THE UNITED AFRICAN UNIVERSITY

OF TANZANIA

PROSPECTUS FOR
THE ACADEMIC YEAR 2021/22

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(2) LIST OF ABBREVIATIONS

UAUT:	United African University of Tanzania
VC:	Vice-Chancellor
DVC (ARC):	Deputy Vice-Chancellor Academic, Research and Consultancy
DVC (AF):	Deputy Vice-Chancellor Administration & Finance
HOD:	Head of Department
P-CMC:	P-Consultant Medical Clinic
TCU:	Tanzania Commission for Universities
CoET:	College of Computer Technology
CoBA:	College of Business Administration
UE:	University Examination
EU:	Examination Unit
ID:	Identity Card
NACTE:	National Council for Technical Education
ACSEE:	Advanced Certificate of Secondary Education Examination

CSEE:	Certificate of Secondary Education Examination
MNH:	Muhimbili National Hospital

(3) THE VICE-CHANCELLOR'S NOTE

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

Prospective students must strongly understand the pressure for change and therefore become visionaries with the purpose of making UAUT a first class research university. At the same time, we will strive to attain the country's objectives of VISION 2025 and beyond, with the strategies and efforts to industrialize Tanzania through a knowledge-based economy.

It is our sincere hope to produce the necessary critical mass of a skilled and educated society, without which our country cannot ensure a genuine and sustainable development.

The efforts of UAUT will work in unison with the decision of the Fifth Phase Government towards 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 of 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 a premier international reputation for academic excellence, wisdom, leadership, and applied action 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 STUDENTS' LIFE AT UAUT

2.1 Academic Calendar (ALMANAC) for the Academic Year 2021/22

2020/21 SEMESTER 1 BEGINS

Oct / Nov 2021/22 Semester 1 Activities		
WEEK No.	DATE	ACTIVITIES
0	12th – 13th Oct 2021	Academic & All staff training
0	**14th Oct 2021**	**Nyerere Day Public Holiday**
0	Monday 18th 2021	First Year Students Registration
0	Wednesday 20th Oct 2021	JOINT ACADEMIC & MANAGEMENT Committee Meeting
0	18th – 19th Oct	Induction days for 1st Year Students
0	Thursday 21st Oct 2021	ALL ACADEMIC STAFF MEETING
0	Monday 25th - Oct 2021	Beginning of 2021/22 Academic Year
1	25th – 29th Oct 2021	Teaching Week 1
-	1st Nov – 14th Nov 2021	Transfer Window by Students & HLIs
2	1st – 5th Nov 2021	Teaching Week 2

3	8th - 12th Nov 2021	Teaching Week 3
-	Thursday 11th Nov 2021	**COUNCIL MEETING 1**
4	15th – 19th Nov 2021	Teaching Week 4
5	22nd – 26th Nov 2021	Teaching Week 5
-	30th November 2021	Deadline for Submission of Transfers

December 2021 Activities

WEEK No	DATE	ACTIVITIES
6	29th – 3rd Dec 2021	Teaching Week 6
-	9th December 2021	Independence Day
7	6th – 10th December 2021	Teaching Week 7
-	16th December 2021	Receive Feedback on Approved transfers from TCU
8	13th – 17th Dec 2021	Teaching Week 8
0	Thursday 16th Dec 2021	ALL ACADEMIC STAFF MEETING
9	20th – 23rd Dec 2021	Teaching Week 9
	24th December 2021	Christmas Eve
	25th December 2021	Christmas
	24th - 31st December 2021	Christmas Holiday

January 2022 – Semester 1 Activities

WEEK No.	DATE	ACTIVITIES
-	**Mon 3th Jan 2022**	**MANAGEMENT MEETING**
9	3rd – 7th Jan 2022	Teaching Week 9_2
10	10th – 14th Jan 2022	Teaching Week 10
10	10th – 14th Jan 2022	UAUT Lecturer Assessment Week
-	**12th January 2022**	**Zanzibar Mapinduzi (Revolution) Day**
11	17th – 21st Jan 2022	Teaching Week 11

0	17th – 21st Jan 2022	1st semester UE drafts submission to HoDs
12	24th – 28th Jan 2022	Teaching Week 12
0	24th Jan – 4th Feb 2022	Moderation of the 1st semester UE drafts.
-	31st January 2021	Deadline for submission of enrolment data for2021/21 Academic Year to TCU by UAUT

February 2022 - semester Activities

WEEK No	DATE	ACTIVITIES
-	**Tue 1st FEB 2022**	**MANAGEMENT MEETING**
13	**31st Jan – 4th Feb 2022**	Teaching Week 13
14	**7th – 11th Feb 2022**	Teaching Week 14
15	**14th – 18th Feb 2022**	EXAMS PREPARATION WEEK 15
0	**14th – 18th Feb 2022**	1st semester UE numbers issuance
16	**21^{st -} 25th Feb 2022**	UE – EXAMINATION WEEK 16
17	**28th – 4th March 2022**	UE – EXAMINATION WEEK 17
-	**24th February 2022**	**COUNCIL MEETING 2**

MARCH 2021 - Semester 1 Activities

WEEK No.	DATE	ACTIVITIES
-	**Tue 1st March 2022**	**MANAGEMENT MEETING**
	FRIDAY 4TH MARCH	**End of 1st Semester University Examinations (UEs)**
0	**7th – 18th March**	**Marking of 1st semester UE scripts and submission of results to the HoDs**
	4TH MARCH – 13TH MARCH	**END OF SEMESTER 1 BREAK**

2021/22 SEMESTER 2 BEGINS

MAR/ APRIL – Semester 2 Activities

WEEK No.	DATE	ACTIVITIES
0	**14th MARCH 2022**	**Management Meeting**
1	**14^{14th} – 18th Mar 2022**	Teaching Week 1
2	**21st – 25th Mar 2022**	Teaching Week 2

0	21st – 25th Mar 2022	Moderation of the marked 1st semester UE and results (External Examiners and Departmental Meetings)
0	**Thursday 24th March 2021**	ALL ACADEMIC STAFF MEETING
3	**28th Mar – 1st April 2022**	Teaching Week 3
0	28th Mar – 1st April 2022	Academic Committee Meeting to provisionally approve 1st semester UE results
4	**4th – 8th April 2022**	Teaching Week 4
0	**4th – 8th April 2022**	Senate meeting to approve 1st semester UE results
0	**7th APRIL 2022**	**PUBLIC HOLIDAY – Karume Day**
5	**11th -14th April 2022**	Teaching Week 5
0	**15th April 2022**	**PUBLIC HOLIDAY – Good Friday**
0	**18th April 2022**	**PUBLIC HOLIDAY – Easter Monday**
6	**19th – 22nd 2022**	Teaching Week 6
7	**25th – 29th 2022**	Teaching Week 7
0	**26th APRIL 20202**	**PUBLIC HOLIDAY – Union (Muungano) Day**

MAY 2021: Semester 2 Activities

WEEK No	DATE	ACTIVITIES
0	1ST MAY 2022	**PUBLIC HOLIDAY – LABOUR DAY**
0	**Mon 3rd May 2021**	**MANAGEMENT MEETING**
8	2nd – 6th May 2022	Teaching Week 8
0	Likely 3 – 4th May	**PUBLIC HOLIDAY - Eid al-Fitr**
8	9th – 13th May 2022	Teaching Week 82
9	16th – 20th May 2022	Teaching Week 9
10	23rd – 27th May 2022	Teaching Week 10

JUNE 2022: Semester 2 Activities

WEEK No.	DATE	ACTIVITIES
0	**WED 1st June 2022**	**COUNCIL MEETING 3**

11	31st May – 3rd June 2022	Teaching Week 11
0	31st May – 3rd June 2022	**2nd semester UE drafts submission to HoDs**
12	6th – 10th June 2022	Teaching Week 12
0	6th – 17th June	**Moderation of the 2nd semester UE drafts.**
0	Thursday 9th June 2021	ALL ACADEMIC STAFF MEETING
13	13th – 17th June 2022	Teaching Week 13
14	20th -24th June 2022	Teaching Week 14
15	27th June – 1st July 2022	EXAMS PREPARATION WEEK 15
0	27th June – 1st July 2022	2nd semester UE numbers issuance

JULY 2021: Semester 2 Activities

WEEK No	DATES	ACTIVITIES
16	4th – 8th july 2022	UE – EXAMINATION WEEK 16
0	7TH JULY 2022	PUBLIC HOLIDAY – Saba Saba Day
17	11th – 15th July 2022	UE – EXAMINATION WEEK 17
0	Likely 10th -11th July	Eid al Adha
0	18th July – 19th September 2022	**8-WEEK INDUSTRIAL PRACTICAL TRAINING**
0	18th July – 29th July 2022	Marking of 2nd semester UE scripts and submission of results to the HoDs

August Semester 2 Activities

WEEK No	DATES	ACTIVITIES
0	1st -5th August 2022	Moderation of the marked 2nd semester UE and results (External Examiners and Departmental Meetings)
0	Mon, 8th August 2022	PUBLIC HOLIDAY - Nane Nane Day
0	8th – 12th August 2022	**Academic Committee Meeting to provisionally approve 2nd semester UE results**
0	15th – 20th August 2022	**SENATE Meeting to approve 2nd semester UE results**

SEPTEMBER Semester 2 Activities

WEEK No	DATES	ACTIVITIES
0	19th – 30th September 2022	Sitting supplementary/special examinations

OCTOBER Semester 2 Activities

WEEK No	DATES	ACTIVITIES
0	3rd – 7th October 2022	Marking of supplementary/special exams
-	10th – 15th October 2022	Academic Committee Meeting to provisionally approve supplementary/special examination results
0	18th – 22nd October 2022	**Senate meeting to approve supplementary/special exam results**
0	Tuesday 25th October 2022	**COUNCIL MEETING 4**

9th December 2021 is a Public Holiday: Independence Day

24th, 25th and 26th December 2021 are Public Holidays: Christmas Eve, Christmas Day & Boxing day, respectively. 1st January 2022 is a Public Holiday: New Year

12th January is a Public Holiday: Zanzibar Mapinduzi (Revolution) Day

END OF ACADEMIC YEAR 2021/22

2.2 Site Map of UAUT
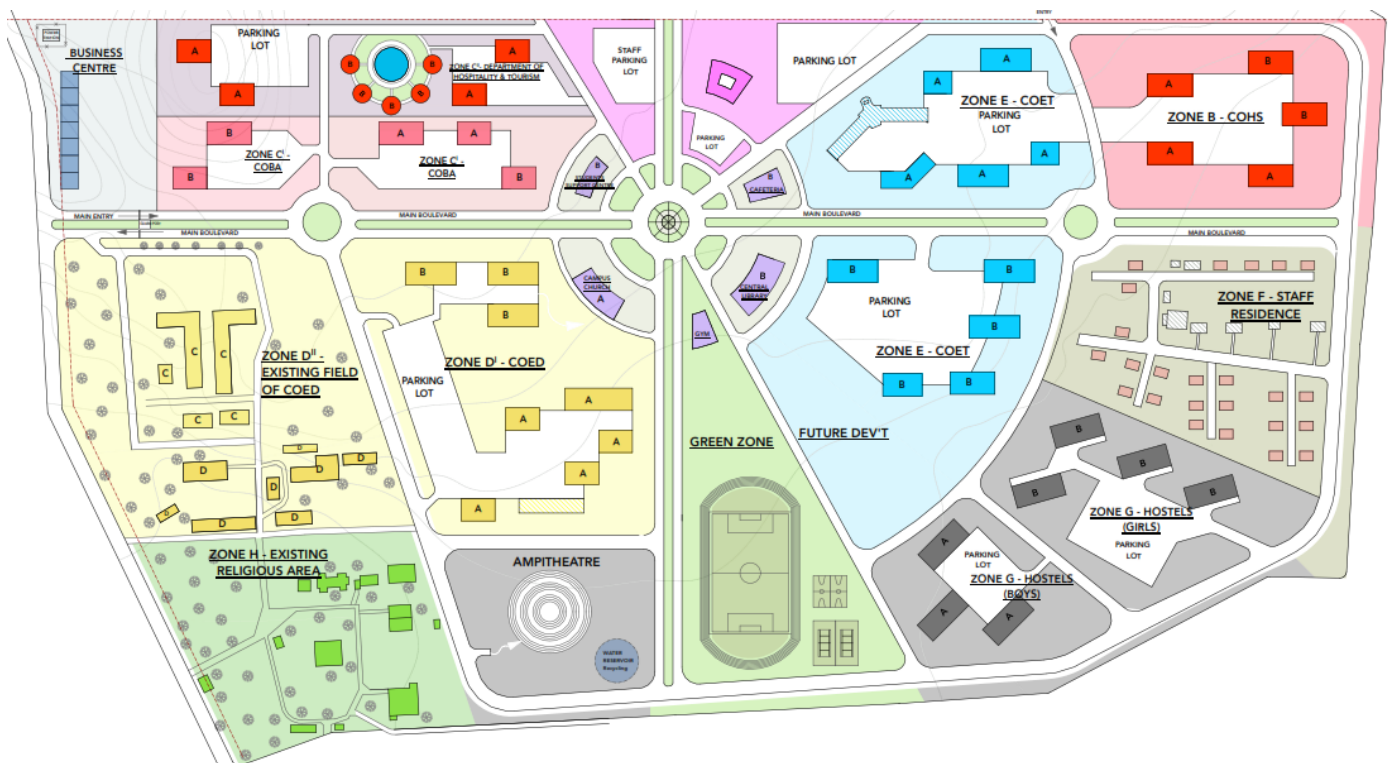
2.3 The Library

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	TIME
MON – FRI	08:00AM – 09:00PM
SAT	08:00 AM – 03:00PM
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 to educate themselves to the best of their knowledge and ability and to promote academic freedom as an inalienable right of the students.

(iv) To perform the duties and exercise all the powers conferred on UAUTSO.

(v) To deliberate on any matter that appears to affect the status of the organization.

(vi) To cooperate with other student organizations in Tanzania, Africa, and the 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. This is part of the curriculum and therefore attendance is mandatory for all students.

2.9 Counseling

All Students with personal problems, whether or not related to study, will have access to counseling and advice services through the University Chaplain's Office. We have three qualified chaplains on staff who are ready to assist or direct the students to other services. 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 Christian integrity. This means that decent dressing should be adhered to. Immoral and/or inappropriate clothing worn by the student shall be subject to disciplinary action.

The dress code is applicable to all students and is part of the University policy in order to provide and maintain high professional ethical standards, 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.

Examples of inappropriate clothing may include, but is not limited to,; 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 from the school library, attending school events, receiving discounts at local stores and movie theaters, and much more.

Any person entering UAUT MUST display 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

d) Security Officer and will be given a temporary ID card;

e) 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 Instruments 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."

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

a) We respect and give all honour and praise to the Almighty God in the context of our life together.

b) We shall do nothing to undermine the 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.

(5) **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 the body and soul through alcohol, tobacco, drugs, pornography or gambling.

(6) **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. Students are strongly encouraged to refrain from such activities while off campus acknowledging their responsibility not to bring disrepute to UAUT

2.16 Lock out and strike

Lockouts 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 P-CMC and Vijibweni Hospital. Health cases requiring specialist attention are referred to MNH or any other hospital where NHIF is acceptable.

3 SENIOR STAFF LIST

1) **Chancellor**

   Prof. Sung Keun Chang, PhD

2) **Vice-Chancellor**

   Prof. Ho Chan Hwang, PhD.

3) **Deputy Vice-Chancellor – (Academic, Research & Consultancy)**

   Prof. Gunwoong Bae. PhD

4) **Deputy Vice-Chancellor Administration & Finance**

   Prof. John I. Mwita, PhD

5) **Ag. Chaplain**

   Rev. Stanley Mndasha

6) **Principal of College of Engineering and Technology (CoET)**

   Prof. Dong Ho Bae, PhD

7) **Ag. Principal of College of Business Administration (CoBA)**

   Dr. Phillip Masamba, PhD

8) **Dean of Students**

   Jun Hong Park, MBA

9) **Corporate Counsel and Secretary to Council & Senate**

   Advocate Isaac Nassor Tasinga

10) **Director of Quality assurance**
    Dr. Nelsen A. Rahul, PhD

11) **Ag. Director of Library**
    Mr. Deogratius kidibule, MA

4 UNDERGRADUATE DEGREES PROGRAMMES OFFERED

4.1 General information

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 (ARC)

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, and
   (iii)Marketing Management

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 applications 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

(ii) (ACSEE) or equivalent, and;

(iii) 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.

(iv) 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.

(v)   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

(vi)   Recognition of Prior Learning (RPL) applicants

(vii) 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 readmitted 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 the 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 is 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 (ARC) 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 a written application to the DVC (ARC), 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 60 course credits and a maximum of 72 course credits 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 no 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 ¾ 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) Candidates whose work or progress is considered unsatisfactory may be required by the DVC (ARC) 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(ARC) 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 Exams Moderation

(i) Every University Examination shall be administered by 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.

(iii)   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

(iv)   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	E
Marks	70-100%	60-69%	50-59%	40-49%	35-39%	0-34%

(vi)   The above range of marks is a result of rounding of all decimals of the marks.

(vii) 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 the 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 officers 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 regulations 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 an 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 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.

c) 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) The Senate shall confirm the results of examinations for both Semesters at a time to be determined by the 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 (ARC).

(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 (ARC) in writing upon a payment of 50,000/= Tshs per examination paper, to the designated Bank account.

(iv)   The DVC (ARC) 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 (ARC) 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) The minimum overall GPA shall be calculated in accordance with the credit weighting of the individual courses.

(ii) 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 credits for the program.

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 program allowable maximum period of 2 years after the course completion; otherwise, the student will be discontinued from studies.

(iii) The maximum period of registration is five years for a program that normally takes three years, and six years for a four-year course.

(iv) To qualify for a degree award, the cumulative total minimum number of course credits shall be a multiple of the minimum number of course credits 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 360 credits.

b) For a four-year degree programme, it shall be 480 credits and

c) For a five-year degree programme, it shall be 600 credits. For the duration of each degree program.

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	E
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 credits 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 a 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 (ARC) 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

A: 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.

B: DURING THE EXAMINATION

(i)   At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination paper.

(ii)   At the end of the first half hour the total numbers present should be noted down.

(iii)   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.

(iv)   Invigilators should minimize announcements during the examination.

(v)   An invigilator shall not allow candidates to borrow or exchange items such as rulers, pens, pencils and calculators during the examination.

(vi)   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.

(vii)   No candidate should be permitted to leave his/her place during the examination except to leave the examination room.

(viii)   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.

(ix)   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.

(x)   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.

(xi)   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.

(xii)   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 (ARC). It is part of the invigilator's duty to move about the examination room as quietly as possible at frequent intervals.

(xiii)   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.

(xiv) Cases of illness during examination should be reported to the Examinations Officers as soon as possible for assistance.

C: AT THE END OF THE EXAMINATION

(i) 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.

(ii) 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.

(iii) 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 (ARC) shall prepare 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 (ARC) 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 are sold to recycling companies.

(x) (a) The Vice Chancellor on recommendation of the DVC (ARC) 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]

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

> I, Prof. XY Z 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

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.

6.1 Fees Structure for Tanzanian Students

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	1,500,000
Bachelor of Business Administration	1,200,000

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
Caution Money	50,000.00
NHIF	50,400.00
Students' Organization	10,000.00
Special faculty (COET, First year only)	85,000.00

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

6.2 Hostel Accommodation

Students will pay TZS. 100,000/= per semester for hostel accommodation. Additionally, a refundable Caution Money of TZS. 50,000/= 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 payments should be done to the Accounts office at the commencement of the semester.

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.

6.3.1 Practical Training/Field Research Courses

6.3.1.1   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	

6.3.1.2   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 in very special circumstances like death or sickness of a parent or near relative.

Permission to travel during the weekdays 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 as. **Students will sit for exams but the results will be hidden.**

CAMPUS COLLEGES

6.6 COLLEGE OF ENGINEERING AND TECHNOLOGY (CoET)

6.6.1 Introduction

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

6.6.1.1   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.

6.6.1.2 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;

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

6.6.2 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.

6.6.3 CoET Staff List

1) **Office of the Principal;**

   Principal; Prof. Dong Ho Bae, PhD (Nihon University, Japan)

2) **Department of Computer Engineering and Information Technology**

   Head of Department

Prof. Thierry S. Nouidui, BSc (Kiel University, Germany), MSc (Kiel University, Germany), PhD (University of Stuttgart, Germany)

3)   **Professors:**

    a. Prof. Gunwoong Bae, PhD (Texas A&M, USA),

    b. Prof. Dong Ho Bae, PhD (Nihon University, Japan), Prof. Keon Woo Kang (KAIST, South Korea)

4)   **Associate Professors**

    a. Prof. Thierry S. Nouidui, BSc (Kiel University, Germany), MSc (Kiel University, Germany), PhD (University of Stuttgart, Germany)

5)   **Lecturers**

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

    b. Dr. Buchanagandi Nyamajeje, BSc (East China University of Science & Technology), MSc (East China University of Science & Technology), PhD (East China University of Science & Technology)

6)   **Assistant Lecturers**

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

    b. Mr. Kikwembo Mlekwa, BSc (University of Constantine, Algeria), MSc (University of Batna, Algeria)

7)   **Tutorial Assistants**

    a. Ms. Ester Ntambala, BSc (United African University of Tanzania, Tanzania)

6.6.4 Department of Computer Engineering and Information Technology

6.6.4.1   Courses Offered by the Department

The department of CoET 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 industry.

After completing the second semester of the first year of study; First, Second and Third-year students are required to undergo practical training (PT1, PT2, PT3) in the field. PT will not have a university examination. Students will be assessed at the field station by Internal and External Examiners. Students will be required to submit PT reports after the PT sessions which will be marked by Internal Examiners. The

assessment of the PT reports will contribute to the final GPA. Each PT will have a weight of 8 Credits which are to be counted in the following year of study.

6.6.4.1.1   Explanatory Notes on the Coding of Courses

The course code consists of five characters. The first two identify the academic unit that hosts the course. The third digit identifies the level of the course, the fourth identifies the specific section of the academic unit offering the course and the fifth identifies the different courses within the academic unit. Examples of code of academic units are as follows:

BA	:- Business Administration
CL	:- Communication Skills
CS	:- Computer & Systems Engineering
DP	:- Electrical Power Engineering
DS	:- Development Studies
ES	:- Electrical Science
EG	:- Engineering (CoET) General Course
EE	: Electrical & Electronics Engineering
IS	:- Information Systems
IT	:- Information Technology
ME	:- Mechanical Engineering
IMG/IE	:- Engineering Management and Entrepreneurship
MT	:- Mathematics (for non-majors)
TE	:- Telecommunications Engineering
UC	:- University Christian Worldview and Ethics
UL	:- University Foreign Language
WT	:- Workshop Training

6.6.4.1.2   Bachelor of Science in Computer Engineering and Information Technology (2021/2022 INTAKE)

6.6.4.1.2.1   **FIRST YEAR**

Semester 1			
Course Code	Course name	Core or elective	Credits
EE111	Introduction to Electrical Circuits	Core	12
MT111	Engineering Mathematics I	Core	12
IT111	Introduction to Linux for Engineers	Core	8
CS111	Procedural Programming in C	Core	12
CL111	Communication Skills	Core	8
DS111	Development Perspectives I	Core	6
UL101	Foreign Language	Core	2
UC101	Christian Worldview and Ethics	Core	2

Summary of Required Courses for First Year and First Semester		
Cores	**Minimum Electives**	**Total [Credits]**
62	**0**	**62**

Semester 2

Course Code		Core or elective	Credits
MT121	Engineering Mathematics II	Core	12
EE121	Analog Electronics	Core	8
EE122	Digital Electronics	Core	8
EE123	Computer Aided Design and Drafting	Core	8
CS121	Java Programming	Core	12
EE124	Measurements and Instrumentation	Core	12
IT121	Introduction to Computer Networks	Core	12
DS121	Development Perspectives II	Core	6
UL102	Foreign Language	Optional	2
UC102	Christian Worldview and Ethics	Optional	2

i.

Summary of Required Courses for First Year and Second Semester		
Cores	**Minimum Electives**	**Total [Credits]**
78	**0**	**78**

6.6.4.1.2.2 **SECOND YEAR**

Semester 1

Course Code		Core or elective	Credits
CS211	Object-Oriented Analysis and Design	Core	8
CS212	Introduction to Python	Core	12
IT211	Computer Network Design and Administration	Core	12
CS213	Computer Organization and Architecture I	Core	12
IT212	Database Systems	Core	12
CS214	Micro Computer Systems I	Core	12
WT211	Workshop Training	Core	8
UL201	Foreign Language	Optional	2
Summary of Required Courses for Second Year and First Semester			

Cores	Minimum Electives	Total [Credits]
76	**0**	**76**

Semester 2			
Course Code		Core or elective	Credits
BA221	Project Management	Core	8
IT221	Network Switching and Routing	Core	12
CS221	Micro Computer Systems II	Core	12
CS222	Computer Organization and Architecture II		12
CS223	Object-Oriented Programming in Java	Core	12
EE221	Fundamentals of Signals and Systems	Core	8
MT221	Introduction to Probability & Statistics	Core	8
UL202	Foreign Language	Optional	2

Summary of Required Courses for Second Year and Second Semester		
Cores	Minimum Electives	Total [Credits]
72	**0**	**72**

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6.6.4.1.2.3   THIRD YEAR

Semester 1			
Course Code		Core or elective	Credits
CS311	Software Engineering	Core	12
EE311	Control Systems Engineering	Core	12
CS312	Fundamentals of Operating Systems	Core	12
BA311	Engineering Economics	Core	8
EE312	Analogue Telecommunications	Optional	12
IT311	Wireless Networks	Optional	12
CS313	Object-Oriented Programming in C++	Optional	12
CS314	Web Application Development	Optional	12
UL301	Foreign Language	Optional	2
Summary of Required Courses for Third Year and First Semester			

	Cores	Minimum Electives excluding UL subject	Total [Credits]
	44	24	68

Semester 2			
Course Code		Core or elective	Credits
CS321	Software Testing and Maintenance	*Core*	12
IT321	Computer Security	*Core*	12
CS322	Embedded Systems	Core	12
BA321	Principles of Marketing	*Core*	8
IT322	Advanced Database Systems	*Optional*	*12*
CS323	Mobile Application Development	*Optional*	*12*
EE321	Digital Communications	*Optional*	*12*
CS324	Graphical User Interface Programming in Java	*Optional*	*12*
UL302	Foreign Language	*Optional*	2

Summary of Required Courses for Third Year and Second Semester			
	Cores	Minimum Electives excluding UL subject	Total [Credits]
	44	24	68

6.6.4.1.2.4   **FOURTH YEAR & FINAL YEAR**

Semester 1			
Course Code		Core or elective	Credits
CS411	Final Year Project I	*Core*	8
EE411	Digital Signal Processing	*Core*	12
IT411	System Administration in Linux	Core	12
BA411	Entrepreneurship	*Core*	8
IT412	Internet Of Things	*Optional*	*12*
EE412	Optical Communication	*Optional*	*12*
CS412	Applied Data Mining	*Optional*	*12*
UL401	Foreign Language	*Optional*	2

Summary of Required Courses for Fourth Year and First Semester			

Cores	Minimum Electives excluding UL subject	Total [Credits]
40	**24**	**64**

Semester 2

Course Code		Core or elective	Credits
CS421	Final Year Project II	*Core*	16
BA421	Business Law	*Core*	8
SC421	Engineering Ethics and Code of Conduct	Core	12
CS422	Introduction to Machine Learning	*Optional*	*12*
EE421	Digital Image and Video Processing	*Optional*	*12*
IT421	Network Security	*Optional*	*12*
CS423	Compiler Technology	*Optional*	*12*
UL402	Foreign Language	*Optional*	2

Summary of Required Courses for Fourth Year and First Semester		

Cores	Minimum Electives excluding UL subject	Total [Credits]
36	**24**	**60**

6.6.4.1.3 Bachelor of Science in Computer Engineering and Information Technology (2020/2021 INTAKE - CONTINUING STUDENTS)

6.6.4.1.3.1 **FIRST YEAR**

CODE	COURSE TITLE	CREDIT	SEMESTER	CORE/ELECTIVE
CL 111	Communication Skills for Engineers	8	1	Core
ES 173	Introduction to Electrical Circuits	12	1	Core
DS 101	Development Perspectives I	8	1	Core
ES 171	Computer Aided Drafting and Design	8	1	Core
MT 161	Matrices and Basic Calculus for Non-Major	12	1	Core
TE 172	Workshop Training	8	1	Core
CS 174	Programming in C	12	1	Core
IS 158	Computer Hardware and System Maintenance	8	2	Core
MT 171	One Variable Calculus & Diff. Eq. for Non-Major	12	2	Core
IS 171	Introduction to Computer Networks	8	2	Core
ES 110	Analogue Electronics I	8	2	Core
ES 120	Digital Electronics I	8	2	Core
CS 175	Programming in Java	12	2	Core
CS 173	Business Computer Communication	8	2	Core
DS 102	Development Perspectives II	8	2	Core

6.6.4.1.3.2   **SECOND YEAR**

MT 261	Several Variable Calculus for Non-Majors	12	1	Core
ES 211	Analogue Electronics II	8	1	Core
CS 151	Computer Organization and Architecture I	12	1	Core
CS 211	Measurements & Instrumentation Engineering I	12	1	Core
IS 274	Object Oriented Analysis and Design	8	1	Core
CS 243	Computer Network Design and Administration	12	1	Core
ES 221	Digital Electronics II	8	2	Core
CS 252	Computer Organization and Architecture II	12	2	Core
CS 234	Object Oriented Programming in Java	12	2	Core
CS 212	Measurements and Instrumentation Engineering II	12	2	Core
TE 231	Fundamentals of Signals and Systems	8	2	Core

6.6.4.1.3.3   **THIRD YEAR**

CS 353	Micro Computer System I	12	1	Core
CS 334	Principle of Operating Systems	12	1	Core
CS 335	Software Engineering	12	1	Core
IS 264	Principle of Database Systems	12	1	Core
	Elective (minimum)	**1 2**	1	
CS 323	Control Systems Engineering	12	2	Core
CS 348	Network Switching and Routing	12	2	Core
CS 354	Micro Computer Systems II	8	2	Core
CS 356	Embedded Systems	8	2	Core
IS 365	Artificial Intelligence	8	2	Core
	Elective (minimum)	**8**	*2*	
Electives				
CS 336	Trends and Social-cultural implications of Information Technology	8	1	Optional
TE 380	Digital Signal Processing	12	1	Optional
TE 332	Principal of Digital Telecommunications	12	2	Optional
IS 238	Mobile Applications Development	12	2	Optional
TE 339	Telecommunication Switching and Transmission	8	2	Optional
IS 246	Principles of Computer Graphics	8	2	Optional

6.6.4.1.3.4   **FOURTH & FINAL YEAR**

CS 421	Modern Control Systems Engineering	8	1	Core
IS 371	Systems Administration in Linux	8	1	Core
CS 433	Software Quality Assurance and Testing	12	1	Core

CS 454	Computer Organization and Architecture III	12	1	Core
CS 498	Final Project I	8	1	Core
	Elective (minimum)	*12*	*1*	
SC 430	General Engineering Procedures and Ethics	12	2	Core
IE 445	Entrepreneurship for Engineers	12	2	Core
CS 441	Wide Area Networking	8	2	Core
TE 415	Optical Communication	8	2	Core
CS 499	Final Project II	16	2	Core
	Elective (minimum)	8	*2*	
Electives				
IE 443	Industrial Safety and Maintenance	8	1	Optional
IG 441	Human Resources Management	8	1	Optional
TE 414	Mobile Communication	8	1	Optional
IS 337	Mobile Computing	8	2	Optional
IS 345	Open Source and Open Innovations	8	2	Optional

6.6.4.2   Regulations on Practical Training in Industry (PT)

The College of Engineering and Technology runs a practical training programme in which students engage in practical activities related to their fields of study.

Normally these activities are held in various industries and institutions outside the University.

The PT programme seeks to:

a) expose students to the various research and/or production activities being carried out in different parts of the country;

b) enable students to apply their knowledge in practice;

c) ensure that, on leaving the University, graduates have acquired some appropriate work experience;

d) establish and maintain contact between prospective employers and the University in order to ensure that students are given the appropriate skills and knowledge for the jobs they are likely to be called upon to perform after graduation; and

e) enable prospective employers and employees to become acquainted with one another in a working environment.

The following regulations shall apply for Practical Training:

1) There shall be three PT sessions for the 4-year degree programme each of 8 weeks duration. The PT shall be conducted at the end of the first, second and third academic years of the 4year programme.

2) Each PT shall be treated as a course of the succeeding academic year.

3) Each PT shall be assessed and the grade obtained shall count towards the final degree award.

4) The total weight of the PTs will be determined as for any other course, based on the number of contact hours. Each PT will contribute 8 credits.

5) Practical Training reports will be handed in for assessment before the end of the second week of the first semester.

6) Internal assessment shall be completed before the end of the first semester.

7) A student who for good reasons could not complete the PT will be required to complete that particular part of the training within a certain period of time as specified by the Academic Committee/College Board.

8) A student who fails in a PT shall supplement the PT within a period specified by the Academic Committee/College Board. Otherwise, he will be considered to have absconded the PT, and shall be discontinued.

9) A student who could not complete PT for non-justifiable reasons, will be considered to have absconded the PT, and shall be discontinued.

10) Students who do not go to places allocated to them for PT without satisfactory reasons will be deemed to have absconded from their PT and will, as a result, be discontinued from their studies.

11) Students who go to the allocated PT places but refuse to follow the training programme will be deemed to have absconded and consequently shall be discontinued from studies.

PT assessment will be based on the following items:

- Employers Assessment on the Field 30%
- Supervisor's Assessment on the Field 20%
- Final Report including Logbook 50%

6.7 COLLEGE OF BUSINESS ADMINISTRATION (CoBA)

6.7.1 Philosophy of the programme

The college of Business Administration denoted as CoBA started in 2012 to offer courses in business and management. It offers a degree programme titled: Bachelor of Business Administration (BBA) with three specializations in Human Resources Management, Accounting & Finance and Marketing.

Generally, the BBA programme is professionally tailored to meet the growing demand for well trained and skilled middle and high-level managers who can be instrumental

in day to day operations of both public and private organizations and agencies to enable them achieve better results in the ever changing social, economic and political environment in the world. Similarly, the programme is designed to enable students to understand contemporary issues in business management and build students' capacity for effective practice in provision of quality services. In addition, the programme endeavors in instilling confidence, intellectual curiosity, creativity and innovativeness in dealing with business management challenges.

6.7.2 Objectives of the programme

The objectives of offering the Bachelor of Business Administration at the United African University of Tanzania are:

(i)   Develop individuals with appropriate expertise for business advancement in the related organizations.

(ii)   Develop individual with a broad knowledge and skills which are appropriate to a variety of organizations.

(iii)   Provide a basis for further studies, professional and research development in business administration.

(iv)   Prepare individuals who are creative and ethical in their practice.

(v)   Prepare individuals who are capable of coping with the global business dynamics.

(vi)   Prepare individuals who are committed to provide business services to the community.

(vii)   Enhance abilities to integrate and apply business management theories and practice for effective management and improve organizational performance.

6.7.3 CoBA Staff List

1) **Office of the Principal**

   Acting Principal

   Dr. Phillip Masamba, BBA (Tumaini University, Iringa), MBA (Botswana), PhD (CMJ University, India)

2) **Department of Business Administration**

   Head of Department

   Dr. Phillip Masamba, BBA (Tumaini University, Iringa), MBA (Botswana), PhD (CMJ University, India)

3) **Professors**
   a) Prof. John Mwita, DICT (ICS, Glasglow, UK), ADCA (Mzumbe, Tanzania), MBA (Mzumbe), PhD (University of Birmingham, UK)

4) **Lecturers**

a) Dr. Phillip Masamba, BBA (Tumaini University, Iringa), MBA (Botswana), PhD (CMJ University, India)

b) Dr. Nelsen A. Rahul, BA (Kenyatta University, Kenya), MPM (KCA, Kenya), MBA (University of Nairobi, Kenya), PhD (University of Colorado Denver, USA)

5) Assistant Lecturers

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

b) CPA David J. Kiwia, BAF (Mzumbe University, Morogoro), MFA-OG (University of Dar es Salaam UDSM), CPA (T).

c) Miss. Immaculate Ikonko BBA- Marketing (SAUT), MBA- Marketing (SAUT)

6.7.4 Department of Business Administration

6.7.4.1   Courses Offered by the Department

The BBA will continue to be offered as a three-year degree programme. An academic year will comprise two semesters made of 17 weeks each. The programme will lead to the following degree programme: Bachelor of Business Administration in Human Resources Management, Accounting & Finance and Marketing.

6.7.4.2   Assessment Criteria

The BBA programme offered by The United African University of Tanzania is a three -year programme. Students' assessment comprises continuous assessment in the form of tests, assignments, quizzes, reports, attendance and a final examination. The system of continuous assessment is uniform for all courses unless there is a specified reason related to the nature of the course.

S/No	Coursework component	Marks
1	2 Tests @10%	20%
2	Assignments, quizzes, Reports, etc	20%
	Sub-total CW Total	**40%**
3	Final University Examination (UE)	**60%**

6.7.4.3   Course Structure for BBA Programme

For all BBA students in regardless to their area of specialization:

6.7.4.3.1   FIRST YEAR

Semester 1				
Code	Course Title	Credit	Semester	Core/Option
MT111	Business Mathematics	10	1	Core
EC111	Micro Economics	10	1	Core

CL100	Business Communication Skills	10	1	Core
IT111	Computer Application 1	10	1	Core
DS111	Development Studies	10	1	Core
AC111	Principles of Accounting	10	1	Core
UA101	Chapel	0	1	Core
UC101	Christian World View	2	1	Core
UL101	Korean Language	1	1	Core
UT101	Taekwondo	1	1	Core

Semester 2				
Code	Course Title	Credit	Semester	Core/Option
LW121	Business Law	10	2	Core
MT122	Business Statistics	10	2	Core
EC122	Macro Economics	10	2	Core
IT121	Computer Application 2	10	2	Core
GM121	Management Principles and Practice	10	2	Core
AC122	Intermediate Accounting	10	2	Core
UA101	Chapel	0	1	Core
UC 101	Christian WorldView	2	1	Core
UL101	Korean Language	1	1	Core
UT101	Taekwondo	1	1	Core

6.7.4.3.2 SECOND YEAR

6.7.4.3.2.1 **BBA in Human Resource Management 2nd Year**

Semester 1				
Code	Course Title	Credit	Semester	Core/Option
MT213	Quantitative Methods	10	2	Core
HR210	Human Resource Management	10	2	Core
HR211	Organizational Behaviour	10	2	Core
IT213	Accounting Packages	10	2	Core
MK211	Entrepreneurship	10	2	Core
LW210	Administrative Law	10	2	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option
Semester 2				
Code	Course Title	Credit	Semester	Core/Option
GM222	Research Methodology and Consultancy Skills	10	2	Core
GM223	Field Work		2	

Code	Course Title		Credit	Semester	Core/Option
HR220	Strategic Management		10	2	Core
HR221	Performance Management		10	2	Core
HR222	Public Policy Making and Local Governance		10	2	Core
IT224	Management Information System		10	2	Core
UA101	Chapel		0	1	Core
UL101	Korean Language		1	1	Option
UT101	Taekwondo		1	1	Option

6.7.4.3.2.2   **BBA in Marketing Management 2nd Year**

Semester 1					
Code	**Course Title**		**Credit**	**Semester**	**Core/Option**
MT213	Quantitative Methods		10	2	Core
MK211	Entrepreneurship		10	2	Core
AC213	Cost Accounting		10	2	Core
MK212	Principles of Marketing		10	2	Core
FN211	Financial Management		10	2	Core
IT213	Accounting Packages		10	2	Core
UA101	Chapel		0	1	Core
UL101	Korean Language		1	1	Option
UT101	Taekwondo		1	1	Option
Semester 2					
Code	**Course Title**	**Credit**	**Semester**	**Core/Option**	
GM222	Research Methodology and Consultancy Skills	10	2	Core	
GM223	Field Work	10	2	Core	
IT224	Management Information System	10	2	Core	
FN221	Market Research	10	2	Core	
MK224	Promotion Management	10	2	Core	
MK225	Brand Management	10	2	Core	
UA101	Chapel	0	1	Core	
UL101	Korean Language	1	1	Option	
UT101	Taekwondo	1	1	Option	

6.7.4.3.2.3   **BBA in Accounting and Finance 2nd Year**

Semester 1					
Code	**Course Title**		**Credit**	**Semester**	**Core/Option**
MT213	Quantitative Methods		10	2	Core
MK211	Entrepreneurship		10	2	Core
AC213	Cost Accounting		10	2	Core
FN212	Public Finance		10	2	Core
FN211	Financial Management		10	2	Core
IT213	Accounting Packages		10	2	Core
UA101	Chapel		0	1	Core
UL101	Korean Language		1	1	Option
UT101	Taekwondo		1	1	Option
Semester 2					
Code	**Course Title**		**Credit**	**Semester**	**Core/Option**

GM222	Research Methodology and Consultancy Skills	10	2	Core
GM223	Field Work	20	2	Core
AC224	Government Accounting	10	2	Core
AC225	Taxation Law and Practice	10	2	Core
MK224	Econometrics	10	2	Elective
FN223	Financial Markets and Institutions	10	2	Core
IT224	Management Information System	10	2	Elective
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option

6.7.4.3.3 THIRD YEAR

6.7.4.3.3.1 **BBA in Human Resource Management 3rd Year**

Semester 1				
Code	**Course Title**	**Credit**	**Semester**	**Core/Option**
GM314	Business Ethics and Corporate Governance	10	2	Core
HR311	Bureaucracy and Development	10	2	Core
HR312	Administrative Skills	10	2	Core
LW310	Industrial Relation and Labour Law	10	2	Core
FN313	Business Policy and Planning	10	2	Core
IT315	Data Analysis Package	10	2	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option
Semester 2				
GM325	Research Project and Report	10	2	Core
CB321	Christian Business Ethics	10	2	Core
HR321	Organization Culture and Leadership	10	2	Core
HR320	Conflict Management and Negotiation	10	2	Core
FN325	Project Planning and Management	10	2	Core
MT321	Production and Operation Management	10	2	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option

6.7.4.3.3.2 **BBA in Marketing Management 3rd Year**

Semester 1				
Code	**Course Title**	**Credit**	**Semester**	**Core/Option**
GM314	Business Ethics and Corporate Governance	10	2	Core

IT315	Data Analysis Package	10	2	Core
MK311	Physical Distribution and Supply Chain Management	10	2	Core
MK312	Consumer Behaviour	10	2	Core
IT316	Electronic Commerce (e-Commerce)	10	2	Core
MK313	Services Marketing	10	2	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option
Semester 2				
Code	**Course Title**	**Credit**	**Semester**	**Core/Option**
GM325	Research Project and Report	10	2	Core
CB321	Christian Business Ethics	10	2	Core
MK324	International Marketing	10	2	Core
MK325	Strategic Marketing	10	2	Core
MK326	Selling and Sales Management	10	2	Core
MT321	Production and Operations Management	10	2	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option

6.7.4.3.3.3 **BBA in Accounting and Finance 3rd Year**

Semester 1				
Code	**Course Title**	**Credit**	**Semester**	**Core/Option**
GM314	Business Ethics and Corporate Governance	8	1	Core
IT315	Data Analysis Package	8	1	Core
FN314	Money and Banking	8	1	Core
FN315	International Finance	10	1	Core
AC316	Corporate Law and Accounting	10	1	Core
AC317	Financial Reporting 1	10	1	Core
FN316	Business Policy and Management	8	1	Core
EC314	Managerial Economics	8	1	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option
UT101	Taekwondo	1	1	Option
Semester 2				
Code	**Course Title**	**Credit**	**Semester**	**Core/Option**
GM325	Research Paper	10	2	Core
CB321	Christian Business Ethics	10	2	Core
AC328	Financial Reporting II	10	2	Core
AC329	Management Accounting	10	2	Core
FN327	Insurance and Risk Management	10	2	Core
AC340	Auditing and Assurance Services	10	2	Core
UA101	Chapel	0	1	Core
UL101	Korean Language	1	1	Option

UT101	Taekwondo	1	1	Option