while standing on his/her own. The supervisor should thus ensure that his/her higher degree candidate delivers at least one seminar during the first year of his/her research undertaking.
- 5.1.10 The Supervisor also has the responsibility to ensure the candidate has given an appropriate title to his/her thesis work at the end of the dissertation/thesis research and when submitting a notice to submit the thesis/dissertation for examination.
- 5.1.11 The Supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the Supervisor's responsibility to ensure that the student submits a thesis of a standard which is acceptable for the degree for which it is intended.
- 5.1.12 In order to avoid unnecessary embarrassments to the candidate, to the supervisor and to the University on rejected thesis the following remedial measures are suggested:-
 - 5.1.12.1 The Supervisor should be accessible, should show interest and enthusiasm in the candidate's research work, and should have a positive and friendly relationship with the candidate.
 - 5.1.12.2 The Supervisor should discuss the thesis drafts with the candidate all along. In order to save the student's time, the Supervisor should undertake to meet the candidate and to discuss his/her thesis draft within two weeks of receiving the thesis manuscript.
 - 5.1.12.3 The Supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved.
 - 5.1.12.4 The Supervisor should advise the candidate on what details should be placed in the main body of the thesis; what should better be in appendices; what should better be expressed by illustrations; how to write the Bibliography, etc.
 - 5.1.12.5 In the end, the Supervisor should read the entire final draft and satisfy himself and the Head of Department that the thesis is ready for examination.
- 5.1.13 The Supervisor also has the responsibility of recommending to the head of the Department potential External Examiners for the Candidate's thesis.
- 5.1.14 Finally he/she has also the responsibility of guiding the candidate in the revision of the thesis in the event that such revisions were recommended by the External or other Examiners.

5.2 *Other Recommendations on Supervisor's Duties/ Candidate's Progress*

- 5.2.1 It is evident also from the preceding account that frequent consultation between the higher degree candidate and his/her Supervisor is necessary to ensure that the candidate does not go astray in his/her research. It is suggested, therefore, that if the candidate's main Supervisor should be away from the University for more than three consecutive months, an acting Supervisor should be appointed.
- 5.2.2 It is suggested also that in an attempt to have some kind of uniformity in the information brought in by Supervisors to the Postgraduate Studies Committee on their postgraduate students' research progress, the use of a standard progress report form on higher Degree Research Candidates be used.

5.2.2 In the course of the higher degree candidate's research a situation may crop up whereby one or more of the following relationships develops:

5.2.2.1 Breakdown in communication between the student and the Supervisor.

5.2.2.2 Personal clashes and conflicts between the Supervisor and the Candidate.

5.2.2.3 Hostile relationship between the Supervisor and the Candidate.

5.2.2.4 Refusal of the candidate to follow the Supervisor's advice.

When such a situation occurs, it is recommended that both the Supervisor and the Candidate report the problem, in writing to the Head of the Department. The Head should study the nature of the problem and recommend to the Faculty's and subsequently to Senate's Postgraduate Studies Committee one of the following actions:-

- The candidate be warned in writing, about his weakness (if it is established that he/she is the cause of the problem).
- The candidate be transferred to another department (where possible and where necessary).
- The Supervisor be told of his/her weakness (if it is established that he/she is the cause of the problem), but continue to supervise the candidate.
- A small advisory panel be established by the Head of the Department to guide the candidate if there is no other single person in the Department who has the expertise to supervise the candidate.
- Any other reasonable action, including discontinuation of the candidate.

5.2.3 Since, from what has been outlined above, it is evident that the Supervisor's responsibility for the candidate is a great one and since the job of supervision is time-consuming and laborious on the part of the supervisor, it is recommended that:-

5.2.3.1 in order to ensure that the candidates are adequately supervised, the Department should control the number of candidates a single staff member can supervise at a time.

5.2.3.2 the staff member's supervision responsibilities should be taken into consideration by the head of department when assigning his/her teaching load.

5.2.3.3 as a token of appreciation for the supervisor's guidance to the candidate, the fourth copy of the candidate's thesis/dissertation should be returned to the supervisor as his permanent record of the work he supervised.

5.2.4 In case of the Supervisor finishing contract with the Open University of Tanzania and:

5.2.4.1 The student is in the final stages of his/her studies, arrangements should be made in such a way that the supervisor leads the student to completion of studies.

5.2.4.2 the student is just beginning his/her research, another supervisor should be appointed.

5.3 *General Responsibilities of the Candidate*

5.3.1 It is the responsibility of the candidate to be conversant with all the Higher Degree Guidelines and Regulations and to follow them.

5.3.2 It is the candidate's responsibility to complete his research on schedule and to write up the thesis/dissertation as stipulated in the relevant general Faculty guidelines.

- 5.3.3 It is the candidate's responsibility to discuss problems stemming from his research with his supervisor and Head of Department.
- 5.3.4 It is the candidate's responsibility to ensure that progress reports are submitted on time as stipulated in these regulations.
- 5.3.5 It is the candidate's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of the Open University of Tanzania must contain a statement that the work is based on a thesis or a dissertation submitted to a degree of the University.
- 5.4 *Regulations Pertaining to Freezing and Discontinuation of Higher Degree Studies*
 - 5.4.1 Under normal circumstances, a candidate who has just embarked on data collection can be allowed to freeze studies for not more than 2 years in case of Masters Studies and not more than 3 years in case of Ph.D. studies.
 - 5.4.2 No candidate will normally be allowed to freeze studies after he/she has completed data collection and has started data analysis or is in write up stage, except for medical reasons.
 - 5.4.3 The year under freezing will not be counted as part of the registration period of the candidate.
 - 5.4.4 A candidate will not be allowed to freeze studies more than once.
 - 5.4.5 Candidates who shall abandon their studies or break communication with their supervisor or head of the relevant department shall be discontinued from studies.
- 5.5 ***Honorary Degrees***
 - 5.5.1 Definition
 - 5.5.1.1 An honorary degree of the Open University of Tanzania is the degree of Doctor honoris causa.
 - 5.5.1.2 The award is granted under Section 5(1) of the 2007 Open University of Tanzania Charter which makes it legal for Senate, with the approval of the Chancellor, to confer upon any person who, in its opinion, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.
- 5.6 *Nomination of Candidates for the Award of Honorary Degree*
 - 5.6.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.
 - 5.6.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.
- 5.7 *Procedure for the Evaluation of Candidates for the Award of an Honorary Degree*
 - 5.7.1 Upon receiving a proposal for the award of an honorary degree the Vice Chancellor shall refer such a proposal to the Post-graduate Studies Committee for consideration.
 - 5.7.2 The Postgraduate Studies Committee shall study all facts submitted to it and based on an affirmative two thirds secret ballot majority of all members of the Committee, recommend award of the degree.
 - 5.7.3 In each specific case the Dean of the Faculty in which the degree is proposed to be conferred shall be co-opted to the Postgraduate Studies Committee considering the case.
 - 5.7.4 Any recommendation made by the Committee for the conferring of any honorary degree shall be dealt with in the following manner:

- 5.7.4.1 The recommendation shall be made separately to Council and to Senate. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
- 5.7.4.2 An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for award of an honorary degree.
- 5.7.4.3 The results of the ballot shall be announced immediately in the same meetings of Council and Senate.
- 5.7.4.4 The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.
- 5.7.4.5 The Chancellor's approval shall be required before conferring an honorary degree.
- 5.7.5 The Vice Chancellor shall nominate a distinguished University academician to serve as the University Orator for every honorary degree graduate of the University.
- 5.7.6 Honorary degrees shall, as a rule, be conferred only in the presence of the recipient. Worthy cases of individuals who are no longer alive may also be considered for the award of an honorary degree post humously.

5.8 *Honorary Degrees Approved by the Council.*

Doctor of Laws (LLD)

Doctor of Letters (D.Litt)

Doctor of Education (D.Ed)

Doctor of Science (D. Sc)

Bursaries and Fees

The Application, Tuition And Other Fees

The OUT has the right to change tuition fees in line with the average annual inflation rate announced by the Bank of Tanzania. Any change of annual fees will be announced by the Council of the Open University of Tanzania (OUT), before the commencement of the academic year.

At the beginning of every academic year, all students of the OUT will be required to meet their financial obligations, before they can be registered.

In addition to tuition and examination fees, students will be required to buy essential reference books and stationeries, pay for residential face to face sessions, and related costs for attending practical sessions, projects and field trips.

A non-refundable application fee of Tsh 10,000 must be paid by all Tanzanian applicants, while non Tanzanians have to pay USD 30.

An examination fee of Tsh 30,000 (USD 200 for exams in EAC/SADC countries, USD 420 for exams outside EAC/SADC) is to be paid in respect to the tests and annual examinations. Students wishing to sit for supplementary examinations are required to pay a separate examination fee. Students, who for some reason were given permission by the DVC Academic, to write for special examination, having made such a request before or during the annual examination session, will not be required to pay the examination fees. Those who apply for special examinations after the annual examination has passed will be required to pay the examination fee for the special examination session.

FEES FOR COURSES OFFERED DURING 2011/12 ACADEMIC YEAR

1. The various fees for 2011/12 academic year are shown in the Table below. What is shown is the annual and total programme fee. Students or the sponsor may negotiate to pay this amount by installments annually.
2. Distance learning students doing undergraduate courses must present proof of having paid at least the amount due for the level they are to attempt examinations. Each level represents one third of the fees. Those earmarking to finish in six years can pay one sixth of the fees each year as the minimum. The total fees for completion of studies and graduation is the amount shown for the programme, irrespective of the duration of study.
3. The annual fees have been determined with the assumption that the students will take six years to complete studies. The university advises students intending to complete in a shorter time to seek guidance on the actual annual fee they must deposit. To graduate, the student must pay a tuition fee paid cumulatively over the study period equal to the programme fee.
4. Students who are sponsored through the Higher Education Student Loan's Board (HESLB) or any other sponsor, will not be considered for registration until when their fees have been remitted to the University by the sponsor. In order for them not to miss the registration deadline, students will be required to pay half of the requisite fees for that level, which will be refunded upon the university receiving full payment of their fees from the HESLB or any other sponsor.
5. All students must pay an examination fee as stipulated, to be eligible for main examinations. Students who for one reason or another, have been allowed to attend special examinations, will not need to pay again for the special examinations. Students who attempt to appear for special examinations without prior authorization, will be required to pay the fees for that examination session. Students attempting supplementary examinations must also pay the fees for the supplementary examination session.

6. All students must pay the stipulated student organization fees to the Open University Student Organization (OUTSO) account, with details below.
7. According to the SADC and EAC Protocols, students from member countries are to pay the equivalent of local fees. Additional costs for logistic support, such as transportation of study materials, invigilation and freight of examinations, hire of examination halls, etc., have been consolidated into their fees as shown in the table below.
8. Students or their sponsors are allowed to pay the complete tuition fees at the beginning of studies. In case of any subsequent rise in fees from the time of the initial payment and completion of the programmes, the student will be required to settle the calculated difference, in order to be allowed graduation.
9. Payments of fees by Cheque or by Telegraphic Money Orders is not acceptable
10. Students who deposit their fees through the banks must present their deposit slips to the Directors of Regional Centre, who will issue them with a receipt. We discourage submission of deposit slips to the Finance office at the HQ. This receipt must be kept in a safe and secure place for future reference.
11. Apart from Tuition fees, students and sponsors must also meet personal costs for books stationery, practical and field visits, field research work, teaching practice, and attendance of tests and examinations.
12. Students who decide to change their programme of study after a period of two weeks from the date of the orientation will be required to pay a penalty of Tshs 30,000 (USD 30) before the change can be implemented.
13. Students who lose their identity cards may be given another one after paying a processing cost of Tshs 10,000 (USD 10)

Bank Accounts for Various Student Fees

Type of Payment	Bank	Account number
Tuition fees (local)	NBC, Corporate	011103002558
Tuition fees (local)	NMB, Bank House	2011100105
Registration, ID and Examination fees	As above	As above
Tuition fees (foreign)	NBC, Corporate Branch	011105000670
Tuition, Postgraduate students (Local)	NBC Corporate Branch	011101015604
Tuition, Registration, ID and Examination fees, Foreign Students (foreign)	NBC Corporate Branch SWIFT CODE: NLCB TZTX P. O. BOX 9062 DSM, Tanzania	011105000670
Student Union fees	NBC, Kinondoni Branch	081101000085

Fee Schedule for 2011/12 Academic Year Undergraduate and Non-Degree

N O	ITEM	MINIMUM ANNUAL FEES TZ SH	FULL PROGRA MME, TZ SH.	FULL FOR EAC/SADC (USD)	FULL FOR NON-SADC/EAC (USD)
	UNDERGRADUATE PROGRAMMES				
1	Application fees	-	10,000	30	30
2	Examination fees paid annually	30,000	30,000	240	460
3	Student Organization	10,000	10,000	10	10

	fees				
4	Student Identity card	10,000	10,000	10	10
	Tuition Fees				
5	B.Ed - Special Education	1,200,000	3,600,000	3,600	6,096
6	B.Sc. in ICT	1,200,000	3,600,000	not available	not available
7	Other Undergraduate programmes	360,000	2,160,000	2,000	4,992
	NON DEGREE PROGRAMMES				
8	Certificate Courses	300,000	300,000	300	1238
9	Diploma in Primary Teacher Education (DPTE)	600,000	1,200,000	1,200	3,696
10	Other Diploma programmes	300,000	300,000	300	1238

Students should make sure that they obtain receipts for all payments made from our Regional Centre Offices.

A part from a total Fees paid to the University, students or their sponsors have to incur the following additional expenses (indicative only):

Purchase of books & Stationery	250,000 (US \$ 250)
Science and Geography Practicals	260,000 (US \$ 260)
Research paper	750,000 (US \$ 750)
Teaching Practice	150,000 (US \$ 150)
Attending Tests & Examinations	450,000 (US \$ 450)
Total	1,860,000 (US \$ 1860)

Fee Schedule for 2011/12 Academic Year for Postgraduate programmes

ITEM	FULL PROGRAMME (TSh)	FULL FOR EAC/SADC (USD)	FULL FOR NON-EAC/SADC (USD)
POSTGRADUATE DIPLOMAS			
Application fees	10,000.00	30.00	30.00
Registration fees*	20,000.00	90.00	90.00
Examination fees	150,000.00	Not available	120.00
Independent study supervision	300,000.00	Not available	500.00
Tuition fees	200,000.00	Not available	3,500.00
Total programme cost (plus 120,000/- marginal cost)	800,000.00	1,620.00	4,240.00
MASTERS AND PhD DEGREES			
Application fees	10,000.00	30.00	30.00
Registration fees*	30,000.00	100.00	100.00
Tuition fees			
Masters degrees by Thesis	1,800,000.00	2,370.00	5,250.00
Masters degrees (Course Work-	1,800,000.00	2,020.00	5,250.00

Distance)			
MHRM, MBA, and MBA(T&L)-Evening	3,600,000.00	3,000.00	4,340.00
MHRM, MBA, and MBA(T&L)-Executive	4,400,000.00	4,000.00	5,480.00
MCED & MSc (Economics)-Evening	4,000,000.00	3,200.00	5,480.00
MA(Social Work) & MA(Tourism)-Evening	3,200,000.00	3,000.00	4,340.00
LLM IT & T-Executive	USD 5,000.00	5,000.00	5,000.00
PhD (Thesis)	2,200,000.00	Not available	6,500.00

***Other Recommended Direct Student Cost (Postgraduate Diploma)
Incurred by Student and / or Sponsors***

Books	250,000 .00	300
Stationer Independent Study, Report	50,000.00	100
Production	50,000.00	150
Travel for consultation etc.	80,000.00	100
SUB-TOTAL	430,000.00	650

Other Recommended Direct Student Costs (Masters by Coursework) Incurred by Student and/or Sponsors

Research/Field Costs & Consultations	1,500,000.00	1,000
Books	300,000.00	300
Stationery	50,000.00	100
Dissertation Production	150,000.00	300
TOTAL	2,000,000.00	1,700

NB: Fees structure for the M.Sc. (CED) programme is available separately from the Directorate of Postgraduate Studies.

***Other Recommended Direct Student Costs (For Ph.D candidates)
Incurred by Student and/or Sponsors***

Research/Field Costs	1,500,000.00	1,000
Thesis Production	150,000.00	300
Books	300,000.00	300
Stationery	50,000.00	100
SUB-TOTAL	2,000,000.00	1,700

DIRECTOR OF FINANCE AND ACCOUNTS OFFICE

The Director of Finance and Accounts is the custodian of all monetary transactions of The Open University of Tanzania. He/She is responsible for maintaining proper accounting for the University Headquarters and Regional Centres.

Budget and Revenue Section

This section deals with the preparation of University annual estimates and follow-up of government quarterly allocation of funds to the University. It also receives and banks all the money paid to the University; including grants. All cheques to the University should be payable to the Open University of Tanzania. This section also keeps financial records of the University, prepares Bank Reconciliation statements and carries several other related functions.

Expenditure Section

This section deals with all University expenditure payments except salary payments. This section maintains records of all creditors, advances, imprests, petty cash transactions etc. Writing of cheques is also carried out in this section.

Salaries Section

It handles all salary payments for the University employees.

Students Section

This deals with all students financial matters such as payment for tuition, study materials, examination fees, registration etc.

Supplies, Clearing and Forwarding Section

This section is responsible with purchasing of stationery, clearing materials, storage and distribution of the same to the Open University of Tanzania Headquarters, Regional Centres and Study Centres. Also clearing of the Open University and staff goods from overseas; liaison with Commercial Banks and the Central Bank for imports. Foreign purchasing (Open letter of credit), deals with all exemptions with shipping firms and releases bills of lading etc.

REGIONAL CENTRES

Knowing that this programme has students scattered all over Tanzania and outside the country, the Open University of Tanzania has decentralized its organizational structure by setting up Regional Centres where students can get support services close by.

Each Regional Centre will be equipped with appropriate facilities to enhance efficiency of services to students.

The functions of the Regional Centres will include the following:

- ❖ Tutoring and counseling the Open University students,
- ❖ Provide teaching and learning facilities,
- ❖ Organizing public lectures, discussion groups, workshops and seminars,
- ❖ Disseminating information about the Open University Programmes,
- ❖ Coordinating Open University activities with resource centres and study centres, and
- ❖ Organizing training for part-time tutors

Currently 27 Regional Centres have full time Directors

CURRENT REGIONAL/COORDINATION CENTRES (2011)

1.	Arusha Regional Centre P.O. Box 15244 ARUSHA Tel No: 027-2501865 0784 – 232 796 Fax: 027-2501865 Location: TANROADS Building. e-mail: drcarusha@out.ac.tz	2.	Coast Regional Centre P.O. Box 30420 KIBAHA Tel. No: 023-2402811 0712-447241 Location: Kibaha Education Centre (library Building) e-mail: drc coast@out.ac.tz
3.	Kinondoni Regional Centre P.O. Box 13224, DAR ES SALAAM. Tel No: 022-2460971 0784-322769 Location: HEPZ, Opposite Ubungo Plaza e-mail: drc kinondoni@out.ac.tz	4.	Dodoma Regional Centre P.O. Box 1944, DODOMA. Te. No.: 026-2322346 0713-333386 Location: Former Dodoma Rural District Offices e-mail: drc dodoma@out.ac.tz

5.	Ilala Regional Centre P.O. Box 21745 Dar es Salaam Tel: 022 – 2150116 0753 - 038039 <i>Location:</i> Institute of Adult Education e-mail: drcilala@out.ac.tz	6.	Iringa Regional Centre P.O. Box 1458 IRINGA Tel. No: 026-2701663 0763-750250 0655-555119 <i>Location:</i> OUT Building at Former TRC Workshop (Gangilonga Area) e-mail: drciringa@out.ac.tz
7.	Kagera Regional Centre P.O. Box 1954, BUKOBA Tel No: 028-2220271, 0713 – 544 216 <i>Location:</i> Kyanyi Nshamba (Along Kashozi Road) e-mail: drckagera@out.ac.tz	8.	Kigoma Regional Centre P.O. Box 566, KIGOMA Tel. No: 028-2802981 0715-613562 0754-613562 <i>Location:</i> NHC Building e-mail: drckigoma@out.ac.tz
9.	Kilimanjaro Regional Centre P.O. Box 517, MOSHI Tel. No. 027-2753472 0782-174248 <i>Location:</i> Former PEHCOL Yard, Majengo e-mail: drckilimanjaro@out.ac.tz	10.	Lindi Regional Centre P.O. Box 742, LINDI Tel. No: 023-2202725 0754-497747 0782-410640 <i>Location:</i> NHC Building Amani Baraza Area (Makonde St) e-mail: drclindi@out.ac.tz
11.	Mara Regional Centre P.O. Box 217, MUSOMA Tel. No. 028-2620401 0754-630011 0754-261995 <i>Location:</i> Musoma Cultural Hall e-mail: drcmara@out.ac.tz	12.	Manyara Regional Centre P.O. Box 271, BABATI Tel. No: 027-2530319, 0789-875633 <i>Location:</i> Regional Block e-mail: drcmanyara@out.ac.tz
13.	Mbeya Regional Centre P.O. Box 2803, MBEYA Tel. No. 025-2502607 075 -756096 <i>Location:</i> Former CRDB Building (Forest Area) e-mail: drcmbeya@out.ac.tz	14.	Morogoro Regional Centre P.O. Box 206, MOROGORO Tel. No. 023-2613303 0718-133820 0754 - 657808 <i>Location:</i> NIC Building e-mail: drcmorogoro@out.ac.tz
15.	Mtwara Regional Centre P.O. Box 322, MTWARA Tel. No. 023-2333977 0713-378845 0754-675523 <i>Location:</i> Henry Temu's House, (TANU Road) e-mail: drcmtwara@out.ac.tz	16.	Mwanza Regional Centre P.O. Box 2281, MWANZA Tel. No. 028-2500516 0786-035084 <i>Location:</i> PPF Plaza, Kenyatta Avenue e-mail: drcmwanza@out.ac.tz

17.	Rukwa Regional Centre, P.O. Box 255 , SUMBAWANGA, Tel. No. 025-2801079, 0714-737422 0787-737422 <i>Location:</i> OUT Buildings at Former RUKWA-RETCO Ltd. Workshop e-mail: drbrukwa@out.ac.tz	18.	Ruvuma Regional Centre, P.O. Box 338, SONGEA. Tel. No. 025-2602062 0714-811105 <i>Location:</i> Behind TCC in town e-mail: drucuvuma@out.ac.tz
19.	Shinyanga Regional Centre P.O. Box 1203, SHINYANGA Tel. No. 028-2763290, 0754-574864 <i>Location:</i> NSSF-Building e-mail: drshinyanga@out.ac.tz	20.	Singida Regional Centre P.O. Box 617, SINGIDA Tel. No. 026-2502451 0787-947953 <i>Location:</i> Makumbusho Building (Roma Road) e-mail: drsingida@out.ac.tz
21.	Tabora Regional Centre, P.O. Box 1204, TABORA. Tel. No. 026-266327 0754-460988 <i>Location:</i> Railway Training College, Tabora e-mail: drctabora@out.ac.tz	22.	Tanga Regional Centre, P.O. Box 5467, TANGA Tel. No. 027-2644348 0784-447464 <i>Location:</i> TUCTA Building e-mail: drctanga@out.ac.tz
23.	Temeke Regional Centre, Temeke P.O. Box 42729, DAR ES SALAAM. Tel: 022 – 2850605 0714-256501 <i>Location:</i> DITF (Saba Saba Grounds) drctemeke@out.ac.tz	24.	Zanzibar Coordination Centre, P.O. Box 2599, ZANZIBAR Tel. No. 024-225013 0713-584113 FAX 024-225013 <i>Location:</i> State University of Zanzibar – Nkrumah College. e-mail: drzczanzibar@out.ac.tz
25.	Pemba Coordination Centre, P.O. Box 277, CHAKECHAKE Tel. No. 024-2452072 0777-866234 <i>Location:</i> Mr. Ally Seif Hemed Building. e-mail: drcpemba@out.ac.tz	26.	Njombe Coordination Centre, P.O. Box NJOMBE Tel. No. 026-2782191 0712949748 <i>Location:</i> DC Compound e-mail: drcnjombe@out.ac.tz
27.	Mpanda/Katavi Coordination Centre, P.O. Box 662, MPANDA Tel. No. 025-820463 0754-531034 0787-664766 <i>Location:</i> Near Mpanda Post Office e-mail: drckatavi@out.ac.tz		
Centres Outside Tanzania			

1.	Egerton OUT Centre, Centre for Continuing and Distance Education, Egerton University, P.O. Box 536-20115, Egerton, KENYA Tel. +254 51 2217849 Fax: +254 51 2217849	2.	Institute of Human Resources Management, P.O. Box 6132-00300, Nairobi, KENYA Tel. No. +254(0) 202213745 Fax: +254(0) 202244557 e-mail: info@ihrm.or.ke
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The following Centres serve students resident outside Tanzania

- 1) Mwanza: Students in Uganda and further North
- 2) Bukoba: Students in Rwanda, Burundi
- 3) Kigoma: Students in the Burundi and Democratic Republic of the Congo
- 4) Mbeya: Students in Zambia and further South
- 5) Mtwara: Students in Mozambique and Indian Ocean Islands
- 6) Egerton Centre in Nairobi: Students from Kenya
- 7) Dar Es Salaam: Students from other countries.

STUDY CENTRES

At each Regional Centre there are study centres to service distance study students. Several institutions with adequate facilities within each region have been identified to serve as study centres. For example these will be in Secondary Schools, Colleges and Institutes. However the final choice of the study centre will depend on the concentration of the Open University degree students and their accessibility. Study centres serve as general points for project work, interaction with other students, attending seminars and tutorials, practical work and demonstrations and for using reference materials.

They also provide counselling and tutoring services for The Open University students as well as physical facilities such as classrooms, libraries and laboratories.

STUDENT WELFARE

The organizational structure of OUT provides for a department of Student Administration headed by the Dean of Students to cater for non academic aspects of students' life in matters relating to their welfare and conduct. The office of the Dean of Students maintains regular counselling services to students individually or in groups. The aim is to provide them with the opportunity in being realistic about themselves, their potentiality and their career interests.

It is envisaged that meetings will be organised for representatives from different public and private institutions, governments and firms at the regional and study centres to address students on career opportunities. This is expected to be the best opportunity for students intending to change careers after graduation.

Provision for Accommodation

The Open University of Tanzania will depend on Private and Public Institutions to provide accommodation to its students when attending residential sessions, examinations or any other activity organised by the University. Students are expected to make their own payment arrangements to the Financial Officers of the Institutions providing the accommodation.

Student Activities

The 2007 Charter of the Open University of Tanzania, Part IV. Section 24 provides for the establishment of the student organisation whose objects and purposes shall be to:

- a) Stimulate and promote meaningful discussion amongst the students on matters of academic and social interest.
- b) Sponsor social and other functions for the purpose of enhancing intellectual and cultural development of the University and
- c) Cooperate with the other organs of the University in matters of general interest to the University Community.

Membership to the organization is mandatory to all registered students and their membership will terminate upon the cessation of their registration as students.

The affairs of the University Student Organization shall be conducted in accordance with its constitution which was approved by the Council on 6th September, 1996 and the Chancellor on 28th October, 1996 and as amended on 12th October, 2001. The name of the organisation was gazetted as Government notice Number 234 and published in the official gazette 20th June 1997.

For the benefit of students, their organization is already functioning. For details, contact the Dean of students at the e-mail address: dos@out.ac.tz

Students are encouraged to form academic and professional organs consonant with the objects and functions of the University.

FACULTY OF ARTS AND SOCIAL SCIENCES

UNDERGRADUATE DEGREE PROGRAMMES

The Faculty offers Economics, English Language and Linguistics, Literature in English, Geography, History, Kiswahili, Philosophy and Religious Studies Political Science and Public Administration, Tourism Studies, and Development Studies.

1. *REGULATIONS FOR THE DEGREES OF BACHELOR OF ARTS,*

Undergraduate students are prepared for the degrees of B.A (General), and B.A. (Education), BA (Tourism and Hospitality) and BA (Sociology & Social Work).

1.1 **Examination Regulations**

- 1.1.1 The regulations shall apply from the first year to the last years of the B.A., Examinations in the Faculty.
- 1.1.2 The Course shall have three parts, divided into 6 subparts. Each subpart shall comprise work equivalent to one half of an academic year for a full-time student in a conventional university.
- 1.1.3 All candidates are required to take a minimum of thirty six units. Each unit covers content materials equivalent to thirty five one hour lecture materials. Students are expected to spend a minimum of seventy hours studying each unit spread over ten weeks in order to successfully complete the requirements of the unit.
- 1.1.4 The overall performance in a degree programme shall be given the following grades: A, B+, B, C, D, and E. For averaging purposes those grades shall have the values of 5, 4, 3, 2, 1, 0 points respectively. The Pass mark in each of the courses shall be "C". The mark for "absolute" fail shall be "E".
- 1.1.5 Courses shall be weighted by multiplying the final grade of a given course by the number of its course units and a candidate's overall performance will be found by dividing the total course units into weighted total for all courses taken.
- 1.1.6 All marks for course units and written examinations shall be adjusted before amalgamation, such adjustment being made by the departments concerned.
- 1.1.7 A candidate failing in not more than half of full course shall be required to supplement, provided the overall average is not less than 1.6.
- 1.1.7.1 A candidate shall be discontinued from studies at the University if she/he fails in more than half of full course at D or E grades or if she/he attains an overall average below 1.6.
- 1.1.8 Continuing students may be required to repeat a year if they fail supplementary examinations.
- 1.1.9 Students can proceed to the next part in the subjects they have passed while they are clearing the subjects they have not passed.
- 1.1.10 The final B.A, BA (Ed), degrees shall be graded as first class, upper/lower second class and pass (third class). These categories shall be awarded as follows:
 - 1.1.10.1 First Class to a candidate who obtains an overall average of 4.4 or higher.
 - 1.1.10.2 Upper second class to a candidate who obtains an overall average in the range of 3.5 - 4.3.
 - 1.1.10.3 Lower second class to a candidate who obtains an overall average in the range of 2.7 - 3.4.
 - 1.1.10.4 Pass degree to a candidate who obtains an overall average in the range of 2.0 - 2.6.

- 1.1.10.5 In each case the average point shall be calculated on the basis of rounding off to one decimal place, e.g. 3.39 shall be taken as 3.4.

2.0 CODING OF THE COURSES

- 2.1 Each subject starts with an "O" which stands for The Open University of Tanzania. It is followed by the subject alphabet and code numbers. The code numbers used will be in the series of 100 for Part One, 200 for Part Two and 300 for Part Three.

Following are the subject codes:

ODS	-	Development Studies
OEC	-	Economics
OGE	-	Geography
OHI	-	History
OLL	-	English Language and Linguistics
OLT	-	Literature
OPR	-	Philosophy and Religious studies
OSW	-	Kiswahili
OPS	-	Political Science and Public Administration
OTS	-	Tourism Studies
OSS	-	Sociology and Social Work Studies
OBJ	-	Journalism and Mass Communication

- 2.3 The choice of subject combination for The Open University of Tanzania Degree programme shall be approved by designated officers of the University. Note that any change in any subject combination will be made only in consultation with the designated officers of The Open University of Tanzania. Such changes will only be allowed before or during the first face to face session of the course and in exceptional cases only.

- 2.4 The following are the recommended Arts and Social Sciences subject combinations for the B.A. General:

- i. Double Economics
- ii. Geography and History
- iii. Geography and Kiswahili
- iv. Geography and Mathematics
- v. Geography and English Language and Linguistics
- vi. Mathematics and Economics
- vii. History and Economics
- viii. Kiswahili and Literature in English
- ix. History and Literature in English
- x. History and Philosophy and Religious Studies
- xi. English Language and Linguistics and Literature in English
- xii. History and Kiswahili
- xiii. Philosophy and Religious Studies and Kiswahili
- xiv. English Language and Linguistics and Philosophy and Religious Studies
- xv. Tourism Studies.
- xvi. Tourism Studies Economics,
- xvii. Tourism Studies Geography
- xviii. Literature in English and Philosophy and Religious Studies
- xix. Political Science and Public Administration combinations
 - Political Science and Philosophy and Religious Studies
 - Political Science and History
 - Political Science and Economics
 - Political Science and Linguistics
 - Political Science and Literature
 - Political Science and Geography
 - Political Science and Economics
 - Political Science and Sociology

- 2.5 Students will be required to decide which subject in the subject combinations is a major and which one is a minor.

- 2.6 Students will only be allowed to include in their choices, subjects they have studied and passed in their Diploma or in their "A" Level courses at Principal level except in cases of subjects dealt with under special subject requirements.
- 2.7 For any other combinations that one may desire, consult the relevant University Staff first.

B.A. General and B.A Education Programmes

ECONOMICS

The courses are designed to prepare a small section of our most promising graduates for higher degrees in Economics like M.A., MBA, and to work as Economists in different government institutions or the private sectors. The Education component is meant to support those who wish to engage in the teaching profession.

Students are required to take all the core courses offered at level 1, 2 and 3. And then select three electives. In order to graduate a student is required to complete 39 units.

<i>Level 1</i>			<i>Units</i>
OEC 121	Introduction to Microeconomics	(core)	2
OEC 122	Introduction to Macroeconomics	(core)	2
OEC 123	Introduction to Statistics and Mathematics for	(core)	2
OEC 124	Economists	(core)	2
OEC 125	Social Science Research Methods	(core)	2
	□frican Economic Problems		
OFC 017	Communication Skills	(core)	1
OCP 100	Introduction to Computer	(core)	1

<i>Level 2</i>			
OEC 221	Intermediate Microeconomics	(core)	2
OEC 222	Intermediate Macroeconomics	(core)	2
OEC 223	Development Economics	(core)	2
OEC 224	Mathematics for Economists	(core)	2
OEC 225	Economic Policy, Planning and Programming	(core)	2
OEC 226	Econometrics	(core)	2

<i>Level 3</i>			
OEC 321	Quantitative Method	(core)	2
OEC 322	Monetary Economics	(core)	2
OEC 323	International Trade	(core)	2
OEC 324	Public Finance	(Core)	2
OEC 325	Labour Economics and Human Resources	(Elective)	2
OEC 326	Industrial & Production Economics	(Elective)	2
OEC 327	Agricultural Economics	(Elective)	2
OEC 328	Health Economics	(Elective)	2
OEC 329	Natural Resources & Environmental Economics	(Elective)	2

ECONOMICS (B.A. WITH EDUCATION)

<i>Level 1</i>	<i>Units</i>
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OEC 121	Introduction to Microeconomics	(core)	2
OEC 122	Introduction to Macroeconomics	(core)	2
OEC 123	Introduction to Statistics and Mathematics for Economists	(core)	2
OEC 124	Social Science Research Methods	(core)	1
OFC 017	Communication Skills	(core)	1
OCP 100	Introduction to Computer	(core)	2

Level 2

Units

OEC 221	Intermediate Microeconomics	(core)	2
OEC 222	Intermediate Macroeconomics	(core)	2
OEC 224	Mathematics for Economists	(core)	2

Level 3

Units

OEC 321	Quantitative Method	(core)	2
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DEVELOPMENT STUDIES

This programme is taken by all students as optional. It covers four years. In the fourth year, students will either take ODS 202A Society, Technology and Environment (for Humanities Bias Group) or ODS 202B Environment, Technology and Development (for Science bias Group).

Students in the Faculty of Arts and Social Sciences; Faculty of Education and Faculty of Law comprise the Humanities Bias group while those in the Faculty of Science, Technology and Environmental Studies constitute the Science bias group.

The topics are as follows:

Level 1

Units

ODS 101 A:	Concepts/Theories of Social Development	(elective)	1
ODS 101 B:	Political Economy	(elective)	1
ODS 101 C:	Political and Social Development in Africa	(elective)	1
ODS 102 A:*	Issues in Development	(elective)	1
ODS 102 B:*	Social Services and Development	(elective)	1
OFC 017:	Communication Skills	(core)	1
OCP 100:	Introduction to Computer	(core)	1

Level 2

ODS 201 A:*	Tanzania's Development Experience	(elective)	1
ODS 201 B:*	Alternative Development strategies	(elective)	1
ODS 202 A:*	Society, Technology and Environment (For Humanities only)	(elective)	1
ODS 202 B:	Environment, Technology and Development (For Natural Sciences and Technology)	(elective)	1

* Courses not offered in this academic year.

LANGUAGES AND LINGUISTICS

Level 1

B.A Education major, minors and B.A General Students must take OLL 121, 122, 123 in the first year.

Level 2

B.A General Students may take any three core courses from the second year list except OLL 226. B.A Education taking linguistics as a minor subject may take three core courses from the second year list one of which must be OLL 226. B.A Education students majoring in linguistics must take all core courses in the second year list one of which must be OLL 226.

Level 3

ALL B.A Education majors in linguistics must take ALL core courses in the third year. However, the project will be done by students whose performance was above a 'B' grade in the second year. Those who did not attain an average of 'B' in the second year will have to choose two units from any elective course in the third year list.

Level 1		OLD CODESs	Status	Units
OLL 121	Introduction to Language and Linguistics	OLL 101	(core)	2
OLL 122	History and Development of English	OLL 102&210	(core)	2
OLL 123	English Structure	OLL 103& 202	(core)	2
OFC 017	Communication Skills		(core)	1
OPC 100	Introduction to Computer		(core)	1

Level 2		Units		
OLL 221	General Linguistic Theory	OLL 201	(core)	2
OLL 222	Phonetics and Phonology	OLL 104 & OLL 203 & 312	(core)	1
OLL 223	Morphology	OLL 108	(core)	1
OLL 224	Historical and Comparative Linguistics	OLL 308	(elective)	1
OLL 225*	The study of Language other than English	OLL 305	(elective)	2
OLL 226	Applied Linguistics	OLL 206	(core)	2
OLL 227*	Theory and Practice of Translation	OLL 209	(elective)	2

Level 3		Units		
Code	Title	OLD CODES	Status	Weight Units
OLL331	Contemporary linguistic Theories	OLL 301 & 314	(Core)	2
OLL 332*	Stylistics	OLL 302	(elective)	2
OLL 333	Sociolinguistics	OLL 303 & OLL 106	(elect)	1
OLL 334	Research Methodology in Language Studies	OLL 304	(Core)	2
OLL 335	Semantics	OLL 310	Core	1
OLL 337	Project (in Applied Linguistics or any African Language)	OLL 307	Core	2

*Course not on offer in this academic year.

LITERATURE

B.A. (With Education)

In year ONE all units are compulsory for all Literature students. Students majoring in Literature will be required to take FOUR units in years TWO, THREE and FOUR and TWO units (Research Project on Literature) in years FIVE and SIX making a total of 18 units.

B.A. (General) Major/Minor Combination

Students taking Literature as a minor subject will be required to take at least 16 units. In year ONE all the units are compulsory. In year TWO, THREE and FOUR students taking Literature as a major subject will be required to take FOUR units. However, in years FIVE and SIX students will be required to take TWO units OLT 323, Research Project on Literature.

Level 1		units		
Code	Title	Previous Codes		

i	OLT 121	Literary Theory And Criticism	OLT 101, OLT 306	Core	2
	OLT 122	Studies In African Literatures	OLT 102 & 102, 104, 206, 302 & 309	Core	2
	OFC 017	Communication Skills		Core	1
	OCP 100	Introduction to Computer		Core	1

Level 2

ii	OLT 221	Oral Literature I	OLT 201, 103 & 202	Core	2
	OLT 222	Literary Stylistics	OLT 201 & 203	Core	2

Level 3

iii	OLT 321	European Literature	OLT 204 & 205	Elective	2
	OLT 322	African American Literature	OLT 301 & 312	Elective	2
iv	OLT 323	Creative Writing	OLT 305 & 310	Elective	2
	OLT 324	Dramatic – Theatrical Studies	OLT 208 103 & 308	Core	2
v	OLT 325	Oral Literature II (Research project on literature)	OLT 311 (Research)	Core	2

KISWAHILI

1. *B. A. General* Students studying Kiswahili as a major subject will be required to study all the first year units, and six units in the second year and four units in the third year of study.
2. *B. A. General* Students taking Kiswahili as a minor subject will be required to take all units in the first year units, 6 units in the second year and 4 units in the third year.
3. *B. A. with Education* Students taking Kiswahili as a major subject will be required to study 4 core units in the first year, six in the second year and six in the third year.
4. *B. A. with Education* Students taking Kiswahili as a minor subject will have to take all core units, 4 in the first year, 2 in the second year and 2 in the third year.

Level 1

		Old Codes	Units	
OSW 121	Utangulizi wa Lugha na Isimu	OSW 101	(core)	2
OSW 122	Historia ya Kiswahili na Lahaja zake	OSW 102 & 303	(core)	2
OSW 123	Fasihi ya Kiswahili Nadharia na Uhakiki	OSW 104, 105 & 106	(core)	2
OFC 017	Communication Skills		(core)	1
OCP 100	Introduction to Computer		(core)	1

Level 2

OSW 221	Sarufi ya Kiswahili na Sintaksia	OSW 103, 201 & 301	(core)	2
OSW 222	Fonetiki na Fonolojia ya Kiswahili	OSW 202	(core)	2
OSW 223	Mofolojia ya Kiswahili	OSW 203	(core)	2
OSW 224	Fasihi Simulizi	OSW 204	(core)	2
OSW 225*	Isimu Tumizi	KOZI MPYA	(core)	2
OSW 226	Ushairi wa Kiswahili	OSW 206	(elective)	2
OSW 227	Riwaya ya Kiswahili	OSW 207	(elective)	2
OSW 228	Tamthiliya ya Kiswahili	OSW 208	(elective)	2

Level 3

OSW 321	Isimu Jamii	OSW 304	(elective)	2
OSW 322	Kunga za Tafsiri na Semantikia	OSW 305	(elective)	2
OSW 323	Ubunifu	OSW 306	(elective)	2
OSW 324	Projekti ya Utafiti katika Kiswahili	OSW 307	(elective)	2

* Courses not offered in this academic year.

GEOGRAPHY

All students taking Geography as a MAJOR or MINOR subject are required to take all the courses in Level 1. Students taking Geography as their MAJOR subject should take ALL Core Courses in Level 2 and Level 3, while students taking Geography as a MINOR subject should take two courses in level 2 and one course in level 3. Selection of these courses should come from the core courses except OGE 229. Note that all students majoring in Geography and those taking BED with Geography should take OGE 229 as a core course. GFP I and II make up 2 units. All students should study all the three core courses from level 1.

STREAM A: EDUCATION (B.A. Ed, BSc. Ed. and BED)**Level 1****Units**

OGE 121	Background to Physical Resources	(core)	2
OGE 122	Introduction to Human Geography	(core)	2
OGE 123	Introduction to Geographic Techniques	(core)	2
OFC 017	Communication Skills	(core)	1
OCP 100	Introduction to Computer	(core)	1

Level 2

Major: All 4 courses. Minor any 2 courses except 229

OGE 221	Physical Resources	(core)	2
OGE 223	Remote Sensing and Quantitative Methods in Geography	(core)	2
OGE 225	Population and Development	(core)	2
OGE 229	Geography Field Practical	(core)	2

Level 3

Major: All 3 courses. Minor 1 course

OGE 322	Population Resources & Development	(core)	2
OGE 326	The African Environment and Development	(core)	2
OGE 229	Geography Field Practical	(core)	2

TOTAL UNITS:

MAJOR		18
MINOR		12

STREAM B: B.A. GENERAL

All courses in level 1 (year 1 and 2) are compulsory for all sub-streams:
From year 3-6 courses are arranged sub-stream wise. Choose your own sub-stream.

Level 1**Units**

OGE 121	Background to Physical Resources	(core)	2
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OGE 122	Introduction to Human Geography	(core)	2
OGE 123	Introduction to Geographic Techniques	(core)	2
OFC 017	Communication Skills	(core)	1
OCP 100	Introduction to Computer	(core)	1

Sub-Stream 1: RESOURCE ASSESSMENT AND ENVIRONMENTAL MANAGEMENT

Level 2

OGE 221	Physical Resources	(core)	2
OGE 222	Agricultural Systems, Location And Planning	(core)	2
OGE 223	Remote Sensing and Quantitative Methods in Geography	(core)	2
OGE 224	Hydrometeorology	(core)	2
OGE 229	Geography Field Practical	(core)	2
OEC 125	African Economic Problems	(core)	2

OPTION:

Any one of the following:

OGE 225	Population and Development	(elective)	2
OEC 124	Social Sciences Research Methods	(elective)	2

Level 3

OGE 321	Water Resources and Development	(core)	2
OGE 322	Population Resources & Development	(core)	2
OGE 324*	Regional and Rural Development Planning	(core)	2
OGE 327	Land Evaluation and Natural Resource Management	(core)	2

OPTION: Any two of the following:

OGE 325*	Transportation Geography	(elective)	2
OGE 329	Rural Settlement and Development	(elective)	2

** Courses not offered in this academic year.*

Sub-Stream 2: LAND USE & SETTLEMENT STUDIES

Level 2

OGE 221	Physical Resources	(core)	2
OGE 222	Agricultural Systems, Location And Planning	(core)	2
OGE 223	Remote Sensing and Quantitative Methods in Geography	(core)	2
OGE 224	Hydrometeorology	(core)	2
OEC 125	African Economic Problems	(core)	2
OGE 229	Geography Field Practical	(core)	2

OPTION: Any one of the following:

OGE 225	Population and Development	(elective)	2
OEC 124	Social Sciences Research Methods	(elective)	2

Level 3

OGE 322	Population Resources & Development	(core)	2
OGE 324*	Regional and Rural Development Planning	(core)	2
OGE 327	Land Evaluation and Natural Resource Management	(core)	2
OGE 329	Rural Settlement and Development	(core)	2

OPTION: Any two from the following

OGE 321	Water Resources and Development	(elective)	2
OGE 323	Urban Systems, Planning and Management	(elective)	2
OGE 325*	Transportation Geography	(elective)	2
OGE 328	Environmental Assessment and Management	(elective)	2

Sub-Stream 3: URBAN – RURAL DEVELOPMENT AND REGIONAL POLICY

Level 2

OGE 221	Physical Resources	(core)	2
OGE 222	Agricultural Systems, Location And Planning	(core)	2
OGE 223	Remote Sensing and Quantitative Methods in Geography	(core)	2
OGE 225	Population and Development	(core)	2
OEC 125	African Economic Problems	(Core)	2
OGE 229	Geography Field Practical I	(core)	2

OPTION: Any one of the following:

OEC 124	Social Sciences Research Methods	(elective)	2
OGE 224	Hydrometeorology	(elective)	2

Level 3

OGE 322	Population Resources & Development	(core)	2
OGE 323	Urban Systems, Planning and Management	(core)	2
OGE 324*	Regional and Rural Development Planning	(core)	2
OGE 329	Rural Settlement and Development	(core)	2

OPTION: Any two from the following:

OGE 321	Water Resources and Development	(elective)	2
OGE 325*	Transportation Geography	(elective)	2
OGE 327	Land Evaluation and Natural Resource Management	(elective)	2
OGE 328	Environmental Assessment and Management	(elective)	2

Sub-Stream 4: POPULATION GEOGRAPHY

Level 2

OGE 221	Physical Resources	(core)	2
OGE 222	Agricultural Systems, Location And Planning	(core)	2
OGE 223	Remote Sensing and Quantitative Methods in Geography	(core)	2
OGE 225	Population and Development	(core)	2
OEC 125	African Economic Problems	(core)	2
OGE 229	Geography Field Practical	(core)	2

OPTION: Any one of the following:

OEC 124	Social Sciences Research Methods	(elective)	2
OGE 224	Hydrometeorology	(elective)	2

Level 3

OGE 322	Population Resources & Development	(core)	2
OGE 323	Urban Systems, Planning and Management	(core)	2
OGE 324*	Regional and Rural Development Planning	(core)	2
OGE 329	Rural Settlement and Development	(core)	2

OPTION: Any two from the following:

OGE 325*	Transportation Geography	(elective)	2
OGE 326	The African Environment and Development	(elective)	2
OGE 328	Environmental Assessment and Management	(elective)	2

**Not on offer in this academic year*

OGE 229: Geography Field Practicals

1. There will be two Geography Field Practicals (GFP I and GFP II) to be done by all 2nd and third year students taking Geography as a MAJOR subject. The 2 GFPs will carry 2 units.
2. The aim of the Field Practicals is to enable students to match and concretize theory and application of geographical knowledge in the Field.
3. Geography Field Practicals will be deliberately decentralised into geographical zones. The Practicals will outreach the students in their respective physical environments and thus minimize running costs.
4. All 2nd year Geography students will undergo a 21 days supervised Geography Field Practicals in their respective Geographical Zones/ regions.
5. Each Student will be required to write a comprehensive report on phenomena as observed in the Field and submit it to the Faculty within two month from the completion of the Geography Field Practicals. This paper is termed Project Paper I.
6. Each 3rd year Geography student who has completed GFP I in their 2nd year will carry out an unsupervised field practical and write on a topic of his own choice. This paper will be termed Project Paper II and should be submitted to the Faculty by 30th September.
7. Students have to incur subsistence, travel and stationery costs during Geography Field Practicals to the tune of Tshs. 260,000/= per student. This amount can be applied from the Loan Board for eligible students.
8. All Geography students who have carried out GFP I shall be allowed to participate in the GFP II and write Project Paper II.
9. The Final Grade is the average between scores obtained under GFP I, and GFP II

HISTORY

All B.A. students majoring and minoring in History must take OHI 121, 122, 123, and 125 in the First and Second year. In the third year, all students majoring and minoring in History must take OHI 221. All courses in the fourth, fifth and sixth year are electives except students majoring in History must also take OHI 331 and ONE African regional course (i.e. OHI 222, 225, 332 or 333).

BA General will be offered as BA (History), students must take at least three courses in each year including OPS.

Level 1

Code	Titles	Status	Units
OHI 121:	Themes in African History	(core)	2
OHI 122:	History of Tanzania to the Recent Past	(core)	2
OHI 123:	Theory and Practice in Africa History	(core)	2
OHI 124:	The Political History of Zanzibar	(core)	2
OHI 125:	Themes in African Prehistory	(core)	2

OFC 017:	Communication Skills	(core)	1
OCP 100:	Introduction to Computer	(core)	1

U= Units

Level 2

Codes	Titles	Status	Units
OHI 221:	History of East Africa to the Recent Past	(core)	2
OHI 222:	History West Africa to the Recent Past	elective	2
OHI 223:	Europe since the 19 th Century	elective	2
OHI 224*:	Globalization and African History	(core)	2
OHI 225:	History of South Africa to Recent Past	elective	2
OHI 226:	History of USA	elective	2
OHI 227:	Development of Political Philosophy	elective	2

**Not on offer in this academic year.*

U= Units

Level 3

Codes	Titles	Status	Units
OHI 331:	Africa and the Black Diaspora	elective	2
OHI 332:	History of Central Africa	Elective	2
OHI 333:	History of North Africa	elective	2
OHI 334:	History of USSR to 1990	Elective	2
OHI 335*:	The History of Africa and World Religions	(core)	2
OHI 336*:	Dissertation	elective	2

**Not on offer in this academic year.*

U= Units

PHILOSOPHY AND RELIGIOUS STUDIES

The focus of the Philosophy and Religions studies is particularly on social, political and ethics in order to complement the other subject studies of arts and social sciences. That is realized through four categories of OPR causes proposed.

General objectives:

1. Responding to current national, regional and global challenges by building students capacity to influence and shape the rapidly changing world.
2. Enabling social political stability in today's pluralistic societies through shaping critical and open human minds which are responsive to diversity of ideas, behaviors and conducts.
3. Consolidate humanity, human respect and preserve nature by facilitating understanding in to days rapidly changing world.
4. Mould national and global citizens endowed with high integrity wood in their human resource capacity and mind set able to offer best and competitive civic, public and corporate services necessary for sustainable development.
5. To prepare students for postgraduates studies in to specialize in philosophy or religious studies.
6. Critical thinking and argumentation course is proposed to be a wide course to all FASS students. It aims at assisting them to develop skills in formulating research proposals. Also it enables a person to present critical, methodical, analytical and systematic arguments.
7. Civic and professional ethics is also a course proposed to be wide to all students of FASS in their last year of their studies. It aims at preparing them to take up their carrier. It brings philosophical foundations of different code of ethics guiding professionals in different fields. It reflects the needs of responsible and accountable citizen and professional figure.

All B.A. with Education and B.A. General Major and Minor students will take all CORE COURSES and ONE elective. Other students in the Faculty of Arts and Social Sciences are advised to take OPR 121 in their First or Second year of studies

Part One Series

Level 1

Units

OPR 121:	Introduction to Critical Thinking and Argumentation	(Core)	1
OPR 122:	Introduction to Philosophy	(Core)	2
OPR 123:	Comparative Religion	(Core)	1
OFC 017:	Communication Skills	(Core)	1
OCP 100:	Introduction to Computer	(Core)	1

Part Two Series

All students taking B.A. with Education and taking this subject as a Major will take FOUR Units in each part of study and those who minor will take TWO units in each part of study.

Level 2

Units

1	OPR 221	Philosophy of Religion	(Core)	2
2	OPR 222	History and Development of African Philosophy	(Core)	2
3	OPR 223	Theories on Social and Moral Philosophy	(Elective)	1

Part Three Series

Students taking this subject as Major will take *FOUR Units* in each part of study and those who minor will take *TWO Units* in each part of study. Other students in the faculty of Arts and Social Sciences are advised to take OPR 325 in their last year of studies.

Level 3.I

Units

1	OPR 321	Bible Studies	(Core)	2
2	OPR 322	The Quran & Hadith	(Core)	2
3	OPR 323	Applied Philosophy and Development Ethics	(Elective)	1

Level 3.II

1	OPR 324	African Philosophy & Religion	(Core)	2
2	OPR 325	Civic and Professional Ethics	(Core)	2
3	OPR 326	Islam in Africa	(Elective)	1
4	OPR 327	Christianity in African	(Elective)	1

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

The Political Science Course is introduced in the OUT Programmes so as to enable the graduands acquire the required political science skills. The course is offered to cater for the long time demand for the course by the clients.

The aims of the Political Science course are as follows:

1. To develop students' abilities to critically analyze and appreciate the political actions that result from any political phenomenon.
2. To develop students' abilities for social science research especially those related to political settings.
3. To expose students to scholarly argumentation and presentation in matters of political nature.

4. To provide students with opportunities to study various political phenomena and be able to draw some logical conclusions.

The Political Science course will be offered on the basis of major/minor arrangements.

Students studying political science as a major (Non Education) will study a minimum number of twenty (20) units, plus sixteen (16) units in the minor subject, OCP 100, OFC 017 and OEC 124 so as to complete a minimum of forty (40) units.

Students from the Education stream who will take Political Science as a major will study seventeen (16) units from Political Science; eight (8) units from the minor subject and Nineteen (19) units from Education, to complete a total number of 43 units.

Part One Series

Level 1		Units	
OPS 121	Introduction to the Study of Political Science	(core)	2
OPS 122	Government and Politics in Tanzania	(core)	2
OPS 123	Comparative Political Thought	(core)	2
OCP 100	Introduction to Computer	(core)	1
OEC 124	Social Sciences Research Methods	(core)	2
OFC 017	Communication and Study Skills	(core)	1

Part Two Series

Level 2

For Public Administration Stream Students have to take the following core units

OPS 221	Organization theory and Public Bureaucracies	(compulsory)	2
OPS 223	Decision Making and Public Policy Analysis	(core)	2
OPS 225	African Political Thought	(core)	2

For International Relations stream students have to take the following core units:

OPS 222	International Relations and Diplomacy	(core)	2
OPS 224	International Organization and Regimes	(compulsory)	2
OPS 225	African Political Thought	(core)	2

Part Three Series

For the Public Administration stream students have to take the following core units:

Level 3

OPS 320	Democracy and Human Rights	(core)	2
OPS 321	Management of Human Resources	(compulsory)	2
OPS 322	Public Administration and Local Governance in Tanzania	(compulsory)	2

For International relations stream students have to take the following core units

OPS 320	Democracy and Human Rights	(core)	2
OPS 325	Conflict Analysis and Resolution Techniques	(compulsory)	2
OPS 328	Public International Law	(compulsory)	2

The following Units may be studied by the students either stream at their own discretion:

OPS 226*	Gender, Civil Society and the State	elective	2
OPS 323	International Political Economy	elective	2
OPS 327	Political Parties and Pressure Groups	elective	2
OPS 326*	Management of Public Resources – Nov. human	elective	2
OPS 329*	Administrative Law	elective	2

OPS 330	Dissertation	elective	2
ODS 201	Tanzania's Development Experience	elective	2
OPS 324	Regional Integration	elective	2

**Courses not on offer for academic year 2010/2011*

For candidates who take Political Science (major) and Economics (minor) are required to take the following units from Economics: OEC 121, OEC 122, OEC 123, OEC 221, OEC 222, OEC 223, OEC 224, OEC 323 and any other elective course from Economics.

For candidates who take Political Science (major) and Sociology (minor) are required to take the following units from Sociology: OSS 105, OSS 106, OSS 107, OSS 202, OSS 203, OSS 212, OSS 304 and OSS 308

SUMMARY OF UNITS REQUIRED FOR GRADUATION

B.A. WITH EDUCATION

SUBJECT	Level 1		Level 2		Level 3		TOTAL
EDUCATION	3	3	3	3	3	2	17 PLUS TP
MAJOR	2	2	3	3	3	3	16
MINOR	2	2	1	1	1	1	8
TOTAL	7	7	7	7	7	6	41 + TP

B.A MAJOR/MINOR COMBINATION

SUBJECT	Level 1		Level 2		Level 3		TOTAL
MAJOR	3	3	3	3	4	4	20
MINOR	3	3	3	3	2	2	16
OTHER	1	1	1	-	-	-	4
TOTAL	7	7	7	6	6	6	40

B.A. SINGLE/DOUBLE

SUBJECT	Level 1		Level 2		Level 3		TOTAL
UNITS	6	6	6	6	6	6	36
OTHERS	1	1	1	-	-	-	3
TOTAL	7	7	7	6	6	6	39

Bachelor of Arts in Tourism and Hospitality

THE PROGRAMME AIM

This programme will present learners with the challenge to develop their practical conceptual and problem - solving skills in the broad Field of Tourism. The programme is vocational and career-oriented, designed to provide undergraduate education about the structure, management, and marketing and policy matters related to the modern tourism phenomenon.

Admission to the BA Tourism Studies will be governed by the regulations of the Open University of Tanzania. The duration of the programme will be similar to others in the University which may take up to a maximum of 8 years.

The general objectives of the course will be.

- i. To equip the students with basic skills in tourism management and development.
- ii. To expose students to the geographical, ecological and cultural diversity of the world.
- iii. To foster among the students an understanding and appreciation of the role and importance of tourism to Socio-economic development and job creation.
- iv. To enable students to become active participants in the promotion of sustainable tourism.
- v. To produce and promote a more competent workforce in tourism industry within and outside Tanzania.

Entry Qualifications

Admission to the B.A, Tourism Studies will be governed by the regulations of the University, in addition those with equivalent qualifications i.e. Diploma holders in Hotel Management from recognized colleges will be considered.

Fee Structure

Refer university fee structure.

Subject Combination

Bachelor of Tourism students (i.e. students taking tourism studies only) are required to take a minimum of 36 units from Tourism courses, plus 3 units drawn from other disciplines like Development Studies, Business Studies, History, English Language, Geography etc to make a total of 39 units required according to university regulations.

BA General Students taking Tourism studies plus a minor subject are required to take a minimum of 20 units from Tourism studies plus 16 units from the minor subject and 3 units from other disciplines to make a total of 39 units.

BA. Education students majoring in tourism will be required to take 16 units from Tourism, 8 units from minor subject and 19 units from Education in order to get 43 units required by the university regulations.

The BA Tourism Courses are divided into three levels as follows:

LEVEL ONE			
COURSE CODE	COURSE TITLE	CORE/ELECTIVE	UNIT S
OTS 101	Introduction to Tourism: Concepts, Theories and Systems	CORE	2
OTS 102	Tourism, Environment and Development	CORE	2
OTS103	Tourism Economics	CORE	2
OTS 111	Tourism Marketing and Promotion	CORE	2
OTS 112	Principles of Wildlife Ecology and Management	CORE	2
OGE 121	Background to Physical Resources	CORE	2
OFC 017	Introduction to Computer	CORE	1
OCP 100	Communication Skills	CORE	1
OMK 300	Customer Care and Services	ELECTIVE	1
Sub-Total			15

LEVEL TWO			
COURSE CODE	COURSE TITLE	CORE/ELECTIVE	UNITS

OTS 202	Cross Cultural Communication	CORE	2
OTS 204	Museum Monuments and Heritage	CORE	2
OTS 210	Culture, Leisure and Recreation	CORE	2
OE 121 (former OTS 211)	Social Sciences Research Methods	CORE	2
OAC 100	Principles of Accounting	CORE	2
OFN 200	Introduction to Financial Management	ELECTIVE	1
OMI 100	IT and Computer application	ELECTIVE	1
ODS 101 A	Concepts/Theories of Social Development	ELECTIVE	1
Sub-Total			13
LEVEL THREE			
OTS 301	Hospitality Management	CORE	2
OTS 302	Tourism Travel Literature	CORE	2
OTS 304	Community Based Tourism	CORE	2
OTS 305 A	Tourism Research Project 1: Field Study/trip	CORE	1
OTS 305B	Tourism Research Project 1: Internship (8Weeks)	CORE	2
OTS 305C	Dissertation (Optional: Subject to the Approval of HOD-Tourism and Hospitality)	ELECTIVE	2
OBS 401	Project Planning, Monitoring and Evaluation	CORE	1
OBS 450	Entrepreneurship and Business Planning	CORE	1
Sub-Total			13

NOTE:

OTS 305A&B are taken by students who have completed 200 &300 series and are finalizing their studies.

OTS 305A- Tourism Research Project 1: Field Study/trip

This is a compulsory academic field trip involving a group of BA-Tourism students who will visit tourism facilities and destinations. They will be required to write a field report and submit it after a month following decommission of the trip. In this case the students will be required to contribute to the cost of meals and accommodation, transport to and from the meeting destination and other associated costs upon the arrangements. The University will cover organization costs and any other charges as stipulated in cost sharing policy of higher learning institutions.

OTS 305B-Tourism Research Project 1: Internship (8Weeks)

BA-Tourism students are advised to attach themselves in one of the tourist service providers in which they can practice what they have learnt theoretically. We advise students to this as an opportunity for meeting future employers and/ or to broaden their scope. The university has arranged this purposely for you to encounter real experiences of working with tourism service providers. It is strictly prohibited for a student to attach themselves in their area of employment. The introductory letters for this activity can be obtained from DRC's Email and the students can be served in their regional centers. After a student has been attached, a letter of confirmation must be sent to the OUT- FASS-Tourism Department.

OTS 305C-Tourism Research Project (Dissertation)

Students are advised to start thinking about their research title for the areas of their interests after attending OTS 211/OE 124 (Social Science Research methods course), for the date and schedule on when to do it find the advertisements on OUT-website. Knowing that we operate through ODL system,

we also advise the students to propose three titles of their interest and email it to the department email afterward the department review panel will discuss and send it to you as either accepted/ accepted with few amendments/rejected and required to re-send.

NB: For ongoing students (2005 to date) and those who have not yet started writing their research proposal titles, concept note etc, the department advice them to replace OTS 305C (Dissertation) 2-units with OPS 325: Conflict Analysis and Resolution Techniques with 2-units which will be weighted the same as OTS 305C.

GPA calculations and elective courses

Students who wish to take more elective courses than those indicated above are allowed but these subjects will not be used to calculate their final GPA. The GPA will only be calculated based on the criteria for the degree programme, but for the purpose of capturing the market demand students may take more elective courses to meet their intended goal and these subjects will appear in their certificate but will not be included in their GPA calculations.

Bachelor of Arts in Sociology and Social Work

1. Introduction

1.1. Sociology and Social Work is a two in one degree programme wherein, students will graduate either as social workers or as sociologists. The degree programmes have been designed in such a way that, in the first two years, all students will take the same subjects. From third year, students will select either to opt for Social work studies or for Sociology studies, hence the difference in the output.

1.2. As a starting point, the MA degree course to be offered is for Social Work. Courses for MA Sociology will be designed later as demand for the programme arises.

2. Entry Qualification

Candidates for Social studies will be admitted on the basis of the University regulations, which govern admission process.

3. Subject Combination and Units Coverage

There are 19 core courses for each fields of study. Each of these courses has two units. The core courses thus accounts for 38 units. An addition of 6 units can be obtained from elective courses opted from various course including their respective departments. A total of 48 units will have to be covered by a student in order to qualify to graduate.

Besides opting for elective courses from their respective departments, students also can take courses from the following recommended courses: ODS (101A Concepts of Social Development), Faculty of Business Administration labour Law and Business Law) and within FASS department of Political Science (Public Administration and ODS (Concepts of Social development).

4. Assessment Procedure for BA Sociology and Social Work

4.1 Course work for BA

Sociology and Social Work course work will accounts for 40% which includes two assignments and two timed tests. The Annual Examination accounts for 60%, thus making a total of 100% score.

4.2 Students Field Practice

After successful completion of the first two years courses, students will participate in field practice in third and fourth year. Part I and Part II field practice will be counted as one course each carrying 50%, thus making a 100% score for the two.

The Courses for Sociology and Social Work Programme are as shown in the table below:

Level 1

COURSE CODE	COURSE TITLE	ELECTIVE/ CORE	NO.OF UNITS
OSS 101	Introduction to social work	Core	2
OSS 102	Introduction to sociology and anthropology	Core	2
OSS 103	Introduction to field instruction and practice	Core	2
OSS 104	Social aspects of population and gender	Core	2
OSS 105	Social Psychology	Core	2
OSS 106	Social welfare services	Core	2
OSS 107	Guidance and Counseling	Core	2
OSS 108	Social Research Methods and Computer Application	Core	2
OFC 017	Communication Skills	Core	1
OCP 100	Introduction to Computer	Core	1

Level 2 SOCIAL WORK OPTION

COURSE CODE	COURSE TITLE	ELECTIVE/ CORE	NO.OF UNITS
OSS 201	Social Work theories and Methods	Core	2
OSS 202	Youth, Development and Entrepreneurship	Elective	2
OSS 203	Social Work Professional Ethics, Morals and Field Work Practice	Core	2
OSS 204	Block field Practice 1	Core	1
OSS 205a	Youth, Crime and Deviance	Core	2
OSS 206a	Population Health and Development	Core	2
OSS 207	Social Aspect of Criminology	core	2
OSS 204	Block field Practice II	Core	1

Level 3

COURSE CODE	COURSE TITLE	ELECTIVE/ CORE	NO. OF UNITS
OSS 301a	Gender Power Development	Core	2
OSS 302	Family Law	Elective	2
OSS 303	Change Welfare and Aging	core	2
OSS 304	Social Policy Planning and Evaluation	Core	2
OSS 305a	Social Research Project Paper	elective	2

SOCIOLOGY OPTION

Level 2

COURSE CODE	COURSE TITLE	ELECTIVE/ CORE	NO.OF UNITS
OSS 205b	Youth, Crime and Deviance		
OSS 206b	Population, Health and Development	Core	2
OSS 208	Rural and Urban Sociology	Core	2
OSS 209	Cultural Anthropology	Core	2
OSS 210	Field Practice I	Core	1
OSS 211	Industrial Sociology	Core	2
OSS 212	Community and Cooperative theory and Development	Elective	2

OSS 210	Field Practice II	Core	1
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Level 3

COURSE CODE	COURSE TITLE	ELECTIVE/ CORE	NO.OF UNITS
OSS 301b	Gender Power Development	Elective	2
OSS 306	Medical Sociology and Anthropology	Core	2
OSS 307	Anthropological analysis of East African Population	Elective	1
OSS 308	Globalization and Current Social Problem	Core	2
OSS 305b	Social Research Project Paper	Core	2
OFC 017	Communication Skills	Core	1
OCP 100	Introduction to Computer	Core	1

Department of Journalism and Media Studies

1.0 INTRODUCTION

1.1 Journalism and Media Studies is a two-in-one degree program wherein students graduate as Journalists or as Public Relations Officers/Corporate Secretaries. The degree programme is designed in such a manner that during the first year of the studies, all students i.e. those taking B.A Journalism and those pursuing BA Mass Communication will follow the same subjects. During the second and third year, however, the students taking Journalism will undertake a different programme from that of the Mass Communication hence the difference in their output.

1.2 The Department of Journalism and Media Studies is not offering MA degree courses currently; however, the MA degree cause will be designed later as the demand for the studies unfolds.

2.0 ENTRY QUALIFICATION

Candidates for Journalism and Media Studies will only be admitted on the basis of the Open University of Tanzania's rules and regulations which govern the admission process.

3.0 SUBJECT COMBINATION

There are 35 core subjects for BA Journalism and 39 core subjects for BA Mass Communication. Each of those courses has one unit except for Practicum which carries 2 units each and additional 2 units obtained from elective courses opted from various courses offered by other Departments.

A total number of 35 units and 39 units have to be covered by all students of Journalism and Mass Communication respectively in order to graduate.

4.0 ASSESSMENT PROCEDURE

Course work for BA Journalism and BA Mass Communication accounts for 30% for the Timed Tests. The Annual Examination accounts for 70%, thus making a total of 100% score.

4.1 STUDENTS FIELD WORK/PRACTICUM

All students will be required to undertake field study/practicum every year. Every field work/practicum fetches two units.

THE PROGRAMMES

The programme for the BA Journalism as well as the BA Mass Communication are shown in the tables here below:-

B.A. JOURNALISM PROGRAMME

YEAR ONE

COURSE CODE	COURSE TITLE	STATUS	NO. OF UNITS
OBJ 100	Introduction to Journalism	Core	1
OBJ 101	Introduction to Computer	Core	1
OBJ 102	Introduction to Mass Communication	Core	1
OBJ 103	Development Perspectives – I	Core	1
OBJ 104	English for the Media	Core	1
OBJ 105	Kiswahili kwa Waandishi wa Habari	Core	1
OBJ 106	Technical Basis of Communication	Core	1
OBJ 107	Introduction to Writing for Media	Core	1
OBJ 108	Journalism History and Issues	Core	1
OBJ 109	Media Ethics	Core	1
OBJ 110	Radio Broadcasting	Core	1
OBJ 111	Television Production	Core	1
OBJ 112	Development Perspective – II	Core	1
OBJ 114	Practicum	Core	2
OFC 017	Communication Skills	Core	1
Total units for YEAR ONE: 16			

YEAR TWO

COURSE CODE	COURSE TITLE	STATUS	NO. OF UNITS
OJJ 201	Media Law	Core	1
OJJ 202	News Reporting and Writing for Media	Core	1
OJJ 203	Features and Editorial Writing	Core	1
OJJ 204	Gender and the Media	Core	1
OJJ 205	Photo Journalism	Core	1
OJJ 206	Mass Media Research	Core	1
OJJ 207	Production Management	Core	1
OJJ 208	Editing, Layout and Graphics	Core	1
OJJ 209	Sports and Leisure Journalism	Core	1
OSW 123	Fasihi ya Kiswahili Natharia na Uhakiki	Core	1
OBJ 113	Introduction to Philosophy and Critical Thinking	Core	1
OJJ 210	Practicum	Core	2
* OTS 202	Cross Cultural Communication	Core	2
Total units for YEAR TWO: 15			

YEAR THREE

COURSE CODE	COURSE TITLE	STATUS	NO. OF UNITS
OJJ 300	Media Management and Organization	Core	1
OJJ 301	New Media Technologies	Core	1
OJJ 302	Advance Writing Skills for Printing Media	Core	1
OJJ 303	Advanced Practical Newspaper or Radio or Television or New Media Production, Broadcasting	Elective	2

OSW 324	Utafiti wa Uandishi	Core	2
OJJ 304	Media Popular Culture and Globalization	Core	1
OJJ 305	Dissertation	Core	2
* OPTIONS- from other Departments		Elective	2
Total units for YEAR THREE: 12			

BA MASS COMMUNICATION PROGRAMME

YEAR ONE

COURSE CODE	COURSE TITLE	STATUS	NO. OF UNITS
OBJ 100	Introduction to Journalism	Core	1
OBJ 101	Introduction to Computer	Core	1
OBJ 102	Introduction to Mass Communication	Core	1
OBJ 103	Development Perspectives – I	Core	1
OBJ 104	English for the Media	Core	1
OBJ 105	Kiswahili kwa Waandishi	Core	1
OBJ 106	Technical Basis of Communication	Core	1
OBJ 107	Introduction to Writing for Media	Core	1
OBJ 108	Journalism History and Issues	Core	1
OBJ 109	Media Ethics	Core	1
OBJ 110	Radio Broadcasting	Core	1
OBJ 111	Television Production	Core	1
OBJ 112	Development Perspectives – II	Core	1
OFC 017	Communication Skills	Core	1
OBJ 114	Practicum	Core	2
Total units for YEAR ONE: 16			

YEAR TWO

COURSE CODE	COURSE TITLE	STATUS	NO. OF UNITS
OJM 200	Advanced Theories of Mass Communication	Core	1
OJM 201	Issues in Mass Media Operations in Tanzania	Core	1
OJM 202	Mass Media and Society	Core	1
OJJ 201	Media and Law	Core	1
OJM 204	International Issues in Mass Communication	Core	1
OJJ 203	Mass Media Research	Core	1
* OJM 205	Effects of Mass Communication	Core	1
OJJ 210	Production Management	Core	1
OJJ 211	Editing, Layout and Graphic	Core	1
OBJ 113	Introduction to Philosophy and Critical Thinking	Core	1
OJJ 214	Practicum	Core	2
Total units for YEAR TWO: 12			

YEAR THREE

COURSE CODE	COURSE TITLE	STATUS	NO. OF UNITS
OJJ 300	Media Management and Organization	Core	1
OJJ 301	Enhance Research	Core	1
OJJ 302	Development Communication	Core	1
OJJ 303	International Mass Communication	Core	1
OJM 304	Media, Criticism and Evaluation	Core	1
OJM 305	Media Popular Culture and Globalization	Core	1

OJJ 305	Dissertation	Core	2
OJM 309	Practicum	Core	2
* OPTIONS- from FASS, FSES, FLAW and FOE		Elective	2
Total units for YEAR THREE: 12			

OPTIONS FROM OTHER DEPARTMENTS

Any of the courses below carries 2 points.

OTS 202 Cross Cultural Communication
OTS 111 Tourism Marketing and Promotion
OHI 122 History of Tanzania to the recent past
OHI 224 Globalization and African History
OPS 223 Decision Making and Public Policy Analysis
OPS 325 Conflict Analyses and Resolution Technique

CLUSTERED PROGRAMME

The outgoing programme was adopted from the University of Dar es Salaam. During 2010, the department successfully clustered the courses and came up with a new curriculum. The clusterization process has resulted into changes in some core and elective courses, in line with contemporary thinking.

During 2011/12, students undertaking the study who are in second and third level, may be assisted to migrate to the new programme. The objective is for all learners to work on one curriculum. All commencing students will have to use the new clusterized curriculum.

B.A. JOURNALISM

FIRST YEAR

COURSE CODE	COURSE NAME	STATUS	UNITS
OJO 121	Introduction to Journalism and Mass Communication	Core	2
OJO 122	News Reporting – I	Core	2
OJO 123	Introduction to Media Law and Ethics	Core	1
OJO 124	Practicum	Core	1
OJO 125	English for the Media	Elective	1
OJO 126	Kiswahili kwa Wanahabari	Elective	1
OJO 127	Français pour les Journalists	Elective	1
OCP 100	Introduction to Computer	Core	1
OFC 107	Communication Skills	Core	2
OPR 121	Critical Thinking and Argumentation	Core	1
ODS 102 A	Development Studies	Core	2
TOTAL UNITS FOR THIS LEVEL			12

SECOND YEAR

COURSE CODE	COURSE NAME	STATUS	UNITS
OJO 221	News Reporting – II	Core	2
OJO 222	Features and Opinion Writing	Core	2
OJO 223	Photo Journalism	Elective	1
OJO 224	Media Law and Ethics	Core	2
OJO 225	Editing, Layout and Graphics	Core	1
OJO 226	Media Research	Elective	1
OJO 227	Broadcasting: Radio, Television	Core	1
OJO 230	Practicum	Core	1

OJO 231	Specialized Reporting: HIV & AIDS, Environment.	Elective	1
OHI 122	History of Tanzania	Elective	1
TOTAL UNITS FOR THIS LEVEL		13	

THIRD YEAR

COURSE CODE	COURSE NAME	STATUS	UNITS
OJO 321	Investigative Journalism	Core	2
OJO 322	New Media Technologies	Core	2
OJO 323	Media Management	Core	2
OJO 326	Dissertation	Core	1
OJO 327	Practicum	Core	2
OJO 328	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting	Elective	2
TOTAL UNITS FOR THIS LEVEL		11	

B.A. MASS COMMUNICATION

FIRST YEAR

COURSE CODE	COURSE NAME	STATUS	UNITS
OJO 121	Introduction to Journalism and Mass Communication	Core	2
OJO 122	News Reporting – I	Core	1
OJO 123	Introduction to Media Law and Ethics	Core	2
OJO 124	Practicum	Core	1
OJO 125	English for the Media	Core	1
OJO 126	Kiswahili kwa wanahabari	Elective	1
OJO 127	Français pour les Journalistes	Elective	1
OCP 100	Introduction to Computer	Core	1
OFC 107	Communication Skills	Elective	1
OPR 121	Critical Thinking and Argumentation	Elective	1
ODS 102 A	Development studies	Elective	1
TOTAL UNITS FOR THIS LEVEL			13

SECOND YEAR

COURSE CODE	COURSE NAME	STATUS	UNITS
OJO 221	News Reporting – II	Core	1
OJO 224	Media Law and Ethics	Core	1
OJO 225	Editing, Layout and Graphics	Core	1
OJO 226	Media Research	Elective	1
OJO 227	Broadcasting: Television and Radio	Core	2
OJO 228	Public Relations	Core	1
OJO 229	Advertising	Core	2
OJO 230	Practical	Core	1
OJO 231	Specialized Reporting: HIV & AIDS, Environment or Local Government.	Elective	1
OJO 232	International Issues in Mass Communication	Core	1
TOTAL UNITS FOR THIS LEVEL			12

THIRD YEAR

COURSE CODE	COURSE NAME	STATUS	UNITS
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OJO 322	New Media Technologies	Core	1
OJO 323	Media Management	Core	1
OJO 324	Public Relations - II	Core	1
OJO 325	Advertisement - II	Core	1
OJO 226	Dissertation	Core	2
OJO 327	Practicum	Core	1
OJO 328	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting		1
TOTAL UNITS FOR THIS LEVEL			9

FACULTY OF ARTS AND SOCIAL SCIENCES HIGHER DEGREE PROGRAMMES

The Faculty offers the following postgraduate studies programmes:

1. MASTER OF ARTS DEGREE

1.1 There are two broad categories of Master of Arts Degrees:

1.1.1 Master of Arts Degree by Thesis

1.1.2 Master of Arts Degree by Coursework (currently not available).

1.2 The Master of Arts degrees to be offered by the faculty include:

- i. M.A. in Linguistics - MA (Ling)
- ii. M.A. in History - MA (Hist)
- iii. M.A. in Geography - MA (Geogr)
- iv. M.A. in Economics - MA (Econ)
- v. Master of Community Economic Development by Course work – with MA (CED)
- vi. M.A. in Kiswahili. - MA (Kisw)
- vii. M.A. in Tourism Studies MA (TS)
- viii. M.A. Social Work - MA (SW)

1.3 Owing to some expected problems of staffing and other course management difficulties, there is a likelihood that some of the courses shown above will be offered in alternate years.

1.4 Minimum Entry Qualifications

These will be as specified in the General Regulations Governing Masters Degrees.

1.5 Registration

1.5.1 Candidates will be registered to the distance M.A. degree by either coursework study followed by research leading to a dissertation: or by

1.5.2 Research leading to a thesis without a prescribed coursework component.

1.5.3 A candidate intending to do his/her M.A. by thesis will have to abide by the following procedures:

- Register as a provisional student after satisfying the admission requirements for the programme;
- Submit an acceptable statement of a research topic to the faculty to obtain stage I registration;
- Acquire full registration (stage II) after submitting within a period of nine months a proposal approved by the Faculty Board, Postgraduate Studies Committee and Senate;
- Seek registration within three months after the application for stage II is approved by the Senate.

1.5.4 Candidates registered for the Master's degree programme *by thesis* research, may on recommendation of the faculty be required to undertake some formal courses relevant to their subjects of study.

1.5.5 A *thesis* candidate shall upon admission be assigned a supervisor(s) appointed by the Senate on recommendation of the faculty. The supervisor(s) will be responsible for guiding the candidate in his or her research and shall periodically submit reports on the candidate's progress.

1.5.6 Candidates registered for the coursework and dissertation programme shall proceed to the M.A. after they have successfully completed the coursework.

1.5.7 The *coursework* candidates must successfully complete the coursework phase before they are allowed to proceed with the dissertation phase. Successful completion of coursework phase shall mean attainment of "B" grade average or above in all examinations.

1.5.8 Candidates who qualify to continue with dissertation research after the coursework part shall be required to submit, in partial fulfillment of the M.A. degree requirements, a dissertation.

2 DOCTOR OF PHILOSOPHY DEGREE

2.1 Entry Qualifications

2.1.1 To obtain admission to the Ph.D. degree programme of the Open University of Tanzania a candidate should hold a relevant Master of Arts degree of the OUT; or

2.1.2 The candidate should hold a relevant Master's Degree of equivalent standing from another approved University.

2.2 Registration

2.2.1 The registration of Ph.D. candidates shall follow a two stage (stage I & II) process as prescribed for Master's thesis candidates.

2.2.2 Candidates registered for the Ph.D. shall be required to register at the beginning of the first year of their studies and to renew their registration at the beginning of the subsequent years. Failure to renew registration shall mean automatic discontinuation from the studies.

2.2.3 A registered Ph.D. candidate shall be assigned a supervisor(s) appointed by the Senate on recommendation of the faculty. The supervisor(s) will be responsible for guiding the candidate in his/her research and shall, once every three months submit reports on the candidate's progress.

2.2.4 The duration of registration period shall not exceed *five years*. Failure by the candidate to complete the Ph.D. degree programme within the prescribed period shall lead to her or his discontinuation from study, unless an extension is granted by the Senate. The maximum duration of the registration period shall not exceed *six years*.

2.3 Submission of Thesis

2.3.1 To qualify for a Ph.D. degree, the candidate must submit a thesis embodying the results of his/her research.

2.3.2 Each thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation.

2.3.3 In addition to writing a thesis, the Ph.D. candidate shall also appear for a *viva voce* examination.

2.3.4 The *viva voce* examination shall take place only after the Postgraduate Studies Committee and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of an acceptable standard.

3. MASTER OF ARTS IN LINGUISTICS [M.A. (Ling)]

3.1 Objectives of the Programme

The Master's Degree in Linguistics Programme is designed to enable graduates to acquire linguistic knowledge for application in higher level professional undertakings.

The primary objectives of the programme are to:

- broaden and develop graduates' knowledge on the theoretical and application aspects of language study.

- provide a grounding in linguistic research and application in a wide range of linguistic professions including language teaching, planning, translation, lexicography and in the development and evaluation of language related courses in materials.
- encourage further professional and long-term career development in language related fields of study.

3.2 **Entry Qualifications**

Eligibility for admission to the programme will be in accordance with the requirements of the General Regulations and Guidelines of The Open University of Tanzania.

3.3 **Programme Structure**

The Master of Arts in Linguistics will be offered either by Thesis or by Coursework leading to a dissertation.

<i>Courses:</i>	<i>Status</i>	<i>Units</i>
OLL 601: Phonetics, Phonology and Morphology	(core)	2
OLL 602: Syntax and Semantics and Pragmatics	(core)	2
OLL 603: English Structure	(core)	2
OLL 604: Applied Linguistics A&B	elective	2
OLL 605: Sociolinguistics A&B	elective	2
OLL 606: Comparative and Historical Linguistics	elective	1
OLL 699: Dissertation	(core)	6

Students must take all core plus two elective courses to make a total of 16 units

3.4 **Study by Coursework**

Candidates registered to undertake the programme by coursework and dissertation shall take courses to the value of 15 units as indicated below:

	<i>Units</i>
Core course -	6
Option courses -	4
Dissertation -	6

3.5. **Assessment**

The evaluation of graduates will be in accordance to the regulations prescribed by the general guidelines regulations of the Open University of Tanzania.

4. **MASTER OF ARTS IN ENVIRONMENTAL MANAGEMENT**

The Faculty of Arts and Social Sciences offers an M.A. in EMG by Coursework and by Thesis for those who would like to work at their own pace.

The objective of this programme is to provide specialized theoretical and applied geographic training on new approaches to environmental resources, assessment, planning and management to a wide range of students with undergraduate background in social or natural sciences in subjects related to Geography. Research topics will focus on the following areas: natural and technological hazards, environmental impact assessment, environmental economics, environmental monitoring of coastal zones and urban and rural ecosystems as well as management and conservation of tropical forests and wetlands.

The goal is to meet the acute need for high level manpower in developing countries like Tanzania in environmental resources assessment, planning and management for sustainable development.

4.1 **Syllabus**

The syllabus of M.A in EMG entails environmental management, new theories, paradigms, techniques of geographic data collection, storage from sophisticated information systems e.g. Geographic Information Systems (GIS) and Land Information Systems (LIS).

- 4.2 Minimum Entry Qualifications
The General Regulations and Guidelines for Higher Degrees at the OUT do apply.

Study by Coursework and Dissertation

4.3.1 Programme Duration

Taking into consideration that this programme is conducted by distance learning methods, the M.A. in EMG programme by coursework lasts within 5 years.

4.3.2 Programme Structure

Students pursuing M.A. in EMG Programme by Coursework and Dissertation are required to take 4 core courses and 1 elective.

Core Courses

Units

OGE 601:	Theoretical Perspective in Spatial Development and Environmental Resource Management	2
OGE 602:	Methods of Geographical Research and Environmental Management	2
OGE 603:	Environmental Assessment and Natural Resources in Developing Countries	2
OGE 604:	Geographical Information Systems for Planning	2
OGE 699:	Dissertation	2

Electives:

OGE 605:	Water Resources Development and Management	2
OGE 606:	Management and Conservation of Environmental Resources	2
OGE 607:	Gender and Resource Management	2
OGE 608:	Population, Resources and Environment	2
OGE 609:	Urban and Rural Planning	2
OGE 610:	Regional and Micro-Development Planning	2
OGE 611:	Environmental Disasters Management	2
OGE 612:	Remote Sensing	2

Total Units: The total units required for M.A. in EMG by coursework are 16.

4.3.3 Administration of the Programme

The coursework will be conducted by distance education methodology for four years.

Year I

OGE 601 and OGE 604 will be conducted simultaneously along with two face-to-face sessions where subject experts and students interact.

Year II

OGE 602: *Methods of Geographical Research and Environmental Management* will be offered to all students (i.e. both by Coursework and by Thesis) in order to broaden their scope on research methods and skills related to Geography. Students will be required to carry out a three months research project to demonstrate their understanding of the course. OGE 603 and ONE elective will also be taught. The face-to-face sessions arrangements are as in year I.

Year III

The year is mainly intended for Research Work for all students registered for coursework. The study is organized into five tasks, namely, Literature Review; Proposal Writing; Data Collection; Data analysis; and the two face-to-face sessions.

Year IV

The whole year is reserved for DISSERTATION (OGE 699) including two face-to-face sessions.

4.4 Studies by Thesis

The general regulations and Guidelines for Higher Degrees at OUT will apply here too as regards entry qualifications and duration.

4.5 Evaluation

4.5.1 Candidates registered for study by Thesis are required to take OGE 602 as a compulsory course in order to impart them with research methodology skills before commencement of Thesis write-up.

4.5.2 Candidates registered for study by coursework and dissertation shall do continuous assessment and examination. They must complete the coursework part with an average grade of 'B' (i.e. GPA of at least 3.0) before they are allowed to proceed with dissertation research phase.

4.5.3 Candidates studying by thesis are required to take a total of 10 units (i.e 2 units of Methods of Geographical Research in Environmental Management and 8 units Thesis).

4.5.4 Candidates studying by coursework shall take a total of 16 units (i.e. 10 units of coursework and 6 units of dissertation).

4.5.5 The mode of evaluation for Coursework and Dissertation is as follows:

- (i) A term paper account 20% and a timed test 30% (total 50%).
- (ii) Supervised examinations 50% each.
- (ii) A dissertation comprises 100% and shall be evaluated independently.

4.5.6 The mode of evaluation for Thesis is as follows:-

- (i) The Research Methodology course (OGE 602) shall be evaluated like procedures followed in other coursework programmes.
- (ii) The Thesis comprises 100% and shall be evaluated independently.

5.0 MASTER OF ARTS IN KISWAHILI

Master of Arts in Kiswahili Linguistics combined with literature will be written in Kiswahili.

This programme will be conducted in Kiswahili by Coursework with Dissertation, and by Thesis.

5.1 MASTER OF ARTS IN KISWAHILI BY COURSE WORK AND DISSERTATION

Entry Qualifications

Students taking Master of Arts in Kiswahili by coursework and dissertation will be those who possess at least a second class degree from any recognised university. They must have studied Kiswahili as one of the subjects.

5.1.1 The Objectives of this programme shall be to

- i. expose students to trends and developments of linguistic theories in relation to the syntax, semantics and pragmatics, phonology and morphology of Kiswahili.
- ii. advance students' skills in describing, analysing and Writing Kiswahili language.
- iii. develop students' skills in research and methodology of collecting, analysing, synthesising and interpreting language data.
- iv. explore some literary theories in the context of Kiswahili.

5.1.2 Programme Structure

<i>Core Courses</i>		<i>Units</i>
OSW 601	Fonolojia na Mofolojia ya Kiswahili	2
OSW 602	Nadharia ya Sintaksia na Uchanganuzi wa Kiswahili	1
OSW 603	Semantiki na Nadharia ya Vitendo katika Kiswahili	1
OSW 604	Nadharia ya Fasihi na Uhakiki	1
OSW 605	Fasihi Simulizi	2
OSW 699	Utafiti wa Lugha na Tasnifu	6

In addition to the core courses students will be required to take OSW 699 and any other units from the list of electives thus making the total number of ten coursework units.

<i>Elective Courses</i>		<i>Units</i>
OSW 606	Isimu ya Kiswahili	1
OSW 607	Nadharia ya Isimu Jamii ya Kiswahili	1
OSW 608	Nadharia ya Tafsiri na Uhakiki	1
OSW 609	Historia na Ulinganifu wa Isimu ya Kiswahili	1
OSW 610	Leksografia	1
OSW 611	Elimu Mitindo ya Kiswahili	1
OSW 612	Tamthiliya ya Kiswahili	1
OSW 613	Riwaya ya Kiswahili	1
OSW 614	Ushairi wa Kiswahili	1
OSW 615	Uandishi wa Kiswahili	1

5.2 MASTER OF ARTS IN KISWAHILI BY THESIS

Entry Qualifications

Students taking M.A. by thesis will be those who scored B+ and above in Kiswahili during their undergraduate studies. In addition to this they must possess a good experience in research work. Such students will not be required to do any coursework. However, they may be required to do a quick brush-up course on research methodology as the faculty may deem it necessary.

6. MASTER OF COMMUNITY ECONOMIC DEVELOPMENT (MCED)

6.1 Education aims of the MCED Programme

The objectives of the programme are to:

Train Community Economic Development practitioners to work in the government and communities

Generate knowledge and information that will permit local leaders to make informed decisions

To encourage a high degree of local participation in making well informed economic choices

To assist in building sustainable institutions that will assure equitable sharing of the benefits of those choices

To build capacity among practitioners working in communities

6.1.1 Intended learning outcomes

- i. Students will have the ability to:
- ii. Carry out basic accounting system and practices
- iii. Manage small and medium sized organizations
- iv. Conduct field based research
- v. Design and implement projects
- vi. Provide technical assistance to community based organizations and institutions
- vii. Prepare strategic plans
- viii. Have a critical understanding of development finance
- ix. Build and manage social and economic development programs
- x. Develop micro enterprise support initiatives
- xi. Use computer based information systems and statistical packages.

7.0 ADMISSION REQUIREMENTS

7.1 Candidates holding the following qualifications will be eligible for admission into the MCED Programme:

- i. An Honors degree in any social science and sciences field with working experience of at least two years in community economic development related fields.

OR

- ii. holder of an advanced diploma from any recognized institution with second class or above.

8.0 PROGRAMME DESIGN, ORGANIZATION AND MODE OF DELIVERY

8.1 PROGRAMME DESIGN

The proposed degree is an 18 –month, 25 credit units program.

Each student of Master of Arts in Community Economic Development will be required to undertake nine (9) core courses and three (3) elective courses.

The program will be offered through a cycle of three semesters. Each semester will be composed of four sessions (months). Students will take three core courses and one elective in each semester.

Students will have another four months to work on a thesis.

8.2 PROGRAMME ORGANIZATION

COURSE STRUCTURE

The proposed course structure is as follows:

CORE COURSES	Credits
CED 601: Principles and Practice of Development	2
CED 602: Project Design and Management	2
CED 603: Accounting for CED	2
CED 604: Research Methodology	2
CED 605: Financial Management	2
CED 606: Economics for Community Economic Development	2
CED 607: Information Management, Analysis and Presentation	2
CED 608: Economics for Development	2
CED 609: Organizational Management for CED	2
Project	4

ELECTIVE COURSES

CED 610:	Housing and Land Use	1
CED 611:	Gender Issues in Community economic development	1
CED 612:	Cooperative Development	1
CED 613:	Micro Enterprise Development	1
CED 614:	Training for Trainers	1
CED 615:	Social Planning and Policy for Development	1
CED 616:	Development as a Tool for Conflict Resolution	1
CED 617:	Sustainable Responses to Environmental Problems	1
CED 618:	Development Finance	1
Total course units		25

The Open University of Tanzania defines ONE credit unit as equivalent to thirty five (35) one-hour lectures.

8.3 PROGRAMME MODE OF DELIVERY & PROGRAMME DURATION

The programme will be offered through face to face and distance mode. For those undertaking the program through face to face mode, class attendance for a whole week in each of the four months of a semester is required. To start with, the program will be offered at three centers namely Dar-es-salaam, Arusha and Mwanza for the face to face modes. More centers may be opened upon demand and available capacity. Students taking the distance mode will be required to sit for exams and submit assignments as per programme schedule.

9.0 ASSESSMENT REGULATIONS

The following regulations will apply for the assessment of the programme:

- 9.1 Assessment of examinations and written Assignment (Coursework)
- The following assessment shall consist of continuous assessment (written assignments or examinations for each course pursued and amounts to the maximum of 100%.
 - With written required/chosen modular students shall also write a thesis of about 20,000 words on the topic of his/her own choice.
 - A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course
- 9.2 Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the Candidates must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.
- 9.3 The mode of evaluation for the thesis comprises 100% and shall be evaluated independently.
- 9.4 The following Grading system shall be applied:

GRADE	MARKS	GRADE POINT	QUALITY
A	70%-100%	4.4-5.0	Excellent
B+	60-69%	4.0- 4.3	Very Good
B	50-59%	3.0-3.9	Good Pass
C	40-49%	2.0-2.9	Marginal Fail
D	35-39%	1.0-1.9	Fail
E	0-34%	0.-0.9	Absolute Fail

- 9.6 A Candidate who fails in only one of the FOUR courses undertaken in a semester shall be allowed to do supplementary examination.
- 9.7 A candidate who fails in a repeated subject will be deregistered from the MCED
- 9.8 A candidate whose overall grade point is below a “B” (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.
- 9.9 The duration of the MCED Programme is eighteen months (18); student who will not complete registered programme within given time will be de-registered.

10.0 FINAL AWARD/GRADUATION REQUIREMENTS

The minimum pass mark for any course shall be the grade “B” or 50%
Candidates, who successfully complete the required units, shall qualify upon approval by Senate, for the award of Masters in Community Economic Development (MCED) of the Open University of Tanzania.

Fee chargeable is Tanzanian shillings 4 million.

Commencement of the Program

October 2009 and will be offered in every subsequent academic year

MASTER DEGREE IN TOURISM STUDIES AND HOSPITALITY

The M.A. in Tourism Studies focuses on the existing management staff in the Tourism Industry. It combines both vocational orientation and provision of relevant studies in the Tourism Industry to meet the pressing need of high level manpower.

The programme is offered by course work and dissertation through evening classes. At the moment, the classes are limited to Dar es Salaam OUT-HQ.

Entry qualifications:

The entry qualifications are as prescribed in the university regulations i.e. second-class division or better in the BA/BSC/BA(Ed) etc. Holders of advanced diploma or diploma from a recognized college, of at least two years after completion of form VI may also be considered provided that they have at least three years of working experience in a related field.

Duration of the M.A-TOURISM

The M.A. in Tourism programme will last for 18 months and will consist of in depth studies in chosen fields of tourism, organized and taught in the evenings using the structure, infrastructure and spaced face to face contact. Not the programme will follow the university regulation and code of conduct.

Course Content:			Units
OTS 601:	Introduction to Tourism	(core)	2
OTS 602:	Tourism Policy and Planning	(core)	2
OTS 603:	Approaches to Hospitality Management	(core)	2
OTS 604:	Tourism and Hospitality Entrepreneurship	(core)	2
OTS 605:	Tourism Marketing and Promotion	(core)	2
OTS 606:	Sustainable Tourism Development	(core)	2
OTS 607:	Research Methodology	(Core)	2
	Dissertation	(Core)	4
Total units			18

Fees: Fees chargeable will be 3.2 million T.Shs. and will be kept in a separate account at CRDB-Millennium Tower branch (AC. No.O1J1013485700)-Open University of Tanzania.

MASTER OF ARTS IN SOCIAL WORK PROGRAMME

1. Introduction

The Open University of Tanzania, since it started providing degrees courses in 1994; had not had the opportunity to offer courses in Social Studies. However, with the changing social, economic, and environmental conditions and overall change in life style of the people, has created a need and high demand of social services both in the communities including individual homes and in work places. The need for qualified and skilled social workers has increased and yet those available are too few to adequately provide such services to the needy especially the youth, the orphans, those living with HIV and AIDS, the old and member of the community with various problems including mental torture and hardship of life especially the children and women.

The Faculty of Arts and Social Sciences, acknowledging the need for skilled social workers and also noting and responding to the demands for the courses pressurized by the community, has decided to design the MA degree programme intended to produce high level skilled professionals capable of providing services in the fields of counselling, welfare issues, employment, human rights, gender, social health, social welfare policy, planning and administration; sociology of crime, juvenile delinquency and home care services for those living with HIV/AIDS.

2. Rationale

The Tanzania population has continually been changing both in numbers and in life styles, perception and economic status. These emerging issues have created concern in the public on the need to have highly trained social workers to guide and provide technical services to clients to enable them to function optimally within the ever changing and dynamic environment in their respective communities.

The MA degree courses, which are being proposed, are therefore, intended to equip learners with proper skills and knowledge in social studies, which will enable them to provide high level services to the Tanzanians. Moreover, there is an urgent need to produce highly qualified social workers required to provide the services. Furthermore, the Open University flexibility in its way of administering degree course work and examination system, provides opportunities for those in employment in the field of

social work to enroll for the courses, thus enabling many students to study in the degree programme and increase output of social workers at a faster pace.

The current situation indicates that, there are no adequate and skilled social workers. The output both at the University of Dar es Salaam and that of the Institute of Social Welfare, do not suffice the need. Moreover, there are those workers both in offices and in the community, who provide outreach services, are required to have adequate social skills demanded in providing services and solving social issues which are ever becoming more and more complicated. The admission structure in the institutions of higher learning, which are currently teaching courses in social studies, and the high tuition fee demanded in these institutions, do not provide the opportunity for such a group to get university education. This situation has perpetuated low output for skilled social workers with MA degree education.

It has been observed further that, there is high demand for the MA programme especially after the introduction of the undergraduate programme. It was believed that the MA programme is also being offered. To the disappointment of the potential MA students, the course, they are told is not in offer. Due to the limited opportunities at the University of Dar es Salaam and the non offer of such a programme at the Institute of Social Work, there is therefore a surge of the potential MA students who are waiting for the programme to start.

The flexible admission system, which enables students to study while working; and the lower tuition fee charged at The Open University of Tanzania, has raised the urge for them to enroll for the MA programme. Offering the programme will therefore, contribute to the reduction of the problem of lack of highly trained professional social workers in Tanzania.

3. Objectives

The aim is to introduce the MA programme at the OUT. The Masters Programme in Social Work is intended to MA graduates who are highly skilled in the field of study and to increase the number of post graduates in Social Worker in the country to provide the required professional services.

3.1 Specific Objectives

- (i) Train students in MA Social Studies
- (ii) Produce adequate MA graduates in Social Work so as to contribute to the national demand for highly trained Social Workers

4. Organization of the MA Programme

The course will be offered in two modes. These are the face to face and the ODL mode. The face to face mode will first be introduced in Dar es Salaam. This will later be expanded to regions especially where OUT has own buildings and the availability of lecturers in those regions. The programme will be conducted in the evening to allow student workers to go to work and attend classes in the evening. The face to face phase will last for a total period of two years. One year for course work and the other year for research. Students will be required to enter into the second phase of study which is research upon successful completion of their course work.

The ODL mode will be introduced for the whole country. Students will study at their own pace wherever they are and will sit for exams as per university calendar. The ODL mode will last for a total of three years. One and a half year for the course work and the other one year and a half for the research.

5. Qualifications

Applicants will be required to have a first degree in Sociology or Social Work with a second class score. Also applicants with advanced diploma from a recognized institution of higher learning with a B+ grade can qualify. However, admission can consider graduates in Public administration, public health, community development, medicine, gender and other relevant fields of study.

Some students might decide to take the Masters Course by thesis. This is allowed. The procedure for this include writing to the University with your proposal, presenting the proposal to the faculty panel, getting an advisor to closely read your proposal and later get an actual registration of the university when your advisor is satisfied with the proposal.

6. Grading

Grading will be 50% for the course work and 50% for research. The 50% for course work will include participation in classroom discussion for the face to face, writing a term paper, tests and final Examination. For the ODL, they will be graded from two assignments, two tests and a final examination. The research activities will involve preparing a research proposal, present it, collect both primary field data and secondary data, process and analyze data and write report for submission.

7. The Fees

The Fees for the Programme will include costs for tuition, books, research and dissertation Production. The Fees for the Face to Face mode will be Tshs. 3.2 million while the fees for ODL mode will follow the rate of the University for MA ODL.

As a starting point, the MA degree course to be offered is for Social Work. Courses for MA Sociology will be designed later as demand for the programme arises.

Curriculum:		Units	
OSS 601:	Advanced Social Work Theories and Methods	(core)	2
OSS 602:	Social Security and Social Policy	(core)	2
OSS 603:	Social Work, Population and Gender	(core)	2
OSS 604:	Social Work and Disaster Management	(core)	2
OSS 605:	Social Work, Health	(core)	2
OSS 606:	Advanced Social Research Methods	(core)	2
OSS 607:	Psychology, Guidance and Counselling	(core)	2
OSS 608:	Dissertation	(core)	2

For further information please contact the Open University of Tanzania, Faculty of Arts and Social Sciences (FASS), Department of Sociology and Social Work.

Our Faculty email: dfass@out.ac.tz

Please contact

OSS Head of Department Dr. M.D.N. Kitula: Mobile Phone No.0754319997

DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMME

The Objectives of this programme are to:-

- (i) expose students to the vastness of knowledge in order to specialize in the discipline.
- (ii) develop high level research and professional skills related to Geography.
- (iii) impart analytical problem solving potentiality in temporary geographical issues and related disciplines.
- (iv) inculcate self-confidence and mastery of Geography.

9.1 Entry Qualifications

Eligibility to admission require:

- (a) A good relevant Masters Degree of OUT
- (b) A good relevant Masters Degree from an approved university.

9.2 Duration

The duration of a Ph.D programme is a maximum of six years.

9.3 Evaluation

This will be in accordance to the General Regulations and Guidelines of the Open University of Tanzania.

FACULTY OF BUSINESS MANAGEMENT (FBM)

The Faculty of Business Management (FBM) came into existence following the Establishment Order No. 442 of 2002 as a supplement to Act No. 17 of 1992 which established the Open University of Tanzania.

The Faculty of Business Management has evolved from a natural growth and expansion of the OUT programmes and faculties. The Business Studies Section which formed part of the Faculty of Arts and Social Sciences (FASS), co-existed with FASS since 1994 when the first batch of students pursuing Business Studies registered with OUT. Since then, the students pursued B.Com and B.Com (Ed) programmes in the Faculty of Arts and Social Sciences and graduated in Bachelor of Commerce and Bachelor of Commerce with Education.

The Faculty of Business Management Establishment Order No. 442 of 2002 provides for an independent and autonomous existence of the Faculty of Business Management, separate from the Faculty of Arts and Social Sciences.

Broad Objective

To enable students to acquire general business and management overviews of both Tanzania and the World and provide them with the tools to assume middle and top level management positions for those who enter the labour market or become successful entrepreneurs in the case of those who seek self-employment.

Specific Objectives

- i. To develop and run programmes that will expose students to modern business knowledge that will enable them to comprehend both theoretical and practical issues underpinning the operations of business.
- ii. To develop and run programmes that will enable students acquire a wide range of transferable skills in such critical areas as business communication, research, critical thinking and creative problem solving.
- iii. To develop and run programmes that will enable students develop entrepreneurial awareness and encourage them to practice entrepreneurship.
- iv. To develop and run programmes that will enable students become competent management practitioners in the public, private and not for profit organizations - including NGOs.
- v. To become a centre of creating new knowledge and solutions to business problems by conducting research, publishing and disseminating such research findings.
- vi. To organize training programmes of varied duration, including tailored programmes to fit the interests and needs of particular groups, institutions and individuals.

Undergraduate Degree Programmes

1.0 Bachelors of Business Administration (BBA)

- (a) Until 2009, the Faculty of Business Management has been offering B.Com, B.Com (with Education), BBA, and BBA (with education). In 2008, the Faculty decided to streamline its undergraduate degree programmes and also to review the content of its business studies curriculum. The review also involved a change in the coding system.

- (b) As an outcome of these processes the Faculty has, with effect from 2010/2011 academic year, offer only BBA and BBA (with education) both of which give learners opportunities to specialize. The number of courses has now been reduced and each course has been beefed up with more content, in many cases through merging, resulting into two units each. All students are required to do 36 units only to graduate irrespective of whether one is studying for BBA or BBA with education. Faculty of Education has also reviewed its curriculum, resulting into new courses that a BBA with education students must do to qualify for teaching business studies subjects in secondary schools and colleges. In order for FBM to achieve its goal of maintaining 36 units to graduate for BBA education students, it has had to reduce the business studies courses to make provision for the education courses. Students are advised to study the new structure carefully to establish how these changes will affect their learning path.
- (c) The course codes are now based on departments. OAF serves for the Accounting and Finance Department courses; OME for the Marketing and Entrepreneurship Department courses; and OLG for the Leadership and Governance Department courses. Furthermore, the numeric codes are now having specific meaning. The first digit stands for the level of study (Levels 1, 2, and 3); second digit the year of study within the level (i.e. year 1 or 2); and the last digit stands for the serial number of the course in the department.
- (d) You will recall that in the academic year 2010/11 you were asked to ensure that you have migrated to the new BBA with specializations or for few who were about to graduate were guided on how to complete in the old programme. We can now assume that all our undergraduate students are in the new BBA programme, and if there are few who are not, they need to contact the Faculty immediately.
- (e) The new structure for BBA and BBA with education have six areas of specialization, namely: Accounting, Finance, Human Resources, International Business, Marketing and Education itself. A seventh area – procurement and logistics – will be introduced very soon. The programmes structures are presented below. Please notice that two mandatory courses were introduced at the university level since 2009/10 academic year. These are OCP 100 and OFC 017.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAMME

Group	C/Code	Course Name	Units
University Wide (4 units)	OCP100	Introduction to Computer	1
	ODS 101 A	Concepts/Theories of Social Dev	1
	ODS 101 C	Political and Social Development in Africa	1
	OFC 017	Communication Skills	1
Faculty wide (20 units)	OAF 111	Principles of Accounting	2
	OAF 112	Business Mathematics and Statistics	2
	OAF 121	Finance I	2
	OLG 111	Principles of HRM & Administration	2
	OME 212	Business Environment and Strategies	2
	OME 213	Principles of Economics	2
	OLG 221	Business Research Methods and Philosophy	2
	OLG 222	Business Law and Ethics	2
	OME 312	Entrepreneurship and Business Planning	2
	OBM 399	Field Practical OR	2
	OEI 208	Teaching practice (for BBA(Ed.))	
Accounting Specialization (12 units)	OAF 211	Intermediate Accounting	2
	OAF 221	Management and Cost Accounting	2
	OAF 311	Advanced Accounting	2
	OAF 312	Auditing	2
	OAF 321	Taxation And Public Finance	2
	OAF 322	International Finance	2
Finance	OAF 212	Finance II	2

Specialization (12 units)	OAF 221	Management and Cost Accounting	2
	OAF 313	Microfinance Management	2
	OAF 314	Finance III	2
	OAF 322	International Finance	2
	OAF 323	Financial Markets and Institutions	2
Marketing Specialization (12 units)	OME 211	Principles of Marketing	2
	OME 221	Marketing Strategy, Planning and Control	2
	OME 311	Organization Behaviour	2
	OME 313	Services Marketing and Customer Care	2
	OME 321	Sales Management	2
	OME 322	International Marketing	2
HRM Specialization (12 units)	OME 211	Principles of Marketing	2
	OLG 223	Workforce Planning	2
	OME 311	Organization Behaviour	2
	OLG 311	Training & Development	2
	OLG 321	Labour Law	2
	OLG 322	Labour Relations	2
International Business (IB) Specialization (12 units)	OME 211	Principles of Marketing	2
	OLG 224	Regional Economic Integration	2
	OME 311	Organization Behaviour	2
	OLG 312	Legal Aspects of International Trade	2
	OLG 323	International Business Management & e commerce	2
	OME 322	International Marketing	2
Education Specialization (12 units)	OAF 211	Intermediate Accounting	2
	OEP 101	Education Psychology	2
	OEF 101	Philosophy of Education and Teaching	2
	OEF 102	History and Sociological Aspects in Education	2
	OEI 101	Curriculum Development and Evaluation	2
	OEI 205	Economics and Business studies Methods	2

2.0 Bachelors of Business Administration (BBA) Evening Programme

Mode of Delivery.

The BBA Evening programme is designed to be delivered in an Evening Executive/modular Mode. There will be six modules for the entire programme to be covered in three levels. One level (equivalent to one academic year) will be divided into two modules of six weeks each. Each course will be delivered through a 3-hour lectures, discussions and presentations starting from 17.00 to 20.00 hours, six days a week (from Monday through Saturday) for two weeks. Therefore minimum prescribed contact hours per course (for a 2 units course) shall be 36 hours (12 days * 3 hours).

An instructor will spend a maximum of 12 days (3 hours per day) for each course of two units and 6 days for a one unit course. During this period, an instructor is expected to accomplish all course work for the particular course, including assignments (if any) and test(s). Take home assignments provided can be collected later through the regional centre. Final Examinations for all courses taken in each level will be done during the normal University Examinations in May/June. There will be a two weeks break every after one course. This will give students ample time to make revisions and work on given home works and assignments. By this break, the programme is also expected to be so flexible that students with various responsibilities can be comfortable with the BBA –EP as it enables them to adjust their timetables to fit into the programme.

However, upon identification of the needy students, the number of which can cover operation costs and other expenses, the Faculty will arrange training on any one of the courses at any regional centre. The

course work will be administered by the Faculty and the student will be required to sit for the normal University Examinations. Completion of such a course will lead to an award of a Certificate of Course Completion.

A student completing one module / level will be awarded a Certificate of Module/Level Completion. A student can study step by step and upon accumulation of all the Certificate of Completion (Level 1 to 3) can be awarded a BBA degree- in the relevant specialization.

Structure of the BBA and BBA (Education) Programme

MODULE I

MODULE I			MODULE II		
Code	Course Title	Units	Code	Course Title	Units
OFC 017:	Communication Skills	1	ODS 101 A:	Concepts of Social Dev.	1
OCP 100:	Introduction to Computers	1	ODS 101 C:	Political and social dev.	1
OAF 112:	Business Math & Statistics	2	OLG 111:	Principles of HRM and Admin.	2
OAF 111:	Principles of Accounting	2	OAF 121:	Finance I	2
Total no. of units		6	Total no. of units		6
MODULE III			MODULE IV		
OME 213:	Principles of Economics	2	OLG 221:	Business Research Methods	2
OGL 222:	Business Law and Ethics	2	OME 312:	Entrep. & Business Planning	2
OME 212:	Business Env. & Strategies	2	Option*		2
Total no. of units		6	Total no. of units		6
MODULE V			MODULE VI		
ACCOUNTING			ACCOUNTING		
OAF 211:	Intermediate Accounting	2	OAF 321:	Taxation & Public Finance	2
OAF 221:	Management & Cost Accounting	2	OAF 322:	International Finance	2
OAF 312:	Auditing	2	OAF 311:	Advanced Accounting	2
Total no. of units		6	Total no. of units		6
FINANCE			FINANCE		
OAF 212:	Finance II	2	OAF 314:	Finance III	2
OAF 221:	Management & Cost Accounting	2	OAF 322:	International Finance	2
OAF 323:	Financial Mkts & Institutions	2	OAF 313:	Microfinance Management	2
Total no. of units		6	Total no. of units		6
MARKETING & ENTREPRENEURSHIP			MARKETING&ENTREPRENEURSHIP		
OME 211:	Principles of Marketing	2	OME 311:	Organisation Behaviour	2
OME 221:	Mktg Strategy, Plan. & Control	2	OME 321:	Sales Management	2
OME 313:	Services Mktg & Customer Care	2	OME 322:	International Marketing	2
Total no. of units		6	Total no. of units		6
HUMAN RESOURCE MANAGEMENT			HUMAN RESOURCE MANAGEMENT		
OME 211:	Principles of Marketing	2	OME 311:	Organisation Behaviour	2
OLG 223:	Workforce Planning	2	OLG 321:	Labour Law	2
OLG 311:	Training & Development	2	OLG 322:	Labour Relations	2
Total no. of units		6	Total no. of units		6
INTERNATIONAL BUSINESS			INTERNATIONAL BUSINESS		
OME 211:	Principles of Marketing	2	OME 311:	Organisation Behaviour	2
OLG 224:	Regional Economic Integration	2	OME 322:	International Marketing	2
OGL 312:	Legal Aspects of Int’nal Trade	2	OGL 323:	Int. Business& e-commerce	2
Total no. of units		6	Total no. of units		6
EDUCATION			EDUCATION		
OAF 211:	Intermediate Accounting	2	OEI 101 :	Curriculum Dev. & Evaluation	2

HIGHER DEGREE PROGRAMMES IN BUSINESS MANAGEMENT

1.0 POSTGRADUATE DIPLOMA IN BUSINESS STUDIES (PGDBS)

1.1 INTRODUCTION

The Postgraduate Diploma in Business Studies is a general business management degree, which prepares participants for a range of executive and business management careers. It is equally valuable for the person who aspires to such a role, by helping them to gain the knowledge and understanding necessary to carry out that role. Above all the course is a bridge to those aspiring for masters' degree but they do not have enough qualification.

1.2 GENERAL OBJECTIVES OF THE PGDBS PROGRAMME

The educational aims of the programme are:

- i. To develop knowledge, skills and competence to the level where students can make a professional contribution to the management and administration of business
- ii. To enable students to develop an understanding and knowledge of the management of business
- iii. To prepare students to undertake higher and professional roles in management
- iv. To enable students to acquire necessary skills and competence in pursuing higher degrees in business and management
- v. To enable students to develop skills of investigation, analysis and presentation.

1.3 ENTRY QUALIFICATIONS

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

- i. Must have a degree of any classification of the Open University of Tanzania or have an equivalent degree from other universities or recognised/accredited higher learning institutions.
- ii. Applicants holding unclassified degrees with grades which do not qualify them for direct entry to Masters degree.
- iii. Applicants with an advanced diploma from any recognized institution may also be considered provided that they have passed all courses.
- iv. Applicants enrolled for professional examination e.g. CPA of the NBAA and CPSP of the PSPTB will be considered provided that at the time they lodge their application they have already attained Module D of the CPA or Professional stage III of the CPSP, through sitting formal examinations, and they have in addition a pass in sixth form education

1.4 PGDBS PROGRAMME STRUCTURE

The programme is structured under assumption that the learners will spend one academic year to complete the programme. The programme has a total of ten units comprising six modules of which each of them has a weight of one unit and a project which carries four units. Each student shall be required to undertake all units offered in the programme. However, learners shall study and pass the prescribed courses in the first place before being allowed to do their project.

MODULE I

Module Code	Module Title	Credit/Units
OME 511	Entrepreneurship Development	1
OME 512	Marketing Management	1
OAF 511	Business Mathematics and Statistics	1

MODULE II

Module Code	Module Title	Credit/Units
OLG 611	Strategic Human Resource Management	1
OLG 612	ICT in Business Management	1
OAF 612	Managerial and Financial Accounting	1

PROJECT:

OBF 599	Comprehensive Business Plan	4
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1.5 PROGRAMME DELIVERY

The programme is offered under Distance, Evening and Executive mode

The Executive Mode:

The mode is conducted in an enhanced face to face sessions, each addressing a different learning constraint. The course shall run as per Open University academic calendar and intake size is based on class capacity in six centres namely Arusha, Dar es Salaam, Dodoma, Mbeya, Mwanza and Zanzibar. Later on, and depending on the cluster of successful applicants and Faculty's resources, this mode may be extended to include other regions in Tanzania.

There will be a two months break between modules. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for modules completed will be done on the first two days of the subsequent module. Orientation related to the preparation of Business plan will be conducted immediately after doing the final examinations for Module II which will be conducted in the various centres, and students are expected to end up with a draft of a Business Plan. Students will be assigned a supervisor to guide in finalize the plan and produce the Comprehensive Business Plan for examination.

The Evening Mode

The evening mode of delivery may appeal mainly to residents of Dar es Salaam. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. Respective lecturers will give them the timed tests during lectures and the final exams will be scheduled within the 15th week. After a brief break, the second module courses will be taken up in the second semester. After completion of all courses the students will be oriented on the preparation of Business plan in a face to face session where they will come up with a draft of a Business Plan. Students will be assigned a supervisor to guide in finalizing the plan and produce the Comprehensive Business Plan for examination.

Distance Mode:

Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the PGDBS distance programme. This mode follows the Open and Distance Learning (ODL) mode, the mainstay of OUT. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 3 units from module I.

2.0 MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE PROGRAMME

2.1 INTRODUCTION

The Master of Business Administration (MBA) degree programme is designed to cater for the contemporary business world and student needs. It is a highly professional four-year management development programme, which is largely delivered on a distance-learning mode. It offers a special learning opportunity and a unique self-development programme to the graduate who wants to follow a management career in business and public sectors.

2.2 GENERAL OBJECTIVES OF THE MBA PROGRAMME

The main objective of the MBA programme is to prepare and equip graduates with general training in cross-organisational perspectives of business and specialised training in career-oriented management areas such as Finance, Human Resources Management, Marketing, Governance and Leadership, and Transport and Logistics.

For this reason, the programme will specifically enable participants to:

- i. acquire the requisite general and specialised knowledge and understanding of the business processes and their environment;
- ii. develop both theoretical and practical skills for effective management;
- iii. acquire analytical skills and competencies in assessing business opportunities and challenges;
- iv. acquire the spirit of entrepreneurship for business development and job creation; and

- v. acquire tools for analysis and skills for research.

2.3 ENTRY QUALIFICATIONS

The programme is open to candidates with a variety of background and interests in either general or specific management functional area. However, prospective candidates must satisfy the following minimum requirements:

- i. Must have a first or second class honours degree of the Open University of Tanzania, or
- ii. Must have an equivalent honours degree from other universities or recognised/accredited higher learning institutions.
- iii. Applicants holding unclassified degrees (e.g. M.D.) must have at least a B grade average
- iv. Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.5. Have worked for at least 2 years in an organisation, after graduation and have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.
- v. Applicants with recognised professional qualifications, e.g. CPA, CSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition:
 - a. A pass in sixth form education;
 - b. Have worked for at least 2 years in an organisation, after graduation; and
 - c. Have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.
- vi. Applicants with an advanced diploma in a relevant field of at least upper second class may also be considered. Lower classes will be considered provided the applicant also holds a postgraduate diploma in a relevant field. In both cases, the applicant, in addition, must have worked in a relevant organisation for at least two years.

2.4 MODES OF DELIVERY

The Faculty of Business Management will offer the MBA programme by thesis and by coursework.

MBA by Thesis is offered to candidates with business education and strong research background. MBA by Coursework is offered to candidates, who have no business education background. Candidates will have the opportunity to specialize in, Finance, Marketing, Human Resource Management, Governance and Leadership and Transport and Logistics.. Other areas of specialization will be added later on depending on the level of demand.

Distance, Evening or Executive Face-to-Face Programme

The MBA (evening) programme may appeal mainly to residents of Dar es Salaam. The Faculty also offers its MBA in the executive mode in 4 centres in the country, namely; Arusha, Mbeya, Mwanza, and Zanzibar. Later on, and depending on the cluster of successful applicants and Faculty's resources, this mode may be extended to include other regions. Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MBA distance programme.

2.5 MBA PROGRAMME STRUCTURES

MBA by Thesis

The MBA by thesis shall be offered through a combination of distance and part-time learning mode to candidates with a business or management education, strong research background and at least two years working experience.

Components of the Programme

The programme consists of two parts; capacity strengthening and Thesis writing.

(a) Strengthening Capacity

This particular activity is rationalised on the different learning environment associated with distance mode of learning and education. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. The purpose of the part-time residential classes is to minimise the likely negative impact of distance. Here students will be guided on the appropriate courses to undertake based on the needs of the student.

(b) Thesis Writing

This aspect will follow the normal MBA dissertation writing process, namely:
writing of a feasible and approved research proposal
a satisfactory (report) thesis for the award of the degree; and
participating and presenting papers at MBA Seminars

(c) Evaluation of Thesis

The regulations of OUT Postgraduate Studies shall apply. Coursework marks shall not be used to evaluate the thesis.

MBA by Coursework and Dissertation

The MBA programme has also undergone a major review. The number of courses has been reduced and the codes have been reviewed to follow the departmental codes. The dissertation part has been merged with the research methodology course and its weight reduced to a total of six units. All students will have an opportunity to specialize in one of the five areas; namely, finance, marketing, leadership and governance, human resource management and transport and logistics. The latter has been introduced anew this academic year and it is being run jointly with the National Institute of Transport (NIT). The Open University of Tanzania is the awarding authority. As a result of this review, the Faculty expects that students will spend lesser time on coursework and more on the dissertation. The delivery schedules will also vary as detailed hereunder.

Programme Structure

The programme consists of 6 core units, 3 electives which carry a weight of one unit each and Research methodology course with an academic dissertation which carries 6 units to make a total of 15 units to complete the program. Core units provide a foundation of knowledge and understanding. Electives units allow in-depth study and reflection and provide a student with an opportunity to enhance and deepen knowledge and skills in areas of particular interest, and that are relevant to future career. The electives we offer vary depending on current faculty research agenda and relevance to business which includes Finance, Marketing, Leadership and Governance, Transport and Logistics and Human Resource options.

The Core Units Code Title	Units
Module I:	
OLG 611 Strategic Human Resource Management	1
OLG 612 ICT in Business Management	1
OAF 612 Managerial and Financial Accounting	1
Module II:	
OME 611 Strategic Marketing	1
OAF 611 Financial Management	1
OLG 615 Management Decision Making Processes	1
The Electives (Module III)	
Specializations (students has to take all three)	
Finance	
OAF 621 Financial Markets and Institutions	1
OAF 622 International Business Finance	1
OAF 623 Advanced Corporate Finance	1
Marketing	
OME 621 Sales Management	1
OME 622 International Marketing	1
OME 623 Services Marketing	1
Human resource	
OLG 616 Employment Law and Employee Relations	1
OLG 619 International Human Resource Management	1
OLG 621 Human resource Planning and Development	1

<i>Leadership and Governance</i>	
OLG 625 Public Administration	1
OLG 626 Corporate Governance	1
OLG 627 Leadership and Human Rights	1
<i>Transport and Logistics</i>	
OME 626 Transport Systems Management	1
OME 627 Public Transport & transportation	1
OME 628 Global Logistics Management	1
Dissertation:	6
OBM 699 Business Research Methodology/Dissertation	

2.6 PROGRAMME DELIVERY

The program will be delivered in three modes, namely Distance, Evening and Executive.

Distance Mode:

This mode follows the Open and Distance Learning (ODL) mode, the mainstay of OUT. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 5 units from module I and II for the first year. In January/February of the following year they will be given Timed Tests (TTs) for the registered subjects. Around April, during a face to face session they will have their Students Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final exams will be held in May/June. Special TTs will be held in May/June before the final exams for those who missed them in Jan/Feb. session and special and supplementary final exams will be held in the following Jan/Feb. session. The process will repeat in the second year for the remaining units in Module II and III. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. This arrangement will cover Tanzanian students and all foreign students in countries where OUT has centers.

The Evening Mode:

At the moment this mode will be held at Mwalimu house in Dar es Salaam. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. Respective lecturers will give them the timed tests during lectures and the final exams will be scheduled within the 15th week. After a brief break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

The Executive Mode:

Module I and II will be conducted in the MBA Executive centres (currently Arusha, Mbeya, Mwanza and Zanzibar) while module III (specialization) will be done at Mwalimu House Dar es salaam. There will be a two months break between modules. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for modules completed will be done on the first two days of the subsequent module. Research Methodology course will be taught immediately after doing the final examinations for Module III which will be conducted in the various centres, and students are expected to end up with a research proposal. Students will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

Evaluation

The general OUT Postgraduate Regulations shall apply.

3.0 MASTER OF HUMAN RESOURCE MANAGEMENT (MHRM)

3.1 PROGRAMME CONTENT

The program consists of 4 core units, 2 electives which carry a weight of one unit each and Research methodology course with an academic dissertation which carries 6 units to make a total of 12 units to complete the program.

The Core Units		
Code	Title	Units
OLG 611	Strategic Human Resource Management	1
OLG 612	ICT for Business Studies	1
OLG 613	Performance and Reward Management	1
OLG 616	Employment Law and Employee Relations	1
Any Two of the Electives below:		
OLG 617	Counseling and Coaching at Workplace	1
OLG 618	Human Resource Management Consultancy	1
OLG 619	International Human Resource Management	1
OLG 620	Management of Safety and Health	1
OLG 621	Human resource Planning and Development	1
Dissertation:		
OBM 699	Business Research Methodology/Dissertation	6

3.2 PROGRAMME DELIVERY

The program will be delivered in three modes, namely Distance, Evening and Executive.

Distance Mode:

This mode follows the Open and Distance Learning (ODL) mode, the mainstay of OUT. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 4 units from the core units. In January/February of the following year they will be given Timed Tests (TTs) for the registered subjects. Around April, during a face to face session they will have their Students Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final exams will be held in May/June. Special TTs will be held in May/June before the final exams for those who missed them in Jan/Feb. session and special and supplementary final exams will be held in the following Jan/Feb. session. The process will repeat in the second year for the remaining units. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. This arrangement will cover Tanzanian students and all foreign students in countries where OUT has centers.

The Evening Mode:

At the moment this mode will be held at Mwalimu house in Dar es Salaam. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, two days per week, covering two of the core courses for 15 weeks. Respective lecturers will give them the timed tests during lectures and the final exams will be scheduled after the 15 weeks. After a brief break, the remaining two core courses will be taken up and finally the electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

The Executive Mode:

The core unit courses will be conducted in the MBA Executive centres (currently Arusha, Mbeya, Mwanza and Zanzibar) while the electives will be done at Mwalimu House Dar es salaam. There will

be a two months break between sessions. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for courses completed will be done on the first two days of the subsequent session. Research Methodology course will be taught immediately after doing the final examinations for the elective courses which will be conducted in the various centres, and students are expected to end up with a research proposal. Students will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

Duration of the Course

A maximum period of five years has been approved. However, there is nothing to prevent a candidate from completing their courses of study within two years or less, after registration. In fact, students are encouraged to complete their studies earlier to reduce costs and ensure quality and usefulness of acquired knowledge.

Evaluation of Coursework

The evaluation of the programmes will be through course work and examinations. Except for the dissertation, each course will be evaluated as follows:

Coursework:	One Timed Test	30%
Examination		<u>70%</u>
Total		100%

The pass mark for each examinable course shall be 50%. A candidate who has not completed the course work shall not be allowed to proceed for research work.

Dissertation

The dissertation is an independent study done by the student under supervision. This is now combined with the Research Methodology course whereby face to face lectures will be conducted to the students after they have completed the rest of the courses. During this time the students are expected to come up with their dissertation proposal in an acceptable and complete form, and this will be assessed and contribute 30% with the remaining 70% coming from the final dissertation. Then each candidate shall be allocated a Supervisor with whom he/she shall have regular contacts during the period of research. The proposals, duly signed by both the candidates and their supervisor shall be submitted to the coordinator of Postgraduate Studies. A candidate shall undertake an applied research and submit a dissertation of approximately 15000-20000 words in partial fulfilment of the Masters Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertations shall apply.

Award of Degree

Regardless of the mode of learning a candidate chooses, both the degrees of Master of Business Administration and master of Human Resource Management shall be awarded and conferred on candidates who satisfactorily completed all the requirement for the award of the respective degree. Neither of the degrees are classified.

4. DOCTOR OF PHILOSOPHY DEGREE (Ph.D)

Objectives

The objectives of the programme are to enable the student to:
Develop analytical and professional skills in research;
Acquire a wide scope of understanding of the business world;
Acquire entrepreneurship skills.

Entry requirements

A relevant Master of Business Administration Degree of OUT or equivalent qualifications

Duration

The candidate must submit his/her thesis within six years from the date of registration for the degree, although candidates are encouraged to complete their studies within 3 to 4 years to avoid data obsolescence. However, no candidate shall be permitted to submit a thesis in less than two academic years from the date of registration.

Programme Structure

Since prospective candidates might have been out of touch with the academia for some time it is necessary to upgrade their foundation knowledge and research skills and to enhance their understanding of their responsibilities in pursuing this degree. It is therefore worthwhile for candidates to take foundation courses together with preparing a viable research proposal in the first year of the programme. The programme is structured as follows:

Year 1

Candidates must take the following courses:

OBM:700 Philosophy of Science/ Knowledge Independent Paper

OBM:702 Business Research Methods and Computer Applications

OBM:703 One Elective Course in Area of research interest.

Year 2

Field Research and Data Collection

Data Analysis and Reporting

OBM 701: Doctorate Seminar Presentations

Year 3

Compilation of dissertation

OBM 701: Doctorate Seminar Presentations

Presentation of Dissertation to Supervisor.

Production of Dissertation for External Evaluation.

Viva Voce Examinations OBM:799 Dissertation.

Year 4 – Year 6

OBM: 701 Seminar presentations

OBM: 799 Dissertation writing.

Administration of Ph.D Programme

The regulations of OUT higher degrees shall apply.

FACULTY OF EDUCATION

Undergraduate Degree Programmes

The courses offered in the Faculty of Education are in the framework of a Three Parts education programme. These courses are offered to students from the Faculty of Arts and Social Sciences; Faculty of Business Management; Faculty of Science, Technology and Environmental Studies and the Faculty of Education leading to the degrees of Bachelor of Arts with Education, B. A. (Ed); Bachelor of Business Administration with Education BBA(Ed); Bachelor of Commerce with Education, B. Com. (Ed); Bachelor of Science with Education, B. Sc. (Ed); and Bachelor of Education, B. Ed.

Within the Faculty of Education, Part One courses are intended to give students the foundations on which Education is built. The courses include History, Philosophy, Psychology and Sociology of Education courses. Part Two courses are intended to provide the student with knowledge and skills for handling teaching and learning in different situations. Part Three courses are intended to broaden students in further aspects and specialisations of Education.

BA (ED); B.SC. (ED), B. COM (Ed) AND BBA (ED) PROGRAMMES

PART ONE SERIES

Year 1

Units

OED 101:	History of Education	(core)	1
OED 102:	Philosophy of Education	(core)	1
OED 103:	General Psychology	(core)	1
OFC 017:	Communication Skills	(core)	1

Year 2

OCP 100:	Introduction to Microcomputer	(core)	1
OED 104:	Learning Attitudes and Motivation	(core)	1
OED 105:	Philosophy of Teaching and General Methods	(core)	1
OED 106:	Environmental Education	(Elective)	1
OED 107:	Sociology of Education	(core)	1
OED 212:	Teaching Practice	(core) Cumulative +	

PART TWO SERIES

Year 3

OED 201:	Curriculum Development	(core)	1
OED 202:	Educational Media	(core)	1

And any Two of the following:

OED 203:	Mathematics Methods	(core)	1
OED 204:	History Methods	(core)	1
OED 205:	Philosophy and Religious Studies Methods	(core)	1
OED 206:	English Language Methods	(core)	1
OED 207:	Literature in English Methods	(core)	1
OED 208:	Lugha ya Kiswahili Methods	(core)	1
OED 209:	Business Studies Methods	(core)	1
OED 210:	Economics Methods	(core)	1
OED 211:	Geography Methods	(core)	1
OED 212:	Teaching Practice (by assessment)	(core)	(Commutative)
OED 218:	Physics Methods	(core)	1
OED 219:	Chemistry Methods	(core)	1
OED 220:	Biology Methods	(core)	1
OED 221:	Home Economics Methods	(core)	1 *

Year 4

OED 213:	Educational Planning and Administration	(core)	1
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OED 214: Test and Measurements	(core)	1
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And any one of the following:

OED 215: Educational Statistics	(elective)	1
OED 216: Comparative Education	(elective)	1
OED 217: Contemporary Issues in Education	(elective)	1

PART THREE SERIES

Year 5

OED 212: Teaching Practice	(core)	2
OED 301: Child Development and Personality	(elective)	1
OED 302: Introduction to special Education	(core)	1
OED 303: Introduction to Educational Research	(elective)	1
OED 304: Economics of Education	(elective)	1

Year 6

OED 305: Principles of Guidance and Counseling	(core)	1
OED 306: Adult Education and National Development	(elective)	1

+ Refer to Teaching Practice information provided in this prospectus.

B. ED. PROGRAMME

The Faculty of Education also offers B. Ed degree. The programme is designed to produce effective professionals in different sectors of education. The programme consists of seven streams as follows: Adult and Continuing Education stream; Education Policy and Management stream; Science stream; Arts stream; Teacher Educator stream and Special Education stream. Students in this programme have to study all core courses enlisted under each year and has to take other three core courses on his/her teaching subject. This means, graduates in this programme will specialise in one teaching subject from the Faculty of Arts and Social Science, or the Faculty of Business Management, or the Faculty of Science, Technology and Environmental studies. The following table shows course/units to be covered before one qualifies for a B. Ed. degree.

Subject	Year 1	Year 2	Year 3	Year 3	Year 4	Year 5	Total
Education	5	4*	4*	5	4*	3	25
Teaching subject	3	3	3	3	3	2	17
Total	8	7*	7*	8	7*	5	42*

* Teaching Practice, which has a total of 2 units, is not included.

B. Ed COURSE STRUCTURE

(a) B. Ed. Adult and continuing education Stream

FIRST YEAR

Units

OED 101: History of Education	(core)	1
OED 102: Philosophy of Education	(core)	1
OED 103: General Psychology	(core)	1
OED 105: Philosophy of Teaching and General Methods	(core)	1
OED 107: Sociology of Education	(Elective)	1
OFC 017: Communication Skills	(core)	1

Any three core courses from your teaching subject 3

SECOND YEAR

OED 106: Environmental Education	(Elective)	1
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OED 109: Psychology of Adult Learning	(core)	1
OED 112: Foundations of Adult and Continuing Education	(core)	1
OCP 100: Introduction to Microcomputer	(core)	1
OED 212: Teaching Practice	(core)	1

Any one methodology course from OED 203 to OED 211

or OED 218 to 221 (core) 1

Any three core Courses from your teaching subject 3

THIRD YEAR

OED 201: Curriculum Development	(core)	1
OED 202: Educational Media	(core)	1
OED 222: Adult basic Education and Training	(core)	1
OED 230: Adult teaching and Learning	(core)	1
OED212: Teaching Practice	(core)	(cumulative)

Any three core courses from your teaching subject

YEAR FOUR

OED 213: Educational Planning and Administration	(core)	1*
OED 214: Test and Measurements	(core)	1
OED 215: Educational Statistics	(core)	1
OED 227: Distance Education	(core)	1
OED 228: Project Design and Appraisal in Education	(core)	1

Any three core courses from your teaching subject 3

YEAR FIVE

OED 229: Programme Management in Adult Education	(core)	1
OED 392: Introduction to Special Education	(core)	1
OED 303: Introduction to Educational Research	(core)	1
OED 305: Principles of Guidance and Counseling	(core)	1
OED 212: Teaching Practice	(core)	2

Any three core courses from your teaching subject 3

YEAR SIX

OED 306: Adult Education and National Development	(core)	1
OED 311: Human Rights education	(core)	1
OED 312: Curriculum Innovations in Non-Formal Education	(core)	1*

Any two core courses from your teaching subject 2

(b) B. Ed. Education Policy and Management Stream

FIRST YEAR

OED 101: History of Education	(core)	1
OED 102: Philosophy of Education	(core)	1
OED 103: General Psychology	(core)	1
OED 105: Philosophy of Teaching and General Methods	(core)	1
OED 107: Sociology of Education	(Elective)	1
OFC 017: Communication Skills	(core)	1

Any three core courses from your teaching subjects 3

SECOND YEAR

OED 106: Environmental Education	(Elective)	1
OED 201: Curriculum Development	(core)	1
OED 202: Educational Media	(core)	1
OCP 100: Introduction to Microcomputer	(core)	1
OED 212: Teaching Practice	(core)	cumulative

Any one Methodology course from OED 203 to OED 218 to 221 (core)

1

Any three core courses from your teaching subjects

3

THIRD YEAR

OED 213: Educational Planning and Administration	(core)	1
OED 214: Tests and measurements	(core)	1
OED 215: Educational Statistics	(core)	1
OED 216: Comparative Education	(core)	1
OED 212: Teaching Practice	(core)	1
Any three core courses from your teaching subject	(core)	3

FOURTH YEAR

OED 223: Pedagogy of Teacher education	(core)	1
OED 227: Distance Education	(core)	1
OED 228: Project Design and Appraisal in Education	(core)	1
OED 231: Management of education and School Administration	(core)	1
OED 302: Introduction to Special Education	(core)	1

Any three core courses from your teaching subject

3

FIFTH YEAR

OED 303: Introduction to Educational Research	(core)	1
OED 304: Economics of Education	(core)	1
OED 305: Principles of Guidance and Counseling	(core)	1
OED 307: Human Resource Management and Development in Education	(core)	1
OED 212: Teaching Practice	(core)	
Any three core courses from your teaching subject	(core)	3

YEAR SIX

OED 308: Organisational and Administrative Behaviour in Education	(core)	1
OED 309: Application of Theories of Teaching Learning	(core)	1
OED 311: Human Rights Education	(core)	1
Any two core courses from your teaching subject	(core)	2

(c) B. Ed. Science Stream**FIRST YEAR**

OED 101: History of Education	(core)	1
OED 102: Philosophy of Education	(core)	1
OED 103: General Psychology	(core)	1
OED 105: Philosophy of Teaching and General methods	(core)	1
OED 107: Sociology of Education	(elective)	1*
OFC 017: Communication Skills	(core)	1
Any three core courses from your teaching subject	(core)	3

SECOND YEAR

OCP 100: Introduction to Microcomputer	(core)	1
OED 106: Environmental Education	(elective)	1*
OED 110: Science Education Communication	(elective)	1*
OED 113: Science Education Didactics	(core)	1*
OED 212: Teaching Practice	(core)	1
Any one Methodology course from OED 218 to 221	(core)	1
Any three core courses from your teaching subject	(core)	3

THIRD YEAR

OED 201: Curriculum Development	(core)	1
OED 202: Education of Media	(core)	1
OED 213: Educational Planning and Administration	(core)	1

OED 214: Tests and Measurements	(core)	1
OED 212: Teaching Practice	(core)	3

Any three core courses from your teaching subject

FOURTH YEAR

OED 215: Educational Statistics	(core)	1
OED 216: Comparative Education	(core)	1
OED 223: Pedagogy of Teacher Education	(core)	1
OED 224: Contemporary Issues in Science Education	(core)	1*
OED 227: Distance Education	(core)	1

Any three core courses from you teaching subject

3

FIFTH YEAR

OED 228: Project Design and Appraisal in Education	(core)	1
OED 230: Science and Math's Education	(core)	1
OED 301: Child Development and Personality	(core)	1
OED 302: Introduction to special Education	(core)	1
OED 212: Teaching Practice	(core)	2

(cumulative)

Any three core courses from your teaching subject

(core)

3

SIXTH YEAR

OED 303: Introduction to Educational Research	(core)	1
OED 305: Principles of Guidance and Counseling	(core)	1
OED 307: Human Resource Management and Development in Education	(core)	1
Any two core courses from your teaching subject	(core)	2

(d) B. Ed. Arts Stream

FIRST YEAR

OED 101: History of Education	(core)	1
OED 102: Philosophy of Education	(core)	1
OED 103: General Psychology	(core)	1
OFC 017: Communication Skills	(core)	1
OED 104: Learning attitude and Motivation	(Elective)	1*
OED 105: Philosophy of Teaching and General Methods	(core)	1
Any three core courses from your teaching subject		3

SECOND YEAR

OCP 100: Introduction to Microcomputer	(core)	1
OED 106: Environmental Education	(Elective)	1*
OED 107: Sociology of Education	(core)	1
OED 201: Curriculum Development	(core)	1
OED 212: Teaching Practice	(core)	cumulative
Any one Methodology Courses from OED 203 to OED 211	(core)	1

Any three core courses from your teaching subject

3

THIRD YEAR

OED 202: Education Media	(core)	1
OED 213: Educational Planning and Administration	(core)	1
OED 214: Test and Measurements	(core)	1
OED 215: Educational Statistics	(core)	1
OED 212: Teaching Practice	(core)	1

Any three core courses from your teaching subject

3

FOURTH YEAR

OED 216: Comparative Education	(core)	1
OED 217: Contemporary Issues in Education	(core)	1
OED 223: Pedagogy of Teacher Education	(core)	1
OED 225: Introduction to Gender Issues and Society	(core)	1
OED 227: Distance Education	(core)	1

Any three core courses from your teaching subject 3

FIFTH YEAR

OED 301: Child Development and Personality	(core)	1
OED 302: Introduction to Special Education	(core)	1
OED 303: Introduction to Educational Research	(core)	1
OED 305: Principles of Guidance and Counseling	(core)	1
OED 212: Teaching Practice	(core)	2+

Any three core courses from your teaching subject 3

SIXTH YEAR

OED 307: Human Resource Management and Development in Education	(core)	1
OED 309: Application of Teaching and Learning theories	(core)	1
OED 311: Human Rights education	(core)	1
Any two core Courses from your teaching subject	(core)	3

+Refer to teaching practice information provided in this Prospectus

(e) B. Ed. Psychology Stream (Under review, to be offered later)

FIRST YEAR

Units

OED 101: History of Education	(core)	1
OED 102: Philosophy of Education	(core)	1
OED 103: General Psychology	(core)	1
OED 104: Learning Attitude and Motivation	(core)	1
OED 105: Philosophy of Teaching and General Methods	(core)	1
OFC 017: Communication Skills	(core)	1
Any three core courses from your teaching subject	(core)	3

SECOND YEAR

OED 106: Environmental Education	(Elective)	1*
OED 107: Sociology of Education	(core)	1
OCP 100: Introduction to microcomputer (core)	(core)	1
OED 114: Introduction to Social Psychology	(core)	1*
OED 212: Teaching Practice	(core)	1
Any one Methodology course from OED 203 – 21 and 218 – 221	(core)	1
Any three core courses from your teaching subject		3

THIRD YEAR

OED 201: Curriculum Development	(core)	1
OED 202: Education of Media	(core)	1
OED 213: Educational Planning and Administration	(core)	1
OED 214: Test and Measurements	(core)	1
OED 212: Teaching Practice	(core)	1
Any three core courses from your teaching subject	(core)	3

FOURTH YEAR

OED 215: Educational Statistics	(core)	1
OED 217: Contemporary Issues in Education	(core)	1
OED 223: Pedagogy of Teacher education	(core)	1
OED 226: Learning Difficulties in Schools	(core)	1

OED 227: Distance Education	(core)	1
Any three core courses from your teaching subject	(core)	3

FIFTH YEAR

OED 228: Project Design and Appraisal in Education	(core)	1
OED 301: Child Development and Personality	(core)	1
OED 302: Introduction Special Education	(core)	1
OED 303: Introduction to Educational Research	(core)	1
OED 212: Teaching Practice	(core)	2
Any three core courses from your teaching subject		3

SIXTH YEAR

OED 305: Principles of Guidance and Counseling	(core)	1
OED 310: Early childhood Education	(core)	
OED 313: Psycho -Educational Interventions	(core)	1*

Any two core courses for your teaching subject (core) 2

* Courses currently not on offer.

(f) B.Ed. Teacher Educator (Offered in Collaboration with MEVT)

PART ONE SERIES:

OCP 100	Introduction to Microcomputers	(core)	1
OED 103	General Psychology	(core)	1
OED 120*	Curriculum Theory and Practice	(core)	2
OED 122	Philosophy of Education and Teaching	(core)	2
OED 123*	Classroom Practice and Organisation	(core)	2
OED 124*	Theories and Models of Teaching and Learning	(core)	2
OED 125	History of Education and Teacher Education	(core)	2
OFC 017	Communication	(core)	1
PLUS five (5) course units in one academic/teaching subject			5

PART TWO SERIES

OED 213	Educational Planning and Administration	(core)	2
OED 237	Curriculum Development and Evaluation	(core)	2
OED 238	Education Media and General Methods	(core)	2
OED 212	Teaching Practice I	(core)	1

OED 303	Introduction to Educational Research	(core)	1
OED 300	Human Communication Theories and Application	(elective)	1
PLUS six (6) course units in one academic/teaching subject			5

PART THREE SERIES

OED 212	Teaching Practice II	(core)	1
OED 302	Introduction to Special Education	(core)	1
OED 305	Principles of Guidance and Counselling	(core)	1
OED305*	Introduction to Critical Practitioner Inquiry	(core)	2
OED 317	Teaching and Learning in Classroom	(core)	2
OED 316	Independent Study	(core)	2
PLUS five (5) course units in one academic/teaching subject			6

* Courses offered as Tutors' Education Programme

(g) B. (Ed) Special Education Stream

The Faculty of Education is to establish a new stream in the B(Ed) programme. The new stream is called B(Ed) Special Education. For a student to finish the course he/she must have a total of 44 units

like in other B(Ed) streams. The student will have to complete 28 units in Education and 16 units in their teaching subject of the 28 units in Education, 16 will be from special education and 12 will be from general education courses. Since the courses in general education and the teaching subject are already being offered by this university, they are not included in this submission.

Entry Qualifications

Apart from the general entry qualifications to degree courses of the OUT candidates for B.Ed. Special education stream have the following additional qualifications.

- (a) A training in special education or
- (b) A training in disability issues or
- (c) Experience in services for people with disabilities
- (d) Readiness and ability to attend face to face sessions.

Mode of Delivery

- (a) Distance mode plus face to face intensive at least 2 face to face sessions a year of at least 5 working days each.

Mode of Assessment

- (a) Continuous assessment 30%
- (b) Final examination 70%.

PART ONE SERIES

OED 101	History of Education	(core)	1
OED 102	Philosophy of Education	(core)	1
OED 103	General Psychology	(core)	1
OED 105	Philosophy of Teaching & General Methods	(core)	1
OED 115	Introduction to Special Education	(core)	1
OED 116	Education and Special Needs	(core)	1
OED 117	Services and Provision in Special Education Rehabilitation	(core)	1
OFC 017	Communication Skills	(Core)	1
OED 118	Inclusive Education	(core)	1
OED 119	Research Methods in Special Education	(core)	2
And FIVE course units in a teaching/academic subject		(core)	5

PART TWO SERIES

OED107	Sociology of Education	(core)	1
OED 201	Curriculum Development	(core)	1
OCP 100	Introduction to Microcomputer	(core)	1
OED 202	Education Media and Technology	(core)	1
OED 212	Teaching Practice I	(cumulative)	2
OED 233	Individuals with Special Needs	(core)	2
OED 234	Early Intervention, Assessment and Counselling	(core)	2
One Methodology course selected from: OED 202- 211 and 218 - 221		(core)	1
And Five course units in a teaching/academic subject		(core)	5

PART THREE SERIES

OED 214	Test and Measurements	(core)	1
OED 212	Teaching Practice II	(core)	2
OED 235	Guidance and Transition Strategies	(core)	2
OED 305	Principles of Guidance and Counselling	(core)	1
OED 314	Special Needs in Education Administration	(core)	2
OED 316	Independent Study	(core)	2

And Six unit courses in a teaching/academic subject

TEACHING PRACTICE -OED 212

In this course, all BA (Ed); BBA (Ed); B.(Ed), B. Com (Ed), and B.Sc. (Ed) students shall have to do teaching practice in the Second Year, Third Year and Fifth Year. The Second Year teaching practice assessments shall be conducted by Heads of institutions where it will take place or their appointees. In a situation where the student is the Head of a school, he/she should communicate with the OUT Director of the Regional Centre so that an appropriate person to assess her or him appointed.

The Third Year and Fifth Year teaching practice assessments shall be conducted by the University's full and part time academic staff members appointed by the Faculty of Education for this exercise. In each of these two Teaching Practice blocks, the student should have a minimum of eight (8) assessments, four in each teaching subject. For example, if the student's teaching subjects are Geography and Biology, she /he must have a minimum of four assessments in each subject. Students taking Double Mathematics, Double Economics and those on B. Ed programme shall have all eight assessments in their one teaching subject.

Apart from classroom assessments, students are expected to write and submit a teaching Practice Report at the end of each Teaching Practice. The guidelines for writing reports are available in the Teaching Practice Regulations and Procedures manual - the 2002 edition.

NOTE: It compulsory that each student who undertakes Teaching Practice gets involved in all school/college activities during the whole duration of the teaching Practice exercise. Such activities include, but are not limited to, extra curriculum activities, taking responsibilities of a teacher on duty, sports and games.

THE NEW BED PROGRAMME

The programme below, will be applicable for students joining for the first time, the BED programme during the 2011/12 academic year. Other continuing students will follow the old curriculum until when they are migrated into the new curriculum.

NEW CURRICULUM UNDERGRADUATE DEGREE PROGRAMMES (FOR NEW STUDENTS)

The courses offered in the Faculty of Education are in the framework of THREE LEVELS Education Programme. These courses are offered to students from the Faculty of Arts and Social Sciences, Faculty of Business Management, Faculty of Science, Technology and Environmental Studies and the Faculty of Education leading to a degree of Bachelor of Arts with Education, B.A (Ed); Bachelor of Business Administration with Education BBA (Ed); Bachelor of Commerce with Education, B.Com. (Ed.) Bachelor of Science with Education, B. Sc. (Ed.); and Bachelor of Education, B. Ed.

Within the Faculty of Education, Level One Courses are intended to give students the foundations on which education is built. These courses include: Philosophy of Education and Teaching, History and Sociological Aspects of Education and Educational Psychology.

Level Two courses are intended to provide the student with knowledge and skills for handling teaching and learning in different fields. Level Three courses are intended to broaden the students' knowledge, skills and values in further aspects and specializations of Education.

LEVEL ONE

OEF 101: Philosophy of Education and Teaching
OEF 102: History and Sociological Aspects in Education
OEP 101: Educational Psychology
OFC 017: Communication Skills
OCP 100: Introduction to Computer

LEVEL TWO

OEI 208: Teaching Practice
 OEM 201: Educational management and Leadership
 OEI 201- 210: Teaching Methods (in different fields). **For PGDE students Codes start with 500).**

LEVEL THREE

OEM 304: Human Rights and Cross cutting issues in Education
 OEI 101: Curriculum Development and Evaluation
 OEM 301: Economics of Education and Planning
 OEM 302: Organizational behaviour and Human Resource Development in Education
 OEM 303: Project design and Appraisal in education

B. ED PROGRAMMES

The Faculty of Education also offers four B. Ed programmes. The programmes are designed to produce effective professionals in different areas of education. The programmes are:

- Adult and Distance Learning
- Education Policy and management
- Teacher Educator and
- Special Education.

In this programme students have to study all core courses enlisted under each level and has to take three other core courses on their teaching subjects. This means, graduates in this programme will specialize in one teaching subject from Faculty of Arts and Social Sciences, or the Faculty of Business Management or the Faculty of Science, Technology and Environmental Studies. The following table shows course/units to be covered before one qualifies for a B. Ed degree.

Subject	Level One	Level Two	Level Three	Total
Education	4	3	2	9 (18 Units)
Teaching Subjects	*Any other 18 units selected from respective Faculties (+ 2 units of Teaching Practice			
Total				38 Units

- e.g. Teaching Subjects from FASS, FBM and FSTES

Faculty	Teaching Subject
FASS	Economics, English language & Linguistics, Geography, History, Kiswahili, Literature in English, and Philosophy and Religious Studies
FBM	Business Studies
FSTES	Biology, Botany, Chemistry, Home Economics, Mathematics, Physics and Zoology

Elective Courses

OEP 304: Managing Special Needs in Special and Inclusive Education
 OEP 305: Research in Special Education and Field study
 OEP 306: Transition Strategies in Special Needs
 OEP 307: Guidance and Counseling in Schools and Colleges
 OEP 308: Early Childhood Education
 OEP 309: Introduction to Research in Education
 OEP 310: Group Dynamics
 OEP 311; Childhood Development

OEA: 304: Course Development and Design in ODL
 OEA 305: Planning and management of Adult and Community Education
 OEA 306: Community Education and development
 OEA 307: Community capacity Building

OEM: 303: Project design and Appraisal in Education

OEM 304: Human Rights and Cross cutting issues in Education

OET 301: Curriculum Theory and Practice

OET 302: Classroom Practice and Organization

OET 303: Theories and Models of Teaching and Learning

OEI 208: Teaching Practice

All BA (Ed); BBA (Ed); B. Com (Ed) and B. Sc. (Ed) students should do Teaching Practice in Second, Third, Fourth or Fifth Year etc. The students in the aforementioned years should have Teaching Practice conducted by University's full or part time academic staff members appointed by the Faculty of Education. In each of the two Teaching Practice blocks, the student should have a minimum of eight (8) assessments, four in each teaching subject. For example, if a student's teaching subjects are Geography and Biology, she/he must have a minimum of four (4) assessments in each subject. Students taking Double Mathematics, Double Economics and those on B. Ed Programme shall have all eight (8) assessments in their one teaching subject.

Apart from classroom assessments, students are expected to write and submit a Teaching Practice Report at the end of each Teaching Practice Session. The guidelines for writing reports are available in the Teaching Practice regulations and Procedures manual – in the 2002 edition.

NOTE: It is compulsory that each student who undertakes Teaching Practice should be involved in all school/college activities during the whole duration of Teaching Practice exercise. Such activities include, but are not limited to extra curriculum activities, taking responsibilities of a teacher on duty, and participation in sports and games.

NB: All courses have the value of 2 units except OEF 017

Higher Degree Education Programmes

1. The Faculty of Education offers the following Postgraduate Programmes.
 - 1.1 Postgraduate Diploma in Education (PGDE)
 - 1.2 Master of Education (M.Ed.).
 - 1.3 Master of Education in Open and Distance Learning MED (ODL)
 - 1.4 Master of Education in Administration, Planning and Policy Studies (M.Ed. APPS)
 - 1.5 Doctor of Philosophy (Ph.D)
2. General Aims and Objectives
The Aims and Objectives of the Postgraduate Studies Programmes are to:
 - 2.1 provide professional qualifications of education to students who did not have the chance to study teaching or advanced methods of distance education in their previous studies;
 - 2.2 provide opportunity for professional development to experienced teachers through theoretical and practical studies;
 - 2.3 assist long term career development in language teaching, materials design, course evaluation, distance education, study skills and any other aspect of education;
 - 2.4 develop skills and practice in research;
 - 2.5 contribute to theory and knowledge through research and evaluation;
 - 2.6 stimulate and inculcate engagement and practice in research and evaluation.
3. The Programmes
 - 3.1 *POSTGRADUATE DIPLOMA IN EDUCATION (PGDE)*
 - 3.1.1 The Objectives of this programme are to:
 - i. enable non-education graduates to develop professional skills in education;
 - ii. inculcate classroom investigation and administration skills in non-education students;
 - iii. give non-education graduates academic qualifications in education and teaching; and
 - iv. impart research skills to students.
 - 3.1.2 Minimum Entry Qualifications
A candidate aspiring for admission to the Postgraduate Diploma in Education Programme should hold at least a Bachelor's Degree or an Advanced Diploma from a recognized institution.
 - 3.1.3 Mode of Study
Candidates registered for PGDE shall carry out studies by coursework, examinations, and independent study.
 - 3.1.4 Duration of the Programme
Completion of the study will depend on individual study efforts but the maximum period a candidate is allowed is three years.
 - 3.1.5 Course Evaluation

Candidates will be evaluated by using the following criteria.

Timed Test carrying 30%
Term Paper (project) carrying 20%

Final Examination carrying 50%
Teaching Practice & TP Report carrying 100%

A candidate doing Postgraduate Diploma in Education shall take a total of 19 units.

Teaching Practice

Since molding of the candidate into the teaching profession and imparting in him/her skills of teaching is the primary concern of this course, each candidate is expected to carryout a 60 days practice of effective teaching in which he/she will have to have a minimum of 8 assessments.

3.1.6 Course of Study

All candidates registered to study PGDE will take the following courses:

	Units
(i) OEA 501: Introduction to Distance Education (same as OEA 302)	2
(ii) OEP 502: introduction to Research in Education (same as OEP 309)	2
(iii) OEF 503: Philosophy of Education and Teaching (same as OEF 101)	2
(iv) OEF 504: History and Sociological aspects in Education (same as OEF 102)	2
(v) OEF 505: Curriculum Development and Evaluation (same as OEI 101)	2
(vi) OEM 506: Educational Management and Leadership (same as OEM 201)	2
(vii) OEI 507:Teaching Practice (same as OEI 208)	2
(viii) OEP 508: Independent Study (Project)	2
(ix) OEP 509: Educational Psychology (same as OEP 101)	2

Plus 1 of the following teaching methods courses:

(x) OEI 510: Teaching methods for Mathematics (same as OEI 207)	2
(xi) OEI 511: Social Sciences Teaching Methods(same as OEI 203)	2
(xii) OEI 512: Language Teaching methods(same as OEI 204)	2
(xiii) OEI 513: Economics Business Studies Teaching methods(same as OEI 205)	2
(xiv) OEI 514: Teaching Methods for Physical Sciences (same as OEI 201)	2
(xv) OEI 515: Teaching Methods for Life Sciences(same as OEI 202)	2
(xvi) OEI 516: Teaching Methods for Applied Sciences (same as OEI 206)	2
(xvii) OEI 517: Education Teaching Methods (same as OEI 209)	2
(xviii) OEI 518: Teaching Methods for Adults Learners (same as OEA 210)	2

NB: Minimum pass in PGDE courses is B grade and it is not classified

3.2 MASTERS DEGREE PROGRAMMES

3.2.1 Minimum Entry Qualifications

The candidate of a Master's degree programme shall hold either;-

- A degree which is in the level of second class or above, or
- Unclassified degree which has a B grade or above, or
- A pass degree in which the candidate's performance in education was a B grade or above;

and/or

The candidate should satisfy the Faculty of Education that he/she has exhibited academic potential through extensive fieldwork, subsequent research experience and/or additional training.

3.2.2 Registration

- (i) Candidates shall be registered to study a Master's degree through distance - self instructional methods either by thesis or by coursework followed by research leading to a dissertation.
- (ii) All candidates shall be allocated supervisor(s) appointed by Senate on the recommendation of the Faculty of Education before the end of the coursework.
- (iii) A candidate intending to do a Masters programme by thesis should have a long term experience in research and data analysis and will have to abide by the following procedures:
 - i. Register as a provisional student after satisfying the admission requirements for the programme.
 - ii. Submit an acceptable statement of a research topic to the Faculty to obtain provisional registration, and
 - iii. Submit within a period of six months a proposal to be approved by the Faculty Postgraduate Studies Committee and Senate to acquire full registration.
 - iv. Acquire full registration within three months after the proposal is approved by Senate.
- (iv) For those intending to do Masters programme by coursework and Dissertation deadline for registration shall be the end of the fourth week of the academic year.
- (v) All candidates shall be required to have positive recommendations from two or three referees before they are registered.

3.3.3 Duration of Study

Candidates are normally expected to complete their Master's degrees within five years of registration. Failure by the candidate to complete the programme within the specified time shall mean their discontinuation from study unless the Senate approves application for extension.

3.2.4 Evaluation of Master's Degree Programmes

- (i) Candidates registered for a Masters Programme study by Thesis shall be required to take a compulsory coursework in Research Methodology before commencement of Thesis write-up unless a candidate proves that a Research course at Postgraduate standard was done in which case credits will be transferred.
- (ii) Candidates registered for the coursework and dissertation shall do continuous assessment and examinations. Before they can be allowed to proceed with dissertation research phase, candidates must successfully complete the coursework part with an average grade of 'B' (i.e. GPA of at least 3.0).
- (iii) Candidates studying by Thesis shall take a total of 10 units (i.e.) 2 units of Research Methodology before doing 8 of thesis.
- (iv) Candidates, studying by coursework shall take a total of 18 units. (i.e. 12 units of coursework and 6 units of dissertation).
- (v) Coursework and Dissertation Masters programmes shall have the following mode of evaluation:
 - There shall be a term paper worth 20% and a timed test worth 30% (total 50%).
 - There shall be supervised examinations worth 50% each.
 - A dissertation shall be evaluated independently and shall be worth 100%.
- (vi) Thesis programmes shall have the following mode of evaluation:
 - The Research Methodology course shall bear the same evaluation procedures found in coursework programmes.
 - The Thesis shall also be evaluated independently and shall have the value of 100%.

- (v) Candidates shall be subjected to an oral examination (viva voce) once the thesis has been deemed acceptable by the examiners.

3.3 *MASTER OF EDUCATION (M.Ed.) – By THESIS*

Students taking M.Ed by thesis will be those who have scored an average of B+ and above in Education courses during their undergraduate studies. In addition to this they must possess a good experience in research work. Such students will not be required to do any coursework. However they may be required to do a quick brush up course in research methodology.

The Master of Education (M.Ed) By Coursework and Dissertation is not offered this academic year.

3.4.1 *Objectives of the programme*

- (i) To produce professional educators who will work in the field of teacher education, adult education and special education.
- (ii) To apply analytical skills in the field of education as a profession.

3.4.2 *Courses of Study*

Candidates registered in Master of Education (M.Ed.) by coursework and dissertation shall take the following courses:

Core Courses:

		<i>Units</i>
(i)	OED 601: Distance Education and Study Skills -	2
(ii)	OED 602: Research Methodology and Computer Application in Education	2
(iii)	OED 603: Curriculum Studies	2
(iv)	OED 604: Policy, Planning and Administration -	2
(v)	OED 605: Theories of Teaching and Learning -	2

Electives

Students shall take *any one* of these courses.

(i)	OED 606: Special Education	2
(ii)	OED 607: Social Psychology	2
(iii)	OED 608: Comparative Education	2
(iv)	OED 609: Test Construction and Measurement	2
(v)	OED 610: Adult Learning	2
(vi)	OED 611: Management of Educational Institutions and Projects	2
(vii)	OED 612: Education Planning and Financing	2
(viii)	OED 613: Sociometrics and Microanalysis	2
(ix)	OED 614: Management and Financing of Adult Education Programmes	2
(x)	OED 615: Curriculum Development	2
(xi)	OED 616: Production of Adult Education Materials	2
(xii)	OED 617: Gender Development and Education	2
(xiii)	OED 618: Analysis of Educational Ideas	2

3.5 *MASTER OF DISTANCE EDUCATION (M.Dist.Ed)*

3.5.1 *Objectives*

- (1) To delve into the specific features of open and distance education.
- (2) To turn out scholars and professionals in open and distance education.

3.5.2 *Courses of Study*

Candidates registered in M.Ed (ODL) by coursework and dissertation shall take the following courses:

CORE COURSES

CODE	COURSE	CREDIT UNITS
ODL 600	Principles of Open and Distance Learning	4
ODL 601	Instructional Designing and Development of ODL Materials	4
ODL 602	Media and Technology in Distance Learning	4
ODL 603	Research and Evaluation in Open and Distance Education & Research Project	6

ELECTIVE COURSES

ODL 604	Open and Distance Learning Policy and management	2
ODL 605	Regional and Global Perspectives in ODL	2
ODL 606	Teaching and Learning in Open and Distance Learning	2

The students should select *any one* of these courses:

3.6 MASTER OF EDUCATION IN ADMINISTRATION, PLANNING AND POLICY STUDIES (M.Ed. APPS)

3.6.1 The Objectives of the programme are to:

- (i) provide opportunity for in-depth study of a defined area in administration and planning;
- (ii) enhance candidates' capacity to critically analyse relevant issues in educational policy, planning and administration.

3.6.2 Courses of Study

Students registered in M.Ed. APPS by coursework and dissertation shall take the following courses:

Core Courses	Units
(i) OED 632: Economics of Education	2
(ii) OED 624: Development of Organization	2
(iii) OED 625: Educational Planning	2
(iv) OED 626: Research Methodology, Computer Application and Statistics	2
(v) OED 627: Policy Analysis, Implementation and Evaluation	2

Electives

Candidates should select any 2 of the following courses which carry 2 units each.

- (i) OED 628: Organization and Administration of Primary and Secondary Education. 2
- (ii) OED 629: Supervision of Educational Personnel 2
- (iii) OED 630: Theory and Practice of Project and Programme Evaluation 2
- (iv) OED 631: Organization and Management of Tertiary and Higher Education 2

(v)	OED 623: Distance Education and Study Skills	2
(vi)	OED 633: Measurement And Evaluation in Education	2
(vii)	OED 634: Administration of Multicultural Education	2
(viii)	OED 635: Politics of Education	2
(ix)	OED 617: Gender Development and Education	2

3.7 *MASTER OF EDUCATION IN LANGUAGE TEACHING (M.Ed. in LT) (not offered this year)*.*

3.7.1 *Objectives*

The M.Ed. in LT shall be a programme for language teachers in Kiswahili, English, and French etc. The programme is intended to:

- (i) enhance the professional development of language teachers;
- (ii) encourage the development of language classroom research skills.

* These programmes are currently not on offer.

- (iii) assist long term career development in language teaching, materials design, teacher teaching and course evaluation;
- (iv) acquaint learners with language development theories and practices;
- (v) inculcate skills and strategies of language teaching.

3.7.2 *Courses of Study*

Students registered in M.Ed. in LT by coursework and dissertation shall take the following courses:

Core courses

		<i>Units</i>
(i)	OED 636: Assessment in Language Teaching	1
(ii)	OED 637: English for Specific Purposes	1
(iii)	OED 638: Course Design and Evaluation	1
(iv)	OED 639: Intercultural Communication for Language Teachers	1
(v)	OED 640: The Education of Language Teachers	1
(vi)	OED 641: Management in English Language Teaching	2
(vii)	OED 602: Research Methodology and Computer Application in Education	2

Electives

Students in these programmes shall also take *any two* of the following courses:

(i)	OED 642: Language Learning and Materials	1
(ii)	OED 643: Teaching Pronunciation	1
(iii)	OED 644: Psychology of Language Learning	1
(iv)	OED 645: Classroom Inquiry in Language Teaching	1
(v)	OED 646: Language and Context	1

NB: Currently all Master of Education Programmes, except the Master of Education in Open and Distance learning, are offered by thesis, i.e. by doing a research project in relevant area of specialization.

3.8 **Ph.D. PROGRAMMES**

3.8.1 *The objectives of Ph.D. programmes are to:*

- (i) impart professional skills in research;
- (ii) give students the highest academic qualifications in education;
- (iii) enable students to understand with wider reasoning their areas of specialization; and
- (iv) inculcate mastery and confidence among students in their areas of specialization.

3.8.2 *Entry Qualifications*

To obtain admission to the Ph.D. degree programme a candidate shall have to hold:

- (i) a relevant Master's Degree of the OUT or

- (ii) a relevant Master's Degree of equivalent standing from another approved University.

FACULTY OF LAW

Regulations For The Degree Of Bachelor Of Laws (LL.B)

1. Undergraduate students are prepared for the degree of LLB
2. The course has three parts, divided into 6 subparts. Each subpart comprises work equivalent to one half of an academic year for a conventional university.
3. All candidates are required to take at least 42 Units, each unit covering content materials equivalent to thirty five one hour lecture materials, provided that no student shall be allowed to attempt more than 13 units in one academic year and hence graduate in less than three academic years.
4. The overall performance in a degree programme is given the following grades A, B+, B, C, D and E. For averaging purposes these grades have the values of 5; 4; 3; 2, 1 and 0 points respectively. The pass mark in each of the courses will be C. The mark for absolute fail shall be E.
5. All marks for course Units and written examinations shall be adjusted before amalgamation, such adjustment being made by the Departments concerned.
6. A Candidate failing in not more than half of full courses shall be required to supplement, provided the overall average mark is not less than 1.6.
7. Students can proceed to the next part in the subjects they have passed while they are clearing the subjects they have not passed.
8. The final LLB degree shall be graded as First Class, Upper/Lower Second Class and Pass.

The pass categories shall be awarded as follows:

8. First Class with overall average of 4.4 - 5.0
- 8.2 Upper Second Class with overall average of 3.5 - 4.3
- 8.3 Lower Second Class with overall average of 2.7-3.4
- 8.4 Pass with overall average of 2.0 - 2.6.

In each case the average point shall be calculated on the basis of rounding to one decimal place e.g. 3.39 shall be taken as 3.4.

- 8.5 For a candidate to complete the degree programme has to take the courses in the following manner:

CURRICULUM FOR THE LL.B. DEGREE OF THE OPEN UNIVERSITY OF TANZANIA

PART ONE SERIES FOUR CORE COURSES

		<i>Units</i>	
Four	Core		
subjects			
OLW 100:	Series (Core)		
OLW 101:	Constitutions and Legal Systems of East Africa	(core)	3
OLW 102:	Criminal Law and Procedure	(core)	3
OLW 103:	Law of Contract	(core)	3
OLW 104:	Legal Method	(core)	3

PART TWO SERIES FOUR CORE COURSES

OLW 200:	Series (Core)	(core)	3
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OLW 201:	Administrative Law	(core)	3
OLW 202:	Law of Evidence	(core)	3
OLW 203:	Land Law	(core)	3
OLW 204:	Law of Tort	(core)	3

Plus one Elective course drawn from 300 series

PART THREE SERIES

Four Core Subjects Plus one elective drawn from 300 series

OLW 300:	Series (Core)		
OLW 301:	Jurisprudence	(core)	3
OLW 302:	Civil Procedure	(core)	3
OLW 303:	Research Methodology and Research Paper	(core)	3
OLW 309:	Public International Law	(core)	3

Plus one elective course drawn from 300 series

ELECTIVE SUBJECTS FOR LL.B STUDENTS DOING PART TWO AND PART THREE SERIES

OLW 304:	Commercial Law	(elective)	2
OLW 305:	Conflict of Laws	(elective)	2
OLW 306:	Constitutional Law	(elective)	2
OLW 307:	Criminology and Penology	(elective)	2
OLW 308:	Family Law	(elective)	2
OLW 310:	Islamic Law	(elective)	2
OLW 311:	Labour Law	(elective)	2
OLW 312:	Legal Aspects of International Trade and Investments	(elective)	2
OLW 313:	Public Enterprises and Co-operatives	(elective)	2
OLW 314:	Succession and Trusts	(elective)	2
OLW 315:	Tax Law	(elective)	2
OLW 316:	Intellectual Property Law	(elective)	2

HIGHER DEGREE PROGRAMMES IN THE FACULTY OF LAW

The Faculty offers Postgraduate Diploma in Law (PGDL), the Degree of Master of Laws (LLM), and that of Doctor of Philosophy (Ph.D.).

1. REGULATIONS FOR THE POSTGRADUATE DIPLOMA IN LAW (PGDL)

1.1 Eligibility for Admission

To be considered for admission to the programme for the Postgraduate Diploma in Law a candidate must have satisfied the requirements for the award of the degree of LLB (O.U.T) or B.A. (O.U.T); or any other degree qualification from a recognised university.

1.2 Duration

The course shall be completed within three years but not less than 18 months since registration.

1.3 Course Programme

1.3.1 A candidate shall select his/her courses from those offered for the degree of Bachelor of Laws provided that:

- (i) he/she may not pursue an undergraduate course in a subject he/she has already taken for the LLB degree though he/she may take an advanced course in that subject, and;

(ii) he/she must choose Jurisprudence as one of his subjects if he/she has not taken it in his/her LL.B. programme.

(iii) he/she must do a compulsory non-credit course in Research Methodology and Legal Method, if not taken at undergraduate level.

1.3.2 The course shall consist of coursework followed by examinations in approved subjects.

1.3.3 A candidate shall choose his/her courses in order to satisfy the scheme of examination set out below in consultation with and with the approval of the Dean of the Faculty/Postgraduate Studies Co-ordinator.

1.3.4 A candidate shall pursue his/her studies under the guidance of his/her supervisor appointed by the Faculty Board and approved by both the Postgraduate Studies Committee and Senate.

1.3.5 The course carries a minimum of six units.

1.4. Scheme of Examination

Candidates must satisfy the examiners in:

1.4.1 three approved courses (the examination may be by coursework and/or examination papers) and an oral examination, where the examiners so require.

1.5. Rules Governing Examination:

1.5.1 All examinations and coursework papers shall be sat for or completed at the end of the course.

1.5.2 A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.

1.5.3 Where a candidate fails to satisfy the examiners in one coursework or examination paper, it shall be competent for the examiners to refer the coursework back to the candidate for revision or for the candidate to re-sit the examination.

1.6 Subjects offered for the Postgraduate Diploma in Law (PGDL)

Compulsory Undergraduate (Courses:)

Units

OLW 104: Legal Method [Non Credit] if not taken at undergraduate level	1
OLW 301: Jurisprudence if not taken at undergraduate level	1

A candidate shall take three optional courses from the following:

OLW 507: Civil Procedure.	3
OLW 508: Jurisprudence	3
OLW 509: Law of Contract.	3
OLW 510: Conflict of Laws.	2
OLW 511: Succession and Trusts	2
OLW 512: Tax Law.	2
OLW 513: Criminal Law and Procedure.	3
OLW 514: Family Law	2
OLW 515: Sales of Goods/ Negotiable Instruments	2
OLW 516: International Law.	3
OLW 517: Constitutions and Legal Systems of East Africa.	3

OLW 518: Administrative Law.	3
OLW 519: Law of Evidence.	3
OLW 520: Land Law.	3
OLW 521: Law of Tort.	3
OLW 522: Commercial Law.	2
OLW 523: Constitutional Law.	2
OLW 524: Criminology and Penology.	2
OLW 525: Islamic Law.	2
OLW 526: Labour Law.	2
OLW 527: Legal Aspects of International Trade and Investments.	2
OLW 528: Public Enterprises and Co-operatives.	2
OLW 529: Intellectual Property Law	2

- 1.6.1. Advanced courses for a compulsory undergraduate course shall also have 3 units while advanced course for an optional undergraduate course shall have 2 units.
- 1.6.2. All undergraduate subjects offered for PGDL shall have the same units as those given to the subjects at undergraduate level.
- 1.6.3. Law graduate candidates shall take three (3) subjects on condition that all the subjects should not be drawn from the list of undergraduate courses.
- 1.6.4. Non-Law candidates shall take a maximum of four (4) undergraduate courses, which shall comprise OLW 301 Jurisprudence and OLW 104 Legal Methods as compulsory subjects and two optional undergraduate subjects.
- 1.6.5. A candidate pursuing advanced courses shall be required to write at least two coursework papers for each subject taken as an advanced course.
- 1.6.6. A candidate shall be required to obtain a prior approval of not only his/her supervisor but also the Dean of the Faculty on the topic/area he/she chooses for his/her coursework paper.
- 1.6.7. The PGDL course shall be completed within three years but not less than 18 months. Provided that a candidate may complete his/her studies before the 18 months period if she/he fulfills all the requirements for the award of PGDL and obtains the approval of the Faculty Board, PGSC and the Senate.

2.0 REGULATIONS FOR THE MASTER OF LAWS DEGREE (LLM))

2.1 Aims and Objectives

The Master of Laws Programme aims at producing legal experts equipped with good analytical skills to tackle current legal problems arising from the changing nature of Tanzanian society and elsewhere in the third world and other countries in the world in social, economic and political sectors.

It is a result oriented programme that enables a candidate to be fully equipped to tackle specified specialized legal problems and issues in areas including the following: Environmental Law Regulations and policies, Industrial and Labour Relations, Corporate Law, Securities and Banking, Domestic and International Protection and Regulation of Foreign Investments; International Trade Law and Practice, and Constitutionalism, Good Governance and Human Rights. The candidate may also with the permission of the Dean of the Faculty opt to do his/her course on traditional subjects under offer.

2.2 Eligibility for Admission

The course for Master of Laws degree of the Open University of Tanzania will be open for Law graduates of the University of Dar es Salaam, the Open University of Tanzania and any other recognized university, especially from countries of common law jurisdiction. A holder of Postgraduate Diploma in Law of Open University of Tanzania or other equivalent

qualification* who is also a holder of a first degree in law (pass) may be eligible for admission to the Master of Laws Degree of the Open University of Tanzania.

2.3 Courses of Study

- (a) A candidate will be required to choose his/her subject provided under No. 2.8 subjects offered on page 137.

He/she will have to choose one core subject in which he/she will have to write at least 2 coursework papers and a dissertation and one elective course in which he will have to write the remaining coursework papers. Units for each subject shall be as follows:

- (i) Core courses 4 units
- (ii) Elective Courses 2 units
- (iii) Dissertation 6 units

2.4 Duration of the Course

The course duration will be for the maximum of five years provided that a candidate may complete his/her course before five years but not less than 3 years of studying. The time for study may be extended by the Senate if it is satisfied that there are reasonable grounds to do so.

2.5 Scheme of Examination

A candidate will have to write FOUR coursework papers on the subject(s) approved by the Dean Faculty of Law Postgraduate Studies Co-ordinator and areas approved by the supervisor. Provided that, no candidate will be allowed to specialize on more than two subjects. The length of Coursework papers shall be between 4,000 to 6,000 words.

2.6 Submission of Dissertation

- 2.6.1 Candidates will have to notify the Chairman of the Postgraduate Studies Committee of Senate his/her intention to submit his/her dissertation, three months prior to submission.

- 2.6.2 In his/her dissertation, the candidate will have to declare, to the satisfaction of the University that the work he/she has submitted is his/her own work and has never been submitted to any other University.

- 2.6.3 A candidate will be required to submit his/her dissertation in quadruplet.

- 2.6.4 A candidate, upon recommendation of the examiners to the Senate may be required to re-submit the dissertation after reviewing the same.

2.7 Award of the Degree of Master of Laws

The degree of Masters of Laws shall not be classified but may be awarded with distinction.

2.8 Subjects offered for the Master of Laws Degree of the Open University of Tanzania

<i>Core Courses</i>	<i>Units</i>	
OLW 601: Environmental Law, Regulation and Policy	(core)	1
OLW 602: Industrial and Labour Relations Law	(core)	1
OLW 603: Corporate Law, Securities and Banking	(core)	1
OLW 604: Domestic and International Regulation and Protection of Foreign Investments.	(core)	1
OLW 605: Property Relations (Advanced Land Law)	(core)	1

* Such a candidate should be a holder of LL.B. degree as a basic qualification.

OLW 606: Constitutionalism, Good Governance and Human Rights;	(core)	1
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Candidates may also opt for the following traditional legal subjects with the permission of the Dean of the Faculty/Postgraduate Studies Co-ordinator

OLW 607: Civil Procedure	(elective)	1
OLW 608: Jurisprudence	(elective)	1
OLW 609: Law of Contract	(elective)	1
OLW 610: Conflict of Laws	(elective)	1
OLW 611: Succession and Trusts	(elective)	1
OLW 612: Tax Law	(elective)	1
OLW 613: Criminal Law and Procedure	(elective)	1
OLW 614: Family Law	(elective)	1
OLW 615: Sale of Goods/Negotiable Instruments	(elective)	1
OLW 616: International Law	(elective)	1

All candidates for a Master's programme will have to undergo a Research Methodology Course to be conducted by the Faculty of Law in collaboration with the Faculty of Arts and Social Sciences and the Faculty of Education.

- (ii) The candidates will be assigned supervisors to supervise them throughout the course of study. A candidate must pursue his studies under the guidance of his/her supervisor.

2.9 A candidate who opts for OLW 601: *Environmental Law, Regulation and Policy*, OLW 604: *Domestic and International Regulation and Protection of Foreign Investments*, should have studied *International Law* in his/her undergraduate study. Otherwise he/she will have to study *International Law* as non credit course during his/her Master's Programme. Similarly a candidate who opts for OLW 602: *Industrial and Labour Law*, will be supposed to have studied *Labour Law* during his/her LL.B Programme. It will be within the discretion of the Dean to direct a particular student to undertake an undergraduate course if it appears in the opinion of the Dean, it is necessary for successful completion of the Masters Programme.

3.0 REGULATIONS FOR MASTER OF LAWS IN INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS LAW (LLM IT&T)

3.1 Background

The LLM in Information Technology and Telecommunications is currently offered by several universities in the UK, including Southampton and Strathclyde. The programme draws scholars from all corners of the globe. The International Telecommunications Union (ITU), the UK Telecommunications Academy (UKTA), and the Open University of Tanzania (OUT), signed a memorandum of understanding through which OUT enabled to offer the same programme for learners within the African sub-region. The course is taught and assessed by the same professors from the UK, maintaining the same standards in quality assurance, as the accredited programme being offered in the UK.

The course will be open law graduates with interest in taking on a specialization in IT and telecommunications law. Practicing telecommunications engineers and ICT specialists are also considered. The course is conducted in modular form.

3.2 Programme Overview

Candidates selecting this qualification undertake a unique opportunity - to study the legal implications surrounding Information Technology and Telecommunications on the world's longest established postgraduate masters (LLM) course in Information Technology and Telecommunications Law. As the international nature of the student body demonstrates, Information Technology and Telecommunications law is of wide interest and significant importance. The master's degree in Information Technology Law encourages students to consider legal initiatives both at European and International levels as well as within their own jurisdictions.

Students examine a diverse range of key themes including information security, privacy, intellectual property, telecommunications, e-commerce, internet governance and access to public information. These may now be undertaken by attendance at Open University of Tanzania.

Whether for academic, personal or professional development, the LLM/PgDip in Information Technology and Telecommunications Law is an ideal choice for law graduates, lawyers and IT specialists seeking to equip themselves with the skills and knowledge to formulate and apply law in the information society.

There are 3 potential exit points from the course, certificate, diploma and masters. Assuming satisfactory performance, it is possible to change between these so that, for example, a student who initially registers for the certificate may opt to continue studying to the diploma or masters qualification. Likewise, a student originally registered for the masters may be transferred to the certificate or diploma stream.

Full-time LLM and PgDip students are required to complete four modules from those listed – two modules per semester. For those candidates seeking the award of LLM in Information Technology and Telecommunications Law, a 20 000 word dissertation on a topic of your own choice is required. A flexible two-module Postgraduate Certificate (PgCert) is also available.

3.3 Aims and Objectives

3.3.1 Aims of the Programme

The Certificate / Postgraduate Diploma/ LLM programme aims to produce highly skilled, independent and adaptable graduates with a solid knowledge of the basic principles of law, who are equipped for employment both in the legal profession and other fields of endeavour. The programme reflects the emphasis on "useful learning" which is at the heart of the mission of the University. The modular programme guarantees that all students achieve the requisite benchmark standards but also offers considerable flexibility which allows students to select a curriculum which meets their own needs. The programme also ensures that knowledge and skills are developed progressively through the course of the degree.

3.3.2 Objectives

To develop a fundamental knowledge and understanding of the principles, nature and development of legal aspects of information technology and Telecommunications from jurisdictions. ·

- i. To develop in students intellectual rigour, independence of mind, and the ability to think critically and constructively.
- ii. To develop in students a range of generic transferrable skills which they can use in a wide range of settings. ·
- iii. To produce graduates who are confident, responsible and reflective and who are equipped to develop their potential throughout their careers.

3.4 Eligibility for Admission

Candidates holding the following qualifications will be eligible for admission into the LLM IT &T Programme:

A holder of hounors Degree in Law or a Pass Degree with PGDL

OR

Holder of hounors No-Law Degree from recognized university/institution with a t least working experience relevant to the course

3.5 Programme Design, Organization and Mode of Delivery

3.5.1 Programme Design

Each student of Master of Laws in Information Technology and Telecommunications (LLM IT &T) will be required to study the Minimum of Ten (10) Units which (4 Modules plus a Dissertation). Each Unit is equivalent to 35 one hour lectures.

Students will be given an assignment, and shall be required to work on it and to submit the given Assignment (in a 6,000 words essay) back for assessment within three weeks after the end of each module,

Students pursuing the LLM (IT&T) Programme shall have another six months to work on a dissertation project.

After the end each Module students will be given another three weeks to work on an assignment.

3.5.2 Programme Organization

Course Structure

CODE	Module	Unit
OLW 651	Legal Aspects of Information Security	1
OLW 652	Legal Management of Contracts for IT	1
OLW 653	Telecommunications Policy & Regulation	1
OLW 654	Intellectual Property law for IT	1
OLW 655	Legal Implications of eCommerce	1
OLW 656	Telecommunications Law	1
OLW 659	Dissertation	6

The Open University of Tanzania defines ONE credit unit as equivalent to thirty five (35) one-hour lectures.

3.6 Programme Mode of Delivery & Programme Duration

3.6.1 Programme Mode of Delivery

The Programme will be delivered through lectures, on each Module and shall be conducted in Dar es Salaam or any other selected venue in Tanzania. The 35 Hr Lectures will be completed within a one working week.

3.6.2 Learner support strategies

Use of ICT, Lectures notes, with online links to relevant reading, Database of the Information Technology Law URLS with search Engines, discussion lists, Students home pages, a link to the Butterworth site (This site contains links to the cases and statutes discussed during the course), the OUT Library and Cases decided by the High Court Commercial Division and Fair Competition Commission.

3.6.3 Programme Duration

The entire Programme shall be completed within two years for the award of the LLM IT & IT.

3.7 Assessment Regulations

The following regulations will apply for the assessment of the programme:

3.7.1 Assessment of written Assignment (Coursework)

- (a) The following assessment shall consist of continuous assessment (written assignments in a form of an essay of at least 6,000 words) for each module pursued by candidate of LLM IT&T which amount to the maximum of 100%.
- (b) With written required/chosen modular students shall also write one Dissertation Project of about 20,000 words on the topic of his/her own choice.
- (c) All coursework papers/ written assignments shall be done at the end of each course/Module

- (d) A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course/Module

3.7.2 Before the candidate is allowed to proceed with the dissertation research phase of the Masters programme, the Candidates must successfully complete the coursework part with a mean overall grade of “B” or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.

3.7.3 The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

3.7.4 The following Grading system shall be applied:

GRADE	MARKS	GRADE POINT	QUALITY
A	100-70%	4.4-5.0	Excellent
B+	69-60%	4.0- 4.3	Very Good
B	59-50%	3.9-3.0	Good Pass
C	49-40%	2.9-2.0	Marginal Fail
D	39-35%	1.9-1.0	Fail
E	34-0%	0.9-0.0	Absolute Fail

3.7.4.1 A Candidate fails in only one of the FOUR Modules shall be allowed to do supplementary examination.

3.7.4.2 A candidate who fails in a repeated subject will be deregistered from the LLM IT& T.

3.7.4.2 A candidate whose overall grade points below a “B” (i.e. below GPA OF 3.0) in the coursework part shall be discontinued from studies.

3.7.4.3 The duration of the LLM IT&T Programme is within two (2) years, student who will not complete registered programme within given time will be de-registered.

3.8 Final Award/Graduation Requirements

The minimum pass mark for any course shall be the grade “B” or 50%

3.8.1 Candidates, who successfully complete the required units/modules including the Dissertation, shall qualify upon approval by Senate, for the award of the LLM in Information Technology and Telecommunications Law.

3.8.2 Candidates who complete at least four modules, but are unable to submit a dissertation, or fail in the dissertation, shall be awarded a Postgraduate Diploma in Information Technology and Telecommunications Law.

3.8.3 Candidates who complete at least two modules but wish to leave the programme shall be awarded a Postgraduate Certificate in Information Technology and Telecommunications Law.

4.0 REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

4.1 Eligibility for Admission

A holder of the Master of Law Degree of the Open University of Tanzania or its equivalent shall be eligible for registration for the degree of Doctor of Philosophy.

4.2 Duration

A candidate must submit his/her thesis within six years from the date of registration for the degree provided that no candidate may be permitted to submit a thesis in less than two academic years from the date of registration.

- 4.3 Course Programme
- 4.3.1 A prospective candidate for the Ph.D. Degree is required to submit an outline of the subject of study and/or research which he/she proposes to pursue.
- 4.3.2 One or two supervisors will be appointed to advise the candidate in his/her field of study or research.
- 4.3.3 A candidate for the degree shall be required to submit a thesis embodying the results of his studies.
- 4.3.4 A candidate may choose any subject from those offered at Master of Law level.
- 4.4. Rules Governing Submission and Examination of Thesis
- 4.4.1 At least six months before the thesis is to be presented, a candidate shall give notice, in writing, to the Deputy Vice Chancellor (Academic) of the University submitting a general scope of the work.
- 4.4.2 The Senate shall appoint for each thesis at least two examiners, one of whom shall be an examiner external to the University.
- 4.4.3 Three copies of every thesis for the degree shall be submitted and if the degree is awarded, two copies of a thesis so submitted shall remain in the keeping of the University to be deposited in the Library. A thesis submitted for the Degree shall normally have a minimum of 500 pages worthy of publication; it must also include a full list of references to materials whether published or otherwise used in its preparation.
- 4.4.5 Every thesis submitted for the degree must be accompanied by a declaration to the satisfaction of Senate stating that it has not been submitted before for a degree in this or any other University.
- 4.4.6 No thesis shall be accepted which does not make a distinct contribution to the knowledge or understanding of the subject and does not show evidence of originality.
- 4.4.7 The candidate shall be required to forward to the University with his/her thesis an abstract thereof comprising not more than 300 words.
- 4.4.8 The candidate may submit as subsidiary matter in support of his/her candidate any printed contribution or contributions to the advancement of knowledge relative to his/her field of research which he/she may have published independently or conjointly. In the event of a candidate submitting such subsidiary matter he/she will be required to state fully his/her own share in any conjoint work.
- 4.4.9 The candidate may submit with his/her thesis a list of his/her publications.
- 4.4.10 The examiners may require a candidate for the degree to present himself/herself for a *viva voce* examination on the general field in which the thesis falls as well as on the subject of the thesis itself.
- 4.4.11 If the thesis is adequate but the candidate fails to satisfy the examiners at the oral examination examiners may recommend to the Senate to permit the candidate to re-present the same thesis, and submit himself/herself to a further oral examination within a period not exceeding 18 months.
- 4.4.12 A thesis may be re-submitted in revised or extended form if the examiners so recommend. No rejected thesis may be re-submitted in a revised form unless it was so recommended by the examiners. A thesis recommended for re-submission must be submitted within 18 months.
- 4.4.13 The candidate may be required by the examiners to make minor alterations to thesis without requirement to re-submission. Such alterations must be effected within a period of 6 months.

If the candidate fails to make the alterations to the satisfaction of the examiners within the specified time, and he/she is not granted an extension of time by the Senate, he/she will be deemed to have failed the examination.

- 4.4.14 When a thesis has been accepted by the University, and material from it is published, in whatever form, acknowledgment shall be made of the fact that this materials has been submitted in a thesis approved for the degree of Doctor of Philosophy of the Open University of Tanzania.

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

The Faculty of Science, Technology and Environmental Studies comprises of Biology, Botany, Zoology, Chemistry, Physics, Mathematics, Home Economics & Human Nutrition, Information & Communication Technology and Environmental Studies at undergraduate level and Poultry Production & Health at certificate and diploma levels.

Certificate and Diploma Programmes

Certificate Course in Poultry Health and Production

PART I

Preamble

Poultry production in Eastern Africa currently makes a significant economic contribution at both household and national levels. Its Importance is however not captured in the government economic data. Skilled manpower specialised in poultry production is limited. Specialised Courses in Poultry production and health that are important in improving poultry production are not offered by Training Institutions in Eastern Africa. Nevertheless, the potential of poultry production as an economic enterprise is very high. In the rural areas where close to 80% of the people live and where per capita income is the lowest, poultry has a high potential for poverty reduction and wealth creation. Commercial poultry production enterprises that are concentrated mainly in urban and peri-urban areas are not doing very well as business enterprises. Both in rural and urban areas, poultry production are constrained by high prevalence of killer diseases and poor husbandry methods. This is in spite of the great market potential for poultry meat and products.

There is thus urgent need of training specialised manpower in order to promote poultry production. A Certificate Course in poultry production would equip graduates with knowledge and skills for all levels of poultry production enterprises. The Certificate graduate will be especially equipped with practical skills. There shall be a strong bias in practical skills.

Purpose

To train students in poultry production and health so that they are equipped with theoretical knowledge as well as practical skills in poultry production and poultry health. Poultry shall include all domestic poultry, namely Chickens, Ducks, Guinea Fowl, Turkey, Pigeons, Geese and Ostriches. Commercial, traditional and improved rural/village poultry husbandry and health management systems shall be taught.

It is envisaged that after completing the two year Certificate, the student will be fully competent and qualified to undertake all duties and responsibilities in all types of poultry production enterprises varying from large scale commercial units to smallholder and rural poultry units. The graduate will be equipped with skills to be able to start own poultry enterprises of whatever scale. Upon successful completion of the course Graduates of the Certificate Course shall be expected to:

- i. Assist to plan and set up poultry production enterprises including large scale, small-scale commercial poultry production, smallholder, backyard and rural poultry production enterprises.
- ii. Assist to manage and run all levels and types of poultry production enterprises ranging from simple rural, backyard, small holder, and small sale up to large scale poultry enterprises.
- iii. Plan, set up and run poultry products market systems
- iv. Offer extension and marketing services to all levels of commercial and rural poultry farmers and village/community based poultry workers.
- v. Assist to plan, set up and run poultry feed mills and ensure feed quality.
- vi. Assist to plan, set up and run poultry meat and egg processing plants.
- vii. Set up and maintain commercially and consumer acceptable quality standards of poultry products for local and export market.

Minimum Entrance Requirements

Five passes at 'O' level or its equivalent, the passes must include biology/agriculture and chemistry.

Mode of Study

The Course will be offered mainly by distance mode of delivery. Study materials will be supplied to paid-up students. The study materials will be written in a house-style which is suited for distance learners such that they will be stimulating and thought provoking for adult as well as young students. Students will be required to attend practicals at designated established institutions. The practicals shall also be in form of field attachments to designated poultry farms and enterprises. Students will be required to attend Face to Face sessions in order to assist them understand the course. Students shall Write Reports at the end of their practicals.

Duration of the Course

The course will last a minimum of 2 years and a maximum of 4 years.

Fees Structure

The fees are highly subsidised for East African and SADC nationals whose fees are Shs. 246,000 or USD 245.00 per year. For other nationals, the fee is USD 1,268.00 per year.

The fees are inclusive of Shs. 6,000.00 or USD 6.00 as OUT Students Organisation (OUTSO) annual subscription. Fees may be reviewed from time to time but with prior notice of one year.

Admission and Registration

A candidate will be admitted to the Certificate Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.

Number of admitted students

In order to run the course viably, a minimum of 20 students will have to be admitted. One cohort of students must complete the course before taking in new students. Therefore new students will be admitted after every two years.

Assessment

Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests and one examination and in addition, a practical report shall be assessed.

Course Titles for Certificate Course in Poultry Production

YEAR 1

S/N and CODE	SUBJECT	HOURS			
		THEORY		PRACTICAL (HOURS/CREDIT HOURS)	TOTAL (HRS/ CREDIT HRS)
		HOURS	CREDIT HOURS		
1. OPC 001	Overview of Domestic Poultry Production (AP)	30	2.0	-	30(2)
2. OPC 002	Avian Anatomy and Physiology (AP)	60	4	90 (3) (i) Poultry research and development institute. ii)Disease Diagnostic laboratories and Feeds analysis laboratories	150 (7)

3. OPC 003	Introduction to Poultry Breeding (AP):	30	2	60 (2) (i) Small scale, village/with local poultry ii)Rearing farms	90 (4)
4. OPC 004	Poultry Nutrition and Feeding (AP)	60	4	90 (3) (i) Farms (Large scale or small scale), village/ household with local free range poultry (ii)Disease Diagnostic laboratories and Feeds analysis laboratories (iii) Feed mills.	150 (7)
5. OPC 005	Poultry Management (AP)	90	6	120 (4) (i) Farms (Large scale or small scale, village/ household with local free range poultry	210 (10)
6.OPC 006	Poultry Health: Microbiology and Parasitology (AH)	60	4	90 (3) (i) Farms (Large scale or small scale, village/ household with local free range poultry ii)Disease Diagnostic laboratories and Feeds analysis laboratories iii)Poultry research and development institute	150 (7)
7.OPC 007	Gender, Socio-Cultural and economic aspects of poultry production (AP)	30	2	90 (3) (i)Farms(Large scale or small scale, village/ household with local free range poultry (ii) school farms Communitybased organization.	120 (5)
	TOTAL	360	24	540 (18)	900 (42)

YEAR 2

S/N AND CODE	SUBJECT	HOURS			
		Theor y	Credi t	PRACTICAL	TOTAL
8. OPC 008	Poultry Diseases and Disorders (AH)	60	4	90 (3) (i) Farms Large scale or small scale, village/ household with local free range poultry (ii)Disease Diagnostic laboratories and Feeds analysis laboratories (iii)Poultry research and development institute	150 (7)

9. OPC 009	Poultry Diseases Diagnosis and Management	75	5	90 (3) (i) Farms (Large scale or small scale, village/ household with local free range poultry (ii) Disease Diagnostic laboratories and Feeds analysis laboratories (iii) Poultry research and development institute	165 (8)
10. OPC 010	Hatchery Management (AP)	60	4	180 (6) (i) Hatchery	240 (10)
11. OPC 011	Poultry and Poultry Products (AP)	60	4	60 (2) (i) Rearing farms/farms (i) Supermarket/restaurant (ii) Processing	120 (6)
12. OPC 012	Poultry Farm Accounting and Record keeping (AP)	60	4	60 (2) (i) Rearing farms/farms (ii) Farm schools	120 (6)
13. OPC 013	Extension	45	3	60 (2) (i) Rearing farms (ii) Hatchery (iii) Supermarket/restaurant (iv) Farm schools	105 (5)
	TOTAL	360	24	540 (18)	900 (42)

AH: Animal Health Course

AP: Animal Production Course

Definition of Credit Hour and Unit:

1 Credit Hour is equivalent to 15 Lecture Hours or 30 Practical Hours

1 Unit is equivalent to 35 Lecture Hours

Practicals:

Students shall be required to go for Practicals/Field attachment for 3 months (12 weeks) per year at approved stations. One day's practicals/field attachment shall be equivalent to 6 hours of laboratory practicals as shown under practicals column above.

Diploma Course in Poultry Production and Health

Purpose

To train students so that they are equipped with balanced theoretical knowledge as well as practical skills in poultry production and poultry health. Poultry course shall include all domestic poultry, namely chickens, ducks, guinea fowl, turkey, pigeons, geese and ostriches. Commercial, traditional and improved rural/village poultry husbandry and health management systems shall be taught. It is envisaged that after completing a two-year diploma course, the student will be fully competent and qualified to undertake all duties and responsibilities in all types poultry production enterprises varying from smallholder, rural poultry unit to large-scale commercial units.

Upon successful completion of the course graduates of the diploma course shall be expected to:

- Plan and set up poultry production enterprises including large scale and small scale commercial poultry production, as well as, backyard and rural poultry production enterprises.
- Manage and run all levels and types of poultry production enterprises ranging from simple rural, backyard, smallholder, and small scale up to large-scale poultry enterprises.
- Plan and set up own poultry production enterprise/farm.
- Identify, prevent and treat poultry diseases.

- v. Plan, set up and run poultry products market systems
- vi. Offer extension and marketing services to all levels of commercial and rural poultry farmers and village/community based poultry workers.
- vii. Plan, set up and run poultry feed mills and ensure feed quality.
- viii. Plan, set up and run poultry meat and egg plants.
- ix. Set up and maintain commercially and consumer acceptable quality standards of poultry products for local and export market.
- x. Offer assistance on training and research on poultry health and production.

Minimum Entrance Requirements:

Diploma Course

One or more passes at principal 'A' level in science subjects and such candidate must have passed biology and chemistry at 'O' level.

Or

Certificate in Animal Health or Animal Production from a recognised institution.

Mode of Study

The Course will be offered mainly by distance mode of delivery. Study materials will be supplied to paid-up students. The study materials will be written in a house- style which is suited for distance learners such that they will be stimulating and thought provoking for adult as well as young students. Students will be required to attend practical training at designated established institutions and in form of field attachment to designated poultry farms and enterprises. Students will be required to attend Face to Face sessions in order to assist them understand the course. Students will be required to write a special research project of a selected topic to be submitted as a partial fulfilment of the course at the end of second year.

Practicals

Student will be required to attend supervised practicals for twelve weeks in a year. Students shall do the practicals in approved institutions and farms that practice the activities related to the course taught that year. Students will be required to write a practical report at the end of the field practical, indicating duration, activities performed and comments. The report shall be signed by the local supervisors where student was doing his/her practicals.

Duration of the Course

The course will last a minimum of 3 years and a maximum of 5 years.

Fees Structure

The fees are highly subsidised for East African and SADC nationals whose fees are T.Shs. 410,000 or USD 401.00 or equivalent per year. For other nationals, the fees are USD 1,268.00 per year. The fees are inclusive of T.Shs. 10,000.00 or USD 6.00 as OUT Students Organisation annual subscription. The fees are subjected to review from time to time but such changes are given on year's notice.

Admissions and Registration

A candidate will be considered for admission to the Diploma Course if he/she meets the minimum entry requirements. Registered students will only be those who will have fully paid the required yearly fees. Only registered students will be supplied with study materials and allowed to sit for the required examinations.

Number of admitted students

In order to run the course viably, a minimum of 20 students will have to be admitted. One cohort of students must complete the course before taking in new students. Therefore new students will be admitted every two years.

Assessment

Students' understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests and one examination and in addition, a practical report shall be assessed.

COURSE TITLES FOR DIPLOMA COURSE THEORY AND PRACTICAL IN POULTRY PRODUCTION AND MANAGEMENT

YEAR 1

S/NO. & CODE	SUBJECT	HOURS / CREDIT HOURS		
		THEORY	PRACTICAL	TOTAL
Module 1. OPD 002 & 003	Avian Anatomy (AH), Physiology and Biochemistry (AP & AH)	150 (10)	120 (4) Poultry research and development institutions Poultry research and development institutions. Disease Diagnostic laboratories, Feeds analysis laboratories	270 (14)
Module 2. OPD 001 & 013	Poultry Husbandry (AP): Introduction to Poultry Housing, Hygiene (AH), and Farming Systems: Commercial Vs Rural (AP)	75 (3)	30 (1) Farms (Large scale or small scale, village/ household with local free range poultry Supermarkets Restaurants	105 (4)
Module 3 OPD 004, 005,008, 009 & 010	Poultry Health Diseases & their Management (AH)	225 (15)	285 (9.5) Disease Diagnostic laboratories, Poultry research and development institutions Disease Farms (Large scale or small scale, village/ household with local free range poultry Disease Diagnostic laboratories and Feeds analysis laboratories Poultry research and development institutions Farms (Large scale or small scale, village/ household with local free range poultry Disease Diagnostic laboratories and Feeds analysis laboratories Poultry research and development institutions Farms (Large scale or small scale, village/ household with local free range poultry Disease Diagnostic laboratories and Feeds analysis laboratories	510 (24.5)

			laboratories, Feeds analysis laboratories Poultry research and development institutions	
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YEAR 2

S/NO. & CODE	SUBJECT	HOURS / CREDIT HOURS		
		THEOR Y	PRACTICAL	TOTAL
Module 4. OPD 012	Poultry Nutrition, Feeding: Basic and Applied (AP)	45 (3)	45 (1.5) i) Farms (Large scale or small scale, village/ household with local free range poultry ii) Feed mills iii) Disease Diagnostic laboratories and Feeds analysis laboratories	90 (4.5)
Module 5. OPD 006 & 011*	Breeding (Basic and Applied) -AP	90 (6)	90 (3) i) Hatcheries ii) Rearing farms iii) Farms (Large scale or small scale, village/ household with local free range poultry Rearing farms Poultry research development institutions	180 (9)
Module 6. OPD 014	Establishment & Management of Hatchery (AP)	30 (2)	180 (6) i) Hatcheries ii) Rearing farms	210 (8)

YEAR 3

S/NO. & CODE	SUBJECT	HOURS / CREDIT HOURS		
		THEORY	PRACTICAL	TOTAL
Module 7 OPD 007* & 017*	Socio-economics & Gender Issues; Extension Methodologies, Group Formation and Sociology (AP)	90 (6)	120 (4) Farms (Large scale or small scale, village/ household with local free range poultry) Farmer's schools Community based organizations (livestock and others) Farms (Large scale or small scale, village/ household with local free range poultry Face to Face Sessions with tutors and fellow students Supermarkets Restaurants Community base organizations (livestock and others)	210 (10)

Module 8 OPD 016	Statistics & Accounting; Economics (Basic and Applied) - AP	30 (2)	30 (1) Farms (Large scale or small scale, village/household with local free range poultry) Poultry processing plants Farmer's schools Computer laboratories Face-to-Face Sessions with tutors and fellow students.	60 (3)
Module 9 OPD 015	Management & Entrepreneurship, Finance records, and Marketing (AP)	30 (2)	30 (1) Farms (Large scale or small scale, village/ household with local free range poultry) Poultry processing plants Supermarkets Restaurants	60 (3)
Module 10	Special Project (mini – thesis on subject of choice related to poultry)	-	-	
	TOTAL	765 (49.0)	930 (31.0)	1,695 (80.0)

* Elective Unit

AH: Animal Health Course

AP: Animal Production Course

Minimum Number of Credits (Theory and Practicals): 79 CREDIT HOURS

1 Credit hour is equivalent to 15 Lecture Hours or 30 Practical Hours

1 Unit is equivalent to 35 Lecture Hours

Electives: Students take at least one elective.

Practicals: Students shall be required to go for Practicals for 3 months' (12 weeks) per year at approved stations. One full day's practicals/field attachment shall be equivalent to 6 hours of laboratory practicals as shown under practical column above.

Undergraduate Programmes

The Faculty offers undergraduate programmes leading to the following first degrees:

Bachelor of Science (B.Sc.),

Bachelor of Science with Education (B.Sc.Ed.), and

Bachelor of Science in Information and Communication Technology (B.Sc.ICT).

Bachelor of Science in Environmental Studies

The award of the B.Sc. General degree will require students to pass and complete all the prescribed core courses and electives adding up to at least 32 units as shown in the table below. In addition, students will take one or two units of elective courses, one or two units of practicals depending on subject combination. Thus, in total B.Sc.(Gen) students will have covered at least 36 units.

B.Sc (Gen) students taking double mathematics will have a minimum of 36 units of mathematics. B.Sc.(Ed) students will add 16 units of Education to the 32 units of B.Sc.(Gen); thus arriving at a total of 48 units.

REGULATIONS GOVERNING THE AWARD OF FIRST DEGREES

The Faculty of Science, Technology and Environmental Studies operates a course unit system of studies. Each of its disciplines offers a variety of courses, including some core courses which are compulsory to students majoring in the subject as well as elective courses. Each course is given a unit weighting according to the time devoted to it on the schedule.

The main study materials for each of the subjects are called units. Each unit covers content materials equivalent to thirty five one hour lecture materials.

Students are expected to spend a minimum of seventy hours studying each unit, spread over Ten (10) weeks. There will be support services for the students in the form of face-to-face teaching. The face-to-face teaching shall include residential sessions for orientation and continuous teaching and counseling. Laboratory exercises are organised at the UDSM, SUA and OUT and they are compulsory comprising one or two units depending on subject combinations.

General Regulations

- Majoring in a science subject shall involve passing all the prescribed core courses in that subject;
- All B.Sc. (Ed) students must pass all the prescribed core courses in Education.

B.SC. INFORMATION AND COMMUNICATION TECHNOLOGY

The B.Sc (ICT) is initially open to students who can acquire residence in Dar es Salaam for intensive and regular face-to-face and laboratory sessions. The degree programme is to be completed in three years.

Overall Objective of the Programme

The emergence of Information and Communication Technologies (ICT) sector as one of the main supports of the Tanzanian economy has created the need for more of ICT professionals with a strong computing background. These professionals should not only fit into mainstream ICT fields but also have the ability to exploit opportunities that new technologies offer. Furthermore, companies/organisations require professionals who are not only technically competent but who also have the ability to exploit the opportunities offered by new management approaches.

In order to address the above situation, the B.Sc. Information and Communication Technology programme is aimed at producing graduates with a thorough understanding of computer-based systems. It covers a range of areas including software design and development, multimedia, web-based technologies, computer networks, information security and Information and Communication Technology planning and management. Its main aim is to give students a broader knowledge of the areas that they are likely to come into contact with in the working environment. Graduates of this Programme are expected to find a range of attractive career opportunities ranging from software development, multimedia and web-based software development to network design, implementation and management.

Expected Output of the Programme

At the end of the programme, graduates will have acquired adequate skills to plan, design, implement and manage information systems.

Programme Duration

The programme is to be completed in a minimum of 3 years and maximum of 5 years. The fact that ICT industry is changing very fast, keeping a student in the programme for more than 5 years is not desirable.

General Entry Requirements

As per General Entry Requirements for Admission to the Open University of Tanzania for undergraduate degrees.

Programme entry Requirements

O-level with 5 passes, 3 of which are at credit levels and with a pass in Mathematics

AND

One of the following:

B.1. Two principal passes with one being advanced Mathematics

OR

B.2. Any two science subjects at a principal level with Mathematics as a subsidiary.

OR

B.3. Interested first degree holders from other disciplines, with Mathematics as a subsidiary

Programme structure

1. Taught courses run from January to August (8 Months) with the following arrangements:
2. Enhanced face to face sessions: First session of two weeks in the beginning of the academic year in January; Second session of one week in March; Third session of one week in May; and Fourth session of one week in July. This is an intensive programme where theoretical and practical demonstrations shall be conducted.
3. Practical (Lab work): The laboratory is equipped with computers with all required software and hardware for the programme. There is a lab technician(s) who oversees the operation of the lab and assists students during the practical sessions. There are scheduled sessions when the lab technician is fully available to assist the practical sessions. Students are also allowed to access the lab outside the scheduled time with minimum assistance.
4. Mode of Assessment: All courses are examined during the academic year in which they are studied as per the General University (OUT) Examinations regulations for undergraduate courses. The assessment consists of continuous assessment of written assignment, practical demonstrations, timed tests and a written final examination. The weighting is as follows:
5. For courses with no practical demonstrations, the continuous assessment composition shall be written assignments 15% , timed tests 25% and final examination 60%.
6. For courses with practical demonstrations, the continuous assessment composition shall be written assignments 15%, practical demonstrations 20% and timed tests 25% and final examination 40%.
7. Timed tests: There are 2 timed tests; First test to be conducted in April and the second test to be conducted in June.
8. Assignments: The number and mode of conducting assignments depends on the course requirements as indicated in each course.
9. Practical demonstrations: The practical demonstrations are conducted during the second, third and fourth face to face sessions. At least 3 practical demonstration assessments are conducted.
10. Final Examinations: Final examinations for each academic year of study are held in August.
11. Marking and Provisional Results: The marking and provisional results for each academic year of study shall take place in September. All supplementary examinations and postponed examinations shall be done in the First two weeks of December.
12. Industrial Training: Industrial training will have a duration of 8 weeks and will be conducted in October and November. Students should have a minimum allowed GPA of 2.0 in order to proceed for Industrial training. Industrial training reports shall be submitted latest mid January of the succeeding year. The results of the Industrial training shall be included in the

examination results of the succeeding year i.e. results of Industrial Training I will be included in the second year examination results, and for Industrial Training II, the results will be included in the third year examination results.

13. Final year Project: The final year project shall start in the beginning of May. The final project reports, presentations, and demonstrations shall be done by end of August to allow assessment to be concluded in September together with the other examinations.
14. The B.Sc. Information Communication Technology (ICT) degree programme has a total of 82 Units of core courses as shown in tables 1-1 through 1-3 and a total of 12 units of elective courses as shown in table 1-5. The courses are organised in three years as given tables 1-1, 1-2 and 1-3.
15. The award of the degree will require students to pass and complete all the prescribed core courses and one elective adding up to 86 units as shown in tables 1-1 up to 1-5.

Table 1.1: First Year Core Courses

Course Code	Course Name	Mode of Delivery		Number of Units
		Equivalent Lecture hours	Equivalent Practical hours	
OIT 101	Fundamentals of Information Systems	30	30	3
OIT 102	Introduction to Numerical Methods	45	-	3
OIT 103	Introduction to Mathematical Logical and Set theory	45	-	3
OIT 104	Communication Skills for IT	30	-	2
OIT 105	Introduction to Computer Architecture	30	30	3
OIT 106	Operating Systems	45	30	4
OIT 107	Introduction to Data Communications and Networking	45	30	4
OIT 108	Industrial Training I		120	4
	Total	270	240	26

Table 1.2: Second Year Core Courses

Course Code	Course Name	Mode of Delivery		Number of Units
		Equivalent Lecture hours	Equivalent Practical hours	
OIT 201	Software Design and Development in C	30	60	4
OIT 202	Introduction to Probability and Statistics	45	-	3
OIT 203	Object Oriented Programming with Java	30	60	4
OIT 204	Data Communication and Networking	30	30	3
OIT 205	Introduction to Computer Security	30	30	3
OIT 206	Database Concepts and Design	30	60	4
OIT 207	Introduction to e-Business	30	30	3
OIT 208	Multimedia Technology and Applications	30	30	3

OIT 209	Industrial Training II		120	4
	Total	255	420	31

Table 1.3: Third Year Core Courses

Course Code	Course Name	Mode of Delivery		Number of Units
		Equivalent Lecture hours	Equivalent Practical hours	
OIT 301	Introduction to Web Page Development	30	60	4
OIT 302	Introduction to Computer Graphics	30	60	4
OIT 303	Information Systems Security Management	30	30	3
OIT 304	Information Systems Planning and Management	30	30	3
OIT 305	Network Design and Administration	30	30	3
OIT 306	Computer Ethics and Social Cultural Implication	30	-	2
OIT 310	Final Year Project		180	6
	Total	180	390	25

Table 1.4: Total Core Courses Hours And Units

Year of study	Mode of Delivery		Number of Units
	Equivalent Lecture hours	Equivalent Practical hours	
First year	270	240	26
Second year	255	420	31
Third year	180	390	25
Total	705	1050	82

Table 1.5: Third Year Elective Courses

Course Code	Course Name	Mode of Delivery		Number of Units
		Equivalent Lecture hours	Equivalent Practical hours	
OIT 307	Web Programming	30	60	4
OIT 308	Programming in C++	30	60	4
OIT 309	Wireless Networks	30	60	4
	Total	90	180	12

Other Elective Courses

Students are strongly recommended to take in the Second year the course OBS 207: Organisational Behaviour from the Faculty of Business Management.

Students may take, as elective, any other relevant courses on offer from any Faculty of the Open University of Tanzania.

Additional Examination Regulations for B.Sc. (ICT)

In addition to the General University Examinations Regulations for Undergraduate Courses, Progress of a B.Sc (ICT) student will be subject to fulfilling the following regulations:

- i. The registration period for B.Sc. (ICT) shall be five years.
- ii. The B.Sc (ICT) unit of study is defined to be content material equivalent to 15 lecture hours.
- iii. For the award of the B.Sc (ICT), the student must pass all prescribed core courses and one elective course adding up to 86 units.
- iv. Student progress from one year to another shall be subject to the student passing all the prescribed core courses and attaining an over all GPA of 2.0 or above.
- v. A student shall proceed for Industrial Training if regulation 2 has been fulfilled.
- vi. Results for industrial training shall be included in the examination results of the subsequent year.
- vii. A student who has failed a core course (s) but has attained an overall GPA of 2.0 or above shall be allowed to sit for supplementary examinations(s).
- viii. A student who has failed to attain an overall GPA of 2.0 or above and does not qualify for a supplementary examination shall be deregistered.
- ix. A student who fails a supplementary examination shall be allowed to carry over the failed course to the subsequent year provided the registration period has not elapsed.
- x. A student who fails to complete the programme in five years shall be deregistered.
- xi. A student may be allowed to sit for a supplementary examination in an elective course only if the failed course contributes to GPA computation.

BACHELOR OF SCIENCE (B.Sc.) GENERAL & B.Sc (Ed) PROGRAMMES MATHEMATICS

1. There are two Programmes offered in Mathematics namely, *Single Mathematics Programme and Double Mathematics Programme*. These programmes are studied in four levels within four to six years.

1.1 *Single Mathematics Programme*

Mathematics in this Programme is studied as a single subject along with other subjects in other subject Programmes such as Chemistry, Physics, etc. Students in this programme fall into two categories: MINOR AND MAJOR.

1.2 *Double Mathematics Programme*

Mathematics in this programme is treated as a double subject so the students do not take another subject, except Education for those taking education.

2.0 *Number of Mathematics units to be taken*

- 2.1 Students studying Mathematics as a MINOR subject will enroll in at least six Mathematics units in the first level, four Mathematics units in the second level and two Mathematics units in the third level.
- 2.2 Students taking Mathematics as a MAJOR subject will enroll in at least six Mathematics units in the first level, eight Mathematics units in the second level and six Mathematics units in the third level; except those taking B.A. and B.Sc. general Programme, who have to enroll in six Mathematics units in the first and second levels, and eight Mathematics units in the third level.
- 2.3 In case the units for the core courses in any part do not add up to the required number of units in that part, one has to fill up the remaining units by choosing courses from the electives to add up his/her remaining mathematics units

3.0 *Entrance Qualifications*

- 3.1 General Entrance qualifications of the Open University of Tanzania,

- (i) A principal level pass in Advanced level Mathematics or a
- (ii) Pass at level B in Mathematics in a recognised Diploma.

The following are the courses for the Mathematics programmes offered by the Open University of Tanzania.

CLUSTERS FOR MAJOR IN MATHEMATICS

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction to Microcomputer Studies	1	Core
OMT 151: Mathematical Analysis I & II	2	Core
OMT 152: Linear Algebra I & II	2	Core
OMT 153: Probability and Statistics I & II	2	Core
OMT 154: Informatics & Programming Languages	2	Core
LEVEL II CLUSTERS		
OMT 203: Advanced Calculus	1	Core
OMT 205: Differential Equations	1	Core
OMT 251; Methods & Partial Differential Equations	2	Elective
OMT 252: Numerical Analysis I & II	2	Elective
OMT 225: Applied Vector Theory	1	Elective
OMT 255: Real Analysis I & II	2	Core
LEVEL III CLUSTERS		
OMT 324: Complex Analysis	1	Core
OMT 351: Abstract Algebra I & II	3	Elective

CLUSTERS FOR MINOR IN MATHEMATICS

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OMT 151: Mathematical Analysis I & II	2	Core
OMT 152: Linear Algebra I & II	2	Core
OMT 153: Probability and Statistics I & II	1	Core
OMT 154: Informatics & Programming Languages	2	Core
LEVEL II CLUSTERS		
OMT 205: Differential Equations	1	Core
OMT 252: Numerical Analysis I & II	2	Elective
OMT 225: Applied Vector Theory	1	Elective
LEVEL III CLUSTERS		
OMT 324: Complex Analysis	1	Core

CLUSTERS FOR DOUBLE MAJOR IN MATHEMATICS

Code & Name	Unit	Core/ Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction to Microcomputer Studies	1	Core
OMT 151: Mathematical Analysis I & II	2	Core
OMT 152: Linear Algebra I & II	2	Core
OMT 153: Probability and Statistics I & II	2	Core
OMT 154: Informatics & Programming Languages	2	Core
LEVEL II CLUSTERS		
OMT 203: Advanced Calculus	1	Core
OMT 205: Differential Equations	1	Core
OMT 251; Methods & Partial Differential Equations	2	Elective
OMT 252: Numerical Analysis I & II	2	Elective
OMT 253: Survey and Quality Control	2	Elective
OMT 209 Fluid Mechanics I	1	Core

OMT 216: Operational Research I	1	Elective
OMT 217: Number Theory I	1	Core
OMT 225: Applied Vector Theory	1	Elective
OMT 255: Real Analysis I & II	2	Core
OMT 254: Advanced Statistics, Design and Analysis of Experiment	2	Elective
LEVEL III CLUSTERS		
OMT 303: Measure Theory	1	Core
OMT 304: Differential Geometry	1	Elective
OMT 305: Topology I	1	Core
OMT 352: Test of Hypothesis & Theory of Estimation	2	Elective
OMT 324: Complex Analysis	1	Core
OMT 351: Abstract Algebra I & II	3	Elective

B.ED (SCIENCE) MATHEMATICS

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OMT 151: Mathematical Analysis 1 & 11	2	Core
OMT 152: Linear Algebra 1 & 11	2	Core
OMT 153: Probability and Statistics 1 & 11	2	Core
OMT 154: Informatics & Programming Languages	2	Core
OMT 203: Advanced Calculus	1	Core
OMT 205: Differential Equations	1	Core
OMT 251: Methods & Partial Differential Equations	2	Core
OMT 252: Numerical Analysis 1 & 11	2	Core
OMT 225: Applied Vector Theory	1	Core
LEVEL III CLUSTERS		
OMT 324: Complex Analysis	1	Core
OMT 351: Abstract Algebra 1 & 11	2	Core

Students may take some more courses of the programme as they wish, but they are going to be considered as electives.

B.SC. (GENERAL) OR B.SC. (ED) PHYSICS

1.Objectives

- 1.1 The Physics programme for BSc. (Gen.) aims at training physicists, for the country's growing industrial, scientific and research needs.
- 1.2 The Physics programme for B.Sc. (Ed) aims at producing a teacher who is equipped to teach all aspects of the subject at the secondary school level (and teacher's colleges) and provide concepts necessary for further studies in the subject.

2. Course Structure

Physics will be offered as one of the science subjects for the B.Sc. (General) and B.Sc. (Ed) degrees either as a minor subject or a major subject.

The course has been outlined in three levels to fit a minimum duration of four years and to ensure that the course develops in a progressive and systematic way. Thus later units whether core or elective, will be studied only after the completion of necessary foundation work. The structure provides for development both in depth and breadth and also gives an important element of choice for majors. While new study materials are being developed, the programme offers a minimum of choice for Physics majors. In the long run, the programme will be expanded in the following streams of specializations:

- (1) Environmental and Energy Physics
- (2) Material Science

- (3) Nuclear Physics
- (4) Electronics
- (5) Educational Physics

CLUSTERS OF PHYSICS MAJOR COURSES

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction To Microcomputer Studies	1	Core
OPH 151: Introductory University Physics	3	Core
OPH 152: Electromagnetism I & II	2	Core
LEVEL II CLUSTERS		
OPH 251: Mathematical Physics	2	Core
OPH 252: Optics	2	Core
OPH 208: Thermal Physics II	1	Core
LEVEL III CLUSTERS		
OPH 351: Physics of the Atom	2	Core
OPH 352: Quantum Theory of Solids	2	Core
OPH 411: Applied Earth Physics	3	Elective
OPH 441: Analog Electronics	2	Core
OPH 442: Digital Electronics	2	Elective
OPH 443: Microelectronics	2	Elective
OPH 350: Physics Practicals	1	Core
OPH 305: Physics Special Project	1	Core

CLUSTERS OF PHYSICS MINOR COURSES

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OPH 151: Introductory University Physics	3	Core
OPH 152: Electromagnetism I & II	2	Core
OPH 251: Mathematical Physics	2	Elective
LEVEL II CLUSTERS		
OPH 252: Optics	2	Core
OPH 208: Thermal Physics II	1	Elective
OPH 351: Physics of the Atom	2	Core
LEVEL III CLUSTERS		
OPH 352: Quantum Theory of Solids	2	Elective
OPH 411: Applied Earth Physics	3	Elective
OPH 441: Analog Electronics	2	Core
OPH 442: Digital Electronics	2	Elective
OPH 443: Microelectronics	2	Elective
OPH 350: Physics Practicals	1	Core

B.ED (SCIENCE) PHYSICS

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OPH 151: Introductory University Physics	3	Core
OPH 152: Electromagnetism I & II	2	Core
LEVEL II CLUSTERS		
OPH 252: Optics	2	Core
OPH 208: Thermal Physics	1	Core
OPH 252: Mathematical Physics	2	Core
LEVEL III CLUSTERS		

OPH 351: Physics of the Atom	2	Core
OPH 411: Applied Earth Physics	3	Elective
OPH 441: Analog Electronics	2	Core
OPH 350: Physics Practicals	1	Core

Additional courses may be taken by B.ED Science students as elective from the Physics programme B.Sc. (General) or B.Sc. (Ed) CHEMISTRY

The field of Chemistry is concerned with the structure of matter, its transformations, and the energy changes related to these transformations. Departmental aims at contributing to the students understanding of Chemistry's place within the Sciences and in today's industrial and business world, and to provide students concentrating in this field with a thorough and practical education that will be useful in teaching or in industrial, technical or graduate work.

The course will be offered as a major or minor subject in the B.Sc. (Ed) and B.Sc. General degrees. Students majoring in Chemistry will have to take at least twenty units including all the prescribed core courses. Students taking Chemistry as a minor subject will have to take the twelve indicated core units, but may as well opt for any other elective courses.

CLUSTERS FOR CHEMISTRY MAJOR

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction To Microcomputer Studies	1	Core
OCH 151: General and Physical Chemistry	2	Core
OCH 152: Organic Chemistry	2	Core
OCH 104: Systematic Inorganic Chemistry	1	Core
OCH 105: Chemical Thermodynamics	1	Core
LEVEL II CLUSTERS		
OCH 251: Organic Spectroscopy	2	Elective
OCH 252: Organic Reaction Mechanism	2	Core
OCH 253: Advanced Inorganic Chemistry	3	Core
OCH 206: Chemical Bonding	1	Core
OCH 254: Analytical Chemistry	2	Core
OCH 255: Natural Products & Carbohydrates Chemistry	2	Elective
LEVEL III CLUSTERS		
OCH 351: Chemical Kinetics & Electrochemistry	2	Core
OCH 303: Industrial Organic Chemistry	1	Elective
OCH 309: Theoretical Chemistry	1	Elective
OCH 350: CHEMISTRY PRACTICALS	1	Core
OCH 307: CHEMISTRY SPECIAL PROJECT	1	Core

CLUSTERS FOR CHEMISTRY MINOR

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OCH 151: General and Physical Chemistry	2	Core
OCH 152: Organic Chemistry	2	Core
OCH 104: Systematic Inorganic Chemistry	1	Core
OCH 105: Chemical Thermodynamics	1	Core
LEVEL II CLUSTERS		
OCH 251: Organic Spectroscopy	2	Elective
OCH 252: Organic Reaction Mechanism	2	Elective
OCH 253: Advanced Inorganic Chemistry	3	Elective
OCH 206: Chemical Bonding	1	Core
OCH 254: Analytical Chemistry	2	Core
OCH 255: Natural Products & Carbohydrates chemistry	2	Elective

LEVEL III CLUSTERS		
OCH 351: Chemical Kinetics & Electrochemistry	2	Core
OCH 303: Industrial Organic Chemistry	1	Elective
OCH 309: Theoretical Chemistry	1	Elective
OCH 350: Chemistry Practicals	1	Core

B.ED (SCIENCE) CHEMISTRY

Code & Name	Unit	Core/ Elective
LEVEL I CLUSTERS		
OCH 151: General and Physical Chemistry	2	Core
OCH 152: Organic Chemistry	2	Core
OCH 104: Systematic Inorganic Chemistry	1	Core
OCH 105: Chemical Thermodynamics	1	Core
LEVEL II CLUSTERS		
OCH 252: Organic Reaction Mechanism	2	Core
OCH 253: Advanced Inorganic Chemistry	2	Core
OCH 206: Chemical Bonding	1	Core
OCH 254: Analytical Chemistry	2	Core
LEVEL III CLUSTERS		
OCH 351: Chemical Kinetics & Electrochemistry	2	Core
OCH 303: Industrial Organic Chemistry	1	Core
OCH 350: Chemistry Practicals	1	Core

B.Sc. (General) & B.Sc. (Ed) IN BIOLOGICAL SCIENCES

The impact of biological sciences cannot be overestimated. Rapid developments in the disciplines of Molecular Biology (particularly Genomics and Proteomics) and organism Biology (especially related to invasive species and eco-system level changes) make compelling cases for the need to understand Biology and its potential societal impacts. At the OUT, the Life Science Department aims to educate informed citizens, future teachers, and the next generation of biomedical researchers and practitioners.

Biology major students will take at least twenty units, including all the prescribed core courses. The electives are provided and distributed in a way that they enable the students who major in Biology to further their studies in the subject.

Students taking Biology as a minor subject will have to take at least twelve units including all the prescribed core units.

CLUSTERS FOR BIOLOGY MAJOR

Code & Name	Units	Core/Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction to Microcomputer studies and information Technology I	1	Core
OBL 101: Biological Techniques	1	Elective
OBT 151: Diversity of Plants and Fungi	3	Core
OZL 151: Diversity of Animals	3	Core
OBL 151: Cell Biology	2	Core
OZL 152: Fundamentals of Physiology	3	Elective
OBL 251: Microbes & Microbial Genetics	2	Core
LEVEL II CLUSTERS		
OBT 251: Plant Structure and Development	3	Elective
OBL 204: Soil Science	1	Core
OZL 205: Developmental Biology	1	Core
OZL 208: Immunology	1	Elective

OBT 252: Plant Biochemistry & Metabolism	2	Elective
OBL 202: Genetics	1	Elective
OZL 251: Aquatic & Estuarine Biology	3	Elective
OBL 301: Taxonomy	1	Core
LEVEL III CLUSTERS		
OBL 302: Biostatistics	1	Core
OBT 351: Plant and Crop Physiology	2	Elective
OZL 351: Principles of Ecology	2	Core
OBL 306: Evolutionary Biology	1	Core
OBL 350: BIOLOGY PRACTICALS	1	Core

CLUSTERS FOR BIOLOGY MINOR

Code & Name	Units	Core/ Elective
LEVEL I CLUSTERS		
OBL 101: Biological Techniques	1	Core
OBL 151: Cell Biology	2	Core
OZL 151: Diversity of Animals	3	Core
OZL 152: Fundamentals of Physiology	3	Elective
OBL 251: Microbes & Microbial Genetics	2	Elective
LEVEL II CLUSTERS		
OBT 251: Plant Structure and Development	3	Elective
OBT 151: Diversity of Plants and Fungi	3	Core
OBL 204: Soil Science	1	Elective
OZL 205: Developmental Biology	1	Elective
OZL 208: Immunology	1	Elective
OBT 252: Plant Biochemistry & Metabolism	2	Elective
OBL 202: Genetics	1	Core
OZL 251: Aquatic & Estuarine Biology	3	Elective
OBL 301: Taxonomy	1	Elective
LEVEL III CLUSTERS		
OBL 302: Biostatistics	1	Core
OBT 351: Plant and Crop Physiology	2	Elective
OZL 351: Principles of Ecology	2	Elective
OBL 306: Evolutionary Biology	1	Elective
OBL 350: BIOLOGY PRACTICALS	1	Core

BOTANY

Botany will be offered as a major Science subject for B.Sc. General degree. It may also be taken as a minor subject. Students majoring in Botany must take and pass all core courses in Botany. They may also take a number of elective courses as they wish.

Students registered in Botany as a minor subject must pass at least twelve units including all the prescribed core courses in this category.

CLUSTERS FOR BOTANY MAJOR

Code & Name	Units	Core/ Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction to Microcomputer studies and information Technology I	1	Core
OBL 101: Biological Techniques	1	Elective
OBT 151: Diversity of Plants and Fungi	3	Core
OBL 151: Cell Biology	2	Core
OBL 251: Microbes & Microbial Genetics	2	Elective

LEVEL II CLUSTERS		
OBT 251: Plant Structure and Development	3	Core
OBT 252: Plant Biochemistry & Metabolism	2	Core
OBL 202: Genetics	1	Elective
OBL 204: Soil Science	1	Elective
OBL 301: Taxonomy	1	Core
LEVEL III CLUSTERS		
OBT 351: Plant and Crop Physiology	2	Core
OZL 351: Principles of Ecology	2	Core
OBL 302: Biostatistics	1	Core
OBT 309: Plant Breeding	1	Elective
OBL 306: Evolutionary Biology	1	Elective
OBT 350: BOTANY PRACTICALS	1	Core
OBT 306: BOTANY SPECIAL PROJECT	1	Core

CLUSTERS FOR BOTANY MINOR

Code & Name	Units	Core/ Elective
LEVEL I CLUSTERS		
OBL 101: Biological Techniques	1	Elective
OBT 151: Diversity of Plants and Fungi	3	Core
OBL 151: Cell Biology	2	Elective
OBL 251: Microbes & Microbial Genetics	2	Elective
LEVEL II CLUSTERS		
OBT 251: Plant Structure and Development	3	Core
OBT 252: Plant Biochemistry & Metabolism	2	Elective
OBL 202: Genetics	1	Elective
OBL 204: Soil Science	1	Elective
OBL 301: Taxonomy	1	Core
LEVEL III CLUSTERS		
OBT 351: Plant and Crop Physiology	2	Core
OZL 351: Principles of Ecology	2	Elective
OBL 302: Biostatistics	1	Core
OBT 309: Plant Breeding	1	Elective
OBL 306: Evolutionary Biology	1	Elective
OBT 350: BOTANY PRACTICALS	1	Core

ZOOLOGY

Zoology will be offered as a major science subject. It may also be taken as a minor subject for students who have opted for two other major subjects such as Chemistry and Botany. Students majoring in Zoology must pass at least 20 units including all of the prescribed core courses in Zoology. Students taking Zoology as a minor subject shall take and pass at least 12 units including all the prescribed core courses.

CLUSTERS FOR ZOOLOGY MAJOR

Code & Name	Units	Core/Elective
LEVEL I CLUSTERS		
OFC 017: Communication Skills	1	Core
OCP 100: Introduction to Microcomputer studies and information Technology I	1	Core
OZL 151: Diversity of Animals	3	Core
OBL 101: Biological Techniques	1	Elective
OBL 151: Cell Biology	2	Core
OZL 152: Fundamentals of Physiology	3	Core
OBL 251: Microbes & Microbial Genetics	2	Core
LEVEL II CLUSTERS		
OBL 202: Genetics	1	Elective

OZL 205: Developmental Biology	1	Core
OZL 208: Immunology	1	Elective
OBL 301: Taxonomy	1	Core
OZL 251: Aquatic & Estuarine Biology	3	Elective
LEVEL III CLUSTERS		
OBL 302: Biostatistics	1	Core
OBL 306: Evolutionary Biology	1	Core
OZL 351: Principles of Ecology	2	Core
OZL 352: Entomology & Parasitology	2	Elective
OZL 310: Animal Behaviour	1	Elective
OZL 350: ZOOLOGY PRACTICALS	1	Core
OZL 314: ZOOLOGY SPECIAL PROJECT	1	Core

CLUSTERS FOR ZOOLOGY MINOR

Code & Name	Units	Core/Elective
LEVEL I CLUSTERS		
OZL 151: Diversity of Animals	3	Core
OBL 101: Biological Techniques	1	Elective
OBL 151: Cell Biology	2	Core
OZL 152: Fundamentals of Physiology	3	Elective
OBL 251: Microbes & Microbial Genetics	2	Elective
LEVEL II CLUSTERS		
OBL 202: Genetics	1	Core
OZL 205: Developmental Biology	1	Core
OZL 208: Immunology	1	Core
OBL 301: Taxonomy	1	Elective
OZL 251: Aquatic & Estuarine Biology	3	Elective
LEVEL III CLUSTERS		
OBL 302: Biostatistics	1	Core
OBL 306: Evolutionary Biology	1	Core
OZL 351: Principles of Ecology	2	Elective
OZL 352: Entomology & Parasitology	2	Elective
OZL 310: Animal Behaviour	1	Elective
OZL 350: ZOOLOGY PRACTICALS	1	Core

B.ED (SCIENCE) BIOLOGY

Code & Name	Units	Core/Elective
LEVEL I CLUSTERS		
OBL 101: Biological Techniques	1	Elective
OBT 151: Diversity of Plants and Fungi	2	Core
OZL 151: Diversity of Animals	2	Core
OZL 205: Developmental Biology	1	Core
LEVEL II CLUSTERS		
OBL 151: Cell Biology	2	Core
OBL 251: Microbes & Microbial Genetics	2	Core
OBT 251: Plant Structure and Development	3	Core
LEVEL III CLUSTERS		
OZL 208: Immunology	1	Core
OBL 301: Taxonomy	1	Core
OZL 351: Principles of Ecology	2	Core
OBL 350: Biology Practicals	1	Core

B.Sc. (General) or B.Sc. (Ed) HOME ECONOMICS & HUMAN NUTRITION

The main purpose of the programme is to provide students with knowledge and skills for personal development, family living and professional specialization. The programme will consist of three core areas:

- (i) Food and Nutrition
- (ii) Home Management

(iii) Clothing and Textile

To support these core areas the following disciplines are included in the programme.

- Human Anatomy and Physiology
- Physics, Chemistry and Microbiology in the Home
- Introductory Computer Science
- Family Life Education
- Gender Issues and Development
- Statistics
- Research Methods and Research Project
- Teaching Methods
- Extension Education
- Community Health

Admission requirements

In addition to satisfying the minimum requirements of the degree programme candidates must have passed:

- (i) Biology or Biological Science at A-level
- (ii) Chemistry at A-level
- (iii) Physics or Physical Sciences at A-level
- (iv) Have taken and passed Home Economics at "O" level
- (v) In special cases candidates who are holders of a Diploma in Home Economics or its equivalent, with a credit pass from a recognised college will be admitted.

Research project and Research report writing will be taken by each student in the final year of his/her studies. Optional courses will be offered in the last level so as to prepare students for the postgraduate studies in specialised areas.

The Home Economics course outline will be almost the same for the B.Sc. (Home Economics) and the B.Sc. (Home Economics with education). The only difference will be that the B.Sc. (Home Economics with Education), will have to take Education lectures and do teaching practice.

CLUSTERS OF HOME ECONOMICS COURSES

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OFC 017: Communications skills	1	Core
OCP 100: Introduction to Microcomputer Studies and Information Technology	1	Core
OHE 151: Biological Sciences for Home Economics	2	Core
OHE 152: Physical Science for Home Economics	2	Core
OHE 153: Clothing Construction	2	Core
OHE 154: Textile I & II	2	Elective
OHE 155: Foods & Nutrition	2	Core
OHE 156: Home Management	2	Core
LEVEL II CLUSTERS		
OHE 115: Human Anatomy & Physiology	1	Core
OHE 251: Meal Planning & Institutional Catering	2	Core
OHE 252: Principles of Economics & Consumer Education	2	Elective
OHE 253: Household Equipment & Home Furnishing	3	Core
OHE 112: Food Science in the Home	1	Core
OHE 204: Community Health	1	Elective
OHE 254: Therapeutic Diet & Community Nutrition	2	Core
OHE 255: Child Development & Family Education	2	Elective
LEVEL III CLUSTERS		
OHE 351: Rural Sociology & Gender Issues	2	Elective
OHE 352: Statistics & Research Methods for Home	2	Core

Economics		
OHE 353: Extension Education Methods.	2	Core
OHE 350: Home Economics Practicals	2	Core
OHE 307: Home Economics Special Project	1	Core

B.ED (SCIENCE) HOME ECONOMICS

Code & Name	Unit	Core/Elective
LEVEL I CLUSTERS		
OHE 151: Biological Sciences for Home Economics	2	Core
OHE 154: Textile I & II	2	Elective
OHE 155: Foods & Nutrition	2	Core
OHE 156: Home Management	2	Core
LEVEL II CLUSTERS		
OHE 112: Food Science in the Home	1	Core
OHE 251: Meal Planning & Institutional Catering	2	Core
OHE 254: Therapeutic Diet & Community Nutrition	2	Core
OHE 255: Child Development & Family Education	2	Core
LEVEL III CLUSTERS		
OHE 352: Statistics & Research Methods for Home Economics	2	Core
OHE 352 Home Economics Practicals for Bed	1	Core

Students may take some more courses of the programme as they wish, but they are going to be considered as electives.

B.Sc. ENVIRONMENTAL STUDIES

GENERAL INFORMATION

PROGRAMME TITLE: Environmental Studies

FINAL AWARD:

Bachelor of Science in Environmental Studies (Science)

Bachelor of Science in Environmental Studies (Management)

Rationale

The Environmental Studies degree programme is being proposed in order to train cadres skilled in environmental studies of importance to Tanzania development. The justification for this degree programme arises from the growing need for the expertise in the field of environmental studies. Graduates will be able to identify, assess and rectify environmental problems. The programme is designed to provide the scientific and managerial skills needed to tackle the environmental challenges of the 21st Century.

The increasing impact of human beings upon the natural world has resulted in a broad range of problems involving our natural resources and environmental quality. The problems include: Global warming, Acid rain, depletion of the ozone layer, endangered species and loss of biodiversity, air and water pollution, toxic waste and resource depletion threaten irreversible damage. The solutions to these problems often require interdisciplinary understanding and problem solving abilities.

In order to address these issues, the Environmental Studies degree program at OUT offers an interdisciplinary program that focuses on the serious environmental problems that we face in this century. The degree program in Environmental Studies is a multidisciplinary forum for the study of scientific, political, social and humanistic aspects of environmental problems. Presently, only a few expertises are available in this sensitive and relatively new field in Tanzania.

The programme will cover various areas of the environmental components including topics such as ecosystem management, resource conservation, and land use planning, natural hazards, various types of pollution to the environment, analytical methods towards assessment of pollution, and the policy dimensions of environmental issues. The programme will put special emphasis on areas in environmental issues which are related to the specific situation in Tanzania as identified in the National Environmental Policy, these are; Land Degradation, Pollution Management and Urbanization,

Agricultural and Land Resources destruction, Deforestation, Destruction of Wildlife and Problems associated with mining activities.

Graduates of this programme are ideally suited to careers in government ministries and departments, industry, research and development, non-governmental organizations, and consulting firms. In addition, graduates are well placed to pursue postgraduate studies as well as exploiting opportunities in the wider graduate employment market

2. EXPECTED OUTPUT OF THE PROGRAMME

The overall purpose of the Environmental Studies degree programme is to provide students from diverse backgrounds with a broad based contemporary program of study, which will produce graduates who are academically skilled, professionally competent and innovative to work as environmental professionals. The proposed programme in Environmental Studies will provide the needed knowledge and skills to accelerate attainments of the Tanzania Poverty Reduction Strategy goals. In addition graduates should be able to demonstrate transferable key skills: intellectual; practical and fieldwork; communication; numeric and C & IT; interpersonal/teamwork; self-management and professional development.

PROGRAMME STRUCTURES AND REQUIREMENTS, LEVELS, COURSES AND UNITS

3.1 Course Structure

The BSc. Environmental Studies degree programme will eventually have three streams (pathways).

These are:

- The Science stream
- The Management stream
- The Technology stream

Students may choose from one of three degree pathways; the Environmental Studies (Science), Environmental Studies (Management) and Environmental Studies (Technology). The Science stream aims at development of a rigorous science background from which to pursue a career as an environmental science professional. The Management stream examines the social-political, humanities, economic and cultural aspects of managing environmental problems. It is designed to produce quality graduates with sound management knowledge of environmental processes, and an ability to apply that knowledge to policy issues. The Technology stream emphasizes engineering and applied science aspects of resource management, environmental impact and pollution prevention and abatement. In the current submission only the first two streams Science and Management have been articulated. The Technology stream will be submitted for approval in the future.

The BSc. Environmental Studies programme will be offered as a combination of core and optional courses. The core courses focus on regional and global environmental problems and the human activities that contribute to those problems, from scientific, political, social, and economic perspectives. The programme also offers several elective courses that complement the core courses and allow students to pursue a broad range of topics related to the environment.

The Environmental Studies programme will consist of a minimum of 38 units (a unit is equivalent to 35 lecture hours or 70 hours of practicals) which will include 30 units of core requirements and minimum of 8 units to be selected from approved electives at least from each level. The programme consists of three levels. Each level normally occupies an academic year. Normally the programme takes 3 years but longer period up to 5 years is permitted. The level of a course (designated by the first number in the course code) indicates its position in the progressive development of academic abilities/or practical skills.

The Environmental Studies (Science) pathway is designed to include laboratory work which is an integral part of the programme and essential to the development of the knowledge and skills needed. Fieldwork is undertaken in the second year of the programme and is based on directed investigations and outside visits to examine waste management and other environmental management schemes. The

placement is an integral part of the learning and teaching processes of the degree. It enables students apply academic knowledge to real-world applications of environmental issues. Research project form part of the final year of the programme.

Table: 3.1 BSc. Environmental Studies (Science)

(i) Level 1 Core Courses

Course code	Course Title	Total units
OEV 101	Ecology	2
OCP 100	Computer Applications in Environmental Studies	1
OFC 017	Communication Skills	1
OEV 103	Introduction to Environmental Science	2
OEV 104	General Chemistry	2
OEV 105	Environmental Science Practicals I	1
OEV 106	Mathematics for Environmental Studies	2
OEV 107	General biology	2
	Total	13

(iia) Level 2 Core Courses

Course code	Course Title	Total units
OEV 201	Applied Statistics and Research Methods	2
OEV 202	Environmental Field attachment	1
OEV 203	Environmental Science Practicals II	1
OEV 204	Environmental Analytical Methods	2
OEV 205	Fundamentals of Environmental Chemistry	3
	Total	9

(iib) Level 2 Elective Courses

Course code	Course Title	Total units
OEV 206	Limnology	2
OEV 207	Environmental Geology and Earth Surface Processes	2
OEV 208	Natural Resources Management	2
OEV 209	Introduction to Remote Sensing and GIS	3
	Total	9

(iiaa)Level 3 Core Courses

Course Code	Course Title	Total units
OEV 301	Environmental Impact Assessment	2
OEV 302	Environmental Project	2
OEV 303	Supervised Reading	1
OEV 304	Environmental Pollution and Toxicology	3
	Total	8

(iiib) Level 3 Elective Courses

Course code	Course Title	Total units
OEV 305	Environmental Policy and Law	2
OEV 306	Energy Resources and the Environment	2
OEV 307	Environmental Hazards and Risk Assessment	2
OEV 308	Introduction to Environmental Modeling	2
OEV 309	Atmospheric and Aquatic chemistry	3
OEV 310	Water Resources Management	3

OEV 311	Waste Management	2
	Total	16

3.2 BSc. Environmental Studies (Management)

(i) Level 1 Core Courses

Course Code	Course Title	Total units
OEV 101	Ecology	2
OCP 100	Computer Applications in Environmental Studies	1
OFC 017	Communication Skills	1
OEV 108	Introduction to Environmental Management	2
OEV 109	Land Use, Planning and Management	2
OEV 110	Introduction to Environmental Pollution and Management	2
OEV 111	Environmental Ethics and Philosophy	2
	Total	12

(iia) Level 2 Core Courses

Course Code	Course Title	Total units
OEV 201	Applied Statistics and Research Methods	2
OEV 202	Environmental Field attachment	1
OEV 210	Environmental Economics	2
OEV 211	Environmental Resources and Management	2
OEV 212	Water Resources and Development	2
OEV 215	Population and Environment	2
	Total	11

(iib) Level 2 Elective Courses

Course Code	Course Title	Total units
OEV 208	Natural Resources Management	2
OEV 213	Environmental Psychology	2
OEV 214	Environment resources and Food Security	2
OEV 216	Urban system Management and planning	2
	Total	8

(iiaa) Level 3 Core Courses

Course Code	Course Title	Total units
OEV 301	Environmental Impact Assessment	2
OEV 302	Environmental Project	2
OEV 303	Supervised Reading	1
OEV 305	Environmental Policy and Law	2
OEV 312	Environmental Education and Communication	2
	Total	9

(iiib) Level 3 Elective Courses

Course Code	Course Title	Total units
OEV 306	Energy Resources and Environment	2
OEV 307	Environmental Hazards and Risk Assessment	2
OEV 313	Environmental Sociology	2
OEV 314	International Environmental Law	2
OEV 315	Gender and Environment	2
	Total	10

4. PROGRAMME DURATION

The BSc. Environmental studies Programme is to be completed in a minimum of 3 years and maximum of 8 years depending on the mode of learning as follows:

(i) Intensive face to face learning (3 to 5 years); only for Dar es Salaam students. Students in this category shall be required to pay the annual tuition fee of TShs.900,000.00.

(ii) Open distance learning (3 to 8 years). Students in this category shall pay annual tuition fee approved by the Open University of Tanzania as applied to Open distance learning mode.

5. ADMISSION CRITERIA

The programme shall be open to local and international students interested in pursuing a career in environmental studies. It is anticipated that students of both genders will be admitted with the aim to have gender parity. Candidates must satisfy the general entrance requirements of the Open University of Tanzania for degree award. Besides the general requirements, the candidate must satisfy the special requirement.

The following shall be eligible for registration for the Bachelor of Science programmes in Environmental Studies:

5.1 Science stream – BSc. Environmental Studies (Science)

(i) Direct entrants.

The candidate should have a principal level pass at “A” level in two of the following subjects; Biology, Chemistry, Geography, Physics, or Mathematics.

(ii) Equivalent qualifications.

Appropriate Diploma with passes at “O” level in two of the following subjects; Biology, Chemistry, Mathematics, Physics or Geography.

5.2 Management stream – BSc. Environmental Studies (Management)

(i) Direct entrants

Candidates should have a principal level pass at “A” level in two of the following subjects; Geography, Economics, History. Physics, Chemistry, Mathematics or Biology.

(ii) Equivalent Qualifications.

Appropriate Diploma with passes at “O” level in two of the following subjects Geography, History, Biology, Chemistry or Physics, Economics, Mathematics.

LEARNING METHODS USED TO ENABLE OUTCOMES TO BE ACHIEVED

Basic knowledge and understanding in open and distance learning are developed through Correspondence systems, Multimedia systems and Internet-based systems.

The Correspondence systems are based on a study guide printed text and interaction method is by letters and other written or printed documents sent through postal systems. Multimedia systems encompass text, audio and computer-based materials and usually some face-to-face learner support for two weeks at the beginning of academic year delivered to students. Internet-based systems is the one in which multimedia (text, audio and computer-based) materials in electronic format are delivered to students through computers.

ASSESSMENT REGULATIONS

The assessment procedures and the assessment criteria will follow OUT examination regulations for undergraduate courses. The following regulations will apply for the assessment of the programme:

7.1 Assessment of Coursework

7.1.1 Students’ understanding and knowledge in each topic shall be assessed by a student Portfolio and sitting for one timed tests (30%) and one examination (70%) and in addition, a practical and special project report shall be assessed.

7.1.2 The following grading will apply:

Marks	Grade	Points
70-100 %	A	5

60-69 %	B+	4
50-59%	B	3
40-49	C	2
35-39%	D	1

7.1.3 The minimum pass mark for any course shall be the grade C or 40%

7.1.4 A student who fails a supplementary examination shall be allowed to repeat the course. In such an event, the grades obtained shall replace the failed grade in the calculation of the cumulative GPA and each grade shall be recorded on the transcript.

7.1.5 A student who fails to complete the programme in prescribed maximum period (5 years for intensive face to face learning and or 8 years for open distance learning) shall be deregistered.

7.2 Final Award

Students who successfully complete their programme will qualify, upon approval by Senate, for the award of the degree of:

BSc. Environmental Studies (Science) or
BSc. Environmental Studies (Management)

7.2.1 In awarding the degree classification, the following criteria based on GPA are normally used.

4.4 -5.0 First Class
3.5- 4.3 Upper Second Class
2.7-3.4 Lower Second Class
2.0-2.6 Pass

Higher Degree Programmes Under The Faculty Of Science, Technology And Environmental Studies

The Faculty of Science has Postgraduate Programmes leading to the M.Sc. Degree by thesis in Biology, Mathematics, Physics, Chemistry, Home Economics and Environmental Science.

1. OBJECTIVES

The Objectives of these Programmes are to:

- Train scientists to higher level of scientific leadership in research, management and administration;
- Stimulate and encourage research to generate new knowledge in all areas;
- Train graduate scientists to more advanced levels in some of the courses covered in their undergraduate studies;
- Advance secondary school teachers/laboratory technologists and also to provide better grounding for prospective research workers preparing for independent research;

2. MODE OF CONDUCT

There are two categories of M.Sc. Degrees.

2.1 M.Sc. by thesis in which the candidates undertake independent research under supervision.

2.2 M.Sc. by coursework and dissertation in which the candidates are required to undertake coursework for a period of at least one year followed by research work leading to the dissertation.

3. MASTER OF SCIENCE DEGREES

Initially the Faculty offers M.Sc. Degree by thesis in the following disciplines:

- M.Sc. in Biology
- M.Sc. in Mathematics

- (iii) M.Sc. in Chemistry
- (iv) M.Sc. in Physics
- (v) M.Sc. in Home Economics
- (vi) M.Sc. in Environmental Science.
- (vii) M.Sc. in Zoology
- (viii) M.Sc. in Botany

3.1 *Entry Qualifications*

3.1.1 Each Candidate for the Degree of M.Sc. by coursework must satisfy all requirements specified under the University Regulations for Higher Degrees.

3.1.2 In addition, the following special regulations will also apply.

- i. To be eligible for admission into the programme the applicant should normally have an overall grade B, or higher in B.Sc. degree subjects he/she wishes to study under the programme.
- ii. Admission may be based on qualifications approved by the Senate as equivalent to requirements set out.
- iii. Admission to the M.Sc. by thesis degree should be as under General Regulations.
- iv. Each M.Sc. degree programme shall start at the beginning of the academic year and conclude 60 months later. Beyond this limit Senate's approval is necessary.

3.2 *Registration*

- (i) Candidates shall be registered to study for the M.Sc. degrees through distance education either by thesis or coursework followed by research leading to the dissertation.
- (ii) All candidates shall be allocated supervisors appointed by Senate on the recommendation of the Faculty of Science, Technology and Environmental Studies.
- (iii) Deadline for registration shall be the end of the fourth week of the academic year.

Registration for the M.Sc. degree by thesis shall follow the following procedure:

- a. Register as a provisional student after satisfying the admission requirements for the programme after submitting an acceptable statement of research topic to the Faculty to provisional registration.
- b. Acquire full registration after submitting within a period of six months a research proposal approved by the Faculty, the Postgraduate Studies Committee and Senate.
- c. Seek registration within three months after the application for full registration is approved by Senate.

4. *Ph.D. DEGREE PROGRAMME*

4.1 *The Objectives*

- To impart professional skills in research.
- To enable students to achieve the highest qualification in science.
- To empower students with a wide scope of understanding in their areas of specialization.

4.2 *Duration*

The duration of the Ph.D programme shall be six years maximum

4.3 *Registration*

- i. Candidates registered for the Ph.D. shall be required to register at the beginning of the first year of their studies and renew their registration at the beginning of subsequent years. Failure to renew registration shall mean automatic discontinuation from the studies.
- ii. Registration for a Ph.D. degree shall follow the same procedures as in the case of M.Sc. by thesis

INSTITUTE OF EDUCATIONAL TECHNOLOGY

The Objectives of the Institute

The Institute of Educational Technology is an academic Service Unit of the Open University of Tanzania. Its functions are:

- 1.1 Coordinate course materials publication in the University.
- 1.2 Designing evaluation instruments at various levels of the University.
- 1.3 To undertake studies in innovations in communication and information technology.
- 1.4 Provides and coordinates ICT services to all academic units.
- 1.5 Responsible for ICT Development and infrastructure.
- 1.6 Conducting research in artificial intelligence, computer based learning, efficacy of interactive media, needs of students with special handicaps, impact of science education in development and on all aspects of distance teaching.
- 1.7 Carrying out contract work and consultancies for other institutions.
- 1.8 Studies on impact of new Technologies on student progress

2.0 The Institute of Educational Technology of the Open University of Tanzania has been appointed one of the Focal Points of the UNESCO Institute of Information Technologies in Education (IITE) based in Moscow (Russia).

Courses: The teaching programme of the Institute of Educational Technology is as follows:

		<i>Units</i>
3.1 OCP 100: Introduction to Microcomputers and information Technology I - An optional course for First degree Students.	(elective)	2
3.2 OCP 200: Introduction to Microcomputers and Information Technology II - An optional course for First degree Students	(elective)	2
3.3 OCP 300: Human Communication Theories and application	(elective)	1

These courses will be offered through the Faculty of Science, Technology and Environmental Studies (OCP 100; OCP 200) and Faculty of Education (OCP 300).

INSTITUTE OF CONTINUING EDUCATION (ICE)

The Institute of Continuing Education offers Foundation Course (OFC), Certificate Course in Distance Education (OCC), Commonwealth Youth Programme Diploma (CYP Diploma), Diploma in Distance Education and Open Learning (ODDEOL) and Diploma in Primary Teacher Education (DPTE).

1.0 FOUNDATION COURSE (OFC)

1.1 The objectives of the Course are:

- 1.1.1 To prepare students for admission to the Open University of Tanzania degree programmes for which they would have not otherwise qualified.
- 1.1.2 To provide basic information to basic procedures, methods and language of the subjects for degree level.
- 1.1.3 To introduce students to intelligent reading, assimilation, critical judgement, analysis and synthesis of information.
- 1.1.4 To identify the students' aptitudes and interests for slotting them to specific degree courses.

1.2 The Foundation Course is a course of a minimum duration of one year and a maximum of two years. It is aimed at preparing students for admission to the Open University of Tanzania degree programmes. The education background of prospective students should be Ordinary level with 5 passes or 3 credits or equivalent qualification plus other professional courses after Ordinary level as approved by SENATE. Applicants should be 18 years old and above. After two years, a student is advised to re-register for the course.

1.3 All candidates are required to take five course units relevant to specific degree programme they will pursue after successful completion of Foundation Course. The units are:

- OFC 007: English Language
- OFC 008: Kiswahili
- OFC 009: Mathematics
- OFC 010: Physics
- OFC 011: History
- OFC 012: Geography
- OFC 013: Biology
- OFC 014: Business Mathematics
- OFC 015: Business Studies and Economics
- OFC 016: Chemistry
- OFC 017: Communications Skills
- OFC 018: Development Studies

1.4 Communication Skills is compulsory to all Foundation Course students; this should be the fifth course unit in a combination.

The following shall constitute subject combination for each programme:

Programme	Subject Combination
Arts	017, 018, 007/11, 008/012, 011/014
Business Studies	017, 018, 007, 014, 015
Science	017, 018, 016, 009/013, 010
Law	017, 018, 007, 008, 011
Education	To take combinations of either Arts or Business Studies or Science

Candidates who pass tests and examinations set during the Foundation Course will be eligible for admission to the degree programme for which they appear best prepared to pursue. In order to pass, a candidate should have an average score of at least 50% or above in his/her subject combination.

1.5 Pass Mark for the Foundation Course is the average mark of 50% which is a B Grade. Each Course Unit will be assessed under the following mode:

- i. Main Test: 30%
- ii. Annual Examination: 70%

1.6 The grading system will be as follows:

Marks	Grade	Remarks
70 – 100%	A	Excellent
60 – 69%	B+	Very Good
50 – 59%	B	Good
40 – 49%	C	Satisfactory
35 – 39%	D	Marginal Fail
0 – 34%	E	Absolute Fail

1.7 All marks for course units and written examinations shall be adjusted by markers concerned before amalgamation.

1.8 The pass mark for each Unit shall be a C Grade. However, a candidate whose average pass mark is below 50% will be required to repeat the Examinations in Units with a C Grade.

1.9 A candidate who gets less than the average mark of 40% will be advised, not to do the supplementary examinations but to register afresh for the Foundation Course and pay full University Fees.

1.10 The average mark shall be calculated on the basis of rounding to one decimal place. For example 39.39 shall be taken as 39.4

2.0 CERTIFICATE COURSE IN DISTANCE EDUCATION OFFERED JOINTLY BY OUT AND SOUTHERN AFRICA EXTENSION UNIT (SAEU)

2.1 The Certificate Course in Distance Education (OCC) is a two year Professional Course. It is geared towards professional and academic development of serving as well as prospective distance education personnel.

2.2 The Course is offered by using the following four modules/units:

OCC 001: Introduction to Distance Education
 OCC 002: Distance Education Media
 OCC 003: Support Services in Distance Education
 OCC 004: Distance Education Management

There are also audio programmes which accompany each of the above modules/units.

OAC 001: Introduction to Distance Education
 OAC 002: Distance Education Media
 OAC 003: Support Services in Distance Education
 OAC 004: Distance Education Management

2.3 Admission requirements

Candidates holding the following qualifications will be eligible for admission into the OCC programme:

3 credits or 5 passes at O' Level secondary education PLUS a Grade A certificate in teaching or its equivalent.

OR

Advanced level certificate with at least one principal pass or three subsidiaries.

OR

A two year Diploma or a Degree in any relevant field e.g. Education, Humanities, Social Sciences, Sciences, etc.

2.4 All candidates are required to take four units (Modules) accompanied by any audio cassette programme. The grading system for each module of the OCC will be as follows:

Marks	Grade	Remarks
70 - 100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

- i. Students who fail in the Certificate Course in Distance Education are allowed to do supplementary examinations for the modules/units in which they have failed during the following year without paying any University fees.
- ii. Students who sit and fail in supplementary examinations in the Certificate Course in Distance Education are allowed to register for the same course during the third year and pay full University fees.
- iii. A candidate who gets an E grade in three units will be advised not to do the supplementary examinations and instead will be advised to register for the Certificate Course in Distance Education Course and pay full University fees.
- iv. The average mark shall be calculated on the basis of rounding to one decimal place. For example, 35.29 shall be taken as 35.3.
- v. Students studying Certificate Course in Distance Education will only be allowed to change to another course before the deadline of the registration period which is eight weeks from the first date of the orientation conducted at the Regional Centres.
- vi. The pass mark for the Certificate Course in Distance Education is 40% which is a C Grade. Other grades given include B, B+ and A.
- vii. The mark for absolute fail shall be an E grade (0-34%).
- viii. All marks for course units and written examinations shall be adjusted by departments concerned before amalgamation.

3.0 COMMONWEALTH YOUTH PROGRAMME DIPLOMA IN YOUTH IN DEVELOPMENT WORK (CYP Diploma)

3.1 Entry requirements

The entry requirements for CYP Diploma are:

5 passes at O-Level or its equivalent plus at least 2 years of experience in youth work.

or

Professional Certificate in Commonwealth Youth Programme plus three credits at O-Level and at least 2 years experience in youth work

or

Principal pass and one subsidiary at A-Level plus one year experience in youth work

or

A 2 year Diploma or degree from any field related to youth work plus at least one year experience in youth work.

- 3.2 The Commonwealth Youth Programme Diploma in Youth in Development Work is part of Staff Development Programme. This is a two Year Academic Professional Programme aimed

at Developing both prospective candidates and those specifically engaged in Youth in Development Work.

3.3 The students are required to study thirteen core units (modules) as follows:

ODC 001:	Commonwealth values
ODC 002:	Young People and Society
ODC 003:	Principles and Practice of Youth Development
ODC 004:	Working with people in their Communities
ODC 005:	Gender and Development
ODC 006:	The Learning Process
ODC 007:	Management Skills
ODC 008:	Project Planning, Monitoring and Evaluation
ODC 009:	Policy Planning and Implementation
ODC 010:	Conflict resolution, strategies and skills
ODC 011:	Promoting Enterprise and Economic Development
ODC 012:	Youth and Health
ODC 013:	Sustainable Development and Environmental issues.

3.4 The grading system for each module of the CYP Diploma will be as follows:

Marks	Grade	Remarks
70-100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 – 34%	E	Absolute Fail

- i. Students who fail in six units (modules) of the Commonwealth Youth Programme Diploma in Youth in Development Work are allowed to do supplementary examinations for the modules they have failed. They can do it during the following year - without paying any university fees.
- ii. Students who fail in the Commonwealth Youth Programme Diploma in Youth in Development Work in more than 7 units (modules) are required to repeat the course for a year and pay full university fees.
- iii. The pass mark for the Commonwealth Youth Programme Diploma in Youth in Development Work is 40% which is a C Grade. Other grades given include B, B+ and A.
- iv. The mark for complete fail shall be an E grade. (0-34%)
- v. All marks for course units and written examinations shall be adjusted by departments concerned before amalgamation.

The average mark shall be calculated on the basis of rounding to one decimal place. For example, 49.39 shall be taken as 49.4.

Students studying the Commonwealth Youth Programme Diploma in Youth in Development Work will only be allowed to change from this course to another within the deadline which is eight weeks from the first date of the orientation week conducted at the Regional Centre.

4.0 DIPLOMA COURSE IN DISTANCE EDUCATION AND OPEN LEARNING (ODDEOL)

4.1 The entry requirements for the Course are:

- (i) A class “B” and above Certificate in Distance Education of the Open University of Tanzania (OUT) or an equivalent qualification.

- or
- (ii) 5 Passes at O-Level or its equivalent plus at least 2 years of relevant professional experience.
- or
- (iii) At least 1 Principal Pass and 1 Subsidiary at A-Level plus one year of relevant professional experience.
- or
- (iv) A two year Diploma or a Degree in any relevant field e.g. Education, Humanities, Social Sciences, Sciences, etc.

4.2 The Diploma course in Distance Education and Open Learning is a two year course. It is designed to expose the learners to the current body of knowledge and skills in distance education and open learning in order to build and strengthen their capacity in catering to the needs of distance learners and institutions.

The students are required to study sixteen core units as follows:

Units			
ODC 020:	Foundations, Achievements and Limitations of Education	(core)	1
ODC 021:	Rise and Development of Distance Education and Open Learning	(core)	1
ODC 022:	Philosophy and Scope of Distance Education and Open Learning	(core)	1
ODC 023:	Case Studies in Distance Education and Open Learning	(core)	1
ODC 024:	Communication in Distance Education and Open Learning	(core)	1
ODC 025:	Development of Printed Instructional Materials	(core)	1
ODC 026:	Broadcast and Recorded Instructional Materials	(core)	1
ODC 027:	Information and Communication Technologies (ICT) Instructional Materials	(core)	1
ODC 028:	The Nature and Essence of Student Support Services in Distance Education and Open Learning	(core)	1
ODC 029:	Tutorial Support, Marking and Commenting in Distance Education and Open Learning	(core)	1
ODC 030:	Counselling and Guidance Services in Distance Education and Open Learning	(core)	1
ODC 031:	Administrative Support, Library Services and Record Keeping	(core)	1
ODC 032:	Organisation and Management of Distance Education and Open Learning	(core)	1
ODC 033:	Research and Evaluation in Distance Education and Open Learning	(core)	1
ODC 034:	Sustainability of Distance Education and Open Learning	(core)	1
ODC 035:	Independent Study	(core)	1
		Total	16

4.4 The grading system for each unit of the course is as follows:

Marks	Grade	Remarks
70-100%	A	Excellent
60 - 69%	B+	Very Good
50 - 59%	B	Good
40 - 49%	C	Satisfactory
35 - 39%	D	Marginal Fail
0 - 34%	E	Absolute Fail

- i. Students who fail in any unit of the Course will be allowed to do supplementary examinations in units they have failed. They can do so during the following year – without paying any university fees.
- ii. Students who fail in more than 8 units of the Course will be required to repeat the Course and pay full university fees.
- iii. All marks for Course units shall be adjusted by departments concerned before amalgamation.
- iv. The average mark shall be calculated on the basis of rounding to one decimal place. For example 49.39 shall be taken as 49.4
- v. Students studying the Diploma in Distance Education and Open Learning will only be allowed to change to another Course before the deadline of the registration period which is eight weeks from the first date of the orientation week conducted at the Regional Centres.

5.0 THE DIPLOMA IN PRIMARY TEACHER EDUCATION (DPTE)

The Diploma in Primary teacher Education (DPTE) is a two year programme that is offered by OUT in response to the ardent need for quality primary school teachers in Tanzania. The programme integrates theory with practice, with the aim of professionally developing teachers with enhanced capability to provide quality primary education. The focus of the programme is to promote knowledge and skills in various techniques of interactive learning and teaching that are child friendly and gender sensitive. In addition, students are to update their knowledge in their teaching subjects and enhance their professional competences. The programme shall be open to local and international students interested in pursuing a career in teaching and educational administration in the primary education sector.

5.1 Course Organization

The courses are organized at two levels. Most of the courses focusing on pedagogical skills have a weight of two units each and are taught in two levels. Learners are expected to complete the course in 2 – 3 years of study.

The following Units are offered in this programme

LEVEL 1

	Course Code	Course title	Units
Professional Competencies	ODC 040	Communication and Study Skills	1
	ODC 041	ICT Skills	1
	ODC 042	Introduction to Educational Foundations	1
	ODC 043	Introduction to Educational Psychology	1
Pedagogical skills and competencies	ODC 044	General Teaching Methods and Strategie	1
	ODC 045	Numeracy Teaching Methods And Strategies I	1
	ODC 046	Literacy Teaching Methods And Strategies I	1
	ODC 047	Science Teaching Methods And Strategies I	1
	ODC 048	Social Studies Teaching Methods And Strategies I	1
Academic Advancement Competencies			
	ODC 055	Mathematics	1
	ODC 059	Biology	1

LEVEL 2			
Professional Competencies	ODC 050	Introduction to Special Needs Education	1
	ODC 051	School Administration and Management	1
	ODC 052	Introduction to Research in Education	1
	ODC 053	Classroom Management—life in the Classroom	1
	ODC 054	Primary School Curriculum Development and Innovation	1
Pedagogical Skills and Competencies	ODC 045	Numeracy Teaching Methods And Strategies II	1
	ODC 046	Literacy Teaching Methods And Strategies II	1
	ODC 047	Science Teaching Methods And Strategies II	1
	ODC 048	Social Studies Teaching Methods And Strategies II	1
	ODC 064	Vocational Skills Teaching Methods and Strategies	1
Academic Advancement	ODC 056	English Language	1
	ODC 057	Kiswahili	1
	ODC 058	Physics	1
	ODC 059	Chemistry	1
	ODC 060	Geography	1
	ODC 061	Geography	1
	ODC 062	History	1
	ODC 063	General Studies	1

5.2 ENTRY QUALIFICATION

Candidates holding the following qualifications will be eligible for admission into the programme:
 3 credits or 5 passes at O'Level secondary education PLUS a Grade A Certificate in teaching with an average pass of B and above or its equivalent
 OR Advanced level Certificate with at least one principal pass or three subsidiaries
 Or Grade A teaching certificate with a teaching experience of not less than 2 years PLUS
 any other qualifications approved by OUT Senate.

6.0 Classification of Certificate and Diploma Programmes

(i). In the classification of certificate and diploma programmes, a FIVE point system will be used in averaging the final grades.

(ii) The letter grades will be assigned the following points:

A	B+	B	C	D	E
5	4	3	2	1	0

(iii) Courses given for each programme have to be appropriately weighted by the units.

(iv) To get the score for each course, multiply the points by the appropriate weights. For example, getting a B in a 2 unit course the score shall be $3 \times 2 = 6$.

(v) The total score for the programme will be the total scores for all courses taken for the final, computed as in 4.

(vi) The average score for the programme will be computed by dividing the Total Score in 5 by the total weight obtained under 3.

(vii) The final classification of a Certificate/Diploma Programme will be as follows:

Classification	Range	Letter Grade
Distinction	(5.0 - 4.4)	A
Credit	(4.3 - 3.5)	B+
Credit	(3.4 - 2.7)	B
Pass	(2.6 - 2.0)	C

(viii) Rounding Off of GPA:

GPA figures will be presented to the nearest single decimal point to be rounded up for ≥ 0.05 and to be ignored for < 0.05 . As an example 3.36 will be taken as 3.4 while 3.34 will be taken as 3.3.

(ix) The range of marks will be as follows:-

A	Excellent	(70%-100%)
B+	Very Good	(60%-69%)
B	Good	(50%-59%)
C	Satisfactory	(40%-49%)
D	Marginal Fail	(35%-39%)
E	Absolute Fail	(0%-34%)

7.0 DEMAND DRIVEN COURSES

The Institute of Continuing Education will offer the following Demand Driven Courses from the academic year 2005 the duration of which will not exceed three months.

7.1 The Courses

7.1.1 *Applied French for beginners*

The general aim of this course is to introduce communicative “French Sounds” to students for whom the French sounds are totally foreign in the hope that, at the end of the day, students will be able to communicate with their French speaking entourage in matters related to every day life. In so doing, each student will have expanded automatically his/her domain of multi-linguism, which is characteristic of all Tanzanians.

7.1.2 *Comprehensive Applied English Language*

The general aim of the Comprehensive Applied English Course is to improve the competence and thereafter the performance in not only spoken, but also in written English language for communication in today’s world of business. Improving the above means that this course must focus at improving the grammatical structure of English, the spoken and written forms, and finally thereafter, improving the communicative role of English for business purposes.

7.1.3 *Business Kiswahili (Kiswahili cha Mawasiliano Toshelevu/Nguvu Kazi)*

The main aim of Business Kiswahili course (Kozi ya Kiswahili cha Nguvu Kazi) is to develop skills that will enable the learners to competently use Kiswahili language as a means of communication in business and administration.

7.1.4 *Intermediate Kiswahili for Foreign Students*

The General aim of the Kiswahili for Foreign Students’ course is to improve their spoken and written proficiency in Kiswahili.

7.1.5 *Project Planning*

The aim of this course is to expose and familiarize the course participants to the modern knowledge and skills that are increasingly required in project planning, management and evaluation. At the end of this course, the participants should be able to apply the tools of analysis gained, in the formulation and the execution of projects both at micro and macro levels.

7.2 Mode of Delivery and Course Assessment

7.2.1 The above –mentioned courses will be taught by a dedicated team of highly qualified and experienced lecturers in their respective areas of specialty. The lectures will be delivered through a face-to-face mode by using carefully selected reading materials drawn from up to-date literature coupled with class exercises.

7.2.3 In terms of assessments, students will be examined both on individual basis and group work presentation based on meticulously selected case studies. In addition, students will be given adequate opportunity to present and share their own practical opinions and experiences on topical issues taught in classes. As such, the courses will be highly interactive and participatory.

7.3 Entry Requirement

Demand Driven Courses are open to the general public. They do not involve serious academic rigour. That being the case, there is no specific entry requirement. It is important to underscore that the OUT will not offer academic transcripts. It is only a certificate of attendance.

7.4 Award

Upon successful completion of the course, students will be awarded a “CERTIFICATE OF ATTENDANCE” offered by the Open University of Tanzania.

THE UNIVERSITY LIBRARY

Background information

The library is an academic unit of the Open University of Tanzania. The major mission is to provide high quality information services, which support teaching, learning, research, and consultancy activities to the community. And it plays a vital role in the local learning community by working in partnership with other information providers.

The University Library services comprises of the Main Library at the head office, Tanzania Library Services Board (TLSB) Network that is accessible under special arrangements. Where there are no TLSB libraries the university has requested some public institutions to stock the learning materials in order to meet the informational needs of our students. Among these are: College of Business Education Dodoma, Kibaha Education Centre-Coast, and Central Peoples Library of Zanzibar and Pemba.

Learning Resource Centres

Apart from those libraries, the university has also developed learning resource centres that are available in the regional centres. These centres provide access to the full range of Learning, Teaching and consultancy materials in a variety of formats.

Membership

Membership and access to its services is open to all Undergraduates, Graduate students, Academic, Research and Administrative staff of the university. Other users such as visiting Researchers and Members of other Universities are allowed to use the library at the discretion of the Deputy Vice Chancellor (Academic), Librarian or Director of Regional Centres.

Opening Hours

Mondays to Fridays	from 8:45AM to 9:00 PM
Saturdays	from 10:00 AM to 9:00 PM
Sundays and Public Holidays	from 10:00AM to 2:00PM

Services and Facilities

The following are services which are offered by the OUT Library at the Head Office and some of its Regional Centres:

Reading and studying facilities

Lending books
Inter-library loan
Reference services
Newspapers
Photocopying
Internet and CD-ROM services
Information Literacy Training
Audio-visual cassettes/tapes services

User training

The library conducts Information Literacy sessions to enable users effectively exploit the resources available. Users are trained in searching skills, accessing and evaluating information sources.

Behaviour in the library

Silence is required in the reading rooms. Persons causing unnecessary disturbances may be requested to leave.

- i. Smoking is strictly forbidden
- ii. Food or drinks are not allowed in the reading rooms
- iii. Use of cellular phones in the reading rooms is not allowed
- iv. Defacing, marking or furnishing of books and other information materials is strictly forbidden.

Library Collections

The library at the Head Office maintains four major Sections: Social Sciences Collection, Law Collection, Science Collection and E-Library Section. These collections consist of Books, Journals, Study Manuals, Reference Books, Audio and Video Cassettes, and CD-ROMS. The library also

provides access to a comprehensive collection of The Open University Learning, Teaching Study materials.

LIBRARY SERVICES

The Open University, under special agreement with the Tanzania Library Service, has stocked recommended textbooks and other reading materials in the latter's library network in the regions and at the headquarters. These books are kept on special shelves and are available to students under special arrangement for reference and borrowing.

Where there are no TLS libraries, the University has requested Public Institutions to stock its books. Among these are the Kibaha Education Centre and the Central Library in Zanzibar.

Students can register as members of organised library services in Industrial, Technical and Scientific Research Institutions to give them the opportunity to borrow books.

LIBRARY NETWORK, 2009

S/N	Region	Official Address	Telephone
1.	Arusha	Regional Library, P.O. Box 1273, Arusha.	027-22502642
2.	Coast	Kibaha Education Centre Library P.O. Box 30063, Kibaha.	023-2402094
3.	Dar es Salaam	Central Library, TLS P.O. Box 9283, Dar es Salaam.	022-2150923 or 022-2150799
4.	Dodoma	(a) College of Business Education, P.O. Box 2077, Dodoma. (b) TLS Library Dodoma P.O. Box 1900, Dodoma	026-2322709 026-2322063
5.	Iringa	Regional Library, P.O. 172, Iringa.	26-22421 026-2702421
6.	Kagera	Regional Library, P.O. Box 321, Bukoba	028-2220460
7.	Kigoma	Regional Library P.O. Box 933, Kigoma.	028-23168 028-2803168
8.	Mara	Regional Library, P.O. Box 874, Musoma.	028-2622183
9.	Mbeya	Regional Library P.O. Box 874, Mbeya	025-2502589
10.	Morogoro	Regional Library P.O. Box 858, Morogoro	023-260160
11.	Mtwara	Regional Library P.O. Box 37, Mtwara	023-2333352
12.	Lindi	Regional Library P.O. Box 443, Lindi	023-2202156

13.	Mwanza	Regional Library P.O. Box 1363, Mwanza	028-2502314
14.	Rukwa	Regional Libray P.O. Box 255, Sumbawanga	025-2802259
15.	Ruvuma	Regional Library P.O. Box 929, Songea	025-2602550
16.	Shinyanga	Regional Library P.O. Box 804, Shinyanga	028-23324 028-2763324
17.	Tabora	Regional Library P.O. Box 432, Tabora	026-23099
18.	Tanga	Regional Library P.O. Box 5000, Tanga	027-2643127
19.	Zanzibar	Central Library P.O. Box 863 Zanzibar	024-2236414
20.	Kilimanjaro	Regional Library P.O. Box 863 Moshi	027-2752432

SERVICES OFFERED AT THE E-LIBRARY SECTION

Through the Programme for the Enhancement of Research Information (PERI) staff and students can access a full range of journal databases in various academic disciplines. Users may access these databases from any computer terminal at the OUT Head Offices with Internet connectivity and some of these databases can be accessed in the regional centres where Internet is accessible.

Objectives of this service

To provide researcher with access to International Scholarly Literature based on electronic delivery.
To provide unlimited access to journal databases and articles across wide range of disciplines.

GENERAL INFORMATION

ACADEMIC PRIZES

Student Academic Prizes are awarded during the Annual Convocation meeting. The Academic Prizes to be offered by the Open University of Tanzania are as follows:

Name	Type and Eligibility	Value
The Chancellor's Prize	One for the whole University to the student with the highest GPA	Certificate plus One year's fees
Minister's Prize	For Best Females in all programmes	Certificate plus 300,000/=
Vice Chancellor's Prize	One per Faculty with First Class or Upper Second with cut-off GPA of 3.5	Certificate plus 80% of One year's fees
Dean's Prize	One per Faculty with Second highest GPA, First or Upper Class with cut-off GPA of 3.5	Certificate plus 75% of One year's Fees
Chief Justice Prize	Faculty of Law with First Class Highest GPA	Certificate plus One year's fees
CYP Diploma Prize	Highest overall score with A grade	Certificate plus 50% of One year's Fees
Dr Paul Kihwelo's Prize	Highest Mark in the final year course in Intellectual Property Law	Certificate plus a Cash prize of Tsh 150,000/=
DVC Academic Prize	Best performance in the Foundation Course	Certificate Plus a cash Prize of Tsh 150,000/=

SCHOLARSHIPS

Loans and Financial Assistance

1. The Higher Education Students Loan Board (HESLB)

1.1 The Tanzania Government, through the Ministry of and Higher Education, Science and Technology has established "The Higher Education Students Loan Board"(HESLB)which is aimed at helping The Open University students and students from other institutions of higher learning to get loans for payment of fees and a variety of academic related costs.

Background

The HESLB Act No. 9 of 2004, stipulates that needy Tanzanians who secure admission in higher learning Institutions may seek loans from the Board to meet some of the costs of their education. This is in line with para 6.2 of the Higher Education Policy (1995) which requires each higher education students to contribute to the cost of his/her education.

How to Apply for a Loan from HESLB

1. Students may obtain application forms (HESLB – SLF 1) from the following sources:
 - a. Office of Dean of Students at OUT Headquarters Kawawa Road, Kinondoni.
 - b. Offices of the Regional Directors of the Open University of Tanzania.
 - c. Office of the Executive Director of HESLB located at TIRDO complex – Msasani in Dar es Salaam and
- (iv) The Ministry of Science, Technology and Higher Education Website: <http://www.msthe.go.tz/>

Arrangements are underway to make the application forms available at the District and Regional Education Offices throughout the country.

2.Filling and submitting forms:

- (i) Each applicant should strive to fill the form as required on his/her own. The Open University of Tanzania shall only provide information and certification evidence as required for in part C.
- (ii) Duly filled HESLB – SLF 1 forms together with other relevant documents as stipulated therein should be submitted to:

Executive Director,
Higher Education Students Loans Board
TIRDO, Msasani,
P.O. Box 76068,
DAR ES SALAAM.

3. A non refundable application fee of Tshs., 10,000.00 should be deposited to “The Higher Education Students Loan Board” Account No. 01J1028467500 at CRDB AZIKIWE – DSM and the original pay-in-slip attached to the application forms.

Student Assistance Fund

The Open University of Tanzania has established a Students Assistance Fund. This assistance is given to students who have commendable progress in their studies and should have fully paid fees for the First Year. Students are required to apply directly to the Deputy Vice-Chancellor (Academic) of the Open University of Tanzania. However, their applications must be routed through their respective centre Directors.

1.2 Women Education Fund

This is a special fund for assisting women students who can't pay fees for various reasons. Again, applications should be submitted to the DVC (Academic) through the respective regional centre directors.

THE DAAT PROJECT

The David Anderson Africa Trust (DAAT) is a charity organization based in the United Kingdom. It was established in 1990 to promote education and training of the disadvantaged groups in Africa and also to fund research into new ideas and techniques in various fields. The David Anderson Africa Trust was awarded a grant of over Sterling Pounds 36,000 by the United Kingdom National Lottery to assist the Open University to set up an Audio Recording Studio which will be used to record into cassette degree courses and teaching instructions to be offered to the visually impaired and print disabled students. Also for some years the organization has been supporting financially 10 women students studying at the Open University of Tanzania.

1. The DAAT Project is a project of the University which caters for the visually impaired and those who have difficulties to use their hands to write.
2. The DAAT Project provides recorded study materials for students admitted for degrees and Foundation Courses through Distance Education.
3. The main DAAT Project objectives are:
 - 3.1 To create unique higher educational opportunities for students with disabilities.
 - 3.2 To increase higher education opportunities for disabled persons in Tanzania.
 - 3.3 Record study materials for use by normal students
 - 3.4 To improve educational standards of the disabled people, thus creating opportunities for promotion and job placements.
 - 3.5 Students should check regularly with their Directors of Regional Centres, office of the Dean of Students and their lecturers on other possibilities.

SENIOR STAFF LIST

OFFICE OF THE VICE-CHANCELLOR

Vice-Chancellor

Prof. Tolly S. A. Mbwette: BSc (Eng); Dip. S.E. (Delft) MSc (Dar); Ph.D (London)

Assistant to the Vice-Chancellor

Mr Gaetan D. Msungu: BA (Ed.) EA; M.A. (RSD) Reading.

Director Communication and Marketing

Mr. Albert Memba: B.A (PS and PA); MA (International Relations)

Senior Communication and Marketing Officer

Mr Alphonse Hume: Dip in Education (Butimba); BA (Public Administration), Dar

Assistant Communication and Marketing Officer

*Ms Vanessa Mugeta: B.A. (Public Administration), Mzumbe

Assistant Communication and Marketing Officer- Graphic and IT

Mr Thomas Kilumbi: International Diploma in Computer Science (IIT)

Assistant Communication and Marketing Officer-Photography and Video

Ms Safina Mohamed: Diploma in Journalism (TSJ)

Office Management Secretary

Ms Jamillah Dachi: Office Management Course (CSTC); Certificate in Management (ESAMI);
Diploma in Secretarial Studies (TPSC) DSM

Personal Secretary

*Ms Sarah Mwaja: (Diploma in Secretarial Studies) – (TPSC) DSM

Secretary to Council:

Mr. Margeson J.L. Dalotta: BA (Hons) UDSM

Director of Planning and Development

Dr. Elisei B. Temu: B.A. (Ed) E.A., M.A. (Ed) Dar; PhD (Stockholm)

Associate Director of Planning and Development

Dr. Khatibu G. M. Kazungu: B.A. (Econ) Hons; M.A. (Econ) (Dar); PhD (Glasgow)

Principal Planning Officer

Mr Joseph M. Kiluma: Dip. Ed. (Dar); Dip. in Ed. Planning (London), B.A. (Ed) Dar.

Senior Planning Officer

Mr. Stanslaus M. Benard: BA (Econ) UDSM, MSc. (Agric. Econ) SUA

Environment and Sanitation Officer

Ms Terraline Kaaya: BA (Sociology) Dar

Statistician

Mr. Yusufu F. Libondoka: BSc (Statistics), PGDSC (UDSM)

Principal Human Resources Management Officer

Mr. Isaac Kibanga: Dip (Ed); B. (Ed) (Dar) Hons, M.A. (Ed) Dar

Estates Officer Grade I

Mr. Said M. Juma: BSc (Eng) UDSM – Graduate Engineer Reg. No. 1317

Senior Civil Technician

Mrs Fortunata Kisima: FTC (Rwegarulila Water Resources Institute)

Civil Technician

Mr Nyiboto Seruka – FTC (DIT)

Electrical Technicians

Mr Paul Hugo: FTC (Mbeya Tech.)

Mr Anicet Mlingi: FTC (DIT)

Chief Internal Auditor

Mr Asifiwe E. Kyando: ADA (Arusha); MBA (Finance) Birmingham; CPA (T) NBAA

Senior Internal Auditor

Mr Patience T. Nombo: ADCA (IDM); CPA (T) (NBAA)

Head Procurement Management Unit

Mr Philbert R. Mbatina: Advanced Dip. Material Management (SAUT), CPSP (T)

Procurement Management Officer

Mr Narzis Ndunguru: ADMM (NSTI), CSP (T)

OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC)

Deputy Vice Chancellor (Academic)

Prof. Elifas T. Bisanda: Bsc Eng. (Dar); Msc Materials (Cranfield); PhD (Bath); FIET, R. Eng

Assistant to Deputy Vice Chancellor (Academic)

Margareth Kamugisha: Advance Diploma in Computer Science (IFM); M.Sc. Finance(Strathclyde)

Academic Staff Recruitment Officer I

Francis Badundwa: BA (Political Administration), UDSM; MA (HRM)

Academic Staff Recruitment Officer II

Newton Kyando: Dip. (Ed); BSc (HE &HN), SUA; (MPhil. CIE), Oslo

Office Management Secretary

Prisca Kasalama: Diploma in Secretarial Studies (TPSC)

Personal Secretary

Melania S. Mgeja: Certificate in Secretary Studies (TPSC)

Office Attendant

Angel Kidela: Certificate of Secondary Education

QUALITY ASSURANCE UNIT

Coordinator for Quality Assurance

Dr. Paul F. Kihwelo: LLB (Hons); LLM(Dar); PhD (OUT)

Monitoring and Evaluation Officers

Mr Lusekelo Mwanongwa. B.Ed(UDSM); MA.Ed(UDSM)

Mr.William Sabaya: BSc (Ed.)(Hons) (UDSM); PGDAdv. Ed. Studies (DAES)UR-UK. MA Sc. Ed. (London)

OPEN CONSULTANCY BUREAU

Coordinator for Consultancy

Dr. W. A. Pallangyo: Dipl. (Ed) Hons; ADPA (IDM); M.A (Idpm Antwerp)University (Belgium); PhD (Manchester)

ADMISSIONS AND REGISTRATION OFFICE

Admission officer

Dr Stanslaus Peter Kashinje: BSc. Ed(Dar); MSc. (Uppsala); PhD (Physics); Nijmegen/Dar

Principal Human Resource Management Officer 1

Dr. Martina Kokwijuka Rwegelera: Dip(Ed) Dar; B (Ed) Hons Dar; M.A (Labour studies) The Hague: The Netherlands; PhD (Ed) OUT

Senior Human Resource Management Officers 11

Ms Evelyn W. Shipela: Cert(Ed) Mpwapa; Dip (Ed) Morogoro; BA (General) Hones; Dar PGDE Dar

Mrs Maria P. Itembe: BA (Public Administration) Mzumbe; MBA (HRM) OUT

Records Management Officers

Mr Chediel Chares: BCOM Dar

Ms Pilly Ally: Advanced certificate of secondary Education BA General (PSPA) OUT

Ms Siah Machenje: Advanced Certificate of Secondary Education

Personal Secretary

Ms Ann Temu: Certificate of Secretarial Studies (TPSC)

Office Attendant

Ms Rehema Shitindi: Certificate of Secondary Education

DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES

Director

Prof. Shaban A. Mbogo: BSc (UDSM); MSc; PhD (Aston)

Coordinator for Research and Publications

Dr. Mary Kitula: BA (Ed) Dar; M.A (Demography) Dar; PhD (Sociology, Demography and Environment), Michigan

Coordinator for Postgraduate Studies

Dr. Angaza Gimbi: BVM (SUA); MSc (Animal Science), SUA; PhD (Animal Science), SUA

Associate Coordinators for Postgraduate Studies

Dr. Magreth Bushesha: B.A (Ed); M.A (Geography) UDSM., PhD (Bradford)

Dr. John P.A Msindai: Msc (Geology) Lumumba; PHD (Geology) Lumumba.

Dr. F. Machumi: Dipl. Education; B.Sc. (Ed) Hons; M.Sc. Organic Chemistry (UDSM), PhD (Chem) (Univ Nairobi)

Dr. D. Fungameza: Dipl. Agric; M.Sc. Forestry; M.Sc. Agric. (Dresden-Germany); Ph.D. Agronomy (Goettingen-Germany)

Liaison Officer

Mrs Harrieth G. Mtae: BSc Human Nutrition (SUA); MA Rural Development (SUA)

Personal Secretary

Ms Victoria Mgallah: Diploma in Secretarial Studies (TPSC)

Ms Josephine Temu: Diploma in Secretarial Studies (TPSC)

DIRECTORATE OF EXAMINATIONS SYNDICATE

Director of Examination Syndicate (DES)

Dr Deus D. Ngaruko: BSc Agribusiness (Makerere); MSc Agric. Economics (SUA); DIC; Dev. Econ, PhD Economics. (Imperial College, London)

Automations and Database System Analyst

Mr. Fratern Hassan: BSc. (Computer Science) Dar

Personal Secretary

Mrs Baby Gaspari: Diploma in Secretarial Studies (TSPC)

Department of Records and Qualifications

Head of Department

Dr. Lawi Yohana: BSc. (Ed). (Hons) Dar; MSc.(Environ. Sc.) Dar; PhD. Dar.

Assistant Lecturer and Records officer

Ms. Bahati Mbiliyi: BSc (Hons) Dar; MA (Dev.Studies) Dar

Tutorial Assistant and Records officers

Mr. Emmanuel Ndilanha: BSc (Computer Sc.) Dar.

Mr Mark Issamaki: Dip. (Philosophy); BA (Philosophy) Dar.

Records Management Assistant

Kassim A. Said: Advanced Certificate of Secondary Education

Department of Examinations Data Bank

Acting Head of Department and Computer Programmer/System Analyst

Mr. Abdillah Abdulrahmani: BSc. (Computer Science) Dar

Tutorial Assistant and Computer System Analyst

Mr Said Ally: BSc (Computer Sc.) Dar.

Department of Logistics and Awards

Acting Head of Department

Mrs. Margareth M. Zaar: Dip. (Ed) Dar; BA (Ed) Hons Dar; MA (Dev. Studies) The Hague,
Netherlands

Office attendant

Anna Ngunga: Certificate of Secondary Education; Basic Computer skills

OFFICE OF THE DEPUTY VICE CHANCELLOR (RESOURCES MANAGEMENT)

Deputy Vice Chancellor (Resources Management)

Prof. Lughano J.M. Kusiluka: Dip, Range Management (LITI-Morogoro); BVM (SUA); M.Phil
(Edinburgh); PhD (RVAU, Denmark)

Assistant to Deputy Vice Chancellor (Resources Management)

Ms Nuru Abdallah: BSc, MBA (SUA)

Senior Legal Officer

Vacant

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

Acting Director of Human Resource Management

Ms Sophia Joseph: LLB (Mzumbe), MBA (OUT)

Administrative Manager

Mr Richard Musika: CBM, ADBA, MBA (Mzumbe)

Senior Human Resource Management Officers

Ms Joyce Kimati: BPA (Mzumbe), MBA (OUT)

Human Resource Management Officers

Mr. Ayoub Abwor : B.A (Public Admin) (UDSM)

Ms Magreth Charles : BPA (Mzumbe)

Personal Secretaries

Ms Hellen Shayo: Diploma in Secretarial Studies (TPSC)

Ms Lolitha Charles: Diploma in Secretarial Studies (TPSC)

Office Attendants

Ms Marcelina Milanzi (Certificate of Secondary Education Examination)

Mr Petro Sanga (Certificate of Secondary Education Examination)

**** On Leave Without Pay**

DIRECTORATE OF FINANCE AND ACCOUNTING

Director of Finance and Accounting

Mr. Azimio J. Taluka; ADA (IFM); CPA (T) NBAA; MSc (F) Strathclyde UK

Associate Director Expenditure and Cost Cutting Measures

Mr N. J. Masasi: Dip. (Mgt & Accountancy) MUCCoBS; National Accountancy Dip. (NBAA); CPA Level III (NBAA)

Associate Director Revenue and Income Generation

Ms Beatrice Felician: B.Com (Accounting), MBA (Finance), UDSM; CPA (T).

Principal Accountant

Mr Raymond Rwiza: B.Com, (UDSM), MBA (Corporate Mgt) Mzumbe, CPA (T) NBAA

Senior Accountants

Mr Conrad Fransis: ADA (Mzumbe), PGDA (IAA), CPA (T)

Mr Ibrahim Ngaragare: B.Com (UDSM), CPA- Module E (NBAA)

Assistant Accountants

Mr Mathew P. Mayune: ADCA (IDM); PGDA (IFM)

Mr Disckson Senni: ADA (IFM), CPA - Module E (NBAA)

Mr Jackson Kamugisha: BBA, MBA (Finance) OUT.

Mr Gerald Masawe: BAF (Mzumbe)

Ms Jane Madandala: ADA (TIA)

Mr Allen Mwangoka: BBA (OUT)

Ms Winifrida Nsanzungwako: DBA (CBE), BBA (UDSM)

Revenue Accountants

Mr Jackson Nangi: ADA (IFM) (DSM); PGDFM (IFM)

Mr James Rweikiza: DBA (CBE); ADA (CBE)

Mr Hintay Baran: ADA (TIA)

Personal Secretary

(Vacant)

Office Attendant

Ms Scholastica P. Mwingira, (Certificate in Secondary Education)

Head of Stores

(Vacant)

Principal Supplies Officer

(Vacant)

Senior Supplies Officer

Mr Sospeter Daudi: ADMM; CSP (T) (NBMM)

Supplies Officer

Ms Justina Ayila: Foundation Certificate in Material Mgt (NBMM); Dip in Business Admin (CBE); BBA (OUT)

Assistant Supplies Officer

Ms Anna Mollel: National Store Keeping Cert. (NBMM); BBA (OUT)

Accounting Technician I

Athanas A. Luvanda: National Bookkeeping Certificate (NABOCE), Basic Book keeping Certificate (BBC)

Senior Human Resources Management Officer - Insurance
(Vacant)

OFFICE OF THE DEAN OF STUDENTS

Dean of Students

Mr. Zacharia Reginard Rwejuna: Dip Ed. (Korogwe); BA. Ed. Hons (UDSM); M.Ed (OUT)

Assistant Dean of Students

Ms. Sophia Nchimbi: BA. Sociology-Hons (UDSM); MA. Sociology (UDSM)

Sports and Games Coach

Kassim Salehe: BEd (UDSM); MA.Ed (UDSM)

Personal Secretary

Judith Rwelamila: Certificate of Secretarial Studies (TPSC); Certificate in Upgrading course in Secretarial Studies (TPSC)

OFFICE OF THE DEPUTY VICE CHANCELLOR (REGIONAL SERVICES)

Deputy Vice Chancellor (Regional Services)

Prof. Modest D. Varisanga: Dip -Crops Prod- (Ukiriguru); BVM; MVM (ISCAH-Cuba); PhD -Biotechnology- (Yamaguchi-Japan)

Assistant to Deputy Vice Chancellor (Regional Services)

Ms Esther Halla: Dip. -Int. Rela. & Diplomacy- (Centre for Foreign Relation); BED (UDSM); PGDip. -HRM- (IFM)

Principal Human Resources Management Officer

Mr. Audax Mutagwa: BA -Public Admin- MA -Public Admin- (UDSM)

Human Resources Management Officer III

Mr. Abdallah Majengo: BA -Gen- (OUT)

Personal Secretary II

Ms. Winifrida Sospeter: Dip Secretarial Services (TPSC-Dar)

Directors of Regional/Coordination Centres

CENTRE DIRECTOR

Arusha Ms. Wilhelmina L. Saria: BA -Ed- MA -Sociology-, (UDSM)

Coast Mr. Abdallah Ally: BED -Science- (UDSM); LLB (OUT)

Dodoma Dr. B.S. Komunte: Dip -Ed- (Dar Teachers' College); BA. -Ed-; MA -Ed- (UDSM); PhD -Sociology- (OUT)

Ilala	Ms. Helen B. Kiunsi: LLB (OUT); LLM (Stellenbosch –South Africa)
Iringa	Mr. Godlove C. Kalinga: BBA (Tumaini); MBA -Finance- (UDSM)
Kigoma	Mr. George Mabula: BA -Philosophy-; MA -Sociology- (UDSM)
Kilimanjaro	Dr. Alexander C. Mosha: BSc. (Makerere), PGD & MSc -Food Tec-, (Leeds); PhD -Food Tec- (SUA)
Kinondoni	Ms. S. Mwisomba: Dip -Adult Ed-, AD - Adult Ed -, BED, MA -Ed- (UDSM)
Lindi	Ms. Irene Tarimo: Dip -Ed- (Dar Teachers' College), BSc -Ed-, (OUT); MSc. -Environmental Science- (UDSM)
Manyara	Mr. Salehe Kassim: BED (Physical Education), MA -Ed- (UDSM)
Mara	Ms. Flora Kiwonde: BA -Ed-, MA -Ed- (UDSM)
Mbeya	Mr. Elieza Musana: Dip -Ed- (Dar Teachers' College), BA -Ed-, MA -Demography- (UDSM)
Morogoro	Dr. Saidi M.A. Masomo: BSc. -Agric- (SUA); PGDip, PhD (Denmark)
Mtwara	Dr. Cosmas B.M. Haule: BED -Geography- (UDSM); MSc. -Agric Edu & Exten, PhD -Land Degradation- (SUA)
Mwanza	Mr. Bernard Kapaya: FTC (Dar Tec), MSc. -Chemical Engineering-, Russia
Rukwa	Dr. E. Lyamuya: Dip -Environmental Health-, MSc. -Agric Economics-, PhD –Economics- Russia
Ruvuma	Mr. G. Kalalambe: BA -Ed- (UDSM); MA -Literature- (USA)
Shinyanga	Ms. Agatha Mgogo: BSc. -Ed- MA -Ed- (UDSM)
Singida	Mr. M.A. Msangi: BSc, MSc, -Chemical Engineering-, MBA (UDSM)
Tabora	Mrs. Adolphina K. Massaba: AD -Public Admin- (Mzumbe); MA -Public Admin- (UK)
Tanga	Ms. Felistas R. Mahonge: Dip -Ed- (Mpwapa Teachers' College); BA -Ed-, MA -Ed- (UDSM)
Temeke	Dr. J. L. Bundala: BA -Eco. & Comm. Dvpt-, MA -Rural Soc. & Comm. Dvpt-, PhD -Sociology- (India)
Pemba	Mr. Juma Rashid Khamis: FTC (Karume Tec); Dip -Elect. Eng- (TANESCO); BSc. -Ed-, MED (UDSM)
Zanzibar	Mr. Yusuff Mhangwa: BSc. -Ed-, MSc. -Ed- (UDSM)

COORDINATORS OF REGIONAL/DISTRICT CENTRES

Kagera	Mr. Clavery Kaboya: LLB, LLM (OUT)
Njombe	Mr. Emmanuel M. Tonya: B.Com; MBA -Marketing- (OUT)
Mpanda	Mr. Juma Matonya: BSc. - Horticulture- (SUA); MBA -Marketing- (OUT)

FACULTY OF ARTS AND SOCIAL SCIENCES

Dean

Prof. E. D. Y. Mbogo: Dip (Theatre Arts); BA (Theatre) Dar; M.A. (Theatre) Dar, Ph.D. (Theatre) Humbolt University, Germany.

Associate Dean

Prof. Joseph Mbwiliza: BA (Ed) Hons, M.A (Dar), M.Phil, PhD (History) Columbia

ADMINISTRATIVE STAFF

Human Resource officer

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CENTRE FOR ECONOMICS AND COMMUNITY ECONOMIC DEVELOPEMNT
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DEPARTMENT OF LINGUISTICS AND LITERARY STUDIES

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DEPARTMENT OF TOURISM AND HOSPITALITY

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DEPARTMENT OF LEADERSHIP AND GOVERNANCE

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Professor

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Lecturer

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FACULTY OF EDUCATION

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Administrator

(vacant)

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DEPARTMENT OF PSYCHOLOGY AND SPECIAL EDUCATION

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DEPARTMENT OF POLICY, PLANNING AND ADMINISTRATION

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DEPARTMENT OF EDUCATIONAL FOUNDATIONS

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DEPARTMENT OF CURRICULUM AND INSTRUCTIONS

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DEPARTMENT OF ADULT AND DISTANCE EDUCATION

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 Mr. Hashil Twaib LLB (Hons) – Zanzibar Univ.
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DEPARTMENT OF CONSTITUTIONAL AND INTERNATIONAL LAW

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DEPARTMENT OF ECONOMIC LAW

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- (b) They set assignments, Timed-Tests and Annual Examinations.
- (c) They conduct face-to-face sessions and provide guidance and counselling to students.
- (d) They supervise practicals where applicable and invigilate examinations.
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17.	Mr. K.K. Kondo	Education	P.O. BOX 1031 Morogoro
18.	Ms. Ziporah Simwanza	Education	P.O. BOX 14274 DSM
19.	Mr. Vicent J. Cosmas	Education	P.O. BOX 05 Monduli

20.	Mr. Huniye N. Mdonya	Education	P.O. BOX 35091 UDSM
21.	Ms. Hildergard Byemelwa	Education	P.O. BOX 31902 DSM
22.	Ms. Christowaja Mtinda	Education	P.O. BOX Private bag
23.	Ms. Eliankya D. Lyatuu	Education	P.O. BOX 355558 DSM
24.	Mr. Athuman M. Shomari	English/Kiswahili	P.O. BOX 367530 DSM
25.	Prof. J. Pendaali	Education	P.O. BOX 32129 DSM
26.	Dr. Eliawony K. Meena	Education	P.O. BOX 2481 DSM
27.	Mr. Iddi H.S. Makau	Education	P.O. BOX 05 Monduli
28.	Mr. Amran K. Kagi	Education	P.O. BOX 05 Monduli
29.	Mr. Masudi Ghendeja	Education	P.O. BOX Arusha
30.	Abel Mkumbwa	Psychology	P O Box 379,Mbeya
31.	Mary Athanas Mosha	Education Subjects	PO Box 668, Zanzibar
32.	Michael W. Lyambilo	Education, Literature	P O Box 554, Tukuyu,Mbeya
33.	Dr. Mwajuma Siamu Vuzo	Comperative Education, Curriculum & Teaching English Language	P O Box 35648,DSM
34.	Dr.Sipora Harison Kisanga	Education Measurement and Evaluation, Research Methods,Psycology Human Development, Early Childhood Education	P O Box 10421,DSM

FACULTY OF LAW

S/N	NAME	TEACHING SUBJECT	ADDRESS
1.	Prof. N.N.N. Nditi	LAW	P.O. BOX 35091 DSM – UDSM
2.	Dr. B.T. Mapunda	LAW	P.O. BOX 35091 DSM – UDSM
3.	Dr. C.K. Mtaki	LAW	P.O. BOX 35091 DSM – UDSM
4.	Mr. Rajabu Hassan Rajabu	LAW	P.O. BOX 8339 DSM – NEMC
5.	Ms. Blandina Gogadi	LAW	P.O. BOX 4369 DSM
6.	Mr. Abdul Kagomba	LAW	P.O. BOX 938 DSM
7.	Mr. Yohana Seme	LAW	P.O. BOX 1 Mzumbe
8.	Prof. L.X. Mbunda	LAW	P.O. BOX 35093 DSM – UDSM
9.	Mr. G.J.K. Mjemmas	LAW	High Court of Tanzania-Mtwara Region
10.	Dr. Mohamed S. Hassain	LAW	P.O. BOX 35093 DSM – UDSM
11.	Mr. Abdulrahman O.J. Kaniki	LAW	P.O.BOX 23049 DSM- Ministry of Home Affairs
12.	Mr. Deo J. Nangela	LAW	P.O. BOX 35091 DSM – UDSM
13.	Mr. Mashaka F.T. Mtegwa	LAW	P.O. BOX Mwanza
14.	Mr. Joel Laurent	LAW	DSM-Tanzania Education Authority
15.	Mrs. Alice A. Mapunda	LAW	P.O. BOX 20787 Police College
16.	Dr. A.M. Mapunda	LAW	P.O. BOX 35091 DSM
17.	Prof. Y. Khohi	LAW	P.O. BOX 75430 DSM
18.	Ms. Asina A. Omari	International Law Human Rights	P.O. BOX 35093 DSM
19.	Mr. James L.J. Ndyetabula	Criminal Procedure	P.O. BOX 31973 DSM
20.	Dr. Pius Y. Ng'wandu	Law	DSM
21.	Abdallah Possi	Law	DSM
22.	Adam Mambi	Law	DSM
23.	Magdalena Utouh	Law	DSM
24.	Irene Mwakilema	Law	P O Box 9, Morogoro
25.	Agness Gathoni Warutere	Law	P O Box 77588, DSM
26.	Norah Hashim Msuya	Law	P O Box 9 Mzumbe, Morogoro

FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES

S/N	NAME	TEACHING SUBJECT	ADDRESS
1.	Dr. Gryson Kakiko	Mathematics	P.O. BOX 35131 DSM
2.	Dr. C.B. Alphonse	Mathematics	P.O. BOX 35091 UDSM
3.	Dr. I. Marobhe	Physics	P.O. BOX 35091 UDSM
4.	Dr.A.J. Mwambela	Physics	P.O. BOX 35091 UDSM
5.	Dr. E.E. Mhamilawa	Physics	P.O. BOX 35091 UDSM
6.	Prof. P.K. Msaki	Physics	P.O. BOX 35063 UDSM
7.	Dr. M.M. Kisaka	Data & Communication Networking	P.O. BOX 35131 DSM
8.	Mrs. Esther D. Pendaali	Clothing & Textile	P.O. BOX 32129 DSM
9.	Ms. Fatuma S. Ikuja	BSc. ICT	P.O. BOX 66632 DSM
10.	Jacob Kihila	Environmental Assesment and any course related to Environment	P O Box 35473, DSM
11.	Noel Francis Mbanguka		P O Box 2798,DSM
12.	Hadijah Mbwana		P O Box 14418,Arusha
13.	Hashim M. Mangosongo	Ecological,Botany, Environmental Science Course.	P O Box 35066, DSM
14.	Richard John Mongi	Food Science,Human Science,Biochemistry, Chemistry,Biology etc	P O Box 47, DODOMA

INSTITUTE OF CONTINUING EDUCATION

S/N	NAME	TEACHING SUBJECT	ADDRESS
1.	Mr. Bartholomeo D. Tarimo	Science	P.O. BOX 63154 DSM
2.	Mr. W.Y. Ongondiek	Management & Planning	P.O. BOX 16405 DSM
3.	Emmanuel Eustard	Linguistics and Literature	P O Box 7922,DSM
4.	Sabra Ahmed	Kiswahili, Linguistics	P O Box 2329, DSM

MEMBERS OF THE COUNCIL (2010-2013)

S/N	Name and Address	Telephone Number		Appointing Authority
		Office	Home	
1.	Prof. Samuel M. Wangwe Chairman of the Council, P.O. Box 32498 Dar es Salaam.		0754-325487	Presidential Appointment as Chairman from August, 2009
2.	Prof. T. S. A. Mbwette Vice-Chancellor The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	2668445	2420857 0744 304850	Ex-Officio as Vice Chancellor
3.	Mrs N.E. Ligate Director South African Extension Unit P.O. Box 70074, D'Salaam. Also: Vice Chairperson of OUT Council	2861079-81 Fax 150346	0748-602728 2861079	Appointee of the Senate.

4	Prof. Elifas T. Bisanda, Deputy Vice Chancellor (Academic), The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	266 8820	0784 301 631	Ex- Officio as Deputy Vice Chancellor (Academic)
5.	Prof. Lughano L. J. Kusiluka, Deputy Vice Chancellor (Resource Management) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	266 8992	0754 436 316	Ex- Officio as Deputy Vice Chancellor (Resources Management)
6.	Prof. Modest D. Varisanga, Deputy Vice Chancellor (Regional Services) The Open University of Tanzania P.O. Box 23409 Dar es Salaam.	266 8992	0713 423 082	Ex- Officio as Deputy Vice Chancellor (Regional Services)
7.	Mrs Kellen M. Mponguliana P.O. Box 9014 DAR ES SALAAM.	2125087	2666627 0754-811471	Appointee of the Chancellor - The Open University of Tanzania
8.	Dr. Charles Kitima, P.O. Box MWANZA	028-2552725	0754 817593	Appointee of the Committee of Vice Chancellors and Principals in Tanzania
9.	John Cheyo Box 9111 DAR-ES-SALAAM.	TREASURY 2151642 2111175	0713-320425	Appointee of the Minister of Finance
10.	Nna A Amme, c/o Ministry of Education, P.O. Box 394, ZANZIBAR	024 231909	024 2233 707 0772 252286	Appointee of the Revolutionary Government of Zanzibar
11.	Dr. Susan Kolimba P.O. Box 23409 DAR ES SALAAM.	2668762	0719 988 366	Appointee of Convocation
12.	Prof. Ali Seif Mshimba P.O. Box 965 ZANZIBAR.	024334063 0754438049		Appointee of the Revolutionary Government of Zanzibar
13.	Mr. John Mlagullah, Open University of Tanzania, OUTSO P.O. Box 1204, TABORA	0787 227 787	0767 932255 0782 932255 0658 932255 0778 932255	Appointee of students Organisation.
16.	Mr. Andrew Binde, P.O. Box 9121, DAR ES SALAAM	2120403	0784 838 533	Appointee of the Minister of Education and Culture
15.	Bibi Aziza A.Mussa P.O. Box 126 ZANZIBAR	024-2250106 024-2250113	0777 482 470	Appointee of students Organisation.

16.	Mr. Joseph Kiluma P.O. Box 23409, DAR ES SALAAM	2668820	0713 298 467	Chairman Workers' Council
17.	Hon. Zainab Kawawa(MP) P.O. Box		0756 509090	Elected by National Assembly
18.	Hon. Henry D Shekifu(MP) P.O. Box		0784 020561	Elected by National Assembly
19.	Hon.Sylvester Mabumba(MP) P.O. Box		0789 458893	Elected by National Assembly
20.	Mr. Audax Mtagwa, THTU P.O. Box 23409 DAR ES SALAAM		0756 700 500	Appointee of Council
21	Mrs Siglinda Mwisomba P.O. Box 23409, DAR ES SALAAM		0784 322769	Chairperson of Integrity Commitee

ALMANAC FOR 2011/2012 ACADEMIC YEAR

2011 SEPTEMBER			
5/09/2011	Monday	REGISTRATION OF CONTINUING STUDENTS BEGINS	AO, DRCs
13/09/2011	Tuesday	4 TH TASC meeting	VC
19/09/2011	Monday	Management Committee	VC
29/09/2011	Thursday	HIV/AIDS meeting (Bungo)	VC
30/09/2011	Friday	Executive Committee Convocation	DVC (RM)
2011 OCTOBER			
03/10/2011	Monday	RPPC	DVC (Ac), DRPS
04/10/2011	Tuesday	<i>STUDENTS AFFAIRS</i>	DVC (Ac)
07/10/2011	Friday	Examiner Board	
07/10/2011	Friday	Commencement of 2011/2012 Academic Year	ORIENTATION DVC (Ac) DVC (RS)
08/10/2011	Saturday	Orientation Registration Begins	DVC (AC) DVC (RS)
10/10/2011	Monday	Management Committee	VC
10/10/2011	Monday	Faculty Board	Deans
11/10/2011	Tuesday	Audit Committee	DVC (RM)
12/10/2011	Wednesday	<i>HRMC Meeting</i>	VC
12/10/2011	Wednesday	FPDC Meeting	Vice Chairperson of Council
13/10/2011	Thursday	UGSC	DVC (Ac), STC
13/10/2011	Thursday	Executive Committee Convocation	DVC (RM)
14/10/2011	Friday	NYERERE DAY	Public Holiday
17/10/2011	Monday	QUALITY ASSURANCE	DVC (Ac)
18/10/2011	Tuesday	Tender Board Meeting	Chairperson
28/10/2011	Friday	72 ND SENATE MEETING	VC
2011 NOVEMBER			
03/11/2011	Thursday	ICE Board Meeting	DICE
04/11/2011	Friday	IET Board Meeting	DIET
05/11/2011	Saturday	Last Day of Registration and change of programme	DVC (Ac) DVC (RS)
07/11/2011	Monday	FACULTY BOARD MEETINGS	Deans of Faculties
09/11/2011	Wednesday	RPPC Meeting	DVC (Ac), Drpc
11/11/2011	Friday	USRC	DOS / OUTSO
12/11/2011	Saturday	USRC Meetings	DOS / OUTSO
14/11/2011	Monday	Management Committee	VC
18/11/2011	Friday	73 RD COUNCIL	CHAIRMAN
18/11/2011	Friday	Deadline for Registration for January 2012 Tests and Special / Supp Exams	DVC Ac. DRCs, DES
19/11/2011	Saturday	National Legal Aid Day	DFLW
22/11/2011	Tuesday	<i>HRMC Meeting</i>	VC
23/11/2011	Wednesday	QA Committee	DVC (Ac)
25/11/2011	Friday	ANNUAL CONVOCATION	PRESIDENT
26/11/2011	Saturday	23 rd GRADUATION	CHANCELLOR

26/11/2011	Saturday	Beginning of F2F for DPTE	DVC (Ac)/DICE
2011 DECEMBER			
1/12/11	Thursday	Audit Committee Meeting	Chairperson
2/12/11	Friday	Last day for Registration: All programmes	DVC Ac, DRCs
5/12/11	Monday	FPDC Meeting	Vice Chairperson of Council
6/12/11	Tuesday	STUDENTS AFFAIRS	DVC (Ac)
7/12/11	Wednesday	73 RD SENATE	Vice Chancellor
8/12/11	Thursday	Workers Council	Chairman of Workers Council
9/12/11	Friday	Independence Day	Public Holiday
12/12/11	Monday	RDCC	DVC (RS)
13/12/11	Tuesday	RSP	VC, DPD
14/12/11	Wednesday	RSP	VC, DPD
15/12/11	Thursday	6 th Tanzania Aids Steering Committee	VC
16/12/11	Friday	74 TH COUNCIL MEETING	Chairperson of Council
17/12/11	Saturday	End of F2F for DPTE	DVC Ac, DICE
19/12/11	Monday	Management Committee	Vice Chancellor
20/12/11	Tuesday	Tender Board	Chairperson
25/12/11	Sunday	XMAS day	Public Holiday
26/12/11	Monday	Boxing Day	Public Holiday
30/12/11	Friday	Last day for Registration for Jan/Feb TTs and Special/Supp Exams	DVC Ac, DES
2012 JANUARY			
1/01/2012	Sunday	New Year	Public Holiday
2/01/2012	Monday	Management Committee	VC
4/01/2012	Wednesday	ICE Board Meeting	DICE
5/01/2012	Thursday	IET Board Meeting	DIET
6/01/2012	Friday	Library Committee Meeting	DVC AC
12/01/2012	Thursday	Mapinduzi Day	Public Holiday
13/01/2012	Friday	FACULTY BOARD MEETINGS	Deans of Faculties
16/01/2012	Monday	Management Committee	VC
18/01/2012	Wednesday	Tender Board	Chairperson
20/01/2012	Friday	RPPC Meeting	DVC Ac
23/01/2012	Monday	Management Committee	VC
24/01/2012	Tuesday	UGSC	DVC Ac, STC
26/01/2012	Thursday	ICT Steering Committee	VC
30/01/2012	Monday	Special/Supp Exams begin	DVC Ac, DES
2012 FEBRUARY			
3/02/2012	Friday	Special/Supp Exams End	DVC Ac, DES
6/02/2012	Monday	Tender Board	Chairperson
8/02/2012	Wednesday	HRMC Meeting	VC
9/02/2012	Thursday	Audit Committee Meeting	DVC (RM)
13/02/2012	Monday	Main/Special TT Begins	DVC Ac, DES

13/02/2012	Monday	Management Committee	vc
16/02/2012	Thursday	OUTASA – Meeting	Chairman and Members
17/02/2012	Friday	Main/Special TT Ends	DVC Ac, DES
17/02/2012	Friday	FPDC Meeting	Vice Chairperson of Council
18/02/2012	Saturday	SPORTS BONANZA	DOS, COACH
21/02/2012	Tuesday	Student Affairs Committee	DVC Ac, DOS
22/02/2012	Wednesday	CED Steering Committee	DFASS
23/02/2012	Thursday	Workers Council - Executive Committee	Chairman of Workers Council
27/02/2012	Monday	Panel Marking Begins	DVC Ac, DES
2012 MARCH			
5/03/2012	Monday	Management Committee	VC
8/03/2012	Thursday	74 TH SENATE MEETING	VC
9/03/2012	Friday	OUTSO Regional Assembly – DSM Centre	Chairperson OUTSO
9/03/2012	Friday	END OF PANEL MARKING	DVC AC, DES
12/03/2012	Monday	Management Committee	VC
13/03/2012	Tuesday	Workers Council Meeting	Chairman of Workers Council, Coach
23/03/2012	Friday	75 TH COUNCIL MEETING	Chairperson of Council
26/03/2012	Monday	Management Committee	VC
2012 APRIL			
2/05/2012	Wednesday	Geography Field Practical Begins	DVC AC/DFASS
4/04/2012	Wednesday	ICE Board Meeting	DICE
5/04/2012	Thursday	IET Board Meeting	DIET
6/04/2012	Friday	GOOD FRIDAY	
8/04/2012	Sunday	EASTER	
9/04/2012	Monday	EASTER MONDAY	
11/04/2012	Wednesday	OUTSO Regional Assembly at Regional Centre	OUTSO – Vice President
13/04/2012	Friday	USRC meeting at University Level	OUTSO President
16/04/2012	Monday	F2F begins	
17/04/2012	Tuesday	FACULTY BOARD MEETINGS	Deans of Faculties
18/04/2012	Wednesday	Audit Committee Meeting	DVC(RM)
18/04/2012	Wednesday	Tender Board Meeting	Chairperson
23/04/2012	Monday	FACE TO FACE BEGINS (Group 1: Arusha, Singida, Morogoro, Iringa, Mbeya, Lindi, Kagera, Shinyanga, Zanzibar, Tanga, Tabora, Kinondoni, Ilala, Katavi)	DVC Ac, DVC RS
26/04/2012	Thursday	UNION DAY	Public Holiday
28/04/2012	Saturday	FACE TO FACE BEGINS (Group 2: Manyara, Dodoma, Coast, Ruvuma, Rukwa, Mtwara, Mwanza, Mara, Pemba, Kilimanjaro, Kigoma, Kinondoni, Temeke, and Njombe)	DVC Ac, DVC (RS)
29/04/2012	Sunday	Last day of registration for May/June Examinations and Special TTs	DES

2012 MAY			
1/05/2012	Tuesday	MAY DAY	Public Holiday
2/05/2012	Wednesday	Tourism Field Practice begins	DVC Ac/DFASS
2/05/2012	Wednesday	Sociology and Social Work Field Work begins	DVC AC/DFASS
3/05/2012	Thursday	Library Committee Meeting	DVC AC
4/05/2012	Friday	FPDC Meeting	Vice Chairperson of Council
7/05/2012	Monday	Tourism Field Practice Ends	DVC Ac/DFASS
14/05/2012	Monday	LAST DAY FOR APPEALS ON EHTS	DVC AC, DES
14/05/2012	Monday	Management Committee	VC
17/05/2012	Thursday	HRMC	VC
18/05/2012	Friday	UGSC	DVC Ac, STC
25/5/2012	Friday	RPPC	DVC (Ac)
26/05/2012	Saturday	Geography Field Practical Ends	DVC AC/DFASS
28/05/2012	Monday	Special TT begins	DVC Ac, DES
2012 JUNE			
4/06/2012	Monday	Management Committee	VC
4/06/2012	Monday	End of Special TT	DVC Ac, DES
5/06/2012	Tuesday	Annual Exams Begin	DVC AC
7/06/2012	Thursday	Face to Face for DPTE begins	DVC Ac, DICE
14/06/2012	Thursday	7 th TASC Meeting	VC
15/06/2012	Friday	Annual exams Ends	DVC AC
19/06/2012	Tuesday	STUDENTS AFFAIRS	DVC (Ac)
22/06/2012	Friday	75 TH SENATE MEETING	VC
25/06/2012	Monday	Panel Marking begins	DVC Ac, DES
28/06/2012	Thursday	ICT Steering Committee (AM)	VC
29/06/2012	Friday	Sabasaba Exhibition Starts	DVC Ac, DCM
2012 JULY			
6/07/2012	Friday	76 TH COUNCIL MEETING	Chairperson of Council
9/07/2012	Monday	REGISTRATION OF CONTINUING STUDENTS BEGINS	DVC Ac, DVC RS
9/07/2012	Monday	Saba Saba Exhibition Ends	DVC Ac, DCM
9/07/2012	Monday	Management Committee	VC
17/07/2012	Tuesday	Tender Board Meeting	Chairperson
20/07/2012	Friday	Panel Marking Ends	DVC Ac, DES
23/07/2012	Monday	Management Committee	VC
25/07/2012	Wednesday	Audit Committee Meeting	DVC(RM)
25/07/2012	Wednesday	Law Practical begins	DFLW
31/07/2012	Tuesday	TEACHING PRACTICE BEGINS	DVC AC, DFED
2012 AUGUST			
6/08/2012	Monday	Management Committee	VC
6/08/2012	Monday	Field Practical for Social Work begins	DVC (Ac)
7/08/2012	Tuesday	ICE Board Meeting	DICE

9/08/2012	Thursday	IET Board Meeting	DIET
9/08/2012	Thursday	Science Practicals begin (SUA, UDSM, St. Johns, OUT)	DVC AC, DFSTES
10/08/2012	Friday	CED Steering Committee	DFASS
14/08/2012	Tuesday	<i>HRMC Meeting</i>	VC
15/08/2012	Wednesday	OUTASA – Meeting	Chairman and Members
15/08/2012	Wednesday	Submission of Geography Practical Project	DFASS
16/08/2012	Thursday	<i>STUDENTS AFFAIRS</i>	<i>DVC (Ac)</i>
17/08/2012	Friday	<i>FPDC Meeting</i>	<i>Vice Chairperson of Council</i>
17/08/2012	Friday	Examination Boards Meetings	Deans / Directors
20/08/2012	Monday	Tender Board	Chairperson
21/8/2012	Tuesday	RPPS	DVC Ac, DRPS
22/08/2012	Wednesday	Science Practicals begin (SUA, UDSM, St. Johns, OUT)	DVC AC, DFSTES
23/08/2012	Thursday	Law Practical ends	DFLW
24/08/2012	Friday	FACULTY BOARD MEETINGS	Deans of Faculties
27/08/2012	Monday	Management Committee	VC
28/08/2012	Tuesday	Library Committee Meeting	DVC Ac
31/08/2012	Friday	TEACHING PRACTICE ENDS	DVC AC, DFED
2012 SEPTEMBER			
3/09/12	Monday	REGISTRATION OF CONTINUING STUDENTS BEGINS	DVC Ac, DVC RS
12/09/12	Wednesday	Management Committee	VC
14/09/12	Friday	<i>FPDC Meeting</i>	<i>Vice Chairperson of Council</i>
14/09/12	Friday	Sociology and Social Work Practicals	DVC Ac, DFASS
17/09/12	Monday	Graduation Committee Meeting	DVC Ac
21/09/12	Friday	<i>UGSC</i>	<i>DVC Ac</i>
24/09/12	Monday	OCB Board	DVC Ac, COCB
24/09/12	Monday	Management Committee	VC
25/09/12	Tuesday	Graduation Committee	DVC Ac
27/09/12	Thursday	Audit Committee Meeting	Chairperson
28/09/2012	Friday	Tender Board	
2012 OCTOBER			
5/10/2012	Friday	76 TH SENATE MEETING	VC
8/10/2012	Monday	Graduation Committee	DVC Ac
19/10/2012	Friday	77 TH COUNCIL MEETING	VC, STC
26/10/2012	Friday	Annual convocation meeting	DVC-RM
27/10/2012	Saturday	24 TH GRADUATION CEREMONY	DVC Ac
2012 NOVEMBER			
1/11/2012	Thursday	ICE Board Meeting	DICE
2/11/2012	Friday	IET Board Meeting	DIET
02/11/12	Friday	Commencement of 2012/2013 Academic Year -	

03/11/12	Saturday	ORIENTATION; REGISTRATION BEGINS	DVC AC, DVC RS
04/11/12	Sunday	ORIENTATION Programmes continue	DVC Ac. DVC RS
07/11/12	Wednesday	Tender Board	Chairperson
8/11 /12	Thursday	RPPC	DVC (Ac)
8/11/12	Thursday	OUTSO Ministerial Meeting at University Level	OUTSO
9/11/12	Friday	<i>HRMC Meeting</i>	<i>Vice Chancellor</i>
10/11/12	Saturday	USRC Meeting	President OUTSO
12/11/12	Monday	Management Committee	Vice Chancellor

APPENDICES

Appendix I: PROVISIONAL REGISTRATION

Form for Provisional Registration of Candidates for Postgraduate Degrees by Research and Thesis

The following details must be presented by candidates aspiring to register for Masters and Doctorate degrees by Research and Thesis.

PART 1: PERSONAL DETAILS

Surname:

Fore Names:

Gender:

Date of Birth:

Place of Birth:

Nationality:

Present Occupation:

Postal Address:

Telephone/Fax:

Email:

PART II: ACADEMIC QUALIFICATIONS

Bachelors Degree:

Masters Degree:

Other Qualifications:

PART III: EMPLOYMENT DETAILS

Present Employer:

Address:

Job Title:

Date of employment:

Previous employment:

PART IV: PROPOSED RESEARCH

Title or research topic:

Field of specialization:

A brief Statement of the Research Problem (200 words)

PART V: DETAILS OF FUNDING/SPONSORSHIP

(22): Name of sponsor other than self

Upon submission of this form, the student will be provisionally registered for a maximum period of one year. A provisional registration studentship fee is payable at the time of provisional registration. During this period, the student must write and submit a comprehensive research proposal as per details in Appendix II.

Appendix II: GUIDELINES FOR PREPARING A DETAILED RESEARCH PROPOSAL

1. Name of Candidate:-----
2. Name(s) of Supervisor(s):-----
3. Dept. and Faculty/ Institute:-----
4. Proposed Degree:-----
5. Title: Give a title to the thesis problem. The title should be concise and clear. From the title, the reader should be able to predict fairly accurately what the thesis will be about.

6. Introduction

A thesis proposal should contain an Introduction Section which gives background information and a setting to the problem of the proposed research. It is in this section where the applicant comprehensively reviews the literature pertaining to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done.

It is in this section where the candidate demonstrates his mastery of the theoretical subject matter in the thesis research area, and where he presents a statement of the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the introduction section into sub-headings such as:

- 6.1 *General Introduction:* Defining the problem area.
- 6.2 *Statement of the Problem:* Delineation or identification of the problem.
- 6.3 *Purpose/ objectives:* Spelling out the specific objectives of the study and advantages to be derived.
- 6.5 *Literature Review:* Focusing attention on the relevant literature on the problem, including findings by other researchers.
- 6.6 *Hypotheses:* Summarizing the applicant's expected findings in the proposed research, and presenting a clear rationale for each hypothesis or research questions. For every hypothesis, variables to be measured/tested should be clearly stated.

7. Methods and Materials

A thesis proposal should contain a section giving details on the materials and methods proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data are to be collected through sampling, then the research design and sampling procedure should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail. In all cases, the data analysis plan should also be included. If any limitation to the proposed methods are known, then these should be pointed out.

8. References

At the end of the applicant's Research Proposal he/she should have a section where he/she lists all the references cited in the text. He/she should present the references in an acceptable manner. i.e. beginning with the authors' surnames and arranging them in an alphabetical order, and giving full details of the publication such as the year of publication, the title for the work, the pages, the publisher etc. Departments may vary in the way they would like the literature cited, but there should be consistency in each case and students should consult their supervisors on this.

9. Other Relevant Information

9.1 *Financial Arrangements*

This section should give the source of funds required for the proposed research and also the proposed budget.

9.2 *Duration*

This section should give the total time within which the research is expected to be completed, and also a time-table showing the sequence of the research activities, in a form of a time activity chart.

Date:..... Signature:.....

Name:

CANDIDATE

Comments by

Supervisor.....

Date:..... Signature:.....

Name:

SUPERVISOR

Appendix III: GUIDELINES ON THE SUPERVISION OF HIGHER DEGREE CANDIDATES

1. Introduction

(i) When postgraduate applications are considered for thesis candidates, Heads of relevant Faculties/Institutes at the Open University of Tanzania are required to nominate a supervisor(s) for each prospective student. The same applies for coursework and dissertation candidates who have qualified to continue with the dissertation research component of the Master's degree programmes. It is being suggested that the candidates be consulted when choosing supervisors for them.

(ii) Usually a postgraduate student is assigned a single supervisor. In cases where the need for additional expert supervision exists, however, there may be appointed one or more additional supervisors. This is especially true where the student's research topic is multi-disciplinary and hence requires supervision from staff from more than one academic discipline. In such instances, nevertheless, one of the supervisors is normally designated as the principal supervisor. The duties and responsibilities of the supervisors are spelt out below.

2. GENERAL DUTIES AND RESPONSIBILITIES OF SUPERVISORS

(1) (a) The Supervisor is the University's agent in ensuring that:

(i) a particular higher degree candidate is maintaining satisfactory progress;

(ii) the candidate receives adequate advice and encouragement on the thesis/dissertation research project;

(iii) the work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

(b) From the University's point of view, a positive attitude and relationship between the supervisors and the candidate is essential in order to:

(i) ascertain that the candidate completed the research work he/she has started;

(ii) be able to identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;

(iii) restore a "failing" piece of work to acceptable standard;

(2) Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, he/she should be an active member of the Faculty/Institute, who is well acquainted with all the University's Postgraduate Studies Degree Regulations.

(3) As far as possible, the supervisor should supervise postgraduate students only in his/her area of specialization. This would help to ensure high standards of attainment, and to avoid possible embarrassments resulting from rejection of theses classified as shallow by the external examiners.

(4) The supervisor also has the responsibility of knowing his/her students well, and of being familiar with whatever special problems they may have.

(5) The supervisor should know the distinction between his expected role, when supervising Master's degree theses, and Ph.D. degree theses.

Thus he should understand that, in essence:

(a) The Master's research programme is designed as a training course, whereby the candidate is intended to:

(i) be exposed to the fundamentals of research;

(ii) acquire certain new techniques;

(iii) learn how to present the results of research in a scholarly manner;

(vi) make some important contribution to knowledge, even though it may not be very original. Because he/she lacks previous research experience, the Master's candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and also at the time of thesis writing, i.e. when undertaking to present the results of research in a scholarly manner, for the first time.

(b) The Ph.D., in contrast, is a recognition of successful postgraduate research experience. Here the supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate. What is expected of the Ph.D. candidate is thus far much more than what has been outlined above for the Master's candidate. Here the supervisor expects that candidate to:

- (i) make a distinct contribution to new knowledge, of fact and/or theory;
- (ii) produce considerably much more original work than required for the Master's programme;
- (iii) go much deeper and more extensively in his/her review of the relevant literature than is the case for the Master's candidate;
- (iv) be more critical in his/her analysis of the data he/she has collected;
- (v) exercise more initiative in his/her research than for the Master's degree research candidate.

After the first year or two, the Ph.D. candidate should be able to work independently, and to be guided rather than directed by his/her supervisor. Still it is the responsibility of the supervisor to guide the candidate in the right direction.

(6) The supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project. The proposed research topic must be approved by the relevant Boards (i.e. Faculties' and Senate's Postgraduate Studies Committees) and Senate, before the candidate formally begins to undertake the research.

(7) The supervisor has the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. He should be capable of foreseeing through his/her previous research experience, whether or not the candidate will get meaningful data within two to three years of research; whether or not the proposed research is a long-term one not fit as a higher degree research topic, etc. Supervisors must have this kind of foresight in order to reduce the common problem of "students' wasted effort" to a minimum.

(8) In order to start the students on the right footing, each academic faculty/institute which offers postgraduate training, should establish a mechanism where by the proposed higher degree research proposals are discussed critically and constructively. It is suggested also that the Head of Faculty/Institute should carefully analyze the proposed supervisor's area of expertise, and also his/her qualifications and experience before assigning him/her a postgraduate student.

(9) The supervisor has the responsibility of monitoring the candidate's progress throughout the research period. There are various methods through which he/she could be kept in close picture about the student's research progress:

(a) Requesting the candidate to submit periodic reports (once every three months) about his/her research findings. The reports may well constitute drafts of the final thesis. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to give suggestions where modifications are required. The supervisor should use such reports as a basis for writing his/her own report to the Postgraduate Studies

Committee (PGSC) on the candidate's research progress, and as the basis for recommending the upgrading of a candidate's registration from the Master's to the Ph.D. programme, or if need be, recommending him/her for discontinuation from studies. If he/she (the supervisor), does not receive a report from the candidate on his/her research progress, he/she should submit his/her own.

(b) Regular consultations between the candidate and the supervisor (e.g. once every month) to discuss the research work, is advised. Frequent consultations help to make the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.

(c) Organizing seminar presentations by the candidate. A seminar presentation by the candidate to the relevant faculty/institute about his/her research work gives him/her an opportunity to think more critically about the work, and also a unique standing on his/her own feet.

The supervisor should thus ensure that his/her higher degree candidate delivers at least one seminar during the first year of his/her research undertaking.

(10) The supervisor also has the responsibility of ensuring that the candidate has given an appropriate title to his/her thesis at the end of the dissertation thesis research, and when presenting a notice to submit the thesis/dissertation for examination.

(11) The supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the supervisor's responsibility to ensure that the student submits a thesis of a standard which is acceptable for the degree it is intended. In order to enhance the presentation of acceptable theses, the supervisor should:

(a) be accessible. He/she should show interest and enthusiasm in the candidate's research work and have a positive friendly relationship with the candidate;

(b) discuss the thesis drafts with the candidate all along. In order to give quick feedback to the student on the written thesis drafts, and to sustain his/her motivation, the supervisor should, as far as possible, read and return his/her student's thesis drafts within two to three weeks of receiving them;

(c) read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved. He/she should, for example, advise the candidate on what details should be placed in the main body of the thesis; what should better be expressed by illustrations; how to write the Bibliography, etc.;

(d) in the end, read the entire final draft, and satisfy himself/herself that the thesis is suitable for examination.

(12) The supervisor also has the responsibility of recommending to the Head of the Faculty/Institute potential External Examiners for the candidate's thesis.

(13) Finally, he/she also has the responsibility of guiding the candidate in the revision of the thesis, in the event that such revisions were recommended by the External, or by other Examiners.

3. OTHER SUGGESTIONS ON SUPERVISOR'S DUTIES/CANDIDATES PROGRESS

(1) The Supervisor's role is to advise and guide, but not to write the thesis/dissertation for the candidate, such that the work becomes a reflection of the supervisor. Candidates are fully responsible for the work and its fate.

(2) Frequent consultation (at least once every month) between the higher degree candidate and his/her supervisor is necessary in order to ensure that the candidate does not go astray in his/her research. It is suggested, therefore, that if the candidate's main supervisor should be away from the University for more than three consecutive months, an acting supervisor should be appointed. In the case of the coursework and dissertation candidates, however, it is recommended that an acting supervisor should be appointed even if the principal supervisor is away for only two consecutive months.

(3) It is suggested also that in an attempt to have some kind of uniformity on the information brought in by supervisors to the Postgraduate Studies Committee (PGSC), on their postgraduate students' research progress, the use of standard Progress Report Form for Postgraduate Studies Candidates would be used (see Appendix IV at page 192).

(4) (a) The Supervisor should not, however, be considered as the only limiting factor leading to delays in the candidate's work.

(b) In the course of the higher degree candidate's research, a situation may crop up whereby one or more of the following relationships develop:

- (i) breakdown in communication between the student and the supervisor;
- (ii) personal clashes and conflicts between the candidate and the supervisor;
- (iii) hostile relationship between the candidate and the supervisor;
- (iv) refusal of the candidate to follow the supervisor's advice.

(c) When such a situation occurs, both the supervisor and the candidate should report the problem, in writing, to the Head of the relevant Faculty, with a copy to the Coordinator of Postgraduate Studies. The Head should study the nature of the problem and recommend to the Faculty's and subsequently to Senate's Postgraduate Studies Committee, one of the following actions:

- (i) the candidate be warned, in writing, about his/her weakness (if it is established that he/she is the cause of the problem);
- (ii) the candidate be transferred to another supervisor (where possible, and where necessary);
- (iii) the supervisor be informed about his/her weaknesses (if it is established that he/she is the source of the problem), but continue to supervise the candidate;
- (iv) a small advisory panel be established by the Head of Faculty/Institute to guide the candidate, if there is no single person in the Faculty/Institute who has the expertise to supervise the candidate;

any other reasonable action, including discontinuation of the candidate, or advising the candidate to withdraw from studies.

(5) Since, from what has been outlined above, it is evident that the supervisor's responsibility on the candidate is so central and critical, and since the job of supervision is time-consuming, it is recommended that:

(a) The maximum number of postgraduate students a single staff member should be allowed to supervise at a time, be set at five. This would ensure that candidates are adequately supervised.

(b) Staff members' supervision responsibilities should be taken into consideration by Heads of Faculties when assigning them responsibilities.

(c) The University should effect the following, as an incentive, and as a token of appreciation for the supervisor's work:

- (i) paying a supervision allowance to those supervisors who guide their candidate all the way to the thesis of dissertation submission stage.
- (ii) giving the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.
- (d) There should be no link between the payment of the supervision allowance and the candidate's fate (i.e. one should be paid the allowance even if the External Examiner fails a thesis).

Appendix IV: POSTGRADUATE STUDENTS ACADEMIC PROGRESS REPORT FORM

PERIOD COVERED:

FROM.....TO.....(DATE)

A CANDIDATE'S PARTICULARS

1. Name of Candidate.....
2. Registration No.....
3. Address:
4. Degree/Diploma Proposed:.....
5. Nature of Programme: By Thesis OR Coursework and Dissertation.....
6. Research Topic
7. Department, Institute and Faculty

B SECTION TO BE COMPLETED BY A CANDIDATE

I have done the following for my Dissertation/Thesis

	Nothing	About a Third	Half Way	Nearly Completed	Completed
Literature Review					
Designing of Methodology					
Getting Supplies for Study					
Data Analysis					
Writing of Dissertation.					
Submission					

SECTION TO BE COMPLETED BY SUPERVISOR

1	(a) (b) (c)	When did you last meet with the candidate? How often have you met the candidate during past 6 months?..... If you have not met, comment on the reasons
2		When did you begin supervising the candidate? Date Month Year
3		If you have just been appointed the candidate's supervisor, did the previous supervisor hand you any report on the candidate.
4		What progress has the candidate made? Literature review Field work/data collection Preparation of thesis/dissertation draft Others
5	(a) (b) (c) (d)	Is the candidate making satisfactory progress?..... Will he/she be able to complete the study on time?..... Will he/she need time extension? How long?

6	Any other remarks
	Name and signature of supervisor
	Date.....

D SECTION TO BE COMPLETED BY THE HEAD OF FACULTY/INSTITUTE

Comments on the report by the Supervisor(s)

.....

.....

.....

E SECTION TO BE COMPLETED BY FACULTY'S/INSTITUTE'S CHAIRMAN OF HIGHER DEGREES (AND COUNTERSIGNED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE)

1. Comment briefly on the supervisor's/Head of Department's report.....

.....

.....

2. Has the candidate requested up-grading status of his/her thesis?

.....

.....

.....

3. Any other remarks?

4. Name and signature of the Chairman, Faculty's High Degree Committee.....

Date.

5. Name and signature of the Dean of Faculty/Director of Institute

.....

Date.

F SECTION TO BE COMPLETED BY THE CHAIRMAN OF POSTGRADUATE STUDIES

1. The candidate has paid all/part/not paid his/her fees (information from Bursar's Office)

2. Other remarks

.....

Name and signature

Date.

*Delete whichever is not applicable.

Appendix V: GENERAL REGULATIONS AND GUIDELINES FOR THESES/DISSERTATIONS

The following are general regulations and guidelines for preparation and presentation of higher degree theses/ dissertations

1. MANUSCRIPT PREPARATIONS

1. *Typing*

The thesis/dissertation must be typewritten or word-processed and printed on good quality A4 paper, either on stencil or all black typewriter ribbon and black carbon paper. This is to ensure clear copies. Typing must be double spaced and on one side of the paper only.

2. *Pagination*

Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc. beginning with the title page. Number pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc.) consecutively throughout. The page numbers should appear just below the centre of the upper margin.

3. *Margins*

The left hand margin must be 4.0 cm from the left edge of the paper, the right hand margin 2.5 cm from the right edge, the top margin 4.0 cm from the top of the page, and the bottom margin 2.5 cm from the bottom edge of the paper.

4. *Title Page*

The front (title) page must be arranged as follows:

Write the *title* of the thesis/dissertation in CAPITALS (well-dented, symmetrically arranged) as follows:

"A THESIS/DISSERTATION (whichever is appropriate) SUBMITTED IN PARTIAL FULFILLMENT FOR THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree) IN THE OPEN UNIVERSITY OF TANZANIA"; give the year of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation were made).

5. *Supervisor(s) Certification*

This should be done before initial submission and also before final submission of the thesis/dissertation. Before initial submission the supervisor should sign after stating that he/she has read the thesis/dissertation, and found it to be in a form acceptable for examination. Before final submission the supervisor should sign again as appropriate at that stage.

6. *Statement of Copyright*

The dissertation/thesis shall contain a statement of copyright by the author, reading as follows:

"No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the author or the Open University of Tanzania in that behalf".

7. *Declaration by the candidate*

Every dissertation/thesis submitted for a higher degree of the Open University of Tanzania must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree in any other University.

8. *Dedication (if any)*

9. *Abstract*

This should be concise but comprehensive. It should be 300 words or at most one page. The essential points of the thesis, the important results found and conclusions reached are summarized here.

10. *Acknowledgment*

In this section, the candidate should acknowledge the people or institutions that rendered support or other help which made the execution of the thesis/dissertation work possible.

11. *Table of Contents*

The table of contents is used instead of an index, and should, therefore, be analytical and refer to specific pages. If there is to be a list of Tables, it should be on a page by itself, and arranged in the general format as the Table of Contents. Any table legends should be listed in the appropriate pages. Any list of *illustrations* should also be placed on a page by itself, and arranged into the same general format as the Table of Contents.

12. *Body of Thesis*

(a) Tables, text figures, diagrams and plates, should be numbered in separate sequences, and should be cited by number in the text. Each table and illustration should have a full caption. Text illustrations should in general be reproduced by photographic or similar means. All lettering in figures must be in bold or equivalent.

(b) The text should contain a comprehensive introduction and literature review; a Statement of Research Problem, Objectives and Hypotheses; details of the Methods used in the research; description and statistical analyses of the research data; discussion of the results, and possibly also suggestions, for further research.

13. *Literature Citation*

All the literature cited in the text must be arranged in alphabetical order at the end of the thesis, beginning with the author's names. Details on the year of publication of the work cited, the title of the work, the pages, the publisher, etc. must be given. Faculties may vary in the way they would like the literature cited, but there should be consistency in each case, and students should consult their supervisors on this.

It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually the candidate will have collected more data than what he/she had anticipated. Part of his/her doctoral or Master's training is to be able to select what should go into thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Master's and Ph.D. dissertations/thesis.

At the Open University of Tanzania the upper limit length for the dissertations/thesis should be as follows:

(a) Master's dissertations: 200 pages with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.

(b) Master's thesis: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, Appendices and footnotes included.

(c) Ph.D. thesis: 500 pages with a tolerance of 10% above this limit i.e. up to 50 extra pages, Appendices and footnotes included.

Under very special circumstances, limits exceeding those set above may be allowed, if approved by Postgraduate Studies Committee and Senate, with reasons for exceeding the limits clearly stated.

2. INITIAL SUBMISSION

The initial copies of the thesis or dissertation (4 copies for Master's candidates and 6 for Ph.D.'s) submitted for examination, should be in loosely bound form.

3. FINAL SUBMISSION

17. After satisfactorily completing all the corrections recommended by examiners, the candidates shall submit four or six copies (in case of Master's and Ph.D. candidates respectively) of fully bound theses/dissertations to the secretariat, Postgraduate Studies Committee Each copy shall be bound black

18. The spine shall be embossed in gold, bearing:

- (a) the surname and initials of the candidate;
- (b) the degree for which the thesis/dissertation has been submitted; and
- (c) the year of degree award.

19. The writing on the spine shall read from the bottom to the top.

20. The title of the work shall be printed in gold letters on the front cover of the bound volume.

Additional advice on the binding should be sought from the Chairperson of the Postgraduate Studies Committee, The Open University of Tanzania.

**Appendix VI: NOTICE OF INTENTION TO SUBMIT A
THESIS/DISSERTATION AND EXAMINATION ARRANGEMENTS**

SECTION A: TO BE COMPLETED BY THE CANDIDATE

- (1) Name in full:
- (2) Department:.....
- (3) Faculty/Institute:.....
- (4) Degree registered for:
- (5) Proposed title of thesis/dissertation:
- (6) Name of supervisor(s)
- (7) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within the coming three months
Date:..... Signature of student:.....

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

- (8) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within 3 months from now.

Date: Signature of Supervisor:

Date: Signature of Supervisor:.....

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

After consultation with supervisor(s) of the candidate, I propose that the following be considered for appointment, as examiners for the candidate's thesis/dissertation:

(a) *Potential External Examiners*

- (i) Name:
Postal Address:
Telex Address:
Telefax Address:
Curriculum Vitae (attached)

- (ii) Name:
Postal Address:
Telex Address:
Telefax Address:
E-Mail Address:

(b) *Proposed Internal Examiners*

- (i) Name:
Postal Address:
Telex Address:
Telefax Address:

- (ii) Name:
Postal Address:
Telex (if not a staff member at OUT).....
Telefax Address:

**Appendix VII: SUMMARY OF RECOMMENDATION ON MASTER'S DEGREE
THESES AND DISSERTATIONS**

Name of Candidate:

Degree registered:

Thesis/Dissertation title:

EXAMINER'S RECOMMENDATION

		Tick (√) *
1.	Thesis/Dissertation PASSES AS IT IS (no revisions or typographical corrections required)	
2.	PASSES SUBJECT TO typographical corrections and other minor changes• (list the errors/changes on separate sheet)	
3.	NOT ACCEPTED AS IT IS BUT MAY BE RESUBMITTED after one or more of the following (specify): (a) additional data collection (b) Additional analysis (c) Additional literature review (d) Re-writing (e) Others (specify on separate sheet)	
4.	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

Please tick (√) in appropriate column

Name of Examiner.....

Signature

Date

* Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.

**Appendix VIII: SUMMARY OF RECOMMENDATION ON PH.D.'S DEGREES
THESES**

Name of Candidate:
Degree registered:
Thesis title:

EXAMINER'S RECOMMENDATION

		Tick (✓)
1.	Thesis PASSES AS IT IS (no revisions or typographical corrections required)	
2.	PASSES SUBJECT TO typographical corrections and other minor changes* (list the errors/changes on separate sheet)	
3.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following (specify): (a) Additional data collection (b) Additional analysis (c) Additional literature review (d) Re-writing (e) Others specify on separate sheet)	
4.	Thesis NOT ACCEPTED for Ph.D. award BUT may be RE-SUBMITTED in a revised form for Master's Degree Award.	
5.	Thesis REJECTED OUTRIGHT (specify reasons on separate sheet)	

Please tick (✓) in appropriate column

Name of Examiner:
Signature:
Date:

* Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs, or sentences.

Appendix IX: APPLICATION FOR REGISTRATION AS A STUDENT FOR HIGHER DEGREE

1. Applicants are required to complete part A of this application form in triplicate by filling in the provided space or ticking the appropriate boxes.
2. Certified copies of certificates and transcripts should be attached to and submitted with the completed form.
3. An application fee of Tshs. 10,000/= for Tanzania citizens and US\$ 30 for non-Tanzanian citizens payable (preferably in bankers' cheque, money order or postal order) to "The Open University of Tanzania" should be attached and submitted with completed application forms.
4. The prospective sponsor is required to fill in part B of this application form to indicate financial commitment.
5. Duly filled-in application forms and attachments should be returned to:

The Deputy Vice-Chancellor (Academic),
The Open University of Tanzania,
P. O. Box 23409,
Dar es Salaam,
TANZANIA.

A: TO BE COMPLETED BY THE APPLICANT

1. Surname (BLOCK LETTERS) -----
2. Other Names. -----
3. Present Address -----

4. Date of Birth ----- Country of Birth -----
5. Sex: ☐ Female ☐ Male ☐
6. Marital Status: Single ☐ Married ☐
Divorced ☐ Widowed ☐
Engaged ☐ Separated ☐
7. Present Employer: -----
8. Employed as: -----
9. Financial Sponsor: -----
10. Postgraduate Programme proposed (please put a tic)

Faculty of Education Faculty of Arts and Social Sciences

PGDE

☐

M.A. in Linguistic

M.A. in Kiswahili	☐	M.A. in History	☐
M.Ed	☐	M.A. in Geography	☐
M.Dist.Ed	☐	M.A. in Economics	☐
M.Ed APPS	☐	MBA	☐
M. Ed LT	☐	M.Sc. in CED	☐
Ph.D.	☐	Ph.D.	☐

Faculty of Science, Technology and Environmental Studies

Faculty of Law

M.Sc. in Biology	☐	PGDL	☐
M.Sc. in Mathematics	☐	LLM	☐
M.Sc. in Chemistry	☐	LLM (IT&T)	☐
M.Sc. in Physics	☐	Ph.D.	☐
M.Sc. in Home Economics	☒		
M.Sc. in Environmental Science	☒		

N.B The Programmes which are crossed ☒ are not available right now.

11. Indicate tentative field of study -----

12. By coursework ☐ By Thesis ☐

13. Previous degree(s) or other professional qualifications

	TITL E	SPECIALIZATI ON	INSTITUTIO N	DATE OBTAINED	CLASSIFICATIO N
i.					
ii.					
iii.					
iv.					

14. Professional and Research Experience -----

15. If you intend to do your Ph.D submit a research proposal based on the guidelines sent with this form and send your C.V.

16. If you are self-employed and have no sponsor, tick the rectangle ☐

17. Name three persons who are prepared to be your referees as a potential postgraduate student in your respective field of study.

(i) Name: -----
Address:-----

(ii) Name: -----

Address:-----

(iii) Name: -----

Address:-----

Signature of applicant: ----- Date: -----

B: TO BE COMPLETED BY THE EMPLOYER AND/OR SPONSOR

1. Has the applicant been confirmed in his/her* employment ? YES/NO*
2. How long has the applicant been in service?
3. If the applicant gains admission will you release him/her* for studies? NO/YES*
4. If the applicant gains admission, will you support him/her financially?
YES/NO*
5. Any other remarks.....

Signature of employer/sponsor.....Date

THE OPEN UNIVERSITY OF TANZANIA CHARTER

The Open University of Tanzania Charter was granted in 2007. The Charter replaces the Act of parliament of 1992 that established the Open University of Tanzania that was repealed by the Universities Act of 2005. Since January 2007, the Open University of Tanzania is governed by the Charter and Rules 2007.