

**THE UNITED AFRICAN UNIVERSITY
OF TANZANIA**



**PROSPECTUS
2018-2019**

Table of Contents

| | |
|---|-----------|
| LIST OF ABBREVIATIONS | 3 |
| VICE-CHANCELLOR’S NOTE..... | 4 |
| 1 THE UNITED AFRICAN UNIVERSITY OF TANZANIA | 1 |
| 2 STUDENT LIFE AT UAUT..... | 2 |
| 2.1 ALMANAC | 2 |
| 2.2 SITE MAP OF UAUT | 5 |
| 2.3 THE LIBRARY | 5 |
| 2.4 ACCOMMODATION | 6 |
| 2.5 SPORTS FACILITIES..... | 6 |
| 2.6 UAUT STUDENTS’ ORGANIZATION | 6 |
| 2.7 RELIGIOUS AND ETHNIC DIVERSITY | 7 |
| 2.8 CHAPEL..... | 7 |
| 2.9 COUNSELING..... | 7 |
| 2.10 DRESS CODE..... | 7 |
| 2.11 ID POLICY | 8 |
| 2.12 STUDENT ID CARDS..... | 8 |
| 2.13 THE INSTRUMENT OF RESPECT..... | 8 |
| 2.14 GENDER VIOLENCE AND SEXUAL HARASSMENT | 9 |
| 2.15 SMOKING AND DRUGS | 9 |
| 2.16 LOCK OUT AND STRIKE | 10 |
| 2.17 CATERING SERVICES..... | 10 |
| 2.18 HEALTH SERVICES | 10 |
| 3 SENIOR STAFF LIST | 11 |
| 4 UNIVERSITY UNDERGRADUATE DEGREES FOR WHICH COURSES ARE OFFERED | 12 |
| 4.1 UNDERGRADUATES PROGRAMMES | 12 |
| 4.2 ADMISSION REGULATIONS..... | 12 |
| 4.3 MINIMUM ADMISSION ENTRY QUALIFICATIONS: | 12 |
| 4.4 GENERAL REQUIREMENTS..... | 13 |
| 4.5 EDUCATION DELIVERY MODE IN UAUT | 14 |
| 4.6 INTERNAL TRANSFER..... | 15 |
| 4.7 INTER UNIVERSITY TRANSFER | 15 |
| 4.8 ORIENTATION FOR NEW STUDENTS | 15 |
| 4.9 ADMISSION OF FOREIGN STUDENTS | 15 |
| 5 GENERAL UNIVERSITY EXAMINATION REGULATIONS | 16 |
| 5.1 REGISTRATION FOR EXAMINATION | 16 |
| 5.2 REGISTRATION FOR COURSES | 16 |
| 5.3 ELIGIBILITY FOR EXAMINATIONS..... | 16 |
| 5.4 ABSENCE FROM EXAMINATIONS..... | 17 |
| 5.5 BOARD OF EXAMINERS..... | 17 |
| 5.6 FORMS OF ASSESSMENT AND EXAMINATIONS..... | 18 |
| 5.7 DATES OF EXAMINATIONS | 18 |
| 5.8 CONDUCT OF EXAMINATIONS..... | 19 |
| 5.9 EXAMINATION IRREGULARITIES | 19 |
| 5.10 PUBLICATION OF RESULTS..... | 21 |
| 5.11 NULLIFICATION OF EXAMINATION RESULTS | 21 |
| 5.12 APPEALS | 21 |
| 5.13 PROGRESS FROM YEAR TO YEAR | 23 |
| 5.14 CLASSIFICATION OF DEGREES..... | 24 |
| 5.15 AWARDS | 25 |
| 5.16 CERTIFICATES AND TRANSCRIPTS..... | 25 |
| 5.17 LOSS OF CERTIFICATE | 26 |
| 5.18 INSTRUCTIONS TO STUDENTS..... | 26 |
| 5.19 NOTES TO INVIGILATORS | 28 |

| | | |
|----------|--|-----------|
| 5.20 | GENERAL NOTES AND INSTRUCTIONS..... | 32 |
| 5.21 | DISPOSAL OF EXAMINATION ANSWER BOOKS AND OTHER SCRIPTS..... | 33 |
| 6 | BURSARIES AND FEES | 36 |
| 6.1 | HOSTEL ACCOMMODATION..... | 36 |
| 6.2 | SCHOLARSHIPS | 37 |
| 6.3 | PRACTICAL TRAINING | 37 |
| 6.4 | PERMISSION TO TRAVEL | 37 |
| 6.5 | FINANCIAL MATTERS | 38 |
| 7 | CAMPUS COLLEGES | 39 |
| 7.1 | COLLEGE OF ENGINEERING AND TECHNOLOGY (COET)..... | 39 |
| 7.1.1 | <i>Introduction</i> | 39 |
| 7.1.2 | <i>List of Academic Programmes.....</i> | 40 |
| 7.1.3 | <i>CoET Staff List</i> | 40 |
| 7.1.4 | <i>Department of Computer Engineering and Information Technology</i> | 41 |
| 7.2 | COLLEGE OF BUSINESS ADMINISTRATION..... | 45 |
| 7.2.1 | <i>Introduction</i> | 45 |
| 7.2.2 | <i>List of Academic Programmes.....</i> | 47 |
| 7.2.3 | <i>CoBA Staff List.....</i> | 47 |
| 7.2.4 | <i>Department of Business Administration</i> | 48 |

LIST OF ABBREVIATIONS

| | |
|---|-------------|
| United African University of Tanzania | UAUT |
| Vice-Chancellor | VC |
| Deputy Vice-Chancellor Academic and Research | DVC (A&R) |
| Deputy Vice-Chancellor Administration | DVC (Admin) |
| Head of Department | HOD |
| P Consultant Medical Clinic | PCMC |
| Tanzania Commission for Universities | TCU |
| College of Computer Technology | CoET |
| College of Business Administration | CoBA |
| University Examination | UE |
| Examination Unit | EU |
| Identity Card | ID |
| National Council for Technical Education | NACTE |
| Advanced Certificate of Secondary Education Examination | ACSEE |
| Certificate of Secondary Education Examination | CSEE |
| Muhimbili National Hospital | MNH |

VICE-CHANCELLOR'S NOTE

This prospectus describes the range of courses we provide at our University. As the foundational purpose was to raise Tanzanian leaders who are equipped with excellence in wisdom, knowledge and Christian virtues, therefore we stand a unique community of students, academicians and staff dedicated to excellency of teaching, moral integrity, diligence and outstanding professionalism. We partner with governments vision of transforming Tanzania into a semi-industrialized country, whose citizens will applause a middle-income bracket economy.

In achieving this aim, we have thought of the Kibada Techno-Valley to contribute positively to the national income growth.

Prospective students must understand strongly the pressure for change and hence become visionary into making the institution a research university. At the same time, we strive to attain the country's objectives of VISION 2025 and beyond, and the strategies and efforts to industrialize Tanzania through a knowledge-based economy.

Hence it is our hope to produce a critical mass of skilled and educated society, without which our country cannot ensure a genuine and sustainable development.

This is to go in parallel with the decision of the Fifth Phase Government of transforming Tanzania into an industrialized country.

Humankind is living through its greatest technological decade ever. Because of this, we eat books and drink knowledge.

Come One, Come All

Prof. Ho Chan Hwang; PhD, CPA
Vice-Chancellor

1 THE UNITED AFRICAN UNIVERSITY OF TANZANIA

The United African University of Tanzania (UAUT) is a private institute of higher education founded by the Registered Trustees of Korea Church Mission, with the objectives of alleviating poverty and promoting growth through raising Tanzanian Christian leaders who are equipped with excellence in wisdom, knowledge and Christian virtues.

The responsibility of the day to day running UAUT is vested in the University Council, with the Vice Chancellor as the main link between the Board of Trustees and the University Council.

Vision:

Our vision is to become a world-Class University in Jesus Christ, with premier international reputation for academic excellence, wisdom, leadership, and action applied to enrich individuals and their communities.

Mission:

Our mission is to serve as a leading center of academic and professional excellence manifesting in terms of provision of excellent pragmatic education and research based on Christian values preset to transform learners and community's mindsets in order to produce graduates befitting the reality of life in the contemporary global.

2 STUDENT LIFE AT UAUT

2.1 Almanac

THE UNITED AFRICAN UNIVERSITY OF TANZANIA (UAUT)

FIRST SEMESTER OCTOBER 2018 - FEBRUARY 2019

| | |
|-----------------|--|
| Oct-18 | |
| Date | Activities |
| Tuesday 14 | Nyerere Day |
| Thursday 18 | Senate Meeting |
| Monday 29 | Beginning of the 1 st Semester |
| Nov-18 | |
| Date | Activities |
| 05-07 or 12 -14 | Appropriate technology Workshop (No class for 2 nd year students) |
| Tuesday 20 | Thanks giving Day |
| Friday 23 | Thanks giving Celebration |
| Saturday 24 | Convocation & Graduation Ceremony |
| | |
| Dec-18 | |
| Sunday 09 | Independence Day |
| Fri 21 – 02 Jan | Christmas Break |
| | |
| Jan-19 | |
| Tuesday 01 | New Year Day |
| Monday 07 | Lecturer assessment begins |
| Saturday 12 | Zanzibar Revolution |
| Friday 25 | Management Committee Meeting |
| | |
| Feb-19 | |
| Friday 1 | Management Committee Meeting |
| Friday 8 | End of Lectures for the First Semester |
| Friday 8 | Fire & Rescue Training – from 11am onwards |

| | |
|-----------------|---|
| Tuesday 12 | Academic & Examination Committee Meeting |
| Mon – Fri 11-15 | Examination preparation week |
| Mon – Fri 18-22 | Examination Week |
| Friday 22 | End of 1 st Semester University Examinations (UEs) |
| Monday 25 | General Affairs Committee meeting |
| Tuesday 26 | College Examination Board Meeting |
| Wednesday 27 | External Moderation of Examinations |
| Thursday 28 | Finance and Planning cum Audit Committee Meeting |
| Friday 01-March | End of Semester 1 |

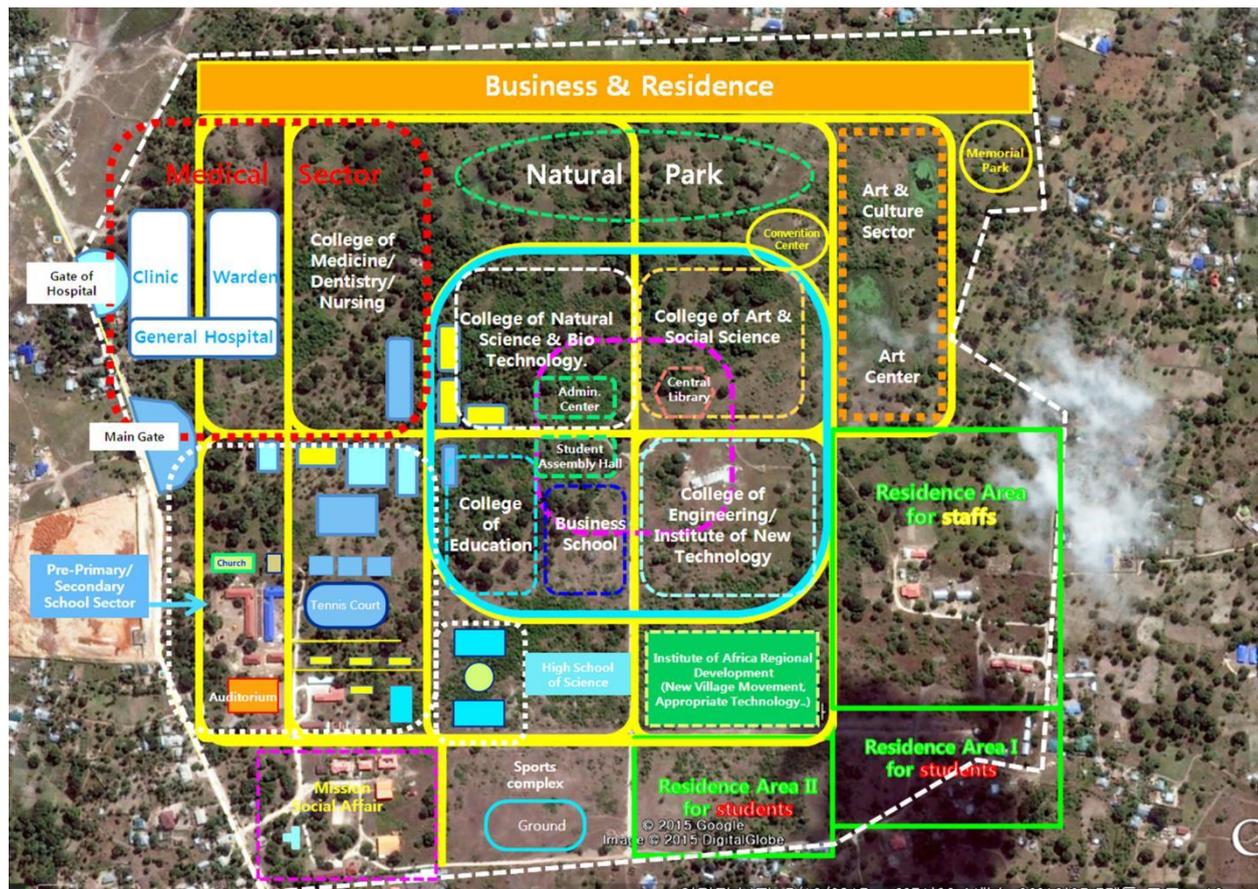
SECOND SEMESTER MARCH 2019 - JULY 2019

| | |
|---------------|--|
| Mar-19 | |
| Monday 04 | Management Committee Meeting |
| Wednesday 06 | Internal Non-Academic Staff Training |
| Friday 08 | Academic & Examination Committee Meeting |
| Monday 11 | Library Committee Meeting |
| Tuesday 12 | SENATE Meeting |
| Wednesday 13 | Academic Staff Training |
| Thursday 14 | COUNCIL Meeting |
| Friday 15 | UAUT DAY-OUT |
| Monday 18 | Beginning of 2nd Semester Lectures |
| Friday 22 | General Affairs Committee meeting |
| | |
| Apr-19 | |
| Monday 01 | Management Committee Meeting |
| Sunday 07 | Public Holiday - Karume Day |
| Tuesday 09 | Academic & Examination Committee Meeting |
| Friday 19 | Public Holiday - Good Friday |
| Sunday 21 | Public Holiday - Easter Sunday |
| Monday 22 | Public Holiday - Easter Monday |
| Tuesday 23 | General Affairs Committee meeting |

| | |
|------------------------------|--|
| Friday 26 | Public Holiday - Union (Muungano) Day |
| Monday 29 | Lectures resume at 08:00am |
| | |
| May-19 | |
| Wednesday 01 | Public Holiday - Worker's Day |
| Thursday 02 | Management Committee Meeting |
| Monday 06 | Lecturer Internal Assessments begin |
| | |
| Jun-19 | |
| Monday 03 | Management Committee Meeting |
| Wed/ Thur 05 - 06 | Public Holiday - 'Eid ul - Fitr |
| Friday 21 | Lecturers' Submission of UEs for External Moderation |
| Mon - Fri 24 – 28 | External Moderation of UEs |
| Friday 28 | End of Semester 2 Lectures |
| | |
| Jul-19 | |
| Monday 01 – 06 | Examination preparation week |
| Friday 05 | Management Committee meeting |
| Sunday 07 | Saba Saba Day |
| Monday 08 - 13 | 2 nd Semester Examination Week |
| Tuesday 23 | College Examination Board Meeting |
| Wednesday 24 | Academic & Examination Committee Meeting |
| Friday 26 | SENATE Meeting |
| Monday 29 nd – 03 | Supplementary Exam Week |
| Wednesday 31 | End of Semester 2 |
| | |
| Aug-19 | |
| Friday 02 | Workers Council Meeting |
| Monday 05 | COUNCIL Meeting |
| Thursday 08 | Nane Nane |

| | |
|-------------------------|--|
| Monday 12 | 'Eid El Haj |
| Friday 23 | Due date of the submission of academic report to HESLB |
| FRIDAY 30 TH | END OF 2018/19 ACADEMIC YEAR |

2.2 Site Map of UAUT



2.3 The Library

The university library is an integral part of the academic community of UAUT. The library activities are geared to support the teaching and research activities through the provision of:-

- Textbooks
- Periodicals
- Journals
- E-resources
- Other reading materials

Acquisition of more appropriate, scholarly journals and other reading materials is a continuous process of the library. All users of the UAUT Library are required to adhere to its rules and regulations.

The library operates as follows:-

| Day | AM | PM |
|---------------------------|--------------|-------------|
| Mon – Fri | 8:30 – 12:00 | 1:00 – 5:00 |
| SAT/SUN PUBLIC HOLIDAY | CLOSED | |

2.4 Accommodation

The University offers quality and affordable accommodation on-campus. Students are expected to comply with the students' by-laws regarding campus accommodation. Students shall not be allowed to live with any other person/persons in their rooms e.g. relatives, spouse, children or other students who did not apply and pay for hostel accommodation. Students residing in the hostels shall be responsible for the general cleanliness and tidiness of the rooms they occupy.

2.5 Sports facilities

Sporting facilities exist for students and staff. The range of choice of games and sports played at the University includes basketball, soccer, netball, volleyball, taekwondo and athletics.

2.6 UAUT Students' organization

The students' organization is responsible for students' academic, social and recreational activities. UAUTSO is the only officially recognized organization representing all students their objectives are:

- i. To direct activities that shall enhance interest of Students' body and UAUT community at large.
- ii. To Promote Peace, Love and Harmony, maintain fraternal relationship between students and UAUT administration.

- iii. To ensure that students understand their responsibility educates themselves to the best of their knowledge, ability and to promote academic freedom as an inalienable right of the students.
- iv. To perform duties and exercise all power conferred on UAUTSO.
- v. To deliberate on any matter this appears to affect status of the organization.
- vi. To cooperate with other students organization in Tanzania Africa and world at large.

2.7 Religious and Ethnic Diversity

Although the University is founded on Christian principles, students from all walks of life are welcome and have equal opportunity to academic and related services. It is intended that the University students will comprise individuals from a wide range of ethnic, national and religious backgrounds, reflecting the diversity of Tanzania.

2.8 Chapel

A service is held on Wednesdays from 11.00am to 12.00pm at the University Chapel. All staff and students are encouraged to attend.

2.9 Counseling

All Students with personal problems, whether or not related to study, will have access to counseling and advice services at the University. Students at UAUT are encouraged to talk about their difficulties, whether emotional, academic or involving relationships, in order to find a way forward. Confidentiality is ensured.

2.10 Dress code

UAUT is training prospective leaders with a Christian integrity. This means that the decent dressing should be adhered to. Immoral and inappropriate dressing by the student shall be subject to disciplinary action.

The dress code is applicable to all students and is part of the University policy to provide and maintain high professional ethical standards of integrity and discipline on the campus. The

dress code must be adhered to by every University Student from Monday to Friday, even if casual attire is allowed on any day.

Skin tight or transparent clothes, Jeans with holes; Trousers hanging under the buttocks (Mlegezo); Tight trousers, skirts, blouses; Dress/skirts with excessive slit (mpasuo); Any dress that leaves the stomach, waist, breasts, chest, and/or back open; Shorts or skirts that do not cover the thighs when seated; see through clothes, mini-skirts, stomach-cuts, capped sleeves and sleeveless tops/vests/shirts, tracksuits, casual wear like kangas, head scarves; earrings for men are forbidden.

ALL Students shall dress with decency, modesty and smartness. This includes wearing of Student's ID CARDS at all times while on campus.

2.11 ID Policy

Student ID cards serve a variety of purposes outside of photo identification, and can provide access to such amenities as borrowing books at the school library, attending school events, receiving discounts at local stores and movie theaters, and much more.

Any person entering UAUT MUST be displaying the approved UAUT ID card. A lanyard (strap) will be supplied to you and this must be worn (you may NOT use your own lanyard). Students MUST WEAR the ID on a lanyard AT ALL TIMES while they are on campus.

2.12 Student ID Cards

- a) No student is permitted to enter class without their personal UAUT ID clearly displayed;
- b) A student who misses part of a class through a lost or forgotten ID will be recorded as LATE;
- c) Students who have forgotten their IDs will have their student number recorded by the Security Officer and will be given a temporary ID card;
- d) Students who have lost their ID must have a new ID card printed from the cash office at a cost of TZS. 10,000/=.

2.13 The Instrument of Respect

The Instruments of Respect of UAUT is summarized in the motto: "A Centre of Excellence for Developing Humankind Holistically to Learn to Serve."

(1) Rule of Faith: We recognize and affirm that UAUT is a Christian Institution built upon a Christianity Doctrine foundation. This means:

- a) We respect to give honour and praise to Almighty God in the context of our life together.
- b) We shall do nothing to undermine development of a Christian ethos within the University.
- c) We shall give support to the ongoing development of a Christian worldview in matters of academic work, ethical standards, and good character.
- d) We shall strive to create an environment of mutual enrichment towards the development of critical thought and co-operative praxis for the betterment of society.

(2) Rule of Life: We shall seek to love our neighbors as ourselves. We promise:

- a) To avoid swearing and disparaging talk about God, or gossip about our neighbour;
- b) To respect public times of worship and rest;
- c) To respect the legitimate authority of the state, the family, the Church, and the University rules and not participate in any public riot;
- d) To uphold the human and civil rights of persons regardless of race, class, ethnic group, religion or gender, including the unborn, and to renounce any physical or verbal abuse of another person;
- e) To shun all sexual immorality, polygamy, adultery, fornication and homosexual practice;
- f) Not to steal or engage in financial dishonesty of any kind;
- g) To tell the truth and renounce all forms of plagiarism and false testimony;
- h) To dress decently and treat each other with dignity and purity;
- i) To exercise moderation in all things, avoiding abuse of body and soul through alcohol, tobacco, drugs, pornography or gambling.

(3) Rule of Prayer: We shall seek to love God with all our soul and mind. We promise:

- a) To maintain a spiritual discipline, including study and prayer,
- b) To shape our lives for the glory of God and the betterment of others;
- c) To give generously to those in need and to those who support the needy.

2.14 Gender violence and sexual harassment

Gender violence and harassment is against human rights, hence any student who will be involved in such inhuman activities of any sort shall not be tolerated. Strict disciplinary measures shall be taken against the respective student.

2.15 Smoking and drugs

Smoking and usage of drugs such as Marijuana, cocaine etc. is strictly prohibited within the campus.

2.16 Lock out and strike

Lock outs and strikes of any form are strictly prohibited and might lead to participants' immediate discontinuation from studies and NO APPEALS shall be entertained.

2.17 Catering Services

Meals are served in the cafeteria. Services are provided to all students and visitors on cash payment.

2.18 Health Services

Medical services are provided at the PCMC and Vijibweni Hospital. Health cases requiring specialist attention are referred to MNH or any other hospital where NHIF is acceptable.

3 SENIOR STAFF LIST

Chancellor

Prof. Sung Keun Chang PhD

Vice-Chancellor

Prof. Ho Chan Hwang, B.BA (Yonsei Univ.), MBA(Indiana Univ.) Ph.D. (Georgia Institute of Technology)

Deputy Vice-Chancellor – (Academic & Research)

Prof. Kang Keon Woo, B.Sc. (Yonsei Univ.), M.Sc (KAIST), PhD (KAIST)

Deputy Vice-Chancellor Administration

Prof. John I. Mwitwa PhD (University of Birmingham, UK), MBA (Mzumbe University)

Acting Principal of College of Engineering and Technology (CoET)

Prof. Thierry S. Noudui, BSc (Germany), MSc (Germany), PhD (Germany)

Principal of College of Business Administration (CoBA)

Prof. Kyung IL Ghymn, BA(Kyung Hee University, Korea) MBA (Hawaii University, USA), PhD (University of Pittsburgh, USA)

Dean of Students

JunHong Park, MBA

Corporate Counsel and Secretary to Council

Advocate Isaac Nassor Tasinga

4 UNIVERSITY UNDERGRADUATE DEGREES FOR WHICH COURSES ARE OFFERED

4.1 Undergraduates Programmes

The minimum number of students required for any particular undergraduate degree programme to be run shall be ten.

Departments wishing to run programmes with less than ten students shall first obtain special permission from **Deputy Vice-Chancellor (Academic & Research)**

The set minimum number of students is subject to annual reviews by the Council.

The undergraduate degree programmes offered by the University are:

1. **The Bachelor of Science in Computer Engineering and Information Technology,**
2. The Bachelor of Business Administration programme with specialization in:
 - i. Human Resources Management
 - ii. Accounting & Finance
 - iii. Marketing

4.2 Admission Regulations

Bachelor degree applicants should apply through the Online Application System of the University website at www.uaut.ac.tz.

Only applicants who meet the required minimum entry qualifications into the University should submit application otherwise they will not be processed and the admission fee if paid will be forfeited.

All applicants must follow the guidelines below.

4.3 Minimum Admission Entry Qualifications:

- i. **Those with direct qualifications:** Certificate of Secondary Education Examination (CSEE) or equivalent, with passes in FIVE approved subjects THREE of which must be at Credit level obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (ACSEE) or equivalent, and;
 - a) For all applicants except graduates of 2014 and 2015 Two Principal Passes in appropriate subjects in the ACSEE or equivalent with total points from three subjects not below 5 (for Arts programmes) and 4 (for Science-based programmes) based on

the following grade to point conversion scale: A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5 and F = 0 point The minimum Principal in this case is an 'E' grade.

- b) For graduates of 2014 and 2015 Two passes in appropriate subjects in the ACSEE or equivalent with total points from three subjects not below 5 (for Arts programmes) and 4 (for Science-based programmes) based on the following grade to point conversion scale: A = 5; B+ = 4; B = 3; C = 2; D = 1; E = 0.5 and F = 0 point. The minimum Principal in this case is a 'C' grade.
- ii. **Equivalent applicants** i.e. those with Ordinary Diploma, NTA level 6 and non-NTA level 6 recognized by TCU/NACTE with a GPA not less than 3.0
- iii. **Recognition of Prior Learning (RPL) applicants**
- iv. **Form Six Leavers who sat for Examinations of Other Foreign Examining Boards** (Holders of Foreign Certificates either O-Level, A-Level or Both)

4.4 General Requirements

1. Application fee is 20,000/= Tsh for local students and \$20 for foreign students for undergraduate programmes and 20,000/= Tsh. Payments should be done as per procedures given in the Online Application System.

All enquiries about admission should be addressed to:

The Vice-Chancellor,

The United African University of Tanzania

P.O. Box 36246 Dar es Salaam, Tanzania

E-Mail: admissions@uaut.ac.tz

Tel: +255684505012

2. It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them.
3. All new students are required to report for the orientation programme that normally takes place during 2 weeks preceding the beginning of the new academic year.

4. Successful applicants will be registered only after they have paid the requisite University fees.
5. Fees paid will not be refunded.
6. All students, if accepted, are expected to conform entirely to University regulations.
7. The deadline for registration of first year students will be two weeks, from the first day of the orientation week, while for continuing students it will be the Friday of the second week after the beginning of the first semester.
8. Students discontinued on academic grounds from one College may be allowed to apply into another College provided that the sponsor approves.
9. Students entering this University on transfer cases cannot transfer grades obtained elsewhere.
10. Where degrees are classified, the maximum transferable load is one academic year.
11. Students will be allowed to be away from University studies for a maximum of two years if they are to be allowed to be re-admitted to the same year of studies where they left off.
12. Students discontinued from studies because of examination irregularities will be considered for readmission after they have been away for two years. They will be required to reapply and compete with other applicants for re-admission into first year.
13. No change of names by students will be entertained during the course of study at the University and they will only be allowed to use names appearing on their certificates.
14. No student will be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and written approval from the sponsor. Special circumstances shall include:
 - a. Sickness;
 - b. Serious social problems (each case to be considered on its own merit); and
 - c. Severe sponsorship problem.

4.5 Education Delivery Mode in UAUT

Applicants should note that the education delivery mode in the UAUT is the Conventional or Regular mode which is classroom-based that performed by the lecturer.

4.6 Internal Transfer

Any student who wishes to transfer from one programme to another shall make a written application to the DVC (A&R) who shall communicate to the respective HOD to check if

- There is vacancy to accommodate new students
- The applicants possess the minimum entry requirements for that particular degree programmes
- The applicant for transfer must have been selected into degree programmes
- The applicants meet the admission entry points and time to the programmes for which the transfer is sought.

4.7 Inter University Transfer

- a) The student must submit written application to the DVC (A&R), for degree programmes to which a student wants to transfer through the institution for which he/she was admitted, within the announced time.
- b) Approval from the receiving institution is granted in writing and submitted to TCU/NACTE for the validation and documentation.

4.8 Orientation for new students

The orientation will be held two (2) weeks before the commencement of the first semester. The students are exposed to the existing rules and regulations which guide their lives at UAUT.

4.9 Admission of Foreign Students

Non- Tanzanian students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain Resident Permit from the nearest Tanzania Embassy or High Commission before they arrive.

All correspondences should be addressed to:

The Vice-Chancellor,

P.O. Box 36246

DAR ES SALAAM, TANZANIA

E-Mail: admin@uaut.ac.tz

5 GENERAL UNIVERSITY EXAMINATION REGULATIONS

5.1 Registration for Examination

Registration and payment to the University of all prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.

5.2 Registration for Courses

- i) All students shall register for courses at the beginning of a semester of an academic year for a total minimum of 15 course units per semester in the academic year.
- ii) The deadline for course registration for all students shall be at 5 P.M. on Friday of the second week after the beginning of the semester.
- iii) A student who has registered for a course but who wishes to withdraw from that course must apply to the Head of Department for permission to do so not later than Friday of the fourth teaching week of the semester. No student will be permitted to commence any course three weeks after the beginning of the semester or withdraw from any course four weeks after the beginning of the Semester.

5.3 Eligibility for Examinations

- i) The Principal of a College may bar any candidate from being admitted to any examination in any subject or course where he/she is satisfied that the candidate has not completed satisfactorily by attendance (less than $\frac{3}{4}$ or 75% of total course hours) and/or otherwise the requirements of the subject of course.
- ii) Where a candidate who has been barred in accordance with paragraph i) above enters the examination room and sits for the paper, the results in the paper shall be declared null and void.
- iii) Candidate whose work or progress is considered unsatisfactory may be required by the DVC (A&R) on the recommendation of the appropriate Principal of a College to withdraw from the University or to repeat any part of the course before admission to an examination.

- iv) Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.
- v) Every candidate shall be required to have his/her UAUT identity card (ID) otherwise shall not be admitted into the examination room without it.

5.4 Absence from Examinations

- i) A candidate who deliberately absents himself/herself from an examination(s) without compelling reasons shall be considered to have absconded and shall be discontinued from the University.
- ii) A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of DVC(A&R) or in that behalf the College/School/Institute Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

5.5 Board of Examiners

- i) Every University Examination shall be administered by a Board of Examiners which shall consist of one or more examiners appointed from outside the University, in conjunction with one or more of the instructors of the candidates in the subjects under examination; except that, in the case of the reexamination of candidates who have failed in the ordinary University examination, all the examiners may be appointed from within the University, provided that at least one of them had no part in teaching the candidates the subject or subjects under examination.
- ii) Notwithstanding the provisions of sub-paragraph i), University examinations conducted during and/or at the end of the First Semester may be conducted by internal examiners only, provided that:
 - (a) The relevant examination papers, marking schemes, and answer scripts by candidates shall be submitted to external Examiners together with the papers and scripts of the Second Semester for moderation.
 - (b) The results of such examinations shall be published in terms of regulation 10(i) at the end of the First Semester.

- iii) External Examiners shall be entitled to such honoraria as the Council shall prescribe.

5.6 Forms of Assessment and Examinations

- i) The Head of Department must make sure that students are made aware of all required evaluation procedures at the beginning of the course.
- ii) A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- iii) The percentages of the total marks awarded for written, practical and oral examinations in any subject or course shall be determined by the Senate, on the recommendations of the appropriate College, School or academic Institute Board.
- iv) Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment. The coursework assessment shall normally constitute 40% and final university examination 60% of the total course assessment. Coursework assessment for courses that are practical/methodology/research/Laboratory/field based, may however, with the approval of Senate, constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments on which it is based shall be available for scrutiny by the External Examiner.
- v) Assessment of the student's progress shall be based on the following grading system:

| Grades | A | B+ | B | C | D | F |
|--------|---------|--------|--------|--------|--------|-------|
| Marks | 70-100% | 60-69% | 50-59% | 40-49% | 35-39% | 0-34% |

The above range of marks being a result of rounding of all decimals of the marks.

- vi) The minimum passing grade shall be 'C'.

5.7 Dates of Examinations

- i) Examinations in all Colleges shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a College or a College Governing Board, as the case may be.
- ii) Candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred subjects at a time to be determined by the Senate or in

particular cases by the relevant College Board, as the case may be, which shall be after the ordinary examinations at the end of the second semester in the academic year.

- iii) A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf the College Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

5.8 Conduct of Examinations

- i) University examinations shall be conducted under the control of the Deputy Vice Chancellor (DVC) in charge of academics, or such other officer of the University as the DVC in charge of academics may appoint.
- ii) The external examiners for University examinations shall be approved by the Senate, in the manner it shall prescribe.
- iii) The DVC in charge of academics shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations, as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- iv) The instructions, notes or guidelines issued by the DVC in charge of academics under regulation iii) shall form part of and be as binding as these Regulations.
- v) Subject to approval by the Senate, the Board of each College shall make such internal examination regulation as are necessary for the proper conduct, management and administration of examinations in accordance with the specific requirements of particular degree or other award programmes of the College, as the case may be.

5.9 Examination Irregularities

The university shall provide environment that is conducive for conducting examinations. All offices involved in the examination process are obliged to maintain academic integrity and ethical conduct to ensure smooth conduct of the examinations. Plagiarism, cheating or other irregularities will be subject to disciplinary action.

- i) All cases of alleged examination irregularities, including unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room, destruction or falsification of any

evidence of irregularity or cheating in examination and any form of or kind of dishonesty, shall be reported to the College Academic Board which shall summon the students and members of staff of the University, as it deems necessary and make decisions depending on the gravity of the facts or circumstances constituting the offence.

- ii) No unauthorized material shall be allowed into the examination room.
- iii) Any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued from studies in the University, subject to confirmation by the Senate.
- iv) Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be coordinated to the Examination Irregularity Committee for decision-making.
- v) Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be coordinated for decision making.
- vi) Any candidate found guilty of committing of an examination irregularity and is aggrieved by the decision may appeal to the Appeals Committee.
- vii) In this regulation:
 - a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, alcoholic drinks and any other material as may be specified from time to time by the Examination Irregularity Committee.
 - b) "Cheating in examination" includes any form or kind of dishonesty, destruction, falsification of any evidence of irregularity.
- viii) The Senate may impose such a lesser penalty on a candidate found guilty of having committed an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

5.10 Publication of Results

- i) The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant College approved by Senate and not in conflict with these Regulations, shall be published by the Principal of the College soon after the College Board meeting but the results shall not be regarded as final until they are confirmed by Senate.
- ii) The results shall be published on notice boards, websites or online information systems at the discretion of the relevant College. The anonymity of the student must be protected in publishing results e.g. using the student's registration number rather than names.
- iii) Senate shall confirm the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.
- iv) Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students before they sit for the University Examination. A copy of the students' CA marks must be submitted to the Head of Department at the same time.

5.11 Nullification of Examination Results

The Senate shall nullify the results of any candidate if it is satisfied that:-

- i) Irregularities have been used in the examination and a detailed and relevant evidence of examination irregularities has been submitted/ reported to the respective Principal and DVC (A&R).
- ii) The candidate who sat for the examination was ineligible

5.12 Appeals

- i) All appeals concerning examination results shall be made by the respective student through the student organization, respective Head of Department, Principal and finally to the Deputy Vice Chancellor (Academic & Research) within the first 2 weeks after publication of the examination results.
- ii) Except where unfair marking, wrongful computation of marks or grades or other like irregularity committed in the conduct of any University examination is

alleged, no appeal shall lie in respect of any such examination on any other ground.

In case of Remarking

- iii) Appeals shall be made to the DVC (A&R) in writing upon a payment of 50,000/= Tshs per examination paper, to the designated Bank account.
- iv) The DVC (A&R) shall refer the matter to the Head of Examination Unit, who shall
 - a) recall the examination script
 - b) send it to an external examiner
 - c) The remarking examination results will be submitted to the examination unit, which then, shall recommend the principal action to be taken.
- v) Any student aggrieved by the decision made by the examination unit after the external examiner had submitted the examination script, may re-appeal to the Vice Chancellor. In that case, the Vice Chancellor shall call a meeting during which the examination unit shall give a clarification of the original appeal. This meeting shall be attended by the lecturer concerned.
- vi) When the grade is proved correct, a written warning shall be issued to the student. Where the appeal is qualified for a supplementary examination, the student will be allowed. If the marks are so bad that warrant the student to be disqualified, the same action shall be implemented.
- vii) Appeals made under regulation i) above shall be lodged directly with the DVC (A&R) who shall forward them to the examination unit with observations and recommendations thereon.
- viii) Any person who has been involved at any stage in the processing of a case of alleged commission of an examination irregularity, whether at first instance or in preparation for the appeal, shall be barred from participation in the making of a decision over such a case, except for purposes of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from examination unit session considering any such appeal.
- ix) No appeal pertaining to the conduct of any University examination and the marking of scripts thereof shall be entertained unless an appeal is lodged with the appropriate University authorities in accordance with these regulations.

5.13 Progress From Year to Year

- i) Candidates who are full time students are required to pass a total minimum of 30 units in examinations in the academic year and attain a minimum overall GPA of 2.0 before proceeding to the following year of study.
- ii) A candidate may be allowed to re-sit failed courses in Supplementary Examinations if he or she has attained an overall GPA of 1.8 or above in the First Sitting calculated in accordance with the unit weighting of individual courses. The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade i.e. 'C'.
- iii) No candidate shall be allowed to repeat any year of study on academic grounds, except with special permission or approval of the Senate upon recommendation of a College Board.
- iv) The minimum overall GPA shall be calculated in accordance with the unit weighting of the individual courses.
- v) Carrying over of courses shall be guided by the following:
 - a) A candidate who scored an overall GPA of 2.00 or above may be allowed to carry over flexibly into the following academic year the failed courses as are requisite for the fulfillment of the requirement of passing a total minimum number of course units for the programme.
 - b) Carrying over failed courses into subsequent years shall imply repeating the failed courses in the subsequent years by fulfilling all requirements of the course.
 - c) The maximum grade for a carried over course shall be the minimum passing grade i.e. 'C'
 - d) Carry-over of elective courses will only be allowed in exceptional circumstances, normally only when those units are needed to comply with regulation (vii).
 - e) All carried over courses shall be cleared within the duration of the course programme allowable maximum period of 2 years after the course completion; otherwise, the student will be discontinued from studies.

- vi) The maximum period of registration is five years for a programme that normally takes three years, and six years for a four-year course.
- vii) To qualify for a degree award, the cumulative total minimum number of course units shall be a multiple of the minimum number of course units required per academic year under regulation (i) for the duration of each degree programme.

That is:

- a) For a three-year degree programme, such cumulative total minimum shall be 90 units.
- b) For a four-year degree programme, it shall be 120 units and
- c) For a five-year degree programme, it shall be 150 units. For the duration of each degree programme.

5.14 Classification of Degrees

- i) For purposes of the final classification of degrees and where applicable, a five-point system shall be used in averaging the final grades.
- ii) The letter grades will be assigned points as follows:

| Grades | A | B+ | B | C | D | F |
|-------------|-----------|-----------|--------|--------------|--------|---------|
| Marks | 70-100% | 60-69% | 50-59% | 40-49% | 35-39% | 0-34% |
| Grade Point | 5.0 | 4.0 | 3.0 | 2.0 | 1.0 | 0 |
| Remarks | Excellent | Very good | Good | satisfactory | Poor | Failure |

- iii) Approved courses given for each degree shall be appropriately weighted in terms of units.
- iv) To get the score for each course multiply the points, as in ii) by the weights, as in iii).
- v) The total score for the degree shall be the total score for all countable courses constituting the minimum number of course units for the degree, computed as in iv).

vi) The Grade Point Average (GPA) for the degree shall be computed by dividing the total score in v) by the total weight obtained under iii) and truncating down to one decimal point.

vii) The final classification shall be as follows:

| | | | | |
|--------------------|-------------|--------------|--------------|---------|
| Overall GPA | 4.4 – 5.0 | 3.5 – 4.3 | 2.7-3.4 | 2.0-2.6 |
| Class | First Class | Upper Second | Lower Second | Pass |

viii) **Award of Honours Degree:** A degree with honours shall be awarded to a candidate obtaining a First Class, Upper Second Class, or Lower Second Class where the candidate has passed all examinations at first sitting; without supplementary examination or carry over in any particular academic year.

5.15 Awards

- i) The College Board upon satisfaction that the standard required under relevant regulations for the award of a degree has been attained by a candidate in the applicable University examinations, may recommend to the Senate that such degree be conferred upon such successful candidate.
- ii) The Chancellor of the University shall confer degrees or other awards of the University on candidates who satisfy and are recommended in accordance with regulation 15(i) for such conferment.

5.16 Certificates and Transcripts

- i) The Vice Chancellor shall issue academic certificates to such candidates as shall be approved by the Senate for the conferment or grant of such award.
- ii) A certificate shall be issued only once for the same degree or award.
- iii) Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record and charged a fee of Tshs 10,000/=for the first copy and Tshs 5,000/= for subsequent copies in respect of Tanzanian students and US\$ 20.00 for first copy and US\$ 10.00 for foreign students, at the same time respectively.

- iv) The final grades of all courses taken by a student shall be entered in the transcript.
- v) A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

5.17 Loss of Certificate

In case of loss, total or partial destruction of the original certificate, the Office of the DVC (AR) may authorize in writing to issue a duplicate on condition that:

- i) The applicant produces a written copy of police report
- ii) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place.
- iii) A fee of Tshs 20,000 in respect of Tanzanian students and USD 50.00 in respect of foreign students, or such other fee as may be prescribed from time to time.

5.18 Instructions to Students

- i) These instructions should be read together with the above University regulations.
- ii) All students sitting for examinations shall be in possession of a valid Student ID card, which is to be placed on the top right- hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room.
- iii) Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- iv) Candidates are advised to be at the examination centre/venue at least fifteen minutes before the commencement of the examinations.
- v) Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter. They must not begin writing before they are told to do so by the Senior Invigilator. Where large numbers of candidates are affected, invigilators may admit candidates to the examination room fifteen minutes in advance. During these ten minutes the Senior Invigilator will:

- a) Make an announcement to the effect that all unauthorized materials should be removed from the examination room.
- b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- c) Call attention to any rubric at the head of the paper, which seems to require attention.
- d) Announce that both sides of the paper must be used. He/she will then tell students when they may begin writing. Candidates will be given a maximum of ten minutes to read the paper.
- vi) Candidates are not allowed to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- vii) Candidates are permitted to do rough work on the scripts on the understanding that this is crossed through at the end of the examination.
- viii) Students who wish to leave the venue during an examination session must:
 - a) First, ensure that the answer book(s) and papers bear their registration numbers, degree programme and course code (even if no attempt has been made to answer any question).
 - b) Raise a hand and wait for an invigilator; and leave only when the invigilator has signified his/her assent and accompanies the student.
- ix) No books, bags or attached cases may be taken by candidates into the room. Candidates are not normally allowed to use their own logarithmic tables. Students should bring only permitted items to the examination, the University assumes no responsibility for personal property lost in or near any examination room.
- x) Once a student is found with unauthorized materials, he/she should sign on the materials to confirm they are his or hers.
- xi) No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- xii) A student denied admission to the examination under regulations ii) and xi) may apply to the College for a special university examination; such application shall however be subject to scrutiny of the veracity of the claim.

- xiii) At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

5.19 Notes to Invigilators

Before the Examination

- i) University Examinations shall be invigilated by persons other than course instructors. Course instructors shall only be allowed in the examination room in the first ten minutes to provide clarifications on the examination questions, if any.
- ii) Invigilators should be present in the examination room at least twenty minutes before the commencement of the examination.
- iii) Invigilators will be provided with the following items by the University Examinations Officer:
 - a) The question papers to be attempted by candidates. Note: Sealed envelopes containing question papers must be personally collected by each invigilator from the said Examinations Officer at least twenty minutes before the examination. All invigilators who have reported to the Examinations Officer within this period should immediately proceed to their respective examination room.
 - b) A list showing the names of the papers to be attempted in the room (This will be distributed to invigilators in advance).
- iv) Invigilators must ensure that ONLY ONE answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- v) 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.
- vi) Candidates must write their registration numbers and degree programmes on the cover page of the answer book before they start to write the examination.

- vii) Food, drinks (except where water is permitted-see below), cigarettes, laptops, recording or playback devices, and other electronic communication devices such as a cell or smart phones, bags, purses, hats, books attached cases, papers and other related items are not permitted in the examination room. The University assumes no responsibility for personal property lost in or near any examination room.
- viii) Students with approved health conditions may bring (transparent) bottled water into the examination room. Such students will have to be seated away from other students to avoid accidental spillage.
- ix) 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. Where big numbers of candidates are involved, invigilators may admit candidates to the examination room fifteen minutes in advance. *Invigilators are requested to stick to this arrangement. During these ten minutes the invigilator should:
 - a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
 - b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
 - c) Call attention to any rubric at the head of the paper which seems to require attention;
 - d) Announce that, where this is practicable, both sides of the paper must be used. He/she should then tell students when they may begin writing.
Candidates will normally be allowed a maximum of ten minutes to read the paper.
- x) It is mandatory for all students sitting examinations to be in possession of a valid Student ID card, which is to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room, and shall be directed to the ID Office to obtain a valid ID card.

- xi) 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.

During the Examination

- xii) At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.
- xiii) At the end of the first half hour the total numbers present should be noted down. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Internal Examiner. It is at this time that candidates should start to sign the examination attendance sheet. During the exercise, invigilators should also make sure that the photo on the candidate's ID card matches the candidate's face and that the registration number on the ID card is the same as the one written on the answer book.
- xiv) Invigilators should minimize announcements during the examination.
- xv) An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.
- xvi) During the examination, invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.). All rough work must be done in the Answer Book and crossed through.
- xvii) No candidate should be permitted to leave his/her place during the examination except to leave the examination room.
- xviii) A candidate may, with the permission of the Invigilator, leave the examination room briefly only if accompanied by an assigned assistant Invigilator. Candidates will not be readmitted to the examination room after they have left the examination room unless, during the full period of their absence, they have been under approved supervision.
- xix) Permission to leave the examination room shall be granted in exceptional circumstances as invigilators are expected to remind candidates to go for short calls before they enter the examination room.

- xx) A candidate who contravenes the 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.
- xxi) Once a student is found with unauthorized materials, the invigilator should ask the student to sign on the materials to confirm that they are his/hers. PROVIDED that where a candidate/student refuses to sign on the material, the examination officer shall request another invigilator to witness and countersign stating the candidate has refused to sign the material.
- xxii) The candidate shall be informed that he/she has contravened the regulations and that he/she has been reported, but shall not be prevented from continuing with his/her paper. A written report must be sent to the Examinations Officer, including full details of the contravention. The Examinations Officer shall then forward the matter to DVC (A&R). It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.
- xxiii) Invigilators shall have the power to confiscate any unauthorized book, manuscript or other aid brought into the examination room and to expel from the examination room any candidate who creates a disturbance. They shall report to the Examinations Officer any case of a candidate suspected of giving or obtaining unauthorized assistance or of attempting to do so, and that officer shall have power to take any further steps he/she may consider necessary. He/she shall then report the matter to the DVC in charge of academics.
- xxiv) Cases of illness during examination should be reported to the Examinations Officers as soon as possible for assistance.

At the End of the Examination

- xxv) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room. At ten minutes before the conclusion of the examination period, the Invigilator shall announce the time remaining. Candidates may not leave their seats in the examination room after this time (except in case of emergency) until all papers have been collected. At the end of the examination

period invigilators shall instruct the candidates to stop writing and then collect all the scripts.

- xxvi) Invigilators shall enter the number of examination scripts collected from the candidates on the attendance sheet provided by the Examination Officer at the time of collecting the examination papers. Invigilators shall sign the said attendance sheet before they hand over all the scripts to the Examinations Officer at the end of the examination. On receipt of the scripts, Examinations Officer will check them and let the Invigilators countersign on the examinations pickup/collection form. The attendance sheets must be handed to the Examinations Officer at the end of each session.
- xxvii) Invigilators shall hand over all extra examination papers and answer books to the Examinations Officer.

5.20 General Notes and Instructions

- i) Internal Examiners (or their deputies) are required to attend in the examination rooms at the commencement of each period 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.
- ii) The Use of Calculators in Examinations:
 - a) Any calculator permitted to be taken into an examination must be hand-held, self-powered and noiseless. It must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.
 - b) For examinations with College approved (standard) calculators, the examination invigilator will ensure that only the specified calculator is used for the examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination room.
 - c) If a range of calculators is allowed in a test or examination, consideration be given to ensuring fairness by setting a test or examination which takes into account the differing capabilities of the calculators.
- iii) "Examinations Officer" includes the Examination Officer's deputies.

5.21 Disposal of Examination Answer Books and Other Scripts

- i) Unless otherwise retained by UAUT Library for archival purposes all used examination answer books shall be destroyed after the expiry of 5 Years following final decision of Senate on the examination concerned.
- ii) Heads of Departments concerned shall, with respect to examination answer books falling under their departments:
 - a) Create and maintain adequate records of actions and transactions affecting examination answer books ensure that those records are properly maintained while waiting for any appeal or final disposal;
 - b) Initiate the disposal procedures of those examination answer books for which there is no further need;
 - c) Initiate immediate disposal of used examination answer books that have been stored by their departments for more than 5 Years following respective Senate decision;
 - d) Identify and safeguard those examination answer books which are of enduring value and which should be preserved as archives and made available to the Library for research and public consultation;
 - e) Assist the UAUT Library in selecting examination answer books designated for archiving purposes;
 - f) Seek expertise presumably from UAUT Library to assist in the sampling answer books ear-marked for archiving;
 - g) Designate a place or room as storage area for examination answer books awaiting appeals or final disposal;
 - h) Store and retain course assignments for at least 5 Years after completion of an examination concerned so that students are furnished with reasonable opportunity to obtain access;
 - i) Witness and keep close control over final disposal of examination answer books to ensure the confidential nature of contents of answer books remain inviolate.
- iii) Pending final disposal, Heads of Departments shall ensure all information contained in examination answer books remain inviolate and is protected from misuse or abuse.

- iv) Respective College Boards shall be responsible for prescribing under their special regulations clear guidelines for returning to the students graded courses, assignments, course essays, term papers and timed essays.
- v) Unless otherwise retained for archival purposes, Departments shall also initiate the final disposal of such other examination scripts as essays, objective question papers, laboratory works, models, studio papers or drawings that have been in retention or storage for the previous 5 Years.
- vi) The DVC (A&R) shall cause to be prepared a disposal and storage budget and designate the cartons of various sizes or descriptions which shall be used by Heads of Departments for 5 Years storage of examination answer books pending final disposal.
- vii) The cartons prescribed under sub-paragraph vi) above shall be so marked or labeled as to facilitate identification of the course, examination date, date of Senate decision, course coordinator and date when final disposal shall be due.
- viii) The UAUT Library shall keep; maintain in any format including electronic, all answer books selected by Departments and sent to the Library for archival purposes.
- ix)
 - a) The DVC A&R shall select and announce the best available practice in disposing of the examination answer books due for disposal;
 - b) Depending on such pertaining circumstances as privacy of information contained, cost involved and environmental considerations, the DVC (A&R) may with respect to any batch due for disposal, direct:
 - The disposal by shredding and then disposed of by either burning or selling to recycling companies to be reused in producing other paper materials; or
 - Used examination papers be entirely burnt to completion; or
 - Used examination papers be sold to recycling companies.
- x)
 - a) The Vice Chancellor on recommendation of the DVC (A&R) shall be the principal executive officer responsible to order final disposal of any batch of examination answer books;
 - b) The Vice Chancellor shall signify his order in the following way

“ It is hereby ordered that the following cartons marked (1) CS 291 Microcomputer System I 2012/2013 Examination”

Being EXAMINATION ANSWER BOOKS of the **DEPARTMENT OF COMPUTER ENGINEERING & IT** Of the UAUT be disposed of in the manner provided for in the UAUT Examination Regulations.

Vice Chancellor

[Designation and Signature of person making the order]

xi)

- a) Heads of Departments shall witness final disposal of itemized examination answer books and signify the disposal in the following way:

I, **Prof. XYZ** being the Head of **DEPARTMENT OF COMPUTER ENGINEERING & IT - UAUT** do hereby certify that on the **15th day of June 2001** the records described in the Scheduled hereto were destroyed in my presence by fire/mutilation.

Head of Department

[Designation and Signature of Person certifying the disposal]

- b) The report of Heads of Departments to the DVC A&R through respective Deans on disposal of examination answer books shall be accompanied with copies of appropriate mark sheets and list of students who sat for the examination concerned.

6 BURSARIES AND FEES

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the government or any other organizations; otherwise they will be expected to pay half of the tuition and full direct fee and University fees for the full semester, before they can be permitted to use the University facilities.

All local payments for fees should be paid to the designated Bank Account of the United African University of Tanzania. All pay-in-slips should be taken to the Bursar and the receipts issued.

Fees Structure for Tanzanian Students - Tuition fee/year TShs. Discipline

| Course | Amount (Tshs) |
|---|---------------|
| Bachelor of Computer Engineering And Information Technology | 900,000 |
| Bachelor of Business Administration | 800,000 |

University Direct Fee

In addition to the tuition fee, each student (regardless of sponsorship or the Government Loan) MUST pay the following approved direct fee cost:

| Cost Item | Amount (Tshs) |
|---|-------------------|
| TCU Fee (quality assurance fee) | 20,000.00 |
| Students' ID | 10,000.00 |
| TaeKwondo Uniform | 50,000.00 |
| NHIF | 50,400.00 |
| Students' Organization | 10,000.00 |
| Special faculty (COET, First year only) | 85,000.00 |
| TOTAL (COET) | 225,400.00 |
| TOTAL (COBA) | 140,400.00 |

NOTE: Remember to have your own copy of bank pay slip.

6.1 Hostel Accommodation

Students will pay 100,000Tsh per semester. **Additionally**, a refundable Caution Money of 50,000 Tshs must be paid once in the beginning of the accommodation contract.

Students who get in the campus are responsible for the proper keeping of all property. Any damage or loss must be reported to the president of the students' organization. All rental payment should be done to the Accounts office at the commencement of the semester.

6.2 Scholarships

Tuition fee exemption scholarship for the first year students will be awarded on the basis of Advanced Certificate of Secondary Education Examination (ACSEE) or Diploma results with a 4.0 GPA or above.

6.3 Practical Training

Those who will register for the courses listed below will have to take practical training for the duration, location and timing as indicated.

Practical Training/Field Research Courses

College of Engineering and Technology

| Code | Duration | Location | Timing | Remarks |
|------|-----------|----------|--------|---------------------|
| PT1 | * 8 weeks | various | July | Field Report |
| PT2 | * 8 weeks | Various | July | |
| PT3 | * 8 weeks | Various | July | |

College of Business Administration (taken at the end of the second year)

| Code | Duration | Location | Timing | Remarks |
|------|-----------|----------|--------|---------------------|
| PT1 | * 8 weeks | Various | July | Field Report |

6.4 Permission to Travel

Students are responsible for their own traveling costs to and from the UAUT. No student shall obtain leave of absence for more than 14 days in any academic year, except on very special circumstances like death or sickness of a parent or near relative.

Permission to travel during the week days which shall involve missing lectures shall be obtained in writing from the Dean/ HOD. A copy of the letter of permission shall be submitted to the Dean of Academic and Student Affairs.

6.5 Financial Matters

Each student must complete payment of the fees at the beginning of every semester due for that semester. A student is not allowed into any lecture without being registered with the UAUT. Any student who has not fully paid the fees WILL NOT be allowed to sit for the final examination for that semester.

7 CAMPUS COLLEGES

7.1 College of Engineering and Technology (CoET)

7.1.1 Introduction

The College of Engineering and Technology (CoET) was founded in 2012. It comprises one department namely; Computer Engineering and Information Technology (CEIT), and offers the Bachelor Degree in Computer Engineering and Information Technology programme.

7.1.1.1 Justification of the Programmes offered at CoET

The modern era has witnessed a rapid development in computer technology, both in hardware and software. Each year a host of new advancements is unveiled, from home robotics to advanced operating systems, microprocessors, and supercomputers with massive computational capabilities.

In general, a significant amount of the work in this field is conducted by computer engineers. Computer engineers labor tirelessly to develop new software and computer-related hardware to be used in a variety of applications including information & communication technology. Computer engineers apply computer science methods to analyze and solve computer-oriented problems. As the desire for advanced computer and information technology continues to increase, so too does the demand for these professionals. The Bureau of Labor Statistics (BLS Oct. 2017) reported that openings in computer hardware engineering were expected to swell five percent globally between 2016 and 2026, roughly on par with the average growth anticipated across all occupations during that time period. The BLS also found that job opportunities for software developers and IT - a position held by some computer engineers—were expected to grow by 24 percent between 2016 and 2026, adding an incredible number of jobs across the country.

7.1.1.2 Objectives of the Programmes

Computer engineers are responsible for making day-to-day life easier while protecting the nation's infrastructure against cyber and physical attacks. These engineers improve quality of life by creating innovative systems such as smart houses, self-driving cars and medical instruments. Computer engineering and IT principles can be applied to a number of other purposes, including the development of integrated circuits, embedded systems, computer vision, computer systems architecture, and much more. Generally, in order to pursue work as a computer & IT engineer, prospective students must first complete a degree in this specific subject, either at the associate

or bachelor's level. Not all computer engineering & IT programmes are identical, with each having certain unique characteristics.

That said, the objectives of this programme are as follows:

- (a) To study Computer Engineering and philosophical logic and philosophy of information technology at an advanced, research-led level.
- (b) To gain an understanding of how knowledge is created, advanced and renewed.
- (c) To equip students with the skills needed to contribute to this exciting and rapidly evolving field.
- (d) To prepares students to apply hardware and software techniques and problem solving to a variety of topics in computer engineering and IT;

To encourage and inspire all students to have a desire to pursue learning with curiosity, integrity, tolerance and intellectual rigour.

7.1.2 List of Academic Programmes

The CoET offers the following four-year undergraduate degree programmes in **Bachelor of Science in Computer Engineering and Information Technology**, BSc. College-wide Admission Requirements. The minimum requirements for admission are given under Entrance Requirements for the First degree Courses.

7.1.3 CoET Staff List

Office of the Principal

Associate Professor and Acting Principal

Thierry S. Nouidui, BSc (Germany), MSc (Germany), PhD (Germany)

Department of Computer Engineering and Information Technology

Associate Professor and Head

Thierry S. Nouidui, BSc (Germany), MSc (Germany), PhD (Germany)

Lecturers

Ireneus Kagashe, BSc (UDSM), MBA(Coventry University, U.K), PhD (Beijing Institute of Technology, China)

Nyamajeje Buchanagandi, BSc (East China University), MSc (East China University), PhD (East China University)

Assistant Lecturers

Mr. Alex Ndaba, BSc (Ruaha University, Iringa), MSc (University of Dodoma)

Mr. Daniel Msilanga, BSc (St. Joseph University in Tanzania), MSc (Tianjin University, China)

7.1.4 Department of Computer Engineering and Information Technology

7.1.4.1 Courses Offered by the Department

The department of CEIT has common courses in the department for the First and Second Years of study. Allocation of students to departments is done at the time of admission on the basis of their applications to join the University and entry qualifications.

For their third- and fourth-Year courses, students are given the opportunity to choose between additional subjects (electives) offered by the departments of the CoET, or by any other Institutes of the University if these subjects are approved by the respective CoET Boards and fit in the timetable. The course comprises both theoretical education and practical instruction in the CoET workshops, laboratories and-in industry.

After completing second semester; First, Second and Third year students are required to undergo practical training in the field.

Explanatory Notes on the Coding of Courses the code consists of five characters. The first two identify the academic unit that hosts the course (department, institute, or College if it is a CoET-wide course). The third digit identifies the level of the course, the fourth identifies the specific section of the academic unit offering the course and fifth identifies the different courses within the academic unit. The codes of academic units' areas follow:

CL -Communication Skills

CP -Chemical and Process Engineering

CS -Computer & Systems Engineering

DS -Development Studies

DP -Electrical Power Engineering

EG -CoET General Course

EN -Energy Engineering

ME -Engineering Materials

MG -Engineering Management and
Entrepreneurship

MT -Mathematics for non-majors

TE -Telecommunications Engineering

UC- University Compulsory Christian Ethics

UL- University Compulsory Language

UT- University Compulsory TaeKwonDo

Bachelor of Science in Computer Engineering and Information Technology

| | | Units | Semester |
|-------------------|---|-------|----------|
| First Year | | | |
| CS 171 | Introduction to Computers and Programming 1 | 3 | 1 |
| CL 101 | Advanced English for Engineers 1 | 2 | 1 |
| PD 101 | Computer-Aided Design I | 3 | 1 |
| MT 161 | Matrices and Basic Calculus for Non-Majors | 3 | 1 |
| DP 171 | Fundamentals of Electrical Engineering I | 2 | 1 |
| EG 110 | Workshop Training I | 3 | 1 |
| UA 101 | Chapel | 0 | 1 |
| UC 101 | Christian Ethics | 1 | 1 |
| UL 101 | Foreign Language (Korean) | 1 | 1 |
| UT 101 | Taekwondo | 1 | 1 |
| DS 101 | Development Perspectives I | 2 | 1 |
| CL 111 | Communication Skills for Engineers | 2 | 2 |
| MT 171 | One Variable Calculus & Diff. Equation for Non-Majors | 3 | 2 |
| CS 172 | Introduction to Computers and Programming II | 3 | 2 |
| DP 172 | Fundamentals of Electrical Engineering II | 2 | 2 |
| EG 111 | Workshop Training II | 3 | 2 |
| TE 171 | Introduction to Electronics Engineering | 3 | 2 |
| UA 102 | Chapel | 0 | 2 |
| UC 102 | Christian Ethics | 1 | 2 |
| UL 102 | Foreign Language (Korean) | 1 | 2 |

| | | | |
|---|--|----|--------|
| UT 102 | Taekwondo | 1 | 2 |
| | | | |
| Total(Core) | | 40 | |
| | | | |
| Second Year | | | |
| PD 201 | Computer-Aided Design II | 3 | 1 |
| CS 241 | Computer Networking I | 3 | 1 |
| CS 251 | Introduction to Computer Engineering I | 2 | 1 |
| CS 291 | Micro Computer Systems I | 3 | 1 |
| DP 271 | Electrical Network Analysis I | 3 | 1 |
| DP 273 | Engineering Electromagnetics I | 2 | 1 |
| TE 241 | Electronic Circuits for Engineers | 3 | 1 |
| UA 201 | Chapel | 0 | 1 |
| UL 201 | Foreign Language (Korean) | 1 | 1 |
| UT 201 | Taekwondo | 1 | 1 |
| CS 292 | Micro Computer Systems II | 3 | 2 |
| CS 252 | Introduction to Computer Engineering II | 3 | 2 |
| CS 253 | Computer Programming for Engineers II | 2 | 2 |
| DP 272 | Electrical Network Analysis II | 3 | 2 |
| DP 274 | Engineering Electromagnetics II | 2 | 2 |
| TE 242 | Digital Electronics for Engineers I | 2 | 2 |
| UA 202 | Chapel | 0 | 2 |
| UL 202 | Foreign Language (Korean) | 1 | 2 |
| UT 202 | Taekwondo | 1 | 2 |
| MT 261 | Several Variable Calculus for Non-Majors | 3 | 1 or 2 |
| MT 272 | Discrete mathematics | 3 | 1 or 2 |
| | | | |
| Among MT 261, MT 272, at least 1 subject must be selected. | | | |
| | | | |
| Total(Core) | | 44 | |
| | | | |
| Third Year | | | |
| | | | |

| | | | |
|--------------------|---|----|---|
| CS 321 | Control Systems Engineering I | 3 | 1 |
| CS 331 | Software Engineering I | 2 | 1 |
| CS 341 | Computer Networking II | 2 | 1 |
| CS 351 | Computer Engineering I | 3 | 1 |
| CS 391 | Measurement & Instrumentation Engineering I | 3 | 1 |
| CS 333 | Computer Hardware | 2 | 1 |
| UA 301 | Chapel | 0 | 1 |
| | Electives (minimum) | 3 | 1 |
| CS 322 | Control Systems Engineering II | 3 | 2 |
| CS 332 | Software Engineering II | 2 | 2 |
| CS 352 | Computer Engineering II | 3 | 2 |
| CS 392 | Measurement & Instrumentation Engineering II | 3 | 2 |
| TE 342 | Digital Electronics for Engineers II | 3 | 2 |
| UA 302 | Chapel | 0 | 2 |
| | Electives (minimum) | 2 | 2 |
| | <i>*Electives (Minimum 5.0 Units)</i> | | |
| CS 393 | *Micro Computer Systems III | 3 | 1 |
| DP 313 | *Power Electronics I | 2 | 1 |
| DP 314 | *Power Electronics II | 2 | 2 |
| DP 331 | *Electrical Power Plants | 2 | 1 |
| DP 333 | *Introduction to Power Engineering I | 2 | 1 |
| DP 334 | *Introduction to Power Engineering II | 2 | 2 |
| TE 311 | *Analogue Telecommunications I | 3 | 1 |
| TE 312 | *Digital Telecommunications I | 3 | 2 |
| | <i>Any approved course modules at UAUT (6.0 units</i> | | |
| | <i>maximum from outside CoET per programme)</i> | | |
| | | | |
| Total (Core) | | 34 | |
| | | | |
| Fourth Year | | | |
| | | | |
| CS 431 | Software Engineering III | 2 | 1 |
| CS 434 | Operating Systems | 2 | 1 |
| CS 461 | Data Base Systems | 3 | 1 |
| CS 451 | Computer Engineering III | 3 | 1 |

| | | | |
|--------|---|----|---|
| CS 498 | Project I | 2 | 1 |
| DP 471 | Electrical Safety & Maintenance | 2 | 1 |
| CS 441 | Computer Networking & Parallel Computing I | 2 | 1 |
| UA 401 | Chapel | 0 | 1 |
| | Electives (minimum) | 4 | 1 |
| CS 432 | Software Testing and Software Management | 2 | 2 |
| CS 442 | Computer Networking & Parallel Computing II | 2 | 2 |
| CS 453 | Computer Security | 3 | 2 |
| TE 442 | Digital Electronics for Engineers III | 3 | 2 |
| CS 499 | Final Project II | 4 | 2 |
| UA 402 | Chapel | 0 | 2 |
| | Electives (minimum) | 2 | 2 |
| | <i>*Electives (Minimum 6.0 Units)</i> | | |
| Total | | 36 | |
| | | | |
| MG 445 | *Entrepreneurship for Engineers | 3 | 2 |
| CS 421 | *Control Systems Engineering III | 2 | 1 |
| CS 480 | *Selected Topics in Computer Engineering & IT | 3 | 1 |
| DP 421 | *Electrical Insulating Materials | 1 | 1 |
| MG 44 | *Engineering Economics | 2 | 1 |
| MG 441 | *Human Resources Management | 2 | 1 |
| TE 471 | *Introduction to VLSI | 3 | 2 |
| | <i>Any Approved Course Modules at UAUT (6.0 Units</i> | | |
| | <i>maximum from outside CoET per programme)</i> | | |

7.2 College of Business Administration

7.2.1 Introduction

The college started in 2012 to offer courses in business and management. It had three operational specializations, i.e.: Human Resources Management, Accounting & Finance and Marketing. Programmes currently offered by the college include Bachelor of Business Administration, (BBA) in Human Resources Management, Accounting & Finance and Marketing. It works in close collaboration with the University of Dar es salaam. The college runs a consultancy bureau known as Management and Development Consultancy Bureau and has facilities for decisions support services and internet.

7.2.1.1 Justification for the Programmes offered at CoBA

A number of developments, both at the local and international level point to a need to review the undergraduate curricula so that it is in line with current and future needs of stakeholders in university education as well as the changing environment.

There have also been changes in the business environment and labor market that have bearing not only on the structure; but also on the content of specializations and curricula of the courses offered by the College. These include:

- Changing users and usage of university graduates which calls for a shift from preparing students for employment in government institutions to programmes with emphasis on the need to provide education that prepare graduates for the varied careers in the private sector as well as engaging in self-employment.
- Coping with global changes and trends in University Education.
- Positioning the College as a catalyst of private sector growth.

7.2.1.2 Objectives of the Programmes

The primary objective is to address, as much as possible, the deficiencies, concerns and suggestions identified above. The programme involves improving and introducing new specialization options. This will make the specializations and courses more consistent with the needs, characteristics and realities of its stakeholders and the present environment. Specifically, the programme seeks to achieve the following objectives:

- (1) To enhance the programmes' relevance to a liberalized, competitive and more diversified economy,
- (2) To enhance the competitiveness of the programmes relative to those offered by other national and training international institutions,
- (3) To improve students interest, effectiveness and efficiency in business entrepreneurship and hence make them job creators, rather than just job seekers,
- (4) To ensure that both academic and practical aspects get adequate attention,
- (5) To increase the level of satisfaction with the programme among employers, sponsors and students,
- (6) To address weaknesses identified, internally, in the current specialization and courses. Such weaknesses include but not limited to offering 12 units of Microeconomics and no single unit of macroeconomics,

- (7) To adopt names that are consistent with the contents and concentration of the specializations and courses, and
- (8) To take into considerations revised guidelines on modularization of degree programme.

7.2.2 List of Academic Programmes

CoBA offers a degree programme at undergraduate level.

This is:

A full time Bachelor of Business Administration (BBA) degree, with specialization in Human Resources Management, Accounting & Finance and Marketing

The college in collaboration with other Korean universities will offer extensive student exchange programmes and Practical Training in Korean companies in Korea.

The college has become responsive to demands and needs from both public and private sector and offers tailor made programmes suitable to specific market. This corresponds to the promotion of entrepreneurial attitudes inside the College and the transformation of CoBA into an entrepreneurial college.

7.2.3 CoBA Staff List

Office of the Principal

Professor and Principal

Kyung IL Ghymn, BA (Kyung Hee University, Korea) MBA (Hawaii University, USA), PhD (University of Pittsburgh, USA)

Department of Business Administration

Lecturer and Head

Philip Masamba, BBA (Tumaini University, Iringa), MBA (Botswana), PhD (CMJ University, INDIA)

Assistant Lecturers

Lilian H. Ramadgani, BBA-HRM (University of Iringa), MBA-HRM (University of Iringa)

Carolyn Y. Ngowi. BA (Tanzania Institute of Accountancy), MA (University of Leeds, UK)

David J. Kiwia, BAF (Mzumbe University, Morogoro), MFA (UDSM)

Geraldina Kimyaro, BSc (Mzumbe University, Morogoro), MSc (University of Bradford, UK)

7.2.4 Department of Business Administration

7.2.4.1 Courses Offered by the Department

The B.BA will continue to be offered as a three-year degree programme. An academic year will comprise two semesters made of 15 weeks each. The programme will lead to the following degree programme: Bachelor of Business Administration in Human Resources Management, Accounting & Finance and Marketing.

Explanatory Notes on the Coding of Courses the code consists of five characters. The first two identify the academic unit that hosts the course (department, institute, or College if it is a CoBA-wide course). The third digit identifies the level of the course, the fourth identifies the specific section of the academic unit offering the course and fifth identifies the different courses within the academic unit. The codes of academic units' areas follow:

AC *** courses are offered by Accounting specialization

FN *** courses are offered by Finance specialization

MK *** courses are offered by Marketing specialization

GM *** courses are offered by General Management specialization (they are general and cross cutting in nature)

HR *** courses are offered by General Management specialization (they are human resources based courses)

IM *** courses are offered by General Management specialization (they are information systems and/or management science courses)

UA - Chapel

UC - University Compulsory Christian Ethics

UE - University Compulsory Social Ethics and Responsibility

UL - University Compulsory Language

UT - University Compulsory Taekwondo

| Bachelor of Business Administration | | | | |
|--|--------------------------------------|--------------|-------------|-----------------|
| Code | Course Title | Units | Year | Semester |
| | FIRST YEAR | | | |
| | First Semester | | | |
| DS101 | Development Perspectives I | 3 | 1 | 1 |
| FN100 | Principles of Microeconomic Analysis | 3 | 1 | 1 |

| | | | | |
|--|--|-----------|---|---|
| IM101 | Business Mathematics | 3 | 1 | 1 |
| GM100 | Principles and Practice of Management | 3 | 1 | 1 |
| AC100 | Principles of Accounting I | 3 | 1 | 1 |
| MK100 | Marketing Principles | 3 | 1 | 1 |
| UA 101 | Chapel | 0 | 1 | 1 |
| UC 101 | Christian Ethics | 1 | 1 | 1 |
| UL 111 | Korean Language | 1 | 1 | 1 |
| UL 121 | Chinese language | 1 | 1 | 1 |
| UL 131 | French language | 1 | 1 | 1 |
| UT101 | Taekwondo | 1 | 1 | 1 |
| | Total for First Semester | 21 | | |
| | | | | |
| | Second Semester | | | |
| IM102 | Business Statistics | 3 | 1 | 2 |
| FN101 | Principles of Macroeconomics Analysis | 3 | 1 | 2 |
| AC101 | Principles of Accounting II | 3 | 1 | 2 |
| MK101 | Principles of Marketing | 3 | 1 | 2 |
| DS102 | Development Perspectives II | 3 | 1 | 2 |
| CL108 | Business Communication | 3 | 1 | 2 |
| UA 102 | Chapel | 0 | 1 | 2 |
| UC 102 | Christian Ethics | 1 | 1 | 2 |
| UL 112 | Korean Language | 1 | 1 | 2 |
| UL 122 | Chinese language | 1 | 1 | 2 |
| UL 112 | French language | 1 | 1 | 2 |
| UT102 | Taekwondo | 1 | 1 | 2 |
| | Total for Second Semester | 21 | | |
| | Total for First Year | 42 | | |
| Bachelor of Business Administration in Human Resources Management | | | | |
| | SECOND YEAR | | | |
| | First Semester | | | |
| AC200 | Management Accounting I | 3 | 2 | 1 |
| IM200 | Quantitative Methods for Business Decisions | 3 | 2 | 1 |
| FN200 | Principles of Finance | 3 | 2 | 1 |
| HR201 | Principles and Practices of Human Resources Management | 3 | 2 | 1 |
| HR200 | Organization Behavior | 3 | 2 | 1 |
| HR203 | Human Resource Planning and Development | 3 | 2 | 1 |
| UA 201 | Chapel | 0 | 2 | 1 |
| UL 211 | Korean Language | 1 | 2 | 1 |
| UL 221 | Chinese language | 1 | 2 | 1 |
| UL 231 | French language | 1 | 2 | 1 |
| UT201 | Taekwondo | 1 | 2 | 1 |

| | | | | |
|--------|--|-----------|---|---|
| | Total for First Semester | 20 | | |
| | | | | |
| | Second Semester | | | |
| AC203 | Management Accounting II | 3 | 2 | 2 |
| IM201 | Business Research Methods | 3 | 2 | 2 |
| HR202 | Industrial Relations | 3 | 2 | 2 |
| HR204 | Compensation Management | 3 | 2 | 2 |
| UA 202 | Chapel | 0 | 2 | 2 |
| UE 200 | Social Ethics and Responsibility | 3 | 2 | 2 |
| UL 212 | Korean Language | 1 | 2 | 2 |
| UL 222 | Chinese language | 1 | 2 | 2 |
| UL 212 | French language | 1 | 2 | 2 |
| UT202 | Taekwondo | 1 | 2 | 2 |
| | Elective | 3 | 2 | 2 |
| | Total for Second Semester | 20 | | |
| | Elective | | | |
| MK303 | Distribution and Logistics Management | 3 | 2 | 2 |
| MK202 | Sales Management | 3 | 2 | 2 |
| | | | | |
| | Practical Training | 6 | | |
| | Total for Second Year | 46 | | |
| | | | | |
| | THIRD YEAR | | | |
| | First Semester | | | |
| GM300 | Strategic Management | 3 | 3 | 1 |
| HR300 | Human Resources Management Economics | 3 | 3 | 1 |
| HR301 | Labour Law | 3 | 3 | 1 |
| HR302 | Organization Development | 3 | 3 | 1 |
| HR303 | Organizational theory and design | 3 | 3 | 1 |
| UA 301 | Chapel | 0 | 3 | 1 |
| | Elective | 3 | 3 | 1 |
| | Total for First Semester | 18 | | |
| | Elective | | | |
| HR305 | Total Quality Management | 3 | 3 | 1 |
| GM301 | Project Management | 3 | 3 | 1 |
| FN202 | Introduction to Financial Services | 3 | 2 | 1 |
| MK308 | Business Planning | 3 | 3 | 1 |
| | | | | |
| | Second Semester | | | |
| MK301 | Entrepreneurship | 3 | 3 | 2 |
| HR307 | Occupational Health and Safety | 3 | 3 | 2 |
| HR308 | International Human Resources Management | 3 | 3 | 2 |

| | | | | |
|---|---|------------|---|---|
| HR304 | Leadership and Supervisory Skills | 3 | 3 | 2 |
| HR310 | Strategic Human Resources Management | 3 | 3 | 2 |
| UA 302 | Chapel | 0 | 3 | 2 |
| | Elective | 3 | 3 | 2 |
| | Total for Second Semester | 18 | | |
| | Elective | | | |
| MK304 | Management Consulting Skills | 3 | 3 | 2 |
| MK204 | International Marketing | 3 | 2 | 2 |
| HR313 | Applied research in human resource management | 3 | 3 | 2 |
| | Total for Third Year | 36 | | |
| | Total for Degree | 118 | | |
| Bachelor of Business Administration in Marketing | | | | |
| SECOND YEAR | | | | |
| First Semester | | | | |
| AC200 | Management Accounting I | 3 | 2 | 1 |
| IM200 | Quantitative Methods for Business Decisions | 3 | 2 | 1 |
| FN200 | Principles of Finance | 3 | 2 | 1 |
| MK200 | Consumer Behaviour | 3 | 2 | 1 |
| MK201 | Strategic Marketing | 3 | 2 | 1 |
| UA 201 | Chapel | 0 | 2 | 1 |
| UL 211 | Korean Language | 1 | 2 | 1 |
| UL 221 | Chinese language | 1 | 2 | 1 |
| UL 231 | French language | 1 | 2 | 1 |
| UT201 | Taekwondo | 1 | 2 | 1 |
| | Elective | 3 | 2 | 1 |
| | Total for First Semester | 20 | | |
| | 1 Elective | | | |
| FN204 | Money and Capital markets | 3 | 2 | 1 |
| MK205 | Agricultural Marketing | 3 | 2 | 1 |
| Second Semester | | | | |
| AC203 | Management Accounting II | 3 | 2 | 2 |
| IM201 | Business Research Methods | 3 | 2 | 2 |
| UE200 | Social Ethics and Responsibility | 3 | 2 | 2 |
| MK203 | Marketing Research | 3 | 2 | 2 |
| MK204 | Product Development and Brand Management | 3 | 2 | 2 |
| UA 202 | Chapel | 0 | 2 | 2 |
| UL 212 | Korean Language | 1 | 2 | 2 |
| UL 222 | Chinese language | 1 | 2 | 2 |
| UL 212 | French language | 1 | 2 | 2 |
| UT202 | Taekwondo | 1 | 2 | 2 |

| | | | | |
|--------|---|-----------|---|---|
| | Elective | 3 | 2 | 2 |
| | Total for Second Semester | 20 | | |
| | 1 Elective | | | |
| MK202 | Sales Management | 3 | 2 | 2 |
| FN207 | Personal Finance | 3 | 2 | 2 |
| FN206 | Leasing Management | 3 | 2 | 2 |
| | Practical Training | 6 | | |
| | Total for Second Year | 46 | | |
| | THIRD YEAR | | | |
| | First Semester | | | |
| GM300 | Strategic Management | 3 | 3 | 1 |
| HR201 | Principles and Practices Human Resources Management | 3 | 3 | 1 |
| MK302 | Distribution & Logistics(Channel) Management | 3 | 3 | 1 |
| MK307 | Pricing Policy/Decisions | 3 | 3 | 1 |
| MK300 | Marketing Communication | 3 | 2 | 1 |
| UA 301 | Chapel | 0 | 2 | 1 |
| | Elective | 3 | 2 | 1 |
| | Total for First Semester | 18 | | |
| | 1 Elective | | | |
| MK305 | Publicity and Public Relations | 3 | 3 | 1 |
| MK314 | Industrial Marketing | 3 | 3 | 1 |
| IM301 | Management Information System | 3 | 3 | 1 |
| MK313 | Marketing Events and Trends | 3 | 3 | 1 |
| | Second Semester | | | |
| MK301 | Entrepreneurship | 3 | 3 | 2 |
| MK311 | International Marketing | 3 | 3 | 2 |
| MK303 | e-Marketing /Social Marketing | 3 | 3 | 2 |
| MK312 | Promotion/Advertising | 3 | 3 | 2 |
| MK310 | Customer Relationship Marketing | 3 | 3 | 2 |
| UA 302 | Chapel | 0 | 1 | 2 |
| | Elective | 3 | 2 | 2 |
| | Total for Second Semester | 18 | | |
| | 1 Elective | | | |
| MK308 | Business Planning | 3 | 3 | 2 |

| | | | | |
|--|---|--------------|-------------|-----------------|
| MK304 | Management Consulting Skills | 3 | 3 | 2 |
| | | | | |
| | Total for second Year | 36 | | |
| | Total For Degree | 124 | | |
| Bachelor of Business Administration in Accounting | | | | |
| SECOND YEAR | | | | |
| First semester | | | | |
| Code | Course Title | Units | Year | Semester |
| AC200 | Management Accounting I | 3 | 2 | 1 |
| IM200 | Quantitative Methods for Business Decisions | 3 | 2 | 1 |
| FN201 | Financial Management | 3 | 2 | 1 |
| AC201 | Intermediate Accounting | 3 | 2 | 1 |
| FN202 | Business Law | 3 | 2 | 1 |
| AC202 | Computerized Accounting Applications | 3 | 2 | 1 |
| UA 201 | Chapel | 0 | 2 | 1 |
| UL 211 | Korean Language | 1 | 2 | 1 |
| UL 221 | Chinese language | 1 | 2 | 1 |
| UL 231 | French language | 1 | 2 | 1 |
| UT201 | Taekwondo | 1 | 2 | 1 |
| | | | | |
| | Total for First Semester | 20 | 2 | 1 |
| | | | | |
| | 1 Electives | | | |
| HR200 | Organization Behavior | 3 | 2 | 1 |
| FN200 | Principles of Finance | 3 | 2 | 1 |
| | | | | |
| Second Semester | | | | |
| AC203 | Management Accounting II | 3 | 2 | 2 |
| IM201 | Business Research Methods | 3 | 2 | 2 |
| AC206 | Public Sector Accounting & Reporting | 3 | 2 | 2 |
| AC204 | Taxation Theory and Practice | 3 | 2 | 2 |
| AC205 | Introduction to Auditing and Assurance Services | 3 | 2 | 2 |
| UA 202 | Chapel | 0 | 2 | 2 |
| UL 212 | Korean Language | 1 | 2 | 2 |
| UL 222 | Chinese language | 1 | 2 | 2 |
| UL 212 | French language | 1 | 2 | 2 |
| UT202 | Taekwondo | 1 | 2 | 2 |
| | | | | |
| | 1 Elective | 3 | | |
| | Electives | | | |

| | | | | |
|-------------|--|--------------|-------------|-----------------|
| UE200 | Social Ethics and Responsibility | 3 | 2 | 2 |
| FN202 | Introduction to Financial Services | 3 | 2 | 2 |
| | Total for Second Semester | 20 | | |
| | Practical Training | 6 | | |
| | | | | |
| | Total for Second Year | 46 | | |
| | | | | |
| | THIRD YEAR | | | |
| | First Semester | | | |
| Code | | Units | Year | Semester |
| GM300 | Strategic Management | 3 | 3 | 1 |
| AC305 | Advanced Taxation | 3 | 3 | 1 |
| AC300 | Advanced Financial Accounting | 3 | 3 | 1 |
| AC302 | International Business Accounting – Standards/IFRS | 3 | 3 | 1 |
| AC303 | Advanced Cost and Management Accounting | 3 | 3 | 1 |
| UA 301 | Chapel | 0 | 3 | 1 |
| | Elective | 3 | 3 | 1 |
| | Total First Semester Units | 18 | | |
| | | | | |
| | Electives | | | |
| AC301 | Corporate Governance and Social Responsibility | 3 | 3 | 1 |
| MK308 | Business Planning | 3 | 3 | 1 |
| FN308 | International Business Finance | 3 | 3 | 1 |
| | | | | |
| | Second Semester | | | |
| MK301 | Entrepreneurship | 3 | 3 | 2 |
| AC307 | Public Sector Auditing and Investigation | 3 | 3 | 2 |
| GM301 | Financial Decision Making | 3 | 3 | 2 |
| MK304 | Management Consulting Skills | 3 | 3 | 2 |
| AC302 | Advanced Auditing and Assurance Services | 3 | 3 | 2 |
| UA 302 | Chapel | 0 | 3 | 2 |
| | | | | |
| | 1 elective | 3 | 3 | 2 |
| | Electives | | | |
| AC306 | Forensic Accounting and Fraud Investigations | 3 | 2 | 2 |
| AC307 | Public Sector Auditing and Investigations | 3 | 3 | 2 |
| | Total for Second Semester | 18 | | |
| | Total for Third Year | 36 | | |
| | Total B.BA (Accounting) degree | 124 | | |

Note: Optional courses to be chosen from the Faculty's approved list of electives subjects