



# THE OPEN UNIVERSITY OF TANZANIA



## UNDERGRADUATE PROSPECTUS

2025/2026

# UNDERGRADUATE PROSPECTUS 2025/2026

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## TABLE OF CONTENTS

<b>WELCOME TO THE OPEN UNIVERSITY OF TANZANIA .....</b>	<b>v</b>
<b>ABOUT THE OPEN UNIVERSITY OF TANZANIA .....</b>	<b>1</b>
Mission Statement .....	1
Vision Statement.....	1
Guiding Plan Theme .....	1
Core Norms and Values.....	1
<b>TEACHING AND LEARNING AT OUT.....</b>	<b>2</b>
<b>GENERAL ENTRY REQUIREMENTS.....</b>	<b>4</b>
<b>ADMISSION REGULATIONS.....</b>	<b>5</b>
<b>GENERAL FEE STRUCTURE FOR BACHELOR DEGREES .....</b>	<b>8</b>
<b>WELCOME TO FACULTY OF ARTS AND SOCIAL SCIENCES (FASS) .....</b>	<b>9</b>
Bachelor of Arts in Economics (BA Econ).....	11
Basic Mathematics and Statistics for Economists.....	11
Bachelor of Arts in English Language and Linguistics (BA ELL) .....	11
Bachelor of Arts in International Relations (BAIR) .....	13
Bachelor of Arts in Journalism (BAJ) .....	14
Bachelor of Arts in Kiswahili and Creative Studies (BAKCS).....	15
Bachelor of Arts in Mass Communication (BA MC) .....	16
Bachelor of Arts in Population and Development (BAPD) .....	17
Bachelor of Arts in Public Administration (BAPA) .....	18
Bachelor of Arts in Sociology (BASO).....	19
Bachelor of Community Economic Development (BCED) .....	22
Bachelor of Library Information Management (BLIM) .....	23
Bachelor of Natural Resources Assessment and Management (BNRAM) .....	24
Bachelor of Social Work (BSW) .....	25
Bachelor of Tourism Management (BTM) .....	26
Diploma in Monitoring and Evaluation .....	27
Certificate in Monitoring and Evaluation .....	28
Ordinary Diploma in Social Work .....	29
Certificate in Social Work.....	29
<b>WELCOME TO FACULTY OF BUSINESS MANAGEMENT (FBM) .....</b>	<b>30</b>
Bachelor of Business Administration in Accounting (BBA Accounting) .....	32
Bachelor of Business Administration in Finance (BBA Finance) .....	33
Bachelor of Business Administration in Marketing (BBA Marketing) .....	35
Bachelor of Business Administration in Human Resource Management (BBA HRM) .....	36
Bachelor of Business Administration in International Business (BBA IB) .....	37
Bachelor of Human Resource Management (BHRM).....	38
Bachelor of Procurement and Supply Chain Management (BPSCM).....	39
Basic Technician Certificate in Procurement and Supply (NTA Level 4) .....	41
Technician Certificate in Procurement and Supply (NTA Level 5) .....	41
Ordinary Diploma in Procurement and Supply (NTA Level 6) .....	42
Basic Technician Certificate in Entrepreneurship (NTA Level 4) .....	43
Technician Certificate in Entrepreneurship (NTA level 5) .....	43
Ordinary Diploma in Entrepreneurship (NTA Level 6) .....	44
Basic Technician Certificate in Business Administration (NTA Level 4) .....	45
Technician Certificate in Business Administration (NTA Level 5) .....	45
Ordinary Diploma in Business Administration (NTA Level 6).....	46
Basic Technician Certificate in Accountancy (NTA Level 4) .....	47

Technician Certificate in Accountancy (NTA Level 5) .....	47
Ordinary Diploma in Accountancy (NTA Level 6) .....	48
<b>WELCOME TO FACULTY OF EDUCATION (FED) .....</b>	<b>48</b>
Bachelor of Science with Education (BSc. Ed) .....	50
Bachelor of Education in Special Education (BED SE) .....	55
Bachelor of Arts with Education (BAED) .....	56
<b>WELCOME TO FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES</b>	
<b>(FSTES) .....</b>	<b>59</b>
Bachelor of Science in Environmental Studies .....	60
Bachelor of Science in Food, Nutrition, and Dietetics .....	60
Bachelor of Science in Information and Communication Technology (BSc. ICT) .....	61
Bachelor of Science in Data Management (BSc in Data Management) .....	63
Bachelor of Science in Environmental Studies .....	64
Level II .....	66
Bachelor of Science in Energy Resources Utilization and Management .....	66
Ordinary Diploma in Computing and Information Technology - NTA Level 6 .....	68
Technician Certificate in Computing and Information Technology - NTA Level 5 .....	68
Basic Certificate in Computing and Information Technology - NTA Level 4 .....	69
<b>WELCOME TO FACULTY OF LAW (FLAW) .....</b>	<b>70</b>
Plus Direct University costs (Payable to the University) .....	71
Bachelor of Laws (LL. B) .....	71
Programme structure .....	71
<b>WELCOME TO INSTITUTE OF CONTINUING EDUCATION .....</b>	<b>73</b>
Ordinary Diploma in Primary Teacher Education .....	74
Communication and Study Skills .....	75
Educational Foundations .....	75
Diploma in Commonwealth Youth Programme (CYP) .....	75
Diploma in Library and Information Studies (DLIS) .....	76
Certificate in Foundation Programme (OFF) .....	77
Certificate in Youth Work (CYW) .....	78
Certificate in Library and Information Studies .....	78
Certificate in Hairdressing and Beauty Therapy (CHBT) .....	79
<b>FEES STRUCTURE: INSTITUTE OF CONTINUING EDUCATION (ICE) .....</b>	<b>80</b>
Diploma And Certificates - Tuition Fee (Payable to the University) .....	80
Other charges payable to university .....	80
Key to tuition fee .....	80
Charges payable to students' organization .....	80
<b>GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR UNDERGRADUATE</b>	
<b>PROGRAMMES .....</b>	<b>81</b>
<b>FINANCIAL REGULATIONS .....</b>	<b>96</b>
<b>STUDENT SUPPORT SERVICES .....</b>	<b>97</b>
<b>CURRENT REGIONAL/COORDINATION CENTRES (2025/2026) .....</b>	<b>99</b>
<b>ICT SERVICES .....</b>	<b>100</b>
<b>LIBRARY SERVICES .....</b>	<b>103</b>
<b>GUIDELINE FOR INTERNATIONAL STUDENTS .....</b>	<b>103</b>
<b>ACADEMIC PRIZES .....</b>	<b>103</b>
<b>SENIOR STAFF LIST .....</b>	<b>104</b>



## **WELCOME TO THE OPEN UNIVERSITY OF TANZANIA**

Warm greetings and welcome to the Open University of Tanzania (OUT)!

It is with immense pleasure that I present this Undergraduate Prospectus as a gateway to a transformative educational journey. The OUT is a pioneer in providing fully online and distance learning in East and Central Africa, with over 30 years of experience in delivering accessible and flexible higher education. Our programmes are designed to equip a diverse, global community of learners with the skills and knowledge needed to solve real-world problems, think critically, and lead with innovation in their respective fields. We take great pride in the accomplishments of our students and the meaningful impact they have made through the application of their learning. At OUT, we are fully committed to support our students in achieving both personal and professional goals, and we look forward to being a part of the transformative academic journey.

Prof. Dr. Alex B. Makulilo

Dar es Salaam



## **ABOUT THE OPEN UNIVERSITY OF TANZANIA**

With a legacy of over 30 years in delivering quality degree programs, The Open University of Tanzania (OUT) stands as the largest public institution for open and distance learning in East and Central Africa.

### **Our Pillars**

Our commitment to excellence is supported by the four key pillars that guide the university operation.

### **Mission Statement**

To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to community for social economic development of Tanzania and the rest of the world

### **Vision Statement**

To be a leading open and online University in knowledge creation and application

### **Guiding Plan Theme**

Affordable quality education for all with a commitment to flexible and affordable education, quality outputs, integrity, and pursuit for enhanced national and international contribution and recognition.

### **Core Norms and Values**

The OUT is constantly guided by the following core norms and values; transparency, confidentiality, trustworthiness, integrity, academic excellence, academic freedom and research relevance.

### **Establishment of the University**

The Open University of Tanzania was established by Act No. 17 of 1992 and became operational on 18<sup>th</sup> March 1993. Its core functions include teaching and learning, research and consultancy as well as outreach services. The OUT is Headquartered at Kawawa Road in Kinondoni, Dar es Salaam.

### **Our network**







Currently, OUT delivers services through 27 regional centres, five coordination centres and 44 examination centres. The regional centres are: Arusha, Dodoma, Geita, Ilala, Iringa, Kagera, Kigoma, Katavi, Kinondoni, Kilimanjaro, Lindi, Manyara, Mara, Mbeya, Morogoro, Mtwara, Mwanza, Njombe, Pwani, Rukwa, Ruvuma, Shinyanga, Simiyu, Singida, Songwe, Tabora, Tanga, the five coordination centres are Zanzibar, Pemba, Kahama, Tunduru and Handeni.

The 44 examination centres are Biharamulo, Chalinze, Chato, Ifakara, Ikwiriri, Ileje, Inyonga, Kaliua, Karagwe, Karatu, Kasulu, Kibondo, Kilwa, Kiteto, Kondoa, Korogwe, Loliondo, Longido, Ludewa, Lushoto, Mafia, Mafinga, Magu, Makete, Malinyi Manyoni, Masasi, Maswa, Mbinga, Mbulu, Misungwi, Mwapwa, Mwanga, Newala, Ngara, Nkasi, Nyang'hwale, Nzega, Rombo, Serengeti, Tarime, Tukuyu, Ukerewe, and Urambo across Tanzania.

Likewise, the university has coordination centres outside Tanzania, through collaborating institutions such as Egerton University and College of Human Resources in Kenya, Moi University, Triumphant University in Namibia, Uganda Management Institute in Uganda, St Mary's University in Ethiopia, and Laweh Open University of Ghana.

## OUR UNIQUENESS

Studying at the OUT offers an opportunity to pursue academic goals while balancing other responsibilities, such as work and family through the following unique features:

-  Flexible and borderless delivery: Learn anywhere, anytime via blended mode.
-  Affordable: Competitive tuition and financing support including scholarship.
-  Student-Centred: Services designed to support the academic journey.
-  Global Reach: Partnerships and students across Africa and beyond
-  On-demand examinations: Take assessments at the convenient time
-  On-demand graduation: Graduate certificates issued anytime upon approval.

## TEACHING AND LEARNING AT OUT

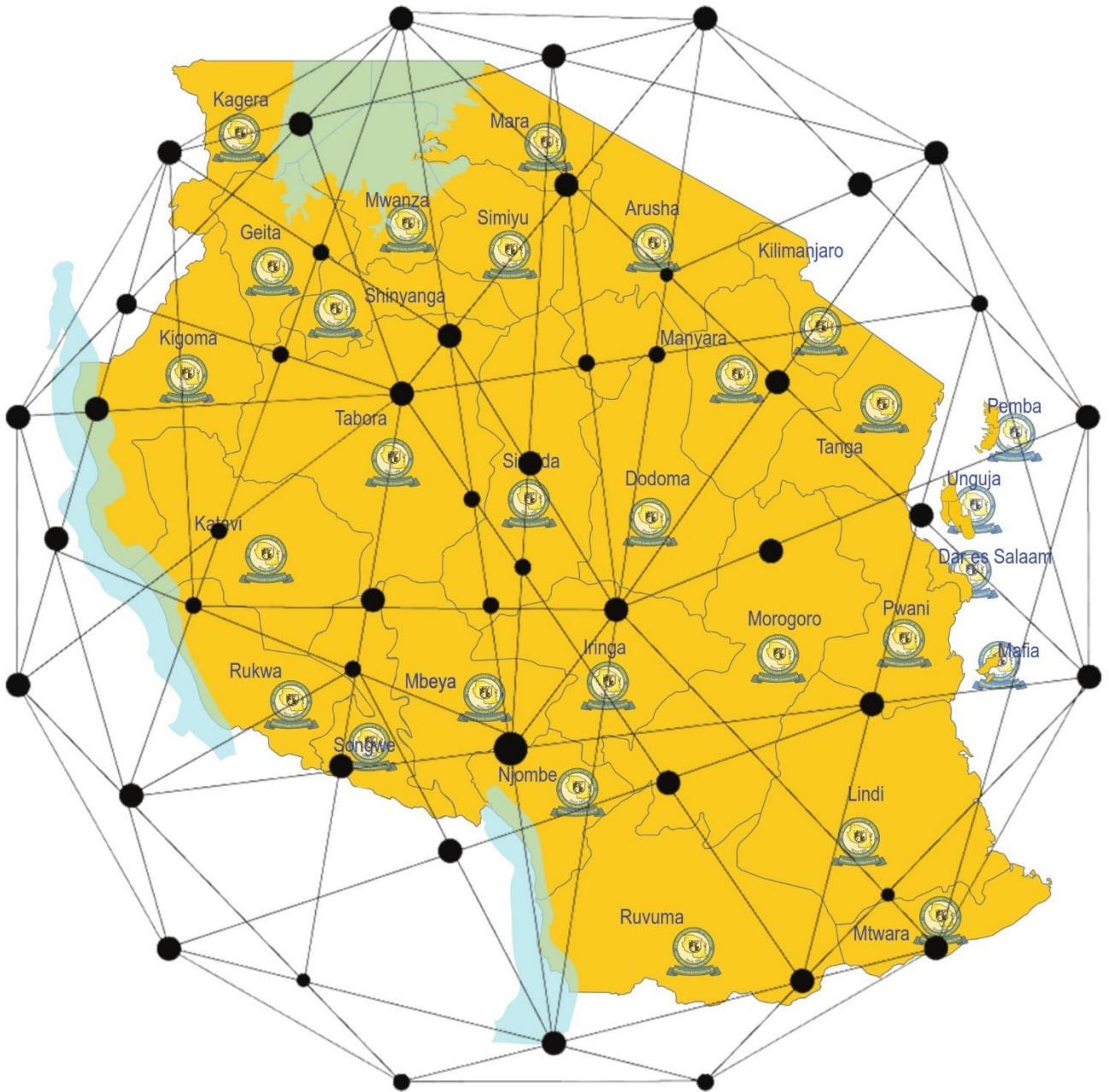
At OUT, the e-Learning Management System (e-LMS) is the central hub of online learning experience. Through the e-LMS, students can access your study timetable, participate in real time lectures and discussion forums, access learning resources and submit assignments. The platform is available anytime, on any device, from anywhere with an internet connection, offering the flexibility to learn at one's own pace.

### Learning Support

Learning support at OUT is the cornerstone of our blended mode, ensuring every student, regardless of location, has access to high-quality academic resources and guidance through the following dedicated support to students:

- Online application and registration portals
- Regional and coordination centres across the country
- Domestic and international examination centres
- Online and face-to-face orientation and guidance from faculty
- E-library, e-learning platforms, and ICT infrastructure
- Academic advising, counselling, and student welfare services
- Disability support and inclusive learning environment
- Academic Records Management Information System (ARMIS)
- Mobile App and offline access options

# OUR NETWORKS



- |         |        |           |          |        |           |           |          |
|---------|--------|-----------|----------|--------|-----------|-----------|----------|
| Arusha  | Ilala  | Katavi    | Manyara  | Moshi  | Pemba     | Simiyu    | Tabora   |
| Dodoma  | Iringa | Kigoma    | Mara     | Mtwara | Pwani     | Singida   | Tanga    |
| Geita   | Kagera | Kinondoni | Mbeya    | Mwanza | Ruvuma    | Songwe    | Tunduru  |
| Handeni | Kahama | Lindi     | Morogoro | Njombe | Shinyanga | Sumbwanga | Zanzibar |

## GENERAL ENTRY REQUIREMENTS

The following are the minimum entry requirements into bachelor degrees, diplomas, certificates, and Foundation Programme at the OUT:

### For Bachelor Degree Programmes:

There are four entry pathways into bachelor degree programmes:

- i) Advanced Certificate of Secondary Education with a minimum of two principal passes, with a total of 4.0 points, or Foreign Secondary Education Certificates with equivalent passes.
- ii) Ordinary Diplomas in relevant fields with a minimum GPA of 3.0 or equivalent qualifications.
- iii) Certificate of Foundation Programme of the Open University of Tanzania with a minimum GPA of 3.0.
- iv) Other Bachelor's degree awards.

### For Ordinary Diploma Programmes:

Applicants to ordinary diploma programmes should have a Certificate of Secondary Education with at least four passes, and either of the following:

- i) A Basic Certificate in any related field from an Institution recognized by The National Council for Technical and Vocational Education and Training NACTVET.  
OR
- ii) An Advanced Certificate of Secondary Education with at least one principal pass and one subsidiary in combination subjects.

### For Certificate Programmes:

- i) Applicants to NTA Level 4 certificate programmes should have a Certificate of Secondary Education with at least four passes.
- ii) Applicants to UQF 5 certificate programmes should have an Advanced Certificate of Secondary Education with at least one principle and one subsidiary passes from their combination subjects.

### For the Certificate in Foundation Programme

The OUT Certificate in Foundation Programme is a one-year bridging programme intended to open up access to applicants who miss a few points from their A-Level or Diploma results for qualification into bachelor degrees.

Applicants into the Foundation Programme should have a Certificate of Secondary Education with at least four (4) passes, and either of the following:

- i) An Advanced Certificate of Secondary Education Examination with at least 1.5 points obtained from two combination subjects.  
OR
- ii) A Diploma from a recognized institution with a minimum GPA of 2.0.

### For applicants holding foreign qualifications:

Applicants holding foreign qualifications must submit certified copies of their certificates from the issuing authorities in their home country to be validated and equated/recognized by the respective regulatory bodies in Tanzania. The following bodies are responsible for validation and equating the certificates:

- i) The National Examinations Council of Tanzania (NECTA) in respect of Certificates of Secondary Education Examinations, Advanced Certificate of Secondary Education Examination (ACSEE) and Teacher Education
- ii) The National Council for Technical and Vocational Education and Training (NACTVET) in respect of Diploma/ NTA level 6 qualifications and National Vocational Award Level 3 (NVA).
- iii) The Tanzania Commission for Universities (TCU) in respect of Diploma or Bachelor degree from a foreign university.

**Admissibility of a foreign qualification:** For a foreign qualification to be evaluated, it must be of the level that is accepted for admission into a Bachelor's degree programmes in the country of origin. An equivalent qualification should be obtained after a total of 12 - 13 years of full-time study from primary to secondary school education. Anything less (e.g. 11 years) is unacceptable.

## ADMISSION REGULATIONS

The Open University of Tanzania is committed at providing a fair, transparent, and student-centred admissions process that welcomes individuals from diverse backgrounds. The Admission Regulations are provided to ensure that every applicant has a clear understanding of the requirements, procedures, and expectations for joining the academic programmes.

1. **Admission cycles:** The OUT has two admission cycles per academic year. The first admission cycle is in November and the second is in April. Applicants selected to study in either admission cycle will be admitted according to dates approved by the OUT Senate, TCU, and NACTVET.
2. **Application process:** Applications for admission into academic programmes is done through the Online Application System (OAS) available on the OUT website [www.out.ac.tz](http://www.out.ac.tz). Applicants are required to use names as they appear in their form four certificates only, or equivalent translations of the O-level certificate. Applicants will be required to pay the approved application fee.
3. **Admission processes:** Admission processes shall be done in accordance with the rules and regulations approved by the OUT Senate. The selected students will first be scrutinized and endorsed by the respective Departments, faculty bodies and then the Undergraduate Studies Committee, before submission to the Senate for final approval. The students approved by the Senate shall be submitted to TCU and NACTVET for verification.
4. **Announcement of selected students:** Selected applicants shall be announced through the OUT website, OUT Regional Centres, direct contact details submitted during application, newspapers, and social media.
5. **Reporting to the University:** Selected students are required to report at any nearest OUT Regional Centre for registration within 30 days from the date of commencement of academic year.
6. **Registration for newly selected students:**
  - i) A newly admitted student shall be required to pay TSH 210,000/= (or its equivalent for international students) prior to course registration. The payment shall be made as per generated control number, as prescribed in admission letters. The official receipt for any payment made must be obtained from any OUT Regional Centre.
  - ii) Upon payment, the student shall be issued with an account (user name and password) from Academic Records Management Information System (ARMIS) for registration. The OUT officials at all OUT Regional Centres will guide students on how to register online. The ARMIS account is used also for course registration, examination registration, accessing online academic materials in the OUT e-learning platform (Moodle), examination results, and payments.
  - iii) Students shall be required to register for courses in their respective programmes in the ARMIS. Upon registration student must confirm and print invoice. Before registration of courses, students must read the OUT Prospectus and the Student Handbook of their respective Faculty or Institute available online at [www.out.ac.tz](http://www.out.ac.tz).
  - iv) Students are required to pay various University fees within given periods as prescribed in the invoice.
  - v) Upon registration and payment of the required fees, a newly admitted student shall be provided with a Registration Number, and considered as officially registered student of the OUT.

## **7. Annual Registration:**

- i) In every new academic year, all continuing students are required to re-register online through their student's account. A student who fails to re-register shall not be recognized as a student of the OUT for that academic year, and will not be able to access the e-learning platform and examination registration.
- ii) During annual re-registration, students must register courses of their studies for that particular academic year for purposes of coursework assessment, annual examinations, field attachments, science practical, and teaching practice they plan to attempt.
- iii) Students are required to register online for examination sessions at least one month before examination, or according to the time described in the OUT almanac of particular academic year. The registered students will be issued with Examination Hall Ticket (EHT) with QR code. to allow them to enter into the examination hall.
- iv) Academic services, including but not limited to assignments, tests, practical, face-to-face sessions, examinations, and even provision of any financial assistance shall be directed only to students dully registered in that particular academic year.

**8. Paid fees:** Fees once paid are not refundable. However, in extremely exceptional circumstances, consideration of refund for the fees paid may be made to those who have graduated and paid excess fees. Where this is applicable, the approval of refund shall be made subject to a charge of 15% of the amount refunded. The percentage deduction rate shall be set, announced and reviewed by university from time to time. Notably, no fee refund shall be made to any student who voluntarily requested to withdraw from studies, or de-registered due to expiry of study duration at the OUT.

**9. Change of Academic Programme:** Registered students may change their programme provided that they have the required entry qualifications for the new programme they wish to study. The application for change of programme shall be done online through the Online Application System (OAS) within two weeks of registration period as required by the OUT Senate and TCU. A fee for change of programme is TSH 30,000/= (thirty thousand only) for local students, and its equivalence for international students.

- i) Change of programme shall be made at the beginning of academic year for first year students only.
- ii) The window for change of programme shall commence immediately after the announcement of selected applicants, and closed two weeks after the indicated registration period.
- iii) No change of programme is allowed for continuing students.

**10. Credit transfer:** A student admitted into a degree programme in any University and wishes to transfer to OUT for purposes of accumulating credits on a specific subject, module or course shall be required to fulfil the following conditions:

- i) Must be registered in the higher learning institution and approved by TCU.
- ii) Must be registered in the programme to which the credit will be accumulated.
- iii) The subject, course or module for credit accumulation must be relevant to the programme to which the student is registered.
- iv) The subject, course or module has been successful completed before the credit transfer.
- v) Transfer of credits takes place within a period not exceeding five years from the time they were earned.
- vi) The transfer student should have cleared all supplementary examinations from releasing Institution but can transfer carryovers.
- vii) Students discontinued on any basis will not be allowed to transfer their credits.
- viii) Credits for dissertation, final year project, practical, and field-based subjects shall not be transferred.
- ix) A candidate discontinued on academic grounds at any of the accredited universities in Tanzania shall be allowed to apply afresh into another programme.

- x) Any candidate found to have cheated to gain admission to the OUT by credit transfer shall be discontinued from studies.

**Procedure for Credit Transfer at OUT:** Application for credit transfer is done both online and manually as per provided steps below.

- i) The applicant must apply for admission at the OUT through the Online Application System (OAS) available at [www.out.ac.tz](http://www.out.ac.tz).
- ii) Log in the OAS by using application account e.g., S0175/0012/2009 password 123456, and follow the given instructions.
- iii) A letter requesting credit transfer stating clearly the reasons for transfer accompanied by the following documents: Academic transcript from the releasing institution; a releasing letter showing reasons for transfer from releasing institution; relevant academic certificates; Award Verification Number for the Diploma holders or equivalence number for international students used to gain admission at releasing institution; and an official receipt of TSH 80,000/= for local and USD 100 for international students obtained at any OUT Regional Centre.
- iv) A letter requesting credit transfer should be addressed to the Deputy Vice Chancellor Academic Research and Consultancy, UFS, Director of Undergraduate, The Open University of Tanzania, P.O. Box 23409, Dar es Salaam, Tanzania through email [dvc-ac@out.ac.tz](mailto:dvc-ac@out.ac.tz) and copy to [dugs@out.ac.tz](mailto:dugs@out.ac.tz).

- 11. Study Durations:** The minimum duration for completion of studies is three years for bachelor degrees, two years for diplomas, and one year for certificates. The maximum registration period is six years for bachelor degree, three years for diploma, and two years for certificate programmes. Any student whose study period has expired shall be de-registered from studies at the OUT, and hence advised to re-apply to begin their studies afresh.

**Procedure for extension of study duration:** Under reasonable circumstances, an extension slot of one year can be granted to students who are about to graduate. Students applying for extension of study durations must have completed at least two thirds of their programme courses. Applicants must write a letter to DVC-ARC and pay a non-refundable fee of TSH 50,000/= for local students, and USD 50 for international students. The request for extension of study duration must pass through department, faculty board and UGSC and approved by the SENATE. Applicants will be informed of the Senate decision in writing.

- 12. Voluntary de-registration:** Students wishing to de-register from studies at the OUT for any reason must write a letter to the DVC-ARC requesting de-registration from studies at the OUT, and state reasons for the same. The application letter must be accompanied by a clearance form, de-registration form, student's identity card, and receipts of all payment made at the OUT. The request to de-register must pass through department, faculty board and UGSC and approved by the SENATE. Applicants will be informed after Senate approval in writing.

- 13. Revocation of an award:** The OUT Senate has the right to revoke and/or recall an awarded certificate, diploma or degree if it is later found out that the submitted certificates or qualifications for admission into the programme were forged or falsified.

- 14.** Admitted students are required to abide with the OUT-Admission Regulations.

## 1 Find the right programme

Search options by browsing our website and prospectus.(Page No)

2 Make an enquiry  
Refer to details of offered programmes and entry requirements in our prospectus

3 Submit application  
The applications are received through www.out.ac.tz

4 Receive the outcome  
After processing the application, receive the outcome through regional centre

5 Attend the Orientation Session  
Invitation to orientation sessions will be issued by the admission team

6 Register for studies  
Pay tuition fee and register for courses through ARMIS

## GENERAL FEE STRUCTURE FOR BACHELOR DEGREES

### General Tuition Fee per Unit/10 Credit

The following table outlines the general fee structure for our undergraduate programmes

S/N	ITEM	Local/EAC/SADC (TSh)	Other (USD)
1	Theoretical course (blended mode)	60,000	80
2.	Theoretical course (face to face)	90,000	120
3..	Field Practice	100,000	140
4.	Teaching Practice	100,000	140
5.	Project /Dissertation	100,000	140

### Direct University Costs (Payable to the University)

No	Item	Local/EAC/SADC (TSh)	Other (USD)	Remarks
1.	Examination fee	10,000	10	Paid per each paper (Test or Exam), both sitting and online
2.	TCU Quality assurance	20,000	20	Paid once for each academic year

### Other charges payable to the University

No	Item	Local/EAC/SADC (TSh)	Other (USD)	Remarks
1	Registration Fee	30,000	30	Paid once
2	On-demand examinations	30,000	30	Paid per each on-demand examination requested.
3	Student Organization (OUTSO) fee (annually)	20,000	20	Paid annually
4	Students Identity Card	20,000	20	Paid once
5	TCU Verification Fee	20,000	20	Paid annually
8	Transcript	50,000	50	Paid after completion of studies
9	NACTVET Verification fee	10,000		Paid once for non degree programmes
10	Statement of results	10,000	10	Paid upon request of statement of results
11	Appeal for examination results	80,000	80	Paid during appeal request
12	Reprinting lost certificate	30,000	30	Paid during request
13	Credit transfer	80,000	80	Paid during request
14	Change of programme	30,000	30	Paid during request



## **WELCOME TO FACULTY OF ARTS AND SOCIAL SCIENCES (FASS)**

Tracing its origins back to 1992, the Faculty of Arts and Social Sciences (FASS) deserves a claim to be the Open University of Tanzania's oldest faculty. The faculty plays a vital role in advancing the understanding of social sciences and the arts. Committed to excellence in teaching and research, the faculty focuses on addressing social, economic, challenges affecting individuals and communities in Tanzania and beyond. Through innovative and contextually relevant teaching and research, it contributes to the improvement of wellbeing and the overall development of society, positioning itself as a growing leader in social science studies in the country.

The faculty has six departments: Department of Economics and Community Economic Development (ECED); Sociology and Social work (SOSW); Political Science, Public Administration, History and Philosophy (PSPAHP); Languages and Literary Studies (LLS); Geography, Tourism and Hospitality Services (GTH) and Media and Library Studies (MLS).

## PROGRAMMES ON OFFER

In the academic year 2025/26, FASS is offering 14 bachelor's degrees, two diplomas, and two certificates

Programme	Code	Mini Units	Tuition Fee (TSh)
Bachelor of Arts in Economics	OU026	36	2,320,000
Bachelor of Arts in English Language and Linguistics	OU027	36	2,240,000
Bachelor of Arts in International Relations***	OU034	36	2,240,000
Bachelor of Arts in Journalism	OU003	36	2,240,000
Bachelor of Arts in Kiswahili and Creative Studies	OU028	36	2,240,000
Bachelor of Arts in Mass Communication	OU004	36	2,240,000
Bachelor of Arts in Population and Development	OU031	36	2,240,000
Bachelor of Arts in Public Administration	OU033	36	2,240,000
Bachelor of Arts in Sociology	OU005	36	2,240,000
Bachelor of Community Economic Development	OU035	36	2,320,000
Bachelor of Library Information Management	OU036	36	2,240,000
Bachelor of Natural Resources Assessment and Management	OU030	36	2,280,000
Bachelor of Social Work	OU006	36	2,240,000
Bachelor of Tourism Management	OU007	36	2,320,000
Ordinary Diploma in Social Work		12	800,000
Diploma in Monitoring and Evaluation		26	1,280,000
Certificate in Monitoring and Evaluation		18	960,000
Certificate in Social Work		12	760,000

### Plus: Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	Student Identification fee	20,000	Paid once
4.	Registration fee	30,000	Paid once
5.	On-demand examinations	30,000	Paid per each on-demand examination requested
6.	NACTVET verification fee	10,000	Paid once

### Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid once for each academic year

## Bachelor of Arts in Economics (BA Econ)

The programme equips students with essential analytical and decision-making skills, preparing them for leadership roles in both public and private sectors. Graduates can pursue careers in economic planning, financial analysis, policy advisory, and the management of economic development projects and research.

### Entry Requirements

**Direct entry:** Two principal passes in Economics and one of the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Commerce, Accountancy, or Advanced Mathematics.

**Equivalent entry:** Diploma in Accountancy, Banking and Finance, Community Development, Statistics, Procurement, Logistics, Public Finance and Management, Customs and Tax Administration, Development Administration and Management, Development Planning with Accounting, Agriculture, Wildlife, Minerals, Rural Development, Youth Development, Engineering with a minimum GPA of 3.0 OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

#### Level I

Code	Course Title	Status	Credit	Unit
OEC 140	History of Economic Thought	Core	20	2
OEC 141	Introduction to Microeconomics	Core	20	2
OEC 142	Introduction to Macroeconomics	Core	20	2
OEC 143	Basic Mathematics and Statistics for Economists	Core	20	2
OEC 144	Social Science Research Methods	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 110	Information and Communication Technology Application	Core	10	1
Total Units			<b>120</b>	<b>12</b>

#### Level II

Code	Course Title	Status	Credit	Unit
OEC 240	Intermediate Microeconomics	Core	20	2
OEC 241	Intermediate Macroeconomics	Core	20	2
OEC 242	Development Economics	Core	20	2
OEC 243	Quantitative Methods for Economists	Core	20	2
OEC 244	Econometrics	Core	20	2
OEC 245	Corporate Finance and Investments	Core	20	2
Total			<b>120</b>	<b>12</b>

#### Level III

Code	Course Title	Status	Credit	Unit
OEC 340	Monetary Economics	Core	20	2
OEC 341	International Economics	Core	20	2
OEC 342	Public Economics	Core	20	2
OEC 343	Industrial Economics	Elective	20	2
OEC 344	Labour Economics	Elective	20	2
OEC 345	Agricultural Economics	Elective	20	2
OEC 346	Field Practical	Core	40	4
Total			<b>120</b>	<b>12</b>

**Note:** Each student will take ONE elective course

## Bachelor of Arts in English Language and Linguistics (BA ELL)

This programme is designed for individuals passionate about the power of language and its role in shaping communication, culture, and society. The programme is crafted to provide learners with a comprehensive understanding of the structure, history, and use of the English language, alongside key

principles of linguistics. Through both theoretical insights and practical application, learners will explore how language functions in real-world contexts from everyday communication to media, education, and global interaction. The potential job includes content writer, language analyst, communications officer, editor, teacher of English as a second language, and public relations specialist and translators. Total minimum credits for the BA ELL programme are 360.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French and Arabic.

**Equivalent entry:** Diploma in Education, Languages, Tourism, Journalism, Mass Communication, Public Relations, Law, or Communication Skills, with an average of 'B' or GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

#### Level I:

Code	Title	Status	Credit	Unit
OLL 141	Introduction to Language and Linguistics	Core	20	2
OLL 142	English Structure	Core	20	2
OLL 143	Discourse Analysis & Register	Elective	20	2
OLL 144	Language Contact	Elective	20	2
OLL 145	Language Acquisition Theories	Core	20	2
OLL 146	History and Development of English Language	Core	20	2
OCP 110	Information and Communication Technology Application	Core	10	1
OFC 017	Communication Skills	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

**Note:** Each student shall take ONE elective course

#### Level II

Code	Title	Status	Credit	Unit
OLL 242	Morphology	Core	20	2
OLL 243	English Syntax	core	20	2
OLL 244	Historical and comparative linguistics	Elective	20	2
OLL 245	Phonology & phonetics	Core	20	2
OLL 246	Applied linguistics	Core	20	2
OLL 247	English communication skills	Core	20	2
OLL 248	Lexicography	Elective	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

**Note:** Each student shall take ONE elective course

#### Level III

Code	Title	Status	Credit	Unit
OLL 341	Trends in modern linguistic theories	Elective	20	2
OLL 342	Language and gender	Elective	20	2
OLL 343	Sociolinguistics	Core	20	2
OLL 344	Research methodology for linguists	Core	20	2
OLL 345	Semantics	Core	20	2
OLL 346	Translation and interpretation	Core	20	2
OLL 347	Independent research project	Core	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

**Note:** Each student shall take ONE elective course

## Bachelor of Arts in International Relations (BAIR)

The programme develops students' global competence by providing in depth knowledge of international politics, economics, law, and history, alongside practical skills in diplomacy and negotiation. Students gain analytical and research competencies to evaluate global systems, policies, and challenges, while practicing cross-cultural communication, conflict resolution, and ethical decision-making. Graduates are equipped to contribute meaningfully to global governance, peacebuilding, and sustainable development at both national and international levels.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.

**Equivalent entry:** Diploma in International Relations, Public Administration, Political Science, International Relations and Diplomacy, Law, Marketing and Public Relations, Industrial Relations, Social Work, Conflict Resolution, International Business, Community Development, Education, Development Planning, Local Government, Strategic Studies, Marketing Management, or Youth Development Work OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

Code	Course Title	Status	Credit	Units
OIR 111	Introduction to the Study of Politics	Core	20	2
OIR 112	Political Thought	Core	20	2
OIR 113	Africa in the Global Context	Core	20	2
OIR 114	International Organization	Core	20	2
OPS 132	Government and Politics in Africa	Elective	20	2
OPA 111	Introduction to Public Administration	Elective	20	2
OSS 232	Social Science Research Methods	Core	20	2
OFC 017	Communication and Study Skills	Core	10	1
OCP 110	Introduction to Computer	Core	10	1
<b>Total</b>			<b>160</b>	<b>16</b>

**Note:** Minimum credit for level I is 140 Credits

### Level 2 (year 2)

Code	Course Title	Status	Credits	Units
OIR 211	Theories and Issues in International Relations	Core	20	2
OIR 212	International Political Economy	Core	20	2
OIR 213	Public International Law	Core	20	2
OIR 214	Foreign Policy and Diplomacy	Core	20	2
OIA 210	Field Work/Industrial Attachment	Core	20	2
OPA 212	Decision Making and Public Policy Analysis	Elective	20	2
OPA 211	Administrative Laws	Elective	20	2
<b>Total</b>			<b>140</b>	<b>14</b>

**Note:** Minimum credit for level II is 120 Credits

### Level 3 (year 3)

Code	Course Title	Status	Credits	Units
OIR 311	Global Governance	Core	20	2
OIR 312	Contemporary Issues in Global Politics	Core	20	2
OIR 313	Regional Integration	Core	20	2
OIR 314	The Political Economy of Conflict Resolution	Core	20	2
OPA 312	Leadership and Governance	Elective	20	2
OPS 330	Democracy and Human Rights	Core	20	2
OPA 315	Comparative Public Administration	Elective	20	2
<b>Total</b>			<b>140</b>	<b>14</b>

**Note:** Minimum credits for level III are 120 Credits

Total minimum credits for the BAIR programme will be 380 (38 Units).

## Bachelor of Arts in Journalism (BAJ)

The programme develops critical thinking, storytelling, and practical expertise in news reporting and digital media. This programme equips graduates with core skills in journalism, media ethics, and communication. Graduates are prepared for careers in journalism, public relations, media production, and communication related fields.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.

**Equivalent entry:** Diploma in Journalism, Mass Communication, Radio Broadcasting, Radio Production, Television Production, Theatre and Film, Media Studies, Performing and Virtual Arts, Theatre Arts, Multimedia Technology, ICT, Public Relations, Education, or International Relations with an average of "B". OR a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Level I

Code	Course Title	Status	Credits	Units
OJO 121	Introduction to Journalism	Core	20	2
OJO 122	News Reporting 1	Core	20	2
OJO 123	Introduction to Media Law and Ethics	Core	20	2
OJO 124	Practicum	Core	20	2
OJO 125	English for the Media	Core	10	1
OJO 126	Kiswahili kwaWanahabari	Core	10	1
OCP 110	Information and Communication Technology Application	Core	10	1
OFC 017	Communication Skills	Core	10	1
OPR 121	Critical Thinking and Argumentation	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
<b>Total</b>			14	140

### Level II

Code	Course Title	Status	Credits	Units
OJO 220	Practicum	Core	20	2
OJO 221	News Reporting II	Core	20	2
OJO 222	Features and Opinion Writing	Core	20	2
OJO 223	Photojournalism	Core	10	1
OJO 224	Media Law and Ethics	Core	20	2
OJO 225	Editing Layout and Graphics	Core	10	1
OJO 226	Media Research	Core	20	2
OJO 227	Broadcasting: Television and Radio	Core	20	2
OJO 228	Specialized Reporting: HIV/AIDS OR Local Government or Environment	Core	20	2
<b>Total</b>			160	16

### Level III

Code	Course Name	Status	Credits	Units
OJO 320	Practicum	Core	20	2
OJO 321	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting	Core	20	
OJO 322	New Media Technologies	Core	20	2
OJO 323	Media Management	Core	20	2
OJO 324N	Investigative Journalism	Core	10	1
OJO 325N	Dissertation	Core	50	5
<b>Total</b>			120	12

## Bachelor of Arts in Kiswahili and Creative Studies (BAKCS)

This programme equips students with essential skills in the Kiswahili language, literature, and creative expression. The programme enhances critical thinking, cultural analysis, and effective communication through both traditional and modern literary forms. Students gain practical experience in writing, editing, and creative performance, preparing them for careers in education, publishing, media, translation, cultural institutions, and other language related fields. To be confirmed, the candidate needs to study and pass a minimum of 360 credits, equivalent to 36 units.

### Entry Requirements

**Direct entry:** Two principal passes in Kiswahili and in one of the following subjects: History, Geography, English Language, Chinese, French, Arabic, Fine Arts, Commerce, Accountancy, OR Advanced Mathematics.

**Equivalent entry:** Diploma in Education, Languages, Tourism, Journalism, Mass Communication, Public Relations, Law, or Communication Skills, with an average of 'B' or GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme structure

#### Level I

Code	Title	Status	Credit	Unit
OSW 141	Introduction to Language and Linguistics	Core	20	2
OSW 142	History of Kiswahili and Dialects	Core	20	2
OSW 143	Theory of Kiswahili Literature and Criticism	Core	20	2
OSW 144	Translation and Interpretation Method: Theory and Practice	Core	20	2
OSW 145	Writing and editing	Elective	20	2
OSW 146	Teaching Methods of Swahili to Foreigners	Elective	20	2
OCP 110	Information and Communication Technology Application	Core	10	1
OFC 017	Communication Skills	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

**NOTE:** Each student shall take ONE elective course that carries 20 credits

#### Level II

Code	Title	Status	Credit	Unit
OSW 240	Kiswahili Marketing	Core	10	1
OSW 241	Kiswahili Grammar and Syntax	Core	20	2
OSW 242	Swahili Phonetics and Phonology	Core	20	2
OSW 243	Kiswahili Morphology	Core	20	2
OSW 244	Kiswahili Oral Literature	Core	10	1
OSW 245	Research Methods in Language and Literature Studies	Core	10	1
OSW 246	Semantics	Core	20	2
OSW 247	Creative Writing and Screen Writing	Elective	10	1
OSW 248	Lexicography	Elective	10	1
OSW 249	Kiswahili Comparative Literature	Elective	10	2
<b>Total</b>			<b>120</b>	<b>12</b>

**NOTE:** Each student shall take ONE elective course that carries 20 credits

#### Level III

Codes	Title	Status	Credit	Unit
OSW 341	Kiswahili Novel	Core	20	2
OSW 342	Kiswahili Plays/Kiswahili Drama	Core	20	2
OSW 343	Kiswahili Poetry	Core	20	2
OSW 344	Film Criticism	Core	20	2
OSW 345	Sociolinguistics	Elective	20	2
OSW 346	Kiswahili Special Project	Core	20	2

Codes	Title	Status	Credit	Unit
OSW 347	Literary Stylistics	Elective	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

**NOTE:** Each student shall take ONE elective course that carries 20 credits

### Bachelor of Arts in Mass Communication (BA MC)

This programme equips students with essential skills in media, communication theory, and public engagement. The programme strengthens critical thinking, media analysis, and effective communication across various platforms, including print, broadcast, and digital media. Students gain hands-on experience in content creation, media production, and strategic communication, preparing them for careers in journalism, public relations, advertising, corporate communication, broadcasting, and other media-related fields.

#### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition

**Equivalent entry:** Diploma in Journalism, Mass Communication, Radio Broadcasting, Radio Production, Television Production, Theatre and Film, Media Studies, Performing and Virtual Arts, Theatre Arts, Multimedia Technology, ICT, Public Relations, Education, or International Relations with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

#### Level I

Code	Course Title	Status	Credits	Units
OMC 121	Introduction to Mass Communication	Core	20	2
OMC 122	News Reporting 1	Core	20	2
OMC 123	Introduction to Media Law and Ethics	Core	20	2
OMC 124	Practicum	Core	20	2
OMC 125	English for the Media	Core	10	1
OMC 126	Kiswahili kwaWanahabari	Core	10	1
OCP 110	Information and Communication Technology Application	Core	10	1
OFC 017	Communication Skills	Core	10	1
OPR 121	Critical Thinking and Argumentation	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
<b>Total</b>			<b>140</b>	<b>14</b>

#### Level II

Code		Status	Credits	Units
OMC 220	Practicum	Core	20	2
OMC 221	News Reporting II	Core	20	2
OMC 222	International Issues in Mass Communication	Core	10	1
OMC 223	Advertising 1	Core	10	1
OMC 224	Media Law and Ethics	Core	20	2
OMC 225	Editing Layout and Graphics	Core	10	1
OMC 226	Media Research	Core	20	2
OMC 227	Broadcasting: Television and Radio	Core	20	2
OMC 228	Specialized Reporting: HIV/AIDS OR Local Government or Environment	Core	20	2
OMC 229	Public Relations 1	Core	10	1
<b>Total</b>			<b>160</b>	<b>16</b>

### Level III

Code	Course Title	Status	Credits	Units
OMC 320	Practicum	Core	20	2
OMC 321	Specialized Reporting: Edutainment, Court Reporting, Political Reporting and Business Reporting	Core	20	
OMC 322	New Media Technologies	Core	20	2
OMC 323	Media Management	Core	20	2
OMC 324	Public Relations II	Core	10	1
OMC 325	Dissertation	Core	50	5
OMC 326	Advertisement II	Core	10	1
<b>Total</b>			<b>130</b>	<b>13</b>

### Bachelor of Arts in Population and Development (BAPD)

This programme equips students with comprehensive knowledge in population dynamics, development strategies, and demographic analysis. The programme emphasizes both theoretical understanding and practical application through fieldwork, community-based research, and real-world case studies. Students develop critical thinking, data collection, and policy evaluation skills that are essential for addressing development challenges. Graduates are prepared for careers in public policy, social and economic planning, development agencies, research institutions, and organizations engaged in sustainable development and population management.

A student needs to take a minimum of 360 credits for graduation; this must include all core courses plus electives. For skills widening and career progression, a student can choose an elective that fits her/his professional prospects. That is, students might choose electives within the department or other departments within the faculty.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Nutrition, or Computer Science

**Equivalent entry:** Diploma in Statistics, Environmental Studies, Development Planning, Demography, Population Studies, Wildlife Management, Land Use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Police Science, Criminal Investigation, Development Planning, Statistics, Social Work, Economics, Environmental Management, Development Studies, Development and Economics, Commonwealth Youth Development Work, Distance Education and Open Learning, Urban Planning, Health Studies, or Anthropology with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

#### Level I

Codes	Course Title	Status	Credits	Units
OPD 121	Introduction to Population Studies	Core	20	2
OPD 122	Basic statistics for population	Core	20	2
OPD 123	Introduction to Reproductive and Sexual Health	Core	20	2
OPD 124	Fundamentals of Epidemiology and Public Health	Core	10	1
OPD 125	Principles of Sustainable Development	Core	10	1
OFC 017	Communications skills	Core	10	1
OCP 110	Information and Communication Technology Applications	Core	10	1
ODS 100	Development Studies	Core	10	1
OGE 236	Introduction to Geographical Information Systems	Core	10	1
	<b>Total</b>		<b>120</b>	<b>12</b>

## Level II

Code	Course Title	Status	Credit	Units
OPD 221	Basic Demographic Methods	Core	20	2
OPD 222	Population Dynamics and Environmental Issues	Core	10	1
OPD 223	Issues in Population Economics and Health	Core	10	1
OPD 224	Gender and Population Development	Core	10	1
OPD 225	Urbanisation and Rural Development	Core	10	1
OPD 226	Population Health Systems Analysis	core	20	2
OPD 299	Field Practical in Population and Development	Core	20	2
ORM 216	Research Methods	Core	20	2
	<b>Total</b>		<b>120</b>	<b>12</b>

## Level III (Seven Core Courses and at Least One Elective)

Code	Course Title	Status	Credit	Units
OPD 321	Demographic Health systems	Core	20	2
OPD 322	Population, Ageing and Social Security	Core	10	1
OPD 323	Contemporary Issues in Population Migration	Core	10	1
OPD 324	Population Policies and Programs	Core	10	1
OPD 325	Family Resources and Management	Core	10	1
OPD 326	People with disabilities and special groups	Core	10	1
OGE 331	Population, Resources and Development	Core	10	1
OPD 327	Family Planning and Reproductive Health	Core	10	1
OPD 328	Population and Conflicts	Core	10	1
OPD 399	Special Project in Population and Development	Core	20	2
	<b>Total</b>		<b>120</b>	<b>12</b>

## Bachelor of Arts in Public Administration (BAPA)

The programme is founded on democratic principles, ethics, and social responsibility, emphasizing critical thinking, policy analysis, and the management of complex organizational structures. It equips students with both theoretical knowledge and practical skills in public governance, budgeting, and administration, fostering integrity, innovation, and a collaborative mindset. Graduates are prepared to address societal challenges and advocate for equitable, inclusive policies at national and international levels.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Nutrition, or Computer Science.

**Equivalent entry:** Diploma in Statistics, Environmental Studies, Development Planning, Demography, Population Studies, Wildlife Management, Land Use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Police Science, Criminal Investigation, Development Planning, Statistics, Social Work, Economics, Environmental Management, Development Studies, Development and Economics, Commonwealth Youth Development Work, Distance Education and Open Learning, Urban Planning, Health Studies, or Anthropology with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme structure

### Level I (year 1)

Code	Course Title	Status	Credit	Unit
OPA 111	Introduction to Public Administration	Core	20	2
OPA 112	Organisation theory and public bureaucracy	Core	20	2
OPA 113	Local government administration in Tanzania	Core	20	2
OIR 111	Introduction to the study of politics	Core	20	2
OIR 112	Political thought	Elective	20	2
OPS 132	Government and politics in Africa	Elective	20	2
OFC 017	Communication and study skills	Core	10	1
OCP 110	Introduction to micro-Microcomputer Studies and Information Technology	Core	10	1
OSS 232	Social science research methods	Core	20	2
	<b>Total</b>		<b>160</b>	<b>16</b>

Note: Minimum credits for level I is 140 Credits

### Level II (year 2)

Code	Course Title	Status	Credit	Unit
OPA 211	Administrative law	core	20	2
OPA 212	Decision making and public policy analysis	core	20	2
OPA 213	Management of human resources	core	20	2
OPA 214	Organisation behaviour	core	20	2
OIA 210	Field work/industrial attachment	core	20	2
OIR 211	Theories and issues in international relations	Elective	20	2
OIR 212	International Political Economy	Elective	20	2
	<b>Total</b>		<b>140</b>	<b>14</b>

Note: Minimum credit for level II is 120 Credits

### Level III (year 3)

Code	Course Title	Status	Credit	Unit
OPA 311	Budgeting and financial control in the public sector	core	20	2
OPA 312	Leadership and governance	core	20	2
OPA 313	Industrial relations	core	20	2
OPA 314	Strategic management	Core	20	2
OPA 315	Comparative public administration	Core	20	2
OPS 330	Democracy and human rights	Elective	20	2
OIR 312	Contemporary issues in global politics	Elective	20	2
	<b>Total</b>		<b>140</b>	<b>14</b>

Note: Minimum credits for level III is 120 Credits

**Total minimum credits for the BAPA programme will be 380 credits.**

## Bachelor of Arts in Sociology (BASO)

The programme equips students with a comprehensive understanding of social structures, human behaviour, and the dynamics of societal change. It blends strong theoretical foundations with hands-on experience through fieldwork, community engagement, and participatory research methodologies. The programme offers three areas of specialization: Medical Sociology, Social Policy, Governance and Administration, and Community Development and Social Innovation. Students are required to select one specialization based on their academic and professional interests. Within the chosen specialization, each student must complete one core course and one elective course at each academic level, contributing a total of 80 credits. The remaining 280 credits are earned through compulsory core courses common to all students enrolled in the programme. To qualify for graduation, students must successfully complete a total of 360 credits, drawn from both compulsory core courses and elective options.

## Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science, or Nutrition.

**Equivalent entry:** Diploma in Sociology, Social Work, Nursing, Correctional Science, Gender Studies, Counselling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration, Management, Planning, Development Studies, Information Technology, Computer Science, Public Administration, Marketing, Public Relations, Industrial Relations, Secretarial Studies, Library and Information Management, Human Resource Management, Citizenship, Criminal Investigation, Local Government and Regional Administration, Monitoring and Evaluation, Policing, Citizenship, Rural Development Planning, Divinity and Theology, Islamic Studies, Immigration, or Youth Development Work, with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme structure

### Level I

Code	Course Title	Status	Credit	Unit
OSS 131	Fundamentals of Sociology	Core	20	2
OSS 132	Classical Sociological Theory	Core	20	2
OSS 133	Social Psychology	Core	20	2
OSS 134	Critical Thinking and Argumentation	Core	20	2
OSS 135	Social Science Research	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 100	Information and Communication Technology Applications	Core	10	1
			<b>Total</b>	<b>12</b>

Student should attempt all courses in level one and obtain 130 Units

### Level II

Code	Course Title	Status	Credit	Unit
OSS 231	Contemporary Sociological Theory	Core	20	2
OSS 232	Research Approaches	Core	20	2
OSS 233	Knowledge, Innovation and Social Change	Core	20	2
OSS 234	Social and Cultural Anthropology	Core	20	2
OSS 244 A	Field Practice	Core	10	1
			<b>90</b>	<b>9</b>

Student should attempt all courses in level one and obtain 90 Units

## Medical Sociology Specialization

### Level I

Code	Course Title	Status	Credit	Unit
OSS 235	Medical Sociology	Core	20	2
OSS 236	Health Systems and Management	Elect	20	2
OSS 237	Medical Ethics and Sociology of Health Care Professions	Elective	20	2
			<b>40</b>	<b>4</b>

Student should attempt a core course and one to obtain 40 Credits

## Social Policy, Governance and Administration

### Level II

Code	Course Title	Status	Credit	Unit
OSS 238	Social Policy Formulation and Implementation	Core	20	2
OSS 239	Public Service Delivery, Equity, and Empowerment	Elective	20	2
OSS 240	Poverty, Inequality, and Social Protection	Elective	20	2
			<b>40</b>	<b>4</b>

*Student should attempt A CORE COURSE AND ONE to obtain 40 Credits*

## Community Development and Social Innovation

### Level 2

Code	Course Title	Status	Credit	Unit
OSS 241	Theories and Approaches to Community Development	Core	20	2
OSS 242	Digitization and Innovation for Social Change	Elective	20	2
OSS 243	Sociology of Families, Gender, and Economic Empowerment	Elective	20	2
			<b>40</b>	<b>4</b>

*Student should attempt a core course and one to obtain 40 Credits*

### Level 3

Code	Course Title	Status	Credits	Units
OSS 331	Sociology of Contemporary Challenges	Core	20	2
OSS 333	Social Project	Core	20	2
OSS 332	Intervention Mapping	Core	20	2
OSS 244 B	Field Practice	Core	10	1
			<b>70</b>	<b>7</b>

*A student should attempt ALL CORE courses and obtain 70 credits*

## Medical Sociology Specialization

### Level 3

Code	Course Title	Status	Credit	Unit
OSS 334	Social Epidemiology and Public Health	Core	20	2
OSS 335	Sociology of Mental Health and Illness	Elective	20	2
OSS 336	Social Aspects of Reproductive Health	Elective	20	2
			<b>40</b>	<b>4</b>

*Student should attempt A Core Course and One to obtain 40 Credits*

## Social Policy, Governance and Administration

### Level 3

Code	Course Title	Status	Credits	Units
OSS 337	Social Policy Analysis and Evaluation	Core	20	2
OSS 338	Policy Brief Writing for Social Change	Elective	20	2
OSS 339	Social Policy Reforms	Elective	20	2
			<b>40</b>	<b>4</b>

*Student should attempt a core course and one to obtain 40 Credits*

## Community Development and Social Innovation

### Level 2

Code	Course Title	Status	Credits	Units
OSS 340	Social Entrepreneurship	Core	20	2
OSS 341	Participatory Action Research and Community Mapping	Elective	20	2
OSS 342	Monitoring and Evaluation in Community Projects	Elective	20	2
			<b>40</b>	<b>4</b>

*Student should attempt A CORE COURSE AND ONE to obtain 40 Credits*

## Bachelor of Community Economic Development (BCED)

The programme offers students a strong foundation in community development principles, local economic empowerment, and sustainable development practices. It integrates theoretical learning with hands-on experience through fieldwork, participatory research, and engagement with community-based initiatives. Students gain practical skills in project planning, entrepreneurship, and socio-economic analysis. With a focus on solving real-world challenges, learners conduct community assessments, design development projects, and implement strategies that foster economic and social transformation. Graduates are prepared for careers in local government, NGOs, community-based organizations, development agencies, and other institutions working to advance grassroots economic development and social inclusion.

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.

**Equivalent entry:** Diploma in Community Development, Gender and Development, Economics, Sociology, Social Work, Police Science, Development Planning, Counseling, Psychology, Youth Development Work, Human Resource, Community Health, Pharmacy, Clinical Sciences, Criminal Investigation, Policing, Citizenship, Immigration Nursing, Mass Communication, Records Management, Journalism, Accountancy, Law, Banking and Finance, Customs and Tax Administration, Development and Administration and Management, Development Planning, Information Technology, Computer Science, Public Administration, Business Administration, Marketing and Public Relations, Industrial Relations, Secretarial Studies, Education, Library and Information Management, Human Resource, Community Health, Local Government and Regional Administration, Monitoring and Evaluation, Rural Development Planning, Divinity and Theology, or Islamic Studies. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme structure

#### Level I

Code	Course	Status	Credit	Unit
CED 101	Theories, Concepts and Principles of CED	Core	20	2
CED 102	Economics for CED	Core	20	2
OAF 111	Financial Management for CED	Core	20	2
OEC 133	Social Science Research Methods	Core	20	2
CED 103	MSME's Development	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 110	Information and Communication Technology Applications	Core	10	1
ODS 101	Development Studies	Core	10	1
<b>Total</b>			<b>130</b>	<b>13</b>

#### Level II

Code	Course title	Status	Credits	Units
CED 201	Community Microfinance Management	Core	20	2
CED 202	Resource Mobilization and Management for CED	Core	20	2
CED 203	Poverty Analysis and Intervention	Core	20	2
CED 204	Project Management, Monitoring and Evaluation	Core	20	2
CED 205	Organisational Management for CED	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

**Level III**

Code	Course title	Status	Credits	Units
CED 301	Gender and Development	Core	20	2
CED 302	Community Conflict Management and Resolution	Core	20	2
CED 303	Community Needs Assessments	Core	20	2
CED 304	Rural Livelihood and Sustainable Development	Elective	20	2
CED 325	Sustainable Response to Environmental Problems	Elective	20	2
OEC 305	Lobbying and Advocacy Strategies	Elective	20	2
CED 306	CED Field Practical	Core	40	4
<b>Total</b>			<b>120</b>	<b>12</b>

**Bachelor of Library Information Management (BLIM)**

This programme provides students with a strong foundation in information organization, knowledge management, and library science. The programme integrates theoretical learning with practical experience through fieldwork. Equipping students with essential skills in information retrieval, cataloguing, digital archiving, records management, and the use of modern information technologies, to assess user information needs, develop effective information systems, and implement strategies that support efficient knowledge access and dissemination. Graduates are well-prepared for careers in academic and public libraries, archives, research institutions, documentation centers, NGOs, and other organizations that rely on effective information management and services.

**Entry Requirements**

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Nutrition, or Computer Science.

**Equivalent entry:** Diploma in Library and Information Management, Journalism, Mass Communication, Library and Information Studies, Records and Archives Management, Public Administration, Human Resource Management, Education, Information Technology, Computer Science, Law, Secretarial Studies, Youth Development Work, Social Work, Sociology, Agricultural sciences, Health Sciences, or Business Administration with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

**Programme Structure****Level I**

Code	Title	Status	Credit	Unit
OLM 121	Introduction to Library and Information Science	Core	20	2
OLM 122	Information Sources and Reference Services	Core	20	2
OLM 123	Information Society	Core	20	2
OLM 124	Organization of Knowledge	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 110	Information and Communication Technology Applications	Core	10	1
<b>Total</b>			<b>100</b>	<b>10</b>

**Level II**

Code	Title	Status	Credit	Unit
OLM 221	Information Technology and its Application in LIS	Core	20	2
OLM 222	Records Management and Archives Administration	Core	20	2
OLM 223	Collection Development and Management	Core	20	2
OLM 224	Research Methods in Library and Information Sciences	Core	20	2
OLM 225	Publishing and Book Trade Industry	Core	20	2
OLM 226	Practicum	Core	20	2
OLM 227	Information Systems Analysis, Design and Evaluation	Elective	20	2
OLM 228	Multimedia Studies	Elective	20	2
<b>Total</b>			<b>160</b>	<b>16</b>

### Level III

Code	Title	Status	Credit	Unit
OLM 321	Information and Knowledge Management	Core	20	2
OLM 322	Management of Libraries and Information Centres	Core	20	2
OLM 323	Legal Issues and Professional Ethics	Core	20	2
OLM 324	Entrepreneurship and Information Marketing	Core	20	2
OLM 325	Digital Libraries	Core	20	2
OLM 326	Research Project	Core	20	2
OLM 327	Sectoral Information systems and Services for users with special needs	Elective	20	2
OLM 328	Database Management and Information Retrieval	Elective	20	2
<b>Total</b>			<b>160</b>	<b>16</b>

The total credit for the programme is 380 (TCU credits) which is equivalent to 38 OUT Units

NB: A student is required to select one elective course in level II and one in level III

### Bachelor of Natural Resources Assessment and Management (BNRAM)

The Bachelor of Natural Resources equips students with a comprehensive foundation in the sustainable management, conservation, and utilization of natural resources. It combines theoretical with practical experience through fieldwork to develop essential skills in environmental monitoring, resource planning, biodiversity conservation, and the use of modern technologies in natural resource management. The programme prepares learners to assess environmental challenges, design sustainable resource-use strategies, and implement conservation initiatives that promote ecological balance and community development. Graduates are prepared for careers in environmental agencies, conservation organizations, natural resource ministries, research institutions, and NGOs focused on sustainability and environmental stewardship.

A student needs to take a minimum of 360 credits for graduation, which must include all core courses plus electives. For skills widening and career progression, a student can choose an elective that fits her/his professional prospects. That is, students might choose electives from level I, II or III or other departments within the university.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Nutrition, Computer Science.

**Equivalent entry:** Diploma in Natural Resource Management, Wildlife Management, Land Use Planning, Water, Geomatics, Aquatic Science, Forest Management and Nature Conservation, Development Planning, Statistics, Environmental Studies, Environmental Health Sciences, Environmental Engineering, Energy Resources, Agriculture, Bee Keeping, Geology, Mining Engineering, Water Resource Engineering, Mining Engineering or Mineral Processing with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

#### Level I

Codes	Course Title	Status	Credit	Unit
ORM 121	Fundamentals of Natural Resources Management	Core	20	2
ORM 122	Introduction to Biogeography	Core	10	1
ORM 123	Philosophy of Natural Resources and Environmental Ethics	Core	10	1
ORM 124	Introduction to Ecosystem Goods and Services	Core	10	1
ORM 125	Sociology of Natural Resources	Core	10	1
OTM 121	Tourism concepts and theories	Core	10	1
OTM 122	Fundamentals of Wildlife Ecology	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 110	Information and Communication Technology Applications	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

## Level II

Codes	Course Title	Status	Credit	Unit
ORM 221	Land Resource Administration and Management	Core	20	2
ORM 222	Water Resources Management and Conservation	Core	10	1
ORM 223	Minerals and Energy Resources	Core	20	2
ORM 224	Forest Resources Management	Core	10	1
ORM 225	Wildlife Conservation and Management *	Core	10	1
ORM 226	Research Methods`	Core	10	1
ORM 227	Basics of Environmental and Natural Resources Economics	Core	10	1
OGE 233	Remote Sensing and Photogrammetry	Elective	10	1
OGE 236	Introduction to Geographical Information System	Elective	10	1
OTM 228	Nature Based Tourism	Elective	10	1
ORM 299	Field Attachment	Core	10	1
Total			120	12

## Level III

Codes	Course Title	Status	Credit	Unit
ORM 321	Environmental and Natural Resources Economics	Core	10	1
ORM 322	Governance, Policy and Legal Issues in Natural Resources Management	Core	10	1
ORM 323	Coastal Resources Management	Core	20	2
ORM 324	Biodiversity Monitoring, Conservation and Management	Core	10	1
OPD 323	Gender and Development	Core	10	1
OGE 331	Population, Environment and Development	Core	20	2
OGE 334	Environmental and Social Impact Assessment and Auditing	Elective	20	2
OGE 335	Environmental Hazards and Disaster Management	Elective	10	1
OGE 336	Climate Change and Development	Core	10	1
ORM 399	Special Project	Core	20	2
Total			120	12

\*\* Students are required to take a minimum of 120 credits, including electives

## Bachelor of Social Work (BSW)

The programme provides students with a strong foundation in social welfare systems, human development, and community empowerment. The programme combines theoretical knowledge with practical training through fieldwork, community outreach, and engagement with social service institutions. Students acquire essential skills in case management, counseling, advocacy, and the use of modern tools for social intervention. Graduates are equipped to assess social challenges, design responsive support strategies, and implement interventions that promote social justice, well-being, and community resilience. They are well-prepared for careers in social welfare departments, NGOs, community-based organizations, healthcare settings, and other institutions dedicated to supporting vulnerable populations and advancing social change.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science, or Nutrition.

**Equivalent entry:** Diploma in Sociology, Social Work, Nursing, Correctional Science, Gender Studies, Counselling, Psychology, Medicine, Public Health, Pharmacy, Community Development, Education, Journalism, Mass Communication, Records Management, Law, Banking and Finance, Customs and Tax, Development and Administration, Management, Planning, Development Studies, Information Technology, Computer Science, Public Administration, Marketing, Public Relations, Industrial Relations, Secretarial Studies, Library and Information Management, Human Resource Management, Citizenship, Criminal Investigation, Local Government and Regional Administration, Monitoring and Evaluation, Policing, Citizenship, Rural Development Planning, Divinity and Theology, Islamic Studies, Immigration,

or Youth Development Work, with an average of “B” or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme structure

### Level I

Code	Title	Status	Credit	Unit
OSP 101	Introduction to Social Work	Core	20	2
OSP 102	Social Work Profession Ethics	Core	20	2
OSP 104	Introduction to Psychology for Social Workers	Core	20	2
OSP 105	Basic Health Literacy in Social Work	Core	20	2
OSS 102	Introduction to Sociology and Anthropology	Core	20	2
OFC 017	Communication Skills	Core	10	1
OCP 110	Information and Communication Technology Applications	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

### Level II

Code	Title	Status	Credit	Units
OSP 201	Human Behavior and the Social Environment	Core	20	2
OSP 202	Empowering Marginalized Populations	Core	20	2
OSP 203	Introduction to Social Welfare Policies	Core	20	2
OSP 204	Social Work Practice with Individuals, and Families	Core	20	2
OSP 205	Social Work Practice with Groups	Core	20	2
OSP 206	Social Work Practice with Organizations	Core	20	2
OSP 207	Social Work Practice with Communities	Core	20	2
OSP 208	Introduction to Field Practice	Core	20	2
<b>Total</b>			<b>160</b>	<b>16</b>

### Level III

Code	Title	Status	Credit	Units
OSP 301	Social Welfare Policy Analysis and Evaluation	Core	20	2
OSP 302N	Social Work Research	Core	20	2
OSP 303	Social Work Research Project	Core	20	2
OSP 304	Field Practice (Block)	Core	20	2
<b>Total</b>			<b>80</b>	<b>8</b>

## Bachelor of Tourism Management (BTM)

The Bachelor of Tourism Management equips students with a solid foundation in the planning, development, and sustainable management of tourism. The programme combines theoretical knowledge with practical experience through fieldwork, case studies, and industry engagement to develop essential skills in destination management, tourism marketing, cultural heritage preservation, and eco-tourism practices. It prepares learners to understand tourism trends, assess tourism impacts, and implement strategies that support sustainable tourism growth and community development. Graduates are well-positioned for careers in tourism boards, travel and hospitality companies, cultural institutions, tour operations, and government ministries responsible for tourism and economic development.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Economics, Kiswahili, Literature, French, Arabic, Chinese, Business, Accounts, Mathematics, Computer Science, Nutrition, Physics, Chemistry, Biology, Agriculture, Islamic, or Divinity.

**Equivalent entry:** Diploma in Tourism, Wildlife Management, Culinary Art, Forestry Management, Nature Conservation, Law, Marketing, International Relations and Diplomacy, Environmental Studies, Marine, Hotel Management and Tourism, Logistic and Planning, Clearing and Forwarding, Procurement and Supply, Business Administration, Social Work, Sociology, Range Management, Tour Guide, Human Resource Management, Hospitality, Cultural and Heritage, Youth Development Work, Food and Beverage, Agriculture OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme structure

### Level I:

Codes	Title	Status	Credit	Units
OTM 121	Tourism concepts and theories	Core	10	1
OTM 122	Fundamentals of Wildlife Ecology	Core	20	2
OTM 124	Special Interest Tourism	Elective	10	1
OTM 125	Customer Service Management	Core	10	1
OTM 126	Tour Guiding Skills and Techniques	Elective	10	1
OTM 127	Professional and Business Communication (etiquette and protocol Skills)	Core	10	1
OHM 101	Integrated Hospitality Operations	Core	10	1
OHE 103	Master of Ceremony (MC) for Event Management	Elective	10	1
OCP 110	Information and Communication Technology Applications	Core	10	1
OFC 017	Communications skills	Core	10	1
OEC 144	Social Science Research Methods	Core	10	1
OTT 104	Geographies of Tourism and Map Reading	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

### Level II:

Codes	Title	Status	Credit	Units
OTM 221	Cultural and Heritage Tourism Management	Core	10	1
OTM 222	Tourism Economics	Core	10	21
OTM 223	Tourism Policy & Planning	Core	20	2
OTM 224	Tourism Marketing and Promotion	Core	20	2
OTM 225	Sustainable Tourism Development	Core	20	2
OTM 226	Sports Tourism Management	Elective	10	1
OTM 227	Nature Based Tourism	Core	10	1
OTM 228	Climate Change and Tourism	Core	10	1
OTT 203	Medical Tourism	Elective	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

\* Students are required to take a minimum of 120 credits including electives.

### Level III:

Codes	Title	Status	Credit	Units
OTM 321	MICE Tourism	Core	10	1
OTM 322	Travel and Tour Operations Management	Core	20	2
OTM 323	Tourism Destination Development and SDGs	Core	10	1
OME 312	Entrepreneurship and Business Planning	Core	20	20
OLG 121	Principal of Human Resource Management and Administration	Core	20	20
OTM 325A	Academic Study Tour	Core	10	1
OTM 325B	Industrial Attachment	Core	10	1
OTM 325C	Special Project	Core	20	20
<b>Total</b>			<b>120</b>	<b>12</b>

\* Students are required to take a minimum of 120 credits

## Diploma in Monitoring and Evaluation

The programme offers students a strong foundation in programme assessment, performance measurement, and results-based management. The programme blends theoretical learning with practical experience through project-based assignments, data analysis, and fieldwork. Students gain essential skills in designing monitoring frameworks, conducting evaluations, and using modern tools and methodologies for data collection and analysis.

Graduates are equipped to assess the effectiveness and impact of projects and programmes, develop evidence-based recommendations, and support strategic decision-making. They are well-prepared for

roles in government institutions, NGOs, development agencies, and other organizations involved in planning, monitoring, and evaluating development interventions.

**Entry Requirements:** The entry qualifications for the Diploma in M&E programme of the OUT is consistent with established entry qualifications for other Diploma programmes offered at OUT which is at least a minimum of 1 principal pass or at least 2 subsidiaries pass of Form VI (A-level) subjects (drawn from any/all combinations) or other professional Certificates or their equivalent recognised by NACTEVET or VETA.

### Programme structure

#### Level I Modules

Code	Title	Core/Elective	Credit	Units
OEC 011	Fundamentals of Result Based Project	Core	20	2
OEC 012	M&E Principles and Approaches	Core	20	2
OEC 013	M&E Planning and Implementation	Core	20	2
OEC 014	Applied Mathematics for Project	Core	20	2
OFP 020	Computer Skills	Core	20	2
<b>Total</b>			<b>100</b>	<b>10</b>

#### Level II Modules

Code	Title	Core/Elective	Credit	Units
OEC 021	Impact Evaluation Methods	Core	20	2
OEC 022	Field protocol & report writing	Core	20	2
OEC 023	M&E in Public Sector	Core	20	2
OEC 024	Evaluation Criteria and Techniques	Core	20	2
OEC 025	Value for Money in M&E	Core	20	2
OEC 026	M&E Data Management and Systems	Core	20	2
OEC 199	Field Practical Attachment	Core	40	4
<b>Total</b>			<b>160</b>	<b>16</b>

### Certificate in Monitoring and Evaluation

The Certificate in Monitoring and Evaluation at the Open University of Tanzania introduces students to the basic principles and practices of tracking and assessing development projects and programmes. The programme combines foundational theoretical knowledge with practical exercises in data collection, simple analysis, and reporting. Students develop essential skills in preparing monitoring plans, understanding evaluation processes, and applying basic tools and techniques for measuring progress and outcomes. Upon completion, graduates are equipped to assist in monitoring and evaluation activities, support data management, and contribute to effective implementation and reporting within NGOs, community-based projects, government programmes, and development initiatives.

**Entry Requirements:** The entry qualifications for the Certificate in M&E programme of the OUT is any student with Certificate of Secondary Education with at least any 4 passes (D and above) from Form IV (O-level) subjects excluding religious subjects, or National Vocational Award (NVA) Level 3 (with at least 3 passes of CSE).

### Programme Structure

#### Semester I

Code	Course title	Status	credit	units
OEC 001	Introduction to Project Design and Management	Core	20	2
OEC 002	Monitoring and Evaluation Framework	Core	20	2
OEC 003	Social Science Research Methods	Core	20	2
OEC 004	Basic Statistics for M&E	Core	20	2
	<b>Total</b>		<b>80</b>	<b>8</b>

**Semester II**

OEC 005	Field Work Management	Core	20	2
OEC 006	M&E Ethics and Gender Aspects	Elective	20	2
OFP 017	Communication skills	Core	20	2
OEC 099	M&E group Project	Core	40	4
	<b>Total</b>		<b>100</b>	<b>10</b>

**Ordinary Diploma in Social Work****Entry Requirements**

Holders of Certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects OR Holders of Basic Technician Certificate (NTA Level 4) in social work

**Certificate in Social Work****Entry Requirements**

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects

**NTA Level 4: Semester I**

Code	Title	Scheme of Study Hrs/Wk					Units
		L	T	P	AS	Credit	
SWT04101	Basics of Social Work	3	2	2	2	14	1
SWT04102	Social Work Values and Ethics	2	1	-	1	06	1
SWT04103	Information Communication Technology in Social Work	2	1	2	2	10	1
SWT04106	Fundamentals of Sociology	2	1	-	1	06	1
SWT04109	Psychology for Social Workers	2	1	2	2	10	1
SWT04110	Social Welfare Services	2	2	2	2	12	1
	<b>Sub -Total hours/Week</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>58</b>	<b>6</b>
	<b>Total hours/Week</b>	<b>39</b>					

**NTA Level 4: Semester II**

Code	Title	Scheme of Study Hrs/Wk					Units
		L	T	P	AS	Credit	
SWT04204	Social Work Practice in Health Care	2	2	3	2	13	1
SWT04205	Social Psychology for Social Workers	2	2	1	2	11	1
SWT04207	Human Rights and Gender in Social work Practice	2	1	-	1	06	1
SWT04208	Fundamentals of Social Empowerment	2	1	1	1	07	1
SWT04211	Basics of Social Work Field Instructions	2	1	-	1	05	1
SWT04212	Block field Work	-	-	-	-	25	1
	<b>Sub -Total hours/Week</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>67</b>	<b>6</b>
	<b>Total hours/Week</b>	<b>*29</b>					

**NTA Level 5: Semester I**

Code	Title	Scheme of Study Hours/Week					Units
		L	T	P	AS	Credit	
SWT 05101	Communication Skills	2	1	2	2	10	1
SWT 05102	Guidance and Counseling	3	1	3	2	14	1
SWT 05103	Social Welfare Policy and Services	3	1	2	1	11	1
SWT 05104	Social Work Practice	2	1	1	1	8	1
SWT 05105	Basic Statistics for Social Workers	2	-	2	1	8	1
SWT 05106	Social Work Case Management	3	1	2	1	10	1
	<b>Sub-Total hours/Week</b>	<b>15</b>	<b>5</b>	<b>12</b>	<b>8</b>	<b>61</b>	<b>6</b>
	<b>Total Hours/week</b>	<b>40</b>					

**NTA Level 5: Semester II**

Code	Title	Scheme of Study Hrs/Wk					Units
		L	T	P	AS	Credit	
SWT05207	Entrepreneurship skills	2	1	1	1	08	1
SWT05208	Social Advocacy and Empowerment	3	-	2	2	10	1
SWT05209	Social work and Law	3	1	2	1	11	1
SWT05210	Social Work Field Instruction	2	-	-	1	5	1
SWT05211	Block Field Work Practice	-	-	-	-	25	1
<b>Sub-Total hours/Week</b>		<b>10</b>	<b>2</b>	<b>5</b>	<b>5</b>	<b>59</b>	<b>5</b>
<b>Total Hrs/week</b>		<b>22*</b>					

**Key**

L - Lecture hours; T - Tutorials hours; P – Practical/Project hours; AS – Assignment hours

\* The rest of the hours per week in a semester will be allocated for Block Field practice

**NTA Level Six: Semester I**

Code	Title	Scheme of Study Hrs/Wk.					Units
		L	T	P	AS	Credit	
SWT06101	Social Policy	2	1	1	1	7	1
SWT06103	Resource Mobilization for Social Welfare Services	2	1	2	2	10	1
SWT06104	Rehabilitation Services in Social Work Practice	2	-	1	1	7	1
SWT06107	Administration of Social Welfare Resources	4	1	1	2	12	1
SWT06108	Social Work Best Practices	2	2	2	2	12	1
SWT06109	Basic Leadership and Administration Skills	2	1	1	1	8	1
<b>Sub-Total hours/Week</b>		<b>14</b>	<b>6</b>	<b>8</b>	<b>9</b>	<b>56</b>	<b>6</b>
<b>Total hours per week</b>		<b>37</b>					

**Key**

L - Lecture hours; T - Tutorials hours; P - Practical hours; AS – Assignment hours

**NTA Level Six: Semester II**

Code	Module Title	Scheme of Study Hrs/Wk.					Units
		L	T	P	AS	Credit	
SWT06202	Applied Social Welfare Laws	2	1	1	1	7	1
SWT06205	Social Work Research Methods	2	1	1	2	10	1
SWT06206	Crisis Intervention and Conflict Management	2	1	1	1	10	1
SWT06210	Social work interventions in HIV and AIDS	1	-	1	1	4	1
SWT06211	Quality Assurance and Improvement in Social Welfare Services	1	-	1	1	5	1
SWT06212	Block Field Practice	-	-	-	-	30	1
<b>Sub-Total hours/Week</b>		<b>8</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>65</b>	<b>6</b>
<b>Total hours/week</b>		<b>*22</b>					

\* The rest of the hours per week in a semester will be allocated for Block Field practice



## **WELCOME TO FACULTY OF BUSINESS MANAGEMENT (FBM)**

The Faculty of Business Management at the Open University of Tanzania is dedicated to delivering high-quality business education that is accessible, flexible, and responsive to the evolving needs of society. As a pioneer in distance learning, the faculty offers online and blended programmes that equip students with practical knowledge and strategic skills. Our mission is to cultivate innovative and responsible business leaders through transformative teaching, research, and community engagement. Committed to regional and global connectivity, the faculty contributes to sustainable development and economic growth through excellence in business education, policy dialogue, and the promotion of entrepreneurial thinking.

## PROGRAMMES ON OFFER

In the academic year 2025/2026 FBM is offering seven bachelor degrees, four diplomas, and eight certificates

Programme	Code	Total Units	Tuition Fee
Bachelor of Business Administration in Accounting	OU017	40	2,480,000
Bachelor of Business Administration in Finance	OU018	40	2,480,000
Bachelor of Business Administration in Marketing	OU019	40	2,480,000
Bachelor of Business Administration in Human Resource Management	OU020	40	2,480,000
Bachelor of Business Administration in International Business	OU021	40	2,480,000
Bachelor of Human Resource Management	OU022	40	2,480,000
Bachelor of Procurement and Supply Chain Management	OU040	40	2,480,000
Basic Technician Certificate in Procurement and Supply (NTA Level 4)	N/A	14	680,000
Technician Certificate in Procurement and Supply (NTA Level 5)	N/A	14	680,000
Ordinary Diploma in Procurement and Supply (NTA Level 6)	N/A	14	680,000
Basic Technician Certificate in Entrepreneurship (NTA Level 4)	N/A	12	640,000
Technician Certificate in Entrepreneurship (NTA Level 5)	N/A	12	540,000
Ordinary Diploma in Entrepreneurship (NTA Level 6)	N/A	12	660,000
Basic Technician Certificate in Business Administration (NTA Level 4)	N/A	14	680,000
Technician Certificate in Business Administration (NTA Level 5)	N/A	14	680,000
Ordinary Diploma in Business Administration (NTA Level 6)	N/A	12	600,000
Ordinary Diploma in Accountancy (NTA Level 6)	N/A	13	640,000
Technician Certificate in Accountancy (NTA Level 5)	N/A	13	640,000
Basic Technician Certificate in Accountancy (NTA Level 4)	N/A	13	640,000

### Plus: Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	Student Identification fee	20,000	Paid once
4.	Registration fee	30,000	Paid once
5.	On-demand examinations	30,000	Paid per each on-demand examination requested
6.	NACTVET verification fee	10,000	Paid once

### Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid once for each academic year

### Bachelor of Business Administration in Accounting (BBA Accounting)

The program equips students with contemporary accounting knowledge, enabling them to understand both the theoretical foundations and practical aspects of business operations. It also emphasizes the development of transferable skills such as business communication, research, critical thinking, and problem-solving. Furthermore, the program promotes entrepreneurial awareness, encouraging students to apply entrepreneurial principles within the accounting profession. Graduates are prepared to become competent accounting professionals across the public, private, and nonprofit sectors, including non-governmental organizations (NGOs).

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Sciences, or Nutrition.

**Equivalent entry:** Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management,

Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Logistic Management, Secretarial Duties, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Industrial Relations, Science Education, Engineering, Agriculture, Crop Science, Animal Science, Wildlife, Poultry, Livestock Management, Nursing, Midwifery, Medical Sciences, Tourism Management, Forest Sciences, Water Management, Political Science, Social Sciences, Development Planning, Freight Clearing and Forwarding, Project Management, or Journalism with an average of “B” or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme Structure

### Level I

Code	Title	Status	Credit	Unit
OCP 110	Information and Communication Technology Applications	Core	10	1
OFC 017	Communication Skills	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 113	Principles of Finance	Core	20	2
OME 120	Procurement for Accountant	Core	20	2
	<b>Total</b>		<b>130</b>	<b>13</b>

### Level II

Code	Title	Status	credits	Unit
OME 213	Principles of Economics	Core	20	2
OAF 214	Public Finance	Core	10	1
OAF 215	Principles of Auditing	Core	10	1
OAF 216	Financial Accounting	Core	20	2
OAF 217	Cost Accounting	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
	<b>Total Units</b>		<b>120</b>	<b>12</b>

### Level III

Code	Title	Status	Credits	Unit
OME 312	Entrepreneurship and Business Planning	Core	20	2
OAF 315	Public Sector Accounting	Core	10	1
OAF 316	Performance Management	Core	20	2
OAF 317	Taxation	Core	20	2
OAF 319	Financial Reporting	Core	20	2
OAF 320	Auditing and Assurance Services	Core	20	2
OAF 322	International Finance	Core	20	2
OBM 399	Field Practical	Core	20	2
	<b>Total Units</b>		<b>150</b>	<b>15</b>

## Bachelor of Business Administration in Finance (BBA Finance)

The program is designed to provide students with a solid foundation in financial knowledge and practical skills, including business communication, critical thinking, and entrepreneurial awareness. It prepares graduates to apply core finance principles, navigate ethical and regulatory frameworks, and interpret financial trends with confidence. With a strong emphasis on digital tools, effective communication, and responsible decision-making, the program cultivates well-rounded finance professionals capable of contributing to public, private, and nonprofit sectors. Graduates are equipped to work independently and collaboratively in diverse and evolving business environments.

## Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Sciences, or Nutrition.

**Equivalent entry:** Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Logistic Management, Secretarial Duties, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Industrial Relations, Science Education, Engineering, Agriculture, Crop Science, Animal Science, Wildlife, Poultry, Livestock Management, Nursing, Midwifery, Medical Sciences, Tourism Management, Forest Sciences, Water Management, Political Science, Social Sciences, Development Planning, Freight Clearing and Forwarding, Project Management, or Journalism with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme Structure

### Level I

Code	Title	Status	Credit	Unit
OCP 110	Information and Communication Technology Applications	Core	10	1
OFC 017	Communication skill	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 113	Principles of Finance	Core	20	2
OME 120	Procurement for Accountant	Core	20	2
OAF 112	Business Mathematics and Statistics	core	20	2
<b>Total</b>			<b>130</b>	<b>13</b>

### Level II

Code	Title	status	Credit	Unit
OAF 213	Financial Management	Core	20	2
OAF 214	Public Finance	Core	10	1
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
OAF 218	Financial and Investment Analysis	Core	20	2
<b>Total</b>			<b>130</b>	<b>13</b>

### Level III

Code	Title	Status	Credit	Unit
OAF 318	Corporate Finance	Core	20	2
OAF 322	International Finance	Core	20	2
OAF 323	Financial Markets and Institutions	Core	20	2
OAF 313	Microfinance Management	Core	20	2
OAF 316	Performance Management	Core	20	2
OAF 317	Taxation	Core	20	2
OBM 399	Field Practical	Core	20	2
<b>Total</b>			<b>140</b>	<b>14</b>

## Bachelor of Business Administration in Marketing (BBA Marketing)

The program produces well-rounded marketing professionals with a strong foundation in core marketing principles, analytical skills for market evaluation and trend forecasting, and effective communication abilities. Graduates are expected to be capable of developing strategic marketing plans, engaging in business and technopreneurial ventures, and practicing ethical, socially responsible marketing. The program also nurtures creative thinkers with confidence to lead in the marketing field, professionals skilled in enhancing brand equity, identifying market opportunities, and creating data-driven strategies. Additionally, it emphasizes proficiency in marketing research, the use of advanced digital tools like AI, and the ability to design customer-focused marketing strategies.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Sciences, or Nutrition

**Equivalent entry:** Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Logistic Management, Secretarial Duties, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Industrial Relations, Science Education, Engineering, Agriculture, Crop Science, Animal Science, Wildlife, Poultry, Livestock Management, Nursing, Midwifery, Medical Sciences, Tourism Management, Forest Sciences, Water Management, Political Science, Social Sciences, Development Planning, Freight Clearing and Forwarding, Project Management, or Journalism with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

#### Level I

C/Code	Course Name	Status	Credit	Unit
OCP 110	Information and Communication Technology Applications	Core	10	1
ODS 101 A	Concepts and Theories of Social Development	Core	10	1
OFC 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 113	Principles of Finance	Core	20	2
OME 114	Principles of Marketing Management	Core	20	2
	<b>Total Units</b>		<b>130</b>	<b>13</b>

#### Level II

C/Code	Course Name	Status	Credit	unit
OME 229	Consumer Behaviour	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 221	Marketing Strategy, Planning and Control	Core	20	2
OME 216	Brand Management	Core	10	1
	<b>Total</b>		<b>130</b>	<b>13</b>

### Level III

Code	Course Name/ Title	Status	Credit	Unit
OME 311	Organisational Behaviour	Core	20	2
OME 312	Entrepreneurship and Business Development	Core	20	2
OME 313	Services Marketing and Customer Care	Core	20	2
OME 321	Sales Management	Core	20	2
OME 322	International Marketing	Core	20	2
OME 332	Digital Marketing	Core	20	2
OBM 399	Field Practical	Core	20	2
	<b>Total</b>	<b>Core</b>	<b>140</b>	<b>14</b>

### Bachelor of Business Administration in Human Resource Management (BBA HRM)

The programme equips graduates with the knowledge and skills essential for success in human resource (HR) roles and advancement into managerial positions with a strong emphasis on people management. It prepares students to become effective HR professionals and strategic leaders capable of driving organizational success through the development and management of human capital. The curriculum provides insights into a range of career opportunities within HR, including roles at the international level. Students are encouraged to critically reflect on the skills, competencies, and professional attributes gained throughout the programme. Additionally, they will maintain a personal learning portfolio and develop a customized personal development plan to support career advancement and lifelong learning.

#### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Sciences, or Nutrition

**Equivalent entry:** Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Logistic Management, Secretarial Duties, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Industrial Relations, Science Education, Engineering, Agriculture, Crop Science, Animal Science, Wildlife, Poultry, Livestock Management, Nursing, Midwifery, Medical Sciences, Tourism Management, Forest Sciences, Water Management, Political Science, Social Sciences, Development Planning, Freight Clearing and Forwarding, Project Management, or Journalism with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme Structure

#### Level I

Code	Title	Status	Credit	Unit
OCP 110	Information and Communication Technology Applications	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
OFC 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OAF 113	Principles of Finance	Core	20	2
OME 114	Principles of Marketing Management	Core	20	2
	<b>Total Units</b>		<b>130</b>	<b>13</b>

#### Level II

Code	Title	Status	Credit	Unit
OLG 216	Diversity at Work Place	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2

OLG 213	Strategic Human Resource Management	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OLG 226	Human Resource Planning	Core	20	2
	<b>Total Units</b>		<b>140</b>	<b>14</b>

### Level III

Code	Title	Status	Credit	Unit
OME 312	Entrepreneurship and Business Planning	Core	20	2
OME 311	Organizational Behaviour	Core	20	2
OLG 311	Training and Development	Core	20	2
OLG 321	Labour Law	Core	20	2
OLG 322	Labour Relations	Core	20	2
OLG 325	Leadership and Conflict Management	Core	10	1
OBM 399	Field Practical	Core	20	2
	<b>Total Units</b>		<b>130</b>	<b>13</b>

### Bachelor of Business Administration in International Business (BBA IB)

This program offers a comprehensive understanding of international business by integrating theoretical foundations with practical applications such as case studies and market analysis. It equips students with essential skills in international marketing, global supply chain management, strategic planning, and cross-cultural communication. Designed to develop leadership capabilities for dynamic and competitive global environments, the program prepares graduates for careers in multinational corporations, export-import enterprises, global consulting firms, and international development organizations.

### Entry Requirements

#### Direct entry:

Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Sciences, or Nutrition.

#### Equivalent entry:

Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Logistic Management, Secretarial Duties, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Industrial Relations, Science Education, Engineering, Agriculture, Crop Science, Animal Science, Wildlife, Poultry, Livestock Management, Nursing, Midwifery, Medical Sciences, Tourism Management, Forest Sciences, Water Management, Political Science, Social Sciences, Development Planning, Freight Clearing and Forwarding, Project Management, or Journalism with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme Structure

### Level I

Code	Title	Status	Credit	Unit
OCF 110	Information and Communication Technology Applications	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
ODS 101C	Political and Social Development in Africa	Core	10	1
OFC 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OLG 122	International Human Resources Management	Core	20	2
	<b>Total Units</b>		<b>120</b>	<b>12</b>

### Level II

Code	Title	Status	Credit	Unit
OME 211	Principles of Marketing	Core	20	2
OME 214	International Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OLG 224	Regional Economic Integration	Core	20	2
OME 222	International Procurement	Core	20	2
	<b>Total Units</b>		<b>140</b>	<b>14</b>

### Level III

C/Code	Course Name/ Title	Status	Credits	Units
OME 311	Organizational Behaviour	Core	20	2
OLG 312	Legal Aspects of International Trade	Core	20	2
OME 322	International Marketing	Core	20	2
OAF 322	International Finance	Core	20	2
OME 312	Entrepreneurship and Business Development	Core	20	2
OME 321	Sales Management	Core	20	2
OBM 399	Field Practical	Core	20	2
	<b>Total Units</b>		<b>140</b>	<b>14</b>

### Bachelor of Human Resource Management (BHRM)

The program is designed to equip students with the knowledge, skills, and competencies needed to effectively manage human resources across various organizational settings. It addresses the growing demand for HR professionals in both public and private sectors by focusing on key areas such as recruitment, training, performance management, and employee relations. The curriculum blends theoretical knowledge with practical skills; ensuring graduates are job-ready and capable of improving organizational performance and employee satisfaction. The program also promotes ethical practices, sustainability, continuous improvement, and lifelong learning, contributing to the development of a skilled workforce essential for economic and social progress at local and regional levels.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Sciences, or Nutrition.

**Equivalent entry:** Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Procurement and Supply Chain Management, Entrepreneurship,

Marketing, Enterprise Development, Logistic Management, Secretarial Duties, Youth Development Work (CYP), Library and Information Management, Records and Archives Management, Industrial Relations, Science Education, Engineering, Agriculture, Crop Science, Animal Science, Wildlife, Poultry, Livestock Management, Nursing, Midwifery, Medical Sciences, Tourism Management, Forest Sciences, Water Management, Political Science, Social Sciences, Development Planning, Freight Clearing and Forwarding, Project Management, or Journalism with an average of “B” or a minimum GPA of 3.0 OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme Structure

### Level I

Code	Title	Status	Credit	Unit
OCP 110	Information and Communication Technology Applications	Core	10	1
ODS 101A	Concepts and Theories of Social Development	Core	10	1
OFC 017	Communication Skills	Core	10	1
OLG 111	Principles of Human Resource Management and Administration	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OLG 116	Labour Economics	Core	20	2
OLG 117	Performance Management	Core	20	2
OLG 122	International Human Resource Management	Core	20	2
<b>Total</b>			<b>130</b>	<b>13</b>

### Level II

Code	Title	Status	credit	Unit
OLG 216	Diversity at Work Place	Core	20	2
OLG 217	Work Place Health and Safety	Core	20	2
OLG 213	Strategic Human Resource Management	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OLG 225	Compensation Management	Core	20	2
OLG 226	Human Resource Planning	Core	20	2
<b>Total</b>			<b>140</b>	<b>14</b>

### Level III

Code	Title	Status	Credit	Unit
OME 312	Entrepreneurship and Business Planning	Core	20	2
OME 311	Organizational Behaviour	Core	20	2
OLG 311	Training and Development	Core	20	2
OLG 321	Labour Law	Core	20	2
OLG 322	Labour Relations	Core	20	2
OLG 325	Leadership and Conflict Management	Core	10	1
OBM 399	Field Practical	Core	20	2
<b>Total</b>			<b>130</b>	<b>13</b>

## Bachelor of Procurement and Supply Chain Management (BPSCM)

The program equips students with comprehensive knowledge and practical skills in procurement and supply chain management, emphasizing best practices, gender inclusivity, environmental sustainability, and ethical standards. The program focuses on integrating procurement with organizational functions, understanding legal and risk frameworks, and applying ICT and AI in dynamic environments. Students will develop competencies in e-Procurement, financial literacy, accounting processes, inventory models, and sustainable warehousing and logistics. Additionally, the curriculum covers international procurement issues, ethical global practices, and cross-cultural considerations, while fostering critical thinking and analytical skills in financial data and microeconomic modeling to support informed and responsible decision-making in procurement and supply chain operations.

## Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science.

**Equivalent entry:** Diploma in Human Resource Management, Business Administration, International Business, Accounting, Banking and Finance, Marketing, Entrepreneurship, Microfinance Management, Co-operative Management and Accounting, Commerce, Economics, Statistics, Public Administration, Local Government Administration, Information Technology with Accounting, Customs and Tax, Economic Development, Statistics, Youth Development Work, Office Management and Secretarial Services, Library and Information Management, Labour Relations, Public Relations, Social Work, Project Management, Medical Science, Nursing and Midwifery, Clearing and Forwarding, Pharmacy, Pharmaceutical, Computer Application, Information Technology, Information Technology with Accounting, Police Science, Law, Criminal Investigation, Counseling, Psychology, Procurement and Supply Chain Management, Entrepreneurship, Marketing, Enterprise Development, Procurement and Supply, Procurement and Supply Chain Management, Logistic Management, Procurement and Logistics Management with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

## Programme Structure

### Level I

Code	Title	Status	Credit	Unit
OCP 110	Information and Communication Technology Applications	Core	10	1
OFC 017	Communication Skills	Core	10	1
OME 111	Procurement and Supply Chain Management	Core	20	2
OAF 111	Principles of Accounting	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OLG 112	Legal Aspects of Procurement and Supply Chain Management	Core	20	2
OME 122	Principles of Warehouse Management	Core	20	2
	<b>Total</b>		<b>120</b>	<b>12</b>

### Level II

Code	Title	Status	Credit	Unit
OME 222	International Procurement	Core	20	2
OME 223	Procurement Contract Management	Core	20	2
OME 230	Logistics Management	Core	20	2
OME 312	Entrepreneurship and Business Development	Core	20	2
OME 325	Procurement and Supply chain Risk Management	Core	20	2
OAF 222	Procurement and Supplies Audit	Core	20	2
***	Choose one course from electives courses	Elective	20	2
	<b>Total</b>		<b>140</b>	<b>14</b>

### Level III: Choose one course from elective courses

Code	Title	Status	credit	Unit
OME 314	E-procurement and Supply chain Management	Core	20	2
OME 323	Strategic Procurement and Supply chain management	Core	20	2
OME 324	Inventory and Warehousing Management	Core	20	2
OME 327	Public procurement	Core	20	2
OME 330	Sustainable Procurement	Core	20	2
OBM 399	Field practical	Core	20	2
***	Choose one course from elective courses	Elective	20	2
	<b>Total</b>		<b>140</b>	<b>14</b>

### Elective Courses

Code	Title	Status	Credit	Unit
OLG 111	Principles of Human Resource Management and Administration	Elective	20	2
OAF 121	Finance1	Elective	20	2
OME 211	Principles of Marketing	Elective	20	2
OME 213	Principles of Economics	Elective	20	2
OLG 221	Business Research Methods and Philosophy	Elective	20	2
OME 326	Production and Operations Management	Elective	20	2
OLG 325	Leadership and Conflict Management	Elective	20	2

### Basic Technician Certificate in Procurement and Supply (NTA Level 4)

The programme is designed to provide students with foundational knowledge and practical skills in procurement and supply chain operations. The program introduces key concepts such as purchasing procedures, storekeeping, inventory control, basic contract management, and procurement ethics. It aims to prepare graduates for entry-level roles in procurement and logistics across both public and private sector organizations. With an emphasis on transparency, accountability, and efficiency, this program also lays the groundwork for further studies in procurement and supply chain management, contributing to the development of a capable workforce that supports effective resource management and service delivery.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects

### Semester I

Code	Title	Status	Credit	Unit
AFPS 04101	Basic storekeeping	Core	10	1
AFPS 04102	Basic procurement principles	Core	20	2
AFPS 04103	Elementary business arithmetic	Core	10	1
AFPS 04104	English communication skills	Core	10	1
AFPS 04105	Elementary commercial knowledge	Core	10	1
AFPS 04106	Life Skills	Core	10	1
<b>Total credits</b>			<b>70</b>	<b>7</b>

### Semester II

Code	Title	Status	Credit	Unit
AFPS 04207	Introduction to public procurement	Core	20	2
AFPS 04208	Entrepreneurship Skills	Core	10	1
AFPS 04209	Basic Computer Skills	Core	10	1
AFPS 04210	Bookkeeping	Core	10	1
AFPS 04211	Field practical	Core	20	2
<b>Total</b>			<b>70</b>	<b>7</b>

### Technician Certificate in Procurement and Supply (NTA Level 5)

The programme is designed to provide students with essential knowledge and practical skills in procurement and supply chain management. The program focuses on key areas such as purchasing procedures, inventory management, contract management, ethics, and the use of procurement-related technologies. It aims to produce competent procurement assistants who can support efficient and transparent acquisition of goods and services in both public and private sector organizations. Emphasizing professionalism, cost-effectiveness, and accountability, the program also serves as a foundation for further studies in procurement and logistics, enhancing graduates' career prospects in a growing and vital sector.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects

**Equivalent entry:** Holders of Basic Technical Certificate (NTA Level 4) in Procurement OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects

### Programme Structure

#### Semester I

Code	Module title	Status	Credit	Unit
AFPS 05101	Stores administration	C	10	1
AFPS 05102	Procurement principles	C	20	2
AFPS 05103	Principles of Marketing	F	10	1
AFPS 05104	Business Mathematics	F	10	1
AFPS 05105	Business Communication Skills	F	10	1
<b>Total</b>			<b>60</b>	<b>6</b>

#### Semester II

Code	Module title	Status	Credit	Unit
AFPS 05206	Inventory control	Core	10	1
AFPS 05207	Law of contract	Core	20	2
AFPS 05208	Introduction to ICT	Core	10	1
AFPS 05209	Introduction to accounting and costing	Core	10	1
AFPS 05210	Fundamentals of Logistics	Core	10	1
AFPS 05211	Field practical	Core	20	2
<b>Total</b>			<b>80</b>	<b>8</b>

### Ordinary Diploma in Procurement and Supply (NTA Level 6)

The program is designed to equip students with foundational knowledge and practical skills in procurement and supply chain management. This program addresses the increasing demand for competent procurement professionals who can efficiently manage the acquisition of goods and services in both public and private sectors.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in Holders of Certificate of non-religious subjects

**Equivalent entry:** Holders of Basic Technician Certificate (NTA Level 5) in Procurement and Supply, Logistics, Clearing and Forwarding, Business Administration, Accounting OR Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and one Subsidiary in principal subjects.

### Ordinary Diploma in Procurement (NTA Level 6)

#### Semester I

Code	Module title	Status	Credit	Unit
AFPS 06101	Warehouse Management	Core	20	2
AFPS 06102	International procurement	Core	10	1
AFPS 06104	Principles of economics	Core	10	1
AFPS 06106	Financial Management	Core	10	1
AFPS 06107	Principles of Management	Core	10	1
	<b>Total</b>		<b>60</b>	<b>6</b>

#### Semester II

Code	Module title	Status	Credit	Unit
AFPS 06206	Public Procurement	Core	20	2
AFPS 06207	Elements of Strategic Management	Core	10	1

AFPS 06212	Electronic Procurement	Core	10	1
AFPS 06214	Fundamental of Supply Chain Management	Core	10	1
AFPS 06215	Small Business Development	Core	10	1
AFPS 06113	Action research	Core	20	2
	<b>Total</b>		<b>80</b>	<b>8</b>

**Note:** Total Number of Units = 14

### Basic Technician Certificate in Entrepreneurship (NTA Level 4)

The programme is designed to introduce students to the fundamental principles of entrepreneurship and small business management. The program aims to equip learners with basic skills in business idea generation, business planning, marketing, financial literacy, and customer service. It encourages creativity, innovation, and self-employment, particularly among youth and aspiring entrepreneurs. By combining practical training with foundational knowledge, the program prepares graduates to start and manage micro and small enterprises or progress to higher levels of entrepreneurial and business education.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects

### Programme Structure

#### Semester I

Code	Title	Status	Credit	Unit
MET 04101	Essentials of Entrepreneurship	Core	10	1
MET 04102	Fundamentals of Marketing	Core	10	1
AFT 04101	Basic Business Mathematics and Statistics	Core	10	1
LGT 04101	Basic ICT Skills	Core	10	1
LGT 04102	Basic Business Communication Skills	Core	10	1
LGT 04103	Introduction to Cross-Cutting Issues	Core	10	1
	<b>Total</b>		<b>60</b>	<b>6</b>

#### Semester II

Code	Title	Status	Credit	Unit
MET 04201	Business opportunities	Core	10	1
MET 04202	Small business management	Core	10	1
MET 04203	Promotion	Core	10	1
AFT04201	Basic Bookkeeping and accounting	Core	10	1
MET 04204	Customer care	Core	10	1
BMT 04299	Filed Practical	Core	10	1
	<b>Total</b>		<b>60</b>	<b>6</b>

### Technician Certificate in Entrepreneurship (NTA level 5)

The programme is designed to equip students with foundational knowledge, practical skills, and an entrepreneurial mindset necessary to identify business opportunities, develop innovative ideas, and start or support small enterprises. It also serves as a stepping stone for further education in entrepreneurship and business-related fields.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.

**Equivalent entry:** Holders of Basic Technical Certificate (NTA Level 4) in Entrepreneurship OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects

## Programme Structure

### Semester I

Code	Course title	Status	Credit	Unit
AFT 05101	Fundamentals of Business Mathematics & Statistics	Core	10	1
LGT 05101	Essentials of Business Law	Core	10	1
MET 05101	Entrepreneurship and Innovation	Core	10	1
MET 05102	Fundamentals of Consumer Behavior	Core	10	1
MET 05103	Fundamentals of Procurement and Supplies	Core	10	1
	<b>Total</b>		<b>50</b>	<b>5</b>

### Semester II

Code	Course title	Status	Credit	Unit
AFT 05201	Fundamentals of Accounting	Core	10	1
LGT 05201	Business Ethics	Core	10	1
MET 05201	Fundamentals of Marketing and Retailing	Core	10	1
MET 05202	Essentials of Small Business and E – commerce	Core	10	1
MET 05203	New Business Establishment	Core	10	1
BMT 05299	Special Project	Core	20	2
	<b>Total</b>		<b>70</b>	<b>7</b>

### Ordinary Diploma in Entrepreneurship (NTA Level 6)

The programme is designed to empower students with the knowledge, skills, and mindset necessary to identify business opportunities, develop innovative ideas, and successfully launch and manage small to medium enterprises. The program combines practical training with theoretical foundations in areas such as business planning, marketing, financial management, and innovation. It aims to nurture entrepreneurial thinking, creativity, and resilience, equipping graduates to contribute to job creation, economic development, and social impact. Whether aspiring to start their own ventures or support entrepreneurial activities within existing organizations, graduates will be well-prepared to thrive in today's competitive and rapidly changing business landscape.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in Holders of Certificate of non-religious subjects

**Equivalent entry:** Holders of Basic Technician Certificate (NTA Level 5) in Entrepreneurship, Logistics, Clearing and Forwarding, Business Administration, Accounting OR Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and one Subsidiary in principal subjects.

### Semester I

Code	Course title	Status	Credit	Unit
LGT 06101	Introduction to Economics and Finance	Core	10	1
MET 06101	Essentials of Business Planning	Core	10	1
MET 06102	Financing Entrepreneurial Ventures	Core	10	1
MET 06103	Basic Methods of Market Research	Core	10	1
MET 06104	Basic Process of Product/Service Development and Branding	Core	10	1
	<b>Total</b>		<b>50</b>	<b>5</b>

### Semester II

Code	Module Title	Status	Credit	Unit
LGT 06201	Business Law	Core	10	1
MET 06201	Social Entrepreneurship	Core	10	1
MET 06202	Networking and Entrepreneurship	Core	10	1
MET 06203	Sales Management	Core	10	1
BMT 06299	Business Plan Development	Core	30	3
	<b>Total</b>		<b>70</b>	<b>7</b>

**Note:** Total Number of Units = 12

### Basic Technician Certificate in Business Administration (NTA Level 4)

The programme is designed to provide students with fundamental knowledge and practical skills in key areas of business operations, including office management, customer service, business communication, basic accounting, and entrepreneurship. The program aims to prepare graduates for entry-level roles in both public and private sector organizations by equipping them with essential administrative competencies. Emphasizing professionalism, ethical conduct, and the use of basic business tools, this program also serves as a stepping stone for further studies in business-related fields, supporting career growth and contributing to national socio-economic development.

#### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects

#### Programme Structure

##### Semester I

Code	Title	Status	Credit	Unit
LGBA 04101	English Communication Skills	Core	10	1
LGBA 04102	Basic Computer Skills	Core	10	1
LGBA 04103	Basic Business Mathematics	Core	20	2
LGBA 04106	Customer Care Skills	Core	20	2
LGBA 04108	Life Skills and cross cutting issues	Core	10	1
<b>Total</b>			<b>70</b>	<b>7</b>

##### Semester II

C/Code	Course Name/ Title	Status	Credit	Unit
LGBA 04204	Principles of Bookkeeping	Core	20	2
LGBA 04207	Entrepreneurship Skills	Core	20	2
LGBA 04208	Commercial Knowledge	Core	10	1
LGBA 04209	Field Practical Training	Core	20	2
<b>Total</b>			<b>70</b>	<b>7</b>

### Technician Certificate in Business Administration (NTA Level 5)

The programme is designed to provide students with foundational knowledge and practical skills in core business disciplines, including management, marketing, accounting, communication, and entrepreneurship. The program aims to prepare graduates for entry-level administrative and supervisory roles in both public and private sector organizations. Emphasizing professionalism, ethical practices, and the use of modern business tools and technologies, the curriculum is tailored to meet the dynamic needs of today's business environment. This qualification also serves as a pathway for further studies in business-related fields, enhancing students' career prospects and contribution to socio-economic development.

#### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.

**Equivalent entry:** Holders of Basic Technical Certificate (NTA Level 4) in Business Administration OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects.

## Programme Structure

### Semester I Module

C/Code	Course Name/ Title	Status	Credit	Unit
LGBA 05101	Commercial Arithmetic/Business Mathematics	Core	10	1
LGBA 05105	Business Communication Skills	Core	10	1
LGBA 05106	Principles of Marketing	Core	20	2
LGBA 05107	Information and Communication Technology	Core	10	1
	Total		50	5

### Semester II Module

Code	Course Name/ Title	Status	Credit	Unit
LGBA 05202	Fundamentals of Accounts	Core	10	1
LGBA 05203	Office Management	Core	20	2
LGBA 05204	Basics of e-commerce	Core	10	1
LGBA 05207	Fundamentals of Economics	Core	10	1
LGBA 05209	Elements of Commercial Law and Ethics	Core	10	1
LGBA 05210	Fundamentals of Procurement and Supply	Core	10	1
LGBA 05211	Field Practical	Core	20	2
<b>Total Credits</b>			<b>90</b>	<b>9</b>

**Total Number of Units = 14**

### Ordinary Diploma in Business Administration (NTA Level 6)

The programme is designed to provide students with a solid foundation in key areas of business, including management, marketing, finance, entrepreneurship, and human resource management. The program aims to develop practical skills and theoretical knowledge essential for effective decision-making and leadership in a dynamic business environment. It addresses the growing need for competent business professionals who can adapt to technological advancements, respond to market challenges, and contribute to the growth and sustainability of organizations across various sectors. Graduates of this program will be well-equipped for entry-level positions in business and administrative roles or for further academic progression.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in Holders of Certificate of non-religious subjects

**Equivalent entry:** Holders of Basic Technical Certificate (NTA Level 4) in Business Administration, Accountancy Marketing and Procurement and Supply OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal Pass and one Subsidiary in Principal subjects.

## Programme Structure

### Semester I

Code	Title	Status	Credit	Unit
LGBA 06101	Business Law	Core	10	1
LGBA 06102	Business Contract	Core	10	1
LGBA 06104	Elements of Finance	Core	10	1
LGBA 06105	Elements of Human Resource Management	Core	20	2
LGBA 06106	Small Business Development	Core	10	1
Total Credits			60	6

### Semester II

Code	Course Name/ Title	Status	Credit	Unit
LGBA 06203	Principles of Management	Core	20	2
LGBA 06208	Principles of Production Management	Core	10	2
LGBA 06209	Elements of Human Logistics and Inventory Control	Core	10	2

Code	Course Name/ Title	Status	Credit	Unit
LGBA 06211	Action Research	Core	20	2
<b>Total Credits</b>			<b>60</b>	<b>6</b>

**Note:** Total Number of Units = 12

### Basic Technician Certificate in Accountancy (NTA Level 4)

The programme is designed to equip students with foundational knowledge and practical skills in accounting and financial management. The program introduces learners to key areas such as bookkeeping, financial accounting, basic auditing, and the use of accounting software. It aims to produce competent support staff capable of handling routine accounting tasks in both public and private sector organizations. Emphasizing accuracy, integrity, and adherence to professional standards, the program also serves as a pathway to higher levels of accountancy education and supports the development of a skilled workforce essential for effective financial administration and national economic growth.

#### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects

#### Programme Structure

##### Semester I

Code	Title	Status	Credit	Unit
AFAC 04101	Elements of book keeping and accounts	Core	20	2
AFAC 04102	Elements of business mathematics	Core	10	1
AFAC 04103	Basic Communication skills	Core	10	1
AFAC 04104	Basic computer skills	Core	10	1
AFAC 04105	Elements of commerce	Core	10	1
AFAC 04106	Life Skills	Core	10	1
<b>Total credits</b>			<b>70</b>	<b>7</b>

##### Semester II

Code	Title	Status	Credit	Unit
AFAC 04206	Computer applications in accounting	Core	16	2
AFAC 04207	Basic records management	Core	16	2
AFAC 04208	Customer care	Core	08	1
AFAC 04209	Principles of entrepreneurship	Core	10	1
AFAC 04210	Field practical	Core	20	2
<b>Total credits</b>			<b>70</b>	<b>7</b>

### Technician Certificate in Accountancy (NTA Level 5)

The programme is designed to equip students with foundational knowledge and practical skills in financial accounting, management accounting, auditing, taxation, and the use of accounting software. The program aims to produce competent accounting support staff capable of performing essential financial tasks in both public and private sector organizations. Emphasizing accuracy, ethical conduct, and compliance with accounting standards, the curriculum prepares graduates to contribute effectively to financial record-keeping and decision-making processes. This certificate also serves as a solid foundation for further studies in accountancy and finance, supporting career growth and professional development.

#### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in non-religious subjects.

**Equivalent entry:** Holders of Basic Technical Certificate (NTA Level 4) in Accountancy OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects

## Programme Structure

### Semester I

Code	Module title	Status	Credit	Unit
AFAC 05101	Bookkeeping and accounts	Core	20	2
AFAC 05102	Business mathematics	Core	20	2
AFAC 05103	Communication skills	Core	10	1
<b>Total</b>			<b>50</b>	<b>5</b>

### Semester II

Code	Title	Status	Credit	Unit
AFAC 05204	ICT in accounting	Core	20	2
AFAC 05205	Principles of accounting	Core	20	2
AFAC 05208	Field practical	Core	20	2
AFAC 05209	Elements of procurement and supply	Core	20	2
<b>Total credits</b>			<b>80</b>	<b>8</b>

**Total Number of Units = 13**

### Ordinary Diploma in Accountancy (NTA Level 6)

The programme is designed to provide students with essential knowledge and practical skills in financial and managerial accounting, taxation, auditing, and financial reporting. This program aims to produce competent accounting technicians who can support financial decision-making and ensure transparency and accountability in both public and private sector organizations. The program also serves as a strong foundation for further studies and professional qualifications in the field of accountancy.

### Entry Requirements

**Direct entry:** Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in Holders of Certificate of non-religious subjects.

**Equivalent entry:** Holders of Basic Technical Certificate (NTA Level 4) in Accountancy OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects.

## Programme Structure

### Semester I

Code	Title	Status	Credit	Unit
AFAC 06101	Principles of financial reporting	Core	10	1
AFAC 06102	Elements of management and cost accounting	Core	20	2
AFAC 06103	Principles of taxation	Core	10	1
AFAC 06104	Business communication and information system	Core	10	1
AFAC 06105	Commercial law	Core	10	1
AFAC 06106	Action research	Core	20	2
<b>Total credits</b>			<b>80</b>	<b>8</b>

### Semester II

Code	Title	Status	Credit	Unit
AFAC 06206	Accounting for specialized entities and items	Core	10	1
AFAC 06207	Principles of auditing	Core	20	2
AFAC 06208	Principles of financial management	Core	10	1
AFAC 06210	Principles of Economics	Core	10	1
AFAC 06212	Small Business Development	Core	20	2
<b>Total credits</b>			<b>70</b>	<b>7</b>

**Total Number of Units = 15**

# Education Empowers Life of Every Students



## WELCOME TO FACULTY OF EDUCATION (FED)

The faculty is dedicated to providing high-quality, accessible, and flexible teacher education that meets the dynamic needs of learners and the education sector. As a pioneer in open and distance learning, the faculty offers innovative programmes that integrate theory and practice to prepare educators, curriculum developers, and education leaders for diverse teaching and administrative roles. Through transformative teaching, research, and community engagement, the faculty strives to nurture reflective, ethical, and forward-thinking education professionals. It is committed to making meaningful contributions to national and global educational development by promoting inclusive, sustainable, and learner-centred approaches to teaching and learning.

The faculty has four departments, namely Curriculum and Instruction, Education Foundation, Adult and Distance Education, Educational Policy, Planning and Administration, and Psychology and Special Education.

## PROGRAMMES ON OFFER

In the academic year 2025/26, FED is offering four bachelor's degrees

Course Name	Code	Min Units	Total fees
Bachelor of Science with Education	OU015	38	2,530,000
Bachelor of Arts with Education	OU001	38	2,530,000
Bachelor of Education in Special Education	OU010	38	2,530,000

### Plus: Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	Student Identification fee	20,000	Paid once
4.	Registration fee	30,000	Paid once
5.	On-demand examinations	30,000	Paid per each on-demand examination requested
6.	NACTVET verification fee	10,000	Paid once for non-degree programme

### Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid once for each academic year

### Bachelor of Science with Education (BSc. Ed)

This programme is designed to equip students with a strong foundation in both scientific knowledge and educational practice. This interdisciplinary programme combines in-depth studies in key science subjects such as biology, chemistry, physics, and mathematics with comprehensive training in pedagogy, curriculum development, and classroom management. Through a blend of theory and practical teaching experience, students develop the skills needed to communicate complex scientific ideas effectively and to foster critical thinking and problem-solving among learners.

The programme prepares graduates to become competent and reflective science educators capable of contributing meaningfully to the development of quality education in schools, colleges, and learning institutions. Career opportunities include secondary school science teacher, education officer, curriculum developer, and roles in science communication and educational consultancy.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.

**Equivalent entry:** Diploma in Education, School Inspection or Physical Education with an average of "B" or a minimum GPA of 3.0. OR the Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### The total minimum credits will be 380 credits

#### Education Courses for B.Sc. (Ed.) Students

##### Level I

Code	Course title	Status	Credit	Units
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Educational and Teaching	Core	20	2
OEF 102	History and Sociological Aspects in Education	Elective	20	2
OEI 101	Curriculum Development and Evaluation	Core	20	2

**Level II**

OEI 208 (A and B)	Teaching Practice	Core	20	2
OEI 201	Teaching Methods for Physical Sciences	Core	20	2
OEI 207	Teaching Methods for Mathematics	Core	20	2
OEI 206	Teaching method for Applied Sciences	Core	20	2
OEI 202	Teaching Methods for Life Sciences	Core	20	2
OEM 201	Educational Management and Leadership	Core	20	2

Total the number of Education courses units for B.Sc. (Ed) is 12. Two Units will be taken for OCP 100 and OFC 017, Computer and Communication Skills respectively

**Chemistry Course Structure****Level 1: Core Courses**

Code	Name	Status	Credit	Units
OCH 111	Physical Chemistry	Core	10	1
OCH 112	Inorganic Chemistry	Core	10	1
OCH 113	Organic Chemistry	Core	20	2
OCH 114*	Introductory Chemistry for Biology Students	Elective	10	1

**Register to begin Chemistry Practical**

OCH 320	Chemistry Practical	Core		
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**Elective courses**

Code	Name	Status	Credit	Unit
OCH 115	Aromaticity	Elective	10	1

\*Not for Chemistry Major

**Level 2: Core Course**

Code	Course Title	Status	Credit	Units
OCH 211	Basic Analytical Chemistry	Core	10	1
OCH 213	Advanced Inorganic Chemistry	Core	30	3

**Continue for further Chemistry Practical**

OCH 320	Chemistry Practical
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**Elective courses**

Code	Name	Status	Credit	Units
OCH 212	Organic Spectroscopy	Elective	20	2
OCH 214	Organic Reaction Mechanism	Elective	10	1
OCH 215	Chemical Thermodynamics	Elective	10	1
OCH 216	Organic Stereochemistry	Elective	10	1
OCH 217	Chemistry of Natural Products	Elective	10	1
OCH 218	Forensic Chemistry	Elective	10	1
<b>OCH 219</b>	Medicinal Chemistry	Elective	10	1

**Level 3: Core courses**

Code	Title	Status	Credit	Unit
OCH 311	Chemical Kinetics & Electrochemistry	Core	20	2
OCH 312	Instrumental Methods in Analytical Chemistry	Core	10	1
OCH 320	Chemistry Practical	Core	10	1

**Elective courses**

Code	Title	Status	Credit	Units
OCH 313	Nuclear Chemistry	Elective	10	1
OCH 314	Industrial Organic Chemistry	Elective	10	1

OCH 315	Theoretical Chemistry	Elective	10	1
OCH 316	Industrial Inorganic Chemistry	Elective	10	1
OBL 215*	Biochemistry	Elective	10	1
OCH 317	Chemistry Research Project	Elective	10	1

**NOTE:** \*\*This course will be taken from the Life Sciences Department.

### Mathematics Course Structure

#### LEVEL 1: Core courses

Code	course Title	Status	Credit	Units
OMT 111	Mathematical Analysis	Core	20	2
OMT 112	Linear Algebra I –	Core	10	1
OMT 114	Probability and Statistics	Core	20	2
OMT 115	Introduction to Mathematical Logic and Set Theory	Core	10	1
<b>Total</b>			<b>60</b>	<b>6</b>

#### Elective courses

Code	Name	Status	Credit	Units
OMT 113	Linear Algebra II	Elective	10	1
OMT 116	History of Mathematics	Elective	10	1
<b>Total</b>			<b>20</b>	<b>2</b>

#### Level 2: Core courses

Code	Name	Status	Credit	Units
OMT 221	Numerical Methods	Core	10	1
OMT 224	Ordinary Differential Equation	Core	10	1
OMT 225	Applied Vector theory	Core	10	1
OMT 228	Linear Programming	Core	10	1
OMT 230	Mathematical Programming with MATLAB	Core	10	1
<b>Total</b>			<b>50</b>	<b>5</b>

#### Elective courses

Code	Course Title	Status	Credit	Units
OMT 222	Numerical Analysis	Elective	10	1
OMT 223	Computer Programming	Elective	10	1
OMT 227	Real Analysis	Elective	20	2
OMT 229	Number Theory	Elective	10	1
OMT 231	Mathematical Methods	Elective	10	1
OMT 232	Advanced Calculus	Elective	10	1
OMT 233	Sample Survey and Quality Control	Elective	20	2
OMT 234	Advanced Statistics, Design and Analysis of Experiments	Elective	20	2
OMT 235	Discrete Mathematics	Elective	10	1
OMT 236	Fluid Mechanics	Elective	10	1

#### Level 3: Core courses

Code	Name	Status	Credit	Units
OMT 324	Complex Analysis	Core	10	1
<b>Total</b>			<b>10</b>	<b>1</b>

#### Elective courses

Code	course Title	Status	Credit	Units
OMT 331	Topology	Elective	10	1
OMT 332	Partial Differential Equations	Elective	10	1
OMT 334	Abstract Algebra	Elective	20	2
OMT 335	Mathematics Project	Elective	10	10
OMT 336	Measure Theory	Elective	10	10
OMT 337	Differential Geometry	Elective	10	10

OMT 338	Functional Analysis	Elective	10	10
OMT 339	Integer and Non-Linear Programming	Elective	10	10
OMT 340	Theory of Estimation and Tests of Hypothesis	Elective	20	20
OMT 341	Networks and Transportation Problems	Elective	10	10

## Physics Course's Structure

### Level 1: Core courses

Code	Course Title	status	Credit	Units
OFC 017	Communication skills	Core	10	1
OCP 100	Computer Studies	Core	10	1
OPH 111	Fundamental Physics	Core	30	3
OPH 113	Mathematical Methods of Physics	Core	20	2
OPH 320	Physics Practical	Core	10	1
<b>Total</b>			<b>90</b>	<b>9</b>

### Level 2: Core courses

Code	Course Title	Status	Credit	Units
OPH 112	Electromagnetism I & II	Core	20	2
OPH 216	Basic Electronics	Core	10	1
OPH 320	Physics Practical	Core	10	1
	<b>Total</b>		<b>30</b>	<b>3</b>

### Elective courses

Code	Course Title	Status	credit	units
OPH 211	Statistical Thermodynamics	Elective	20	2
OPH 213	Optics	Elective	20	2
OPH 214	Earth Physics	Elective	20	2
OPH 215	Analog Electronics	Elective	20	2

### Level 3: Core courses

Code	Name	Status	credit	Units
OPH 312	Physics of the atom	Core	20	2
OPH 321	Physics Research Project	Core	10	1
OPH 320	Physics Practical	Core	10	
<b>Total</b>			<b>40</b>	

### Elective courses

Code	Title	Status	Credit	units
OPH 311	Fundamentals of Material Science	Elective	10	1
OPH 313	Quantum Theory of Solids	Elective	20	2
OPH 314	Digital Electronics	Elective	20	2
OPH 315	Microelectronics	Elective	20	2
OPH 323	Environmental Physics	Elective	20	2
<b>Total</b>				

**NB:** All science students must take one of the special projects from one teaching subject to complete the programme.

## Courses for Information and Computer Studies

### Level I

Code	Title	Status	credit	Units
OIT 131	Fundamentals of Information Systems	Core	10	1
OIT 137	Data Communications and Networking I	Core	10	1
OIT 136	Algorithm and Programming in C	Core	20	2
OIT 138	Database Design and Implementation	Core	10	1
OIT 121	Application of Multimedia Technology in Learning	Core	10	1
OIT 122	Introduction to Computer Ethics and Community Impacts	Core	10	1

OIT 232	System Analysis and Design	Core	20	2
OIT 236	Computer Security	Core	10	1
OIT 220	Introduction to e-Business	Core	10	1
OIT 333	Computer Ethics and Social Culture	Core	10	1

### Courses for Home Economics and Human Nutrition

#### Level I

Course	Course title	Status	credit	Units
OHE 154	Textiles I & II	Core	20	2
OHE 155	Food & Nutrition	Core	20	2

#### Level II

OHE 156	Home Management	Core	20	2
OHE 112	Food Science in the Home	Core	10	1

#### Level III

OHE 254	Therapeutic Diet & Community Nutrition	Core	20	2
OHE 350	H/Economics & H/Nutrition Practical	Core	20	2
OHE 307	Special Project	Core	10	1

**Please Note:** Science education students are required to register in all courses indicated for respective subject specializations.

### Biology Course's Structure

#### Level I - Core Courses

Code	Title	Status	Credit	Units
OBL 111	Biological Laboratory Techniques	Core	10	1
OBL 112	Cell and Molecular Biology	Core	10	1
OZL 111	Animal Diversity	Core	20	2
OZL 112	Animal Anatomy and Physiology	Core	10	1
OBT 111	Diversity of Plants and Fungi	Core	20	2
OBL 314A	Biology Practical	Core	10	1
<b>Total</b>			<b>80</b>	<b>8</b>

#### Level I – Elective Courses

Code	Title	Status	Credit	Units
OZL 113	Developmental Biology	Elective	10	1
OBT 113	Plant Taxonomy	Elective	10	1
OBL 113	Biochemistry and metabolism	Elective	20	2
OCH 114	Introductory Chemistry for Biology students	Elective	10	1

#### Level II - Core Courses

Code	Title	Status	Credit	Units
OBT 112	Plant structure and Development	Core	10	1
OBL 211	Fundamentals of Ecology	Core	10	1
OBL 212	Fundamental Genetics and Population Genetics	Core	10	1
OBL 213	Cell Microbiology and Immunology	Core	10	1
OBL 314B	Biology Practical	Core	10	1

#### Level II – Elective Courses

Code	Course Title	Status	Credit	Units
OBL 214	Biometry	Elective	10	1
OBL 216	Research Methodology	Elective	10	1
OBL 217	Introduction to soil science	Elective	10	1
OBT 211	Plant Physiology	Elective	10	1
OZL 211	Animal Parasites and Vector Biology	Elective	10	1

### Level III - Core Courses

Code	Course Title	Status	Credit	Units
OBL 314C	Biology Practical	Core	10	1
OZL/OBT 314	Biology Special Project	Core	10	1

### Level III – Elective Courses

Code	Course Title	Status	Credit	Units
OBL 211	Fundamentals of Ecology	Elective	10	1
OBL 311	Evolutionary Biology and Plant Evolution	Elective	10	1
OBL 312	Aquatic and Fish Biology	Elective	10	1

### Bachelor of Education in Special Education (BED SE)

This programme is designed to equip students with a strong foundation in both educational theory and the specialized skills required to support learners with diverse needs. This interdisciplinary programme combines in-depth studies of special education principles; including inclusive education, disability assessment, individualized instruction, and behavioural management. It involves comprehensive training in pedagogy, curriculum adaptation, and classroom strategies for inclusive settings. Through a blend of theoretical learning, hands-on experiences and practical teaching experience, students develop the competencies necessary to create supportive learning environments and promote the academic and social development of learners with disabilities.

The programme prepares graduates to become knowledgeable and compassionate special needs educators who can contribute meaningfully to inclusive education in schools, resource centres, rehabilitation institutions, and community programmes. Career opportunities include special education teacher, inclusion coordinator, educational support officer, curriculum specialist, and roles in NGOs and government agencies working to promote education for all.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition.

**Equivalent entry:** Diploma in Education, School Inspection or Physical Education with an average of "B" or a minimum GPA of 3.0. OR the Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### The total minimum credits will be 400 credits

#### Level I

Code	Title	Status	Credit	Unit
OFC 017	Communication Skills	Core	10	1
OCP 100	Introduction to Computer	Core	10	1
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2
OEI 101	Curriculum Development and Evaluation	Core	20	2
<b>Courses from two teaching subjects</b>		<b>Core</b>	<b>60</b>	<b>6</b>
<b>Total</b>			<b>140</b>	<b>14</b>

#### Level II

Code	Title	Status	Credit	Unit
OEP 301	History and Issues in Special Education	Core	20	2
OEI201-210	Teaching Subjects Methodology	Core	20	2
OEI 208C	Teaching Practice 1	Core	10	1
<b>Courses from two Teaching Subjects</b>		<b>Core</b>	<b>60</b>	<b>6</b>
<b>Total</b>			<b>110</b>	<b>11</b>

### Level III

Code	Title	Status	Credit	Unit
OEP 302	Special Education Provisions and Services in Tanzania	Core	20	2
OEP 303	Inclusive Education	Core	20	2
OEP 304	Management of Special Education	Core	20	2
OEP 306	Transition Strategies in Special Education	Core	20	2
OEI 208D	Teaching Practice 2	Core	10	1
	<b>Courses from two Teaching Subjects</b>	<b>Core</b>	<b>60</b>	<b>6</b>
	<b>Total</b>		<b>150</b>	<b>15</b>

### Bachelor of Arts with Education (BAED)

The programme is designed to equip students with both subject-matter expertise and pedagogical skills needed for effective teaching and learning in secondary and higher education. The programme combines academic training in arts subjects such as History, Geography, Kiswahili, English, or Literature with foundational courses in education, including curriculum development, educational psychology, teaching methods, and classroom management.

Through a blend of theoretical instruction and practical teaching experience, students gain the ability to plan lessons, assess learners, and address diverse classroom needs. Graduates are prepared for careers as secondary school teachers, education officers, curriculum developers, and other roles in the education sector, including work in government, NGOs, and international educational institutions. The programme also lays the groundwork for further studies in education or specialized disciplines within the arts.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy or Advanced Mathematics.

**Equivalent entry:** Diploma in Education, Adult Education, Primary Education, Early Childhood Education, Vocational Education, School Inspection, Physical Education, Open and Distance Learning, Computer Science, Language, Community Development, Human Resources Management, Guidance and Counseling, Youth Development, Economic Development, Social Work, or Extension Services, with an average of "B" or a minimum GPA of 3.0. OR the Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Level 1

Code	Title	Status	Credit	Units
OEP 101	Educational Psychology	core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEF 102	History and Sociological Aspects in Education	core	20	2
OEI 101	Curriculum Development and Evaluation	core	20	2
OEM 201	Educational Management and Leadership	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
OEI 208D	Teaching Practice 2	core	10	1
	Teaching Methods Course	Core	20	2
<b>Sub-Total</b>				14

### Geography

Code	Title	Status	credit	Units
OGE 121	Background to Physical Resources	MJ*	20	2
OGE 122	Introduction to Human Geography	MJ	20	2
OGE 123	Introduction to Geographic Techniques	MJ*	20	2
OGE 225	Population and Development	MJ	20	2
OGE 229	Geography Field Practical	MJ*	20	2
OGE 326	The African Environment and Development	MJ	20	2

## History

Code	Title	Status	credit	Unit
OHI 131	Introduction to African History	MJ*	20	2
OHI 132	History of Tanzania to the Recent Past	MJ*	20	2
OHI 133	Theory and Practice in Africa History	MJ	20	2
OHI 134	The Political History of Zanzibar	MJ	20	2
OHI 135	Themes in African Pre-History	MJ*	20	2
OHI 231	History of East Africa to the Recent Past	MJ	20	2

## English Language

Code	Title	Status	Credit	Unit
OLL 131	Introduction to Language and Linguistics	MJ*	20	2
OLL 132	English Structure	MJ*	20	2
OLL 235	Phonetics and Phonology	MJ	20	2
OLL 232	Morphology	MJ*	20	2
OLL 236	Applied Linguistics	MJ	20	2
OLL 233	Syntax	MJ	20	2

## Literature in English

Code	Title	Status	Credit	Units
OLT 131	Literary Theory and Criticism	MJ*	20	2
OLT 132	Studies In African Literature	MJ*	20	2
OLT233	Oral Literature I	MJ	20	2
OLT 231	Literary Stylistics	MJ*	20	2
OLT 332	African American Literature	MJ	20	2
OLT 337	Creative Writing	MJ	20	2

## Kiswahili

Code	Title	Status	Credit	Unit
OSW 131	UtanguliziwaLughanalsimu	MJ*	20	2
OSW 133	Fasihi ya Kiswahili Nadharia na Uhakiki	MJ*	20	2
OSW 231	Sarufi ya Kiswahili na Sintaksia	MJ*	20	2
OSW 232	Fonetiki na Fonolojiaya Kiswahili	MJ	20	2
OSW 233	Mofolojia ya Kiswahili	MJ	20	2
OSW 234	Fasih iSimulizi	MJ	20	2

## Economics

Code	Title	Status	Credit	Unit
OEC 131	Introduction to Microeconomics	MJ	20	2
OEC 132	Introduction to Macroeconomics	MJ	20	2
OEC 230	Intermediate Microeconomics	MJ	20	2
OEC 231	Intermediate Macroeconomics	MJ	20	2
OEC 133	Mathematics for Economics	MJ	20	2
OEC 234	Econometrics	MJ	20	2

## Civics

Code	Title	Status	Credit	Units
OPA 103	Local Government Administration in Tanzania	MJ	20	2
OIR 101	Introduction to the study of politics	MJ	20	2
OIR 102	Political Thought	MJ	20	2
OPS 320	Democracy and Human Rights	MJ	20	3
ODS 101A	Concepts/Theories of Social Development	MJ	10	1
ODS 101C	Political and Social Development in Africa	MJ	10	1
OIR 302	Contemporary Issues in Global Politics	MJ	20	2

**Religious Studies**

<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Credit</b>	<b>Unit</b>
OPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2	2
OPR 221	Philosophy of Religion	MJ*	2	2

**Please Note:** Social science education students are required to register in all courses indicated for respective subject specializations.

**MJ\*** indicate courses for B. Ed students where the respective subject is a second teaching subject.



## **WELCOME TO FACULTY OF SCIENCE, TECHNOLOGY AND ENVIRONMENTAL STUDIES (FSTES)**

The faculty is committed to deliver flexible, high-quality, and innovative education in the areas of science, technology, and environmental management. The faculty offers a range of undergraduate and programmes designed to equip students with practical skills and in-depth knowledge to tackle contemporary challenges in scientific and environmental fields. Leveraging e-learning platforms, the faculty ensures that quality education is accessible to a diverse and geographically dispersed student population, both within Tanzania and internationally. The faculty is structured into three key departments: Physical and Environmental Studies, Biological and Food Sciences, and Mathematical and Information and Communication Technology (ICT), each playing a vital role in advancing academic and professional excellence.

## PROGRAMMES ON OFFER

In the academic year 2025/26 FSTES is offering five bachelor degrees and three non-degrees

Course Name	Code	Units	Total
Bachelor of Science in Food, Nutrition, and Dietetics	OU038	38	2,490,000
Bachelor of Science in Information and Communication Technology	OU016	40	3,690,000
Bachelor of Science in Data Management	OU039	40	3,690,000
Bachelor of Science in Environmental Studies	OU011	38	2,530,000
Bachelor of Science in Energy Resources Utilization and Management	OU037	38	2,530,000
Ordinary Diploma in Computer Science - NTA level 6		12	1,050,000
Basic Certificate in Computing and Information Technology – NTA Level 4		14	1,210,000
Technician Certificate in Computing and Information Technology –NTA Level 5		12	1,240,000

### Plus: Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	Student Identification fee	20,000	Paid once
4.	Registration fee	30,000	Paid once
5.	On-demand examinations	30,000	Paid per each on-demand examination requested
6.	NACTVET verification fee	10,000	Paid once

### Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid once for each academic year

### Bachelor of Science in Food, Nutrition, and Dietetics

As the importance of health and nutrition continues to grow in promoting public well-being and sustainable development, the Bachelor of Science in Food, Nutrition, and Dietetics is designed to equip students with essential, practice-oriented knowledge and skills. The programme prepares graduates for diverse roles in nutrition, dietetics, food safety, and public health within clinical, community, and food service environments. With a strong emphasis on practical application, students gain competencies that are immediately useful in the workplace, laying the groundwork for future advancement into senior professional and managerial positions. Delivered through a flexible distance learning model, the programme ensures broader access to education across Tanzania and beyond, empowering graduates to make meaningful contributions to national and global health systems.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: Chemistry, Biology, Physics, Advanced Mathematics, Nutrition, Geography, Agriculture.

**Equivalent entry:** Diploma in Consumer Studies, Dietetics, Food and Nutrition Security, Food and Beverage Management, Food Engineering, Food Product Development, Food Quality Management, Food Safety, Food Science and Technology, Home Economics, Hospitality and Catering Management, Human Nutrition, Sports Nutrition, Clinical Medicine, Clinical Nutrition, Community Nutrition, Culinary Arts, Management and Technology, pharmacy, Dentistry, Agricultural Economics, Agriculture, Crop Production, Crop Sciences, Horticultural Sciences, Plant Sciences, Environmental Health, Health and Wellness, Health Informatics, Health Promotion, Laboratory, Animal Health, Animal Sciences, Aquaculture, Fisheries Science, Fish Processing, Veterinary Sciences Medicine, Laboratory Sciences, Nursing, Occupational Health and Safety, Paramedical Sciences, Pharmaceutical Sciences, Physiotherapy, Public Health, Radiology, Biochemistry, Biological Sciences, Biomedical Sciences, Biotechnology, Genetic Engineering, Microbiology, Molecular Biology with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

**Level I: All core courses plus elective at any level to make 38 units**

Code	Name	Status	Credits	Units
OFC 017	Communication skills	Core	10	1
OCP 100	Introduction to Microcomputer Studies and Information Technology	Core	10	1
OFD 100	Human Nutrition & Dietetics	Core	10	1
OFD 101	Principles of Nutritional Biochemistry	Core	10	1
OFD 102	Foundation Chemistry	Core	20	2
OFD 103	Human Anatomy & Physiology	Core	10	1
OFD 104	Food Microbiology & Safety	Core	20	2
OFD 106	Introduction to Molecular Biology	Elective	10	1
OFD 208	Essentials of Food Science	Core	10	1
OFD 206	Food Processing and preservation	Elective	10	1
OFD 307	Food, Nutrition and Dietetics Practical	Core	20	1

**Level II**

Code	Name	Status	Credits	Units
OFD 200	Community health and health promotion	Core	10	1
OFD 201	Nutritional Diseases and Applied Dietetics	Core	20	2
OFD 202	Nutritional epidemiology, assessment and surveillance	Core	20	2
OFD 203	Food Chemistry & Analysis	Core	20	2
OFD 204	Statistics & Research methods	Core	20	2
OFD 211	Nutrition through life cycle	Core	10	1
OFD 212	Nutritional anthropology	Core	10	1
OFD 207	Consumer Behaviour and Education	Elective	10	1
OFD 210	Sensory evaluation of foods	Elective	10	1
OFD 304	Field placements	Core	2	1
OFD 307	Food, Nutrition and Dietetics Practical	Core	20	2

**Level III**

Code	Name	Status	Credits	Units
OFD 309	Food and Nutrition Security	Core	20	2
OFD 310	Food safety, hygiene & Legislation	Core	20	2
OFD 302	Planning and Management of Nutritional Interventions	Core	10	1
OFD 304	Field placements	Core	10	1
OFD 305	Individual Research Project	Core	10	1
OFD 307	Food, Nutrition and Dietetics Practical	Core	20	2
OFD 306	Meal planning and Institutional catering	Core	20	2
OFD 308	Fundamentals of guidance and counseling	Elective	20	2
OME 312	Entrepreneurship & Business Development	Elective	20	2
OPD 202	Gender and Development	Elective	20	2
OSS 124	Introduction to social psychology	Elective	20	2

Total units = 38

**Bachelor of Science in Information and Communication Technology (BSc. ICT)**

As digital technologies continue to drive innovation and shape modern societies, the Bachelor of Science in Information and Communication Technology at the Open University of Tanzania is designed to equip students with essential, practice-oriented knowledge and skills in ICT. The programme prepares graduates for a wide range of careers in software development, systems administration, network management, cybersecurity, and data analysis across various sectors. With a strong focus on practical application, students acquire competencies that are immediately relevant in professional settings, laying a solid foundation for progression into advanced technical and managerial roles in the ICT field. Delivered through a flexible distance learning model, the programme ensures inclusive access to ICT education for learners throughout Tanzania and beyond, enabling them to contribute meaningfully to national and global digital transformation.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: Geography, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science, or Nutrition.

**Equivalent entry:** Diploma in Information and Communication Technology, Computer Science, Computer Engineering, Electronics, Computing and Information Communication, Software, Auto-electric, Electrical Engineering, Mechanical Engineering, Business, Automotive Engineering, Computer Networks, Laboratory Technology, Statistics, Geomatics, Telecommunications Engineering, Library and Information Management, Accounting, Metrology, Procurement, Pharmaceutical Sciences, Mechatronics Engineering, aircraft maintenance engineering, Education in Science, Automobile Engineering, Civil Engineering, Oil and Gas, Renewable Energy Technology, Biomedical Equipment Engineering, Mining Engineering, Multimedia and Film Technology, Biotechnology, Food Processing Technology, or Food Science and Technology with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Level I

Code	Course Name	Status	Credits	Units
OIT 141	Core Principles of Information Systems	Core	10	1
OIT 142	Discrete Mathematics with Applications	Core	10	1
OIT 143	Communication Skills For IT	Core	10	1
OIT 144	Programming in C and Application	Core	10	1
OIT 145	Computing Architecture	Core	20	2
OIT 146	Data Communications and Networking	Core	20	2
OIT 147	Database Design and Applications	Core	10	1
ODM 217	Geographic Information System (GIS)Principles and Application	Core	20	2
OIT 148	Industrial Training 1	Core	20	2
<b>Total</b>			<b>130</b>	<b>13</b>

### Level II

Code	Course Name	Status	Credits	Units
OIT 241	Operating Systems	Core	20	2
OIT 242	Systems Analysis and Design	Core	20	2
OIT 243	Applied Probability and Statistics	Core	10	1
OIT 244	Object Oriented Programming with JAVA	Core	20	2
OIT 245	Blockchain Technology	Core	10	1
ODM 221	Innovation and Entrepreneurship	Core	10	1
ODM 222	Data Mining Techniques and Application	Core	20	2
OIT 246	Web Programming	Core	10	1
OIT 247	Intelligent Systems	Core	10	1
OIT 248	Industrial Training II	Core	20	2
ODM 225	Database Implementation and Administration	Elective	20	2
OIT 249	Wireless Networks and Mobile Computing	Elective	20	2
<b>Total</b>			<b>190</b>	<b>19</b>

### Level III

Code	Course Name	Status	Credits	Units
OIT 341	Information Systems Management	Core	10	1
OIT 342	Network Design and Administration	Core	10	1
OIT 343	Computer Ethics and Social Cultural Implication	Core	10	1
OFL 200	Financial Literacy	Core	10	1
OIT 344	Cyber Security	Core	20	2
OIT 345	Final Year Project	Core	30	3
ODM 311	Multimedia Technologies	Elective	20	2
ODM 120	Human Computer Interaction	Elective	10	1

Code	Course Name	Status	Credits	Units
OIT 346	Programming in C++	Elective	20	2
ODM 214	Enterprise Resource Planning (ERP) Systems	Elective	20	2
ODM 223	Python for Data Analytics	Elective	20	2
<b>Total</b>			<b>180</b>	<b>18</b>

### Bachelor of Science in Data Management (BSc in Data Management)

Bachelor of Science in Data Management at the Open University of Tanzania is designed to provide students with practical, industry-relevant knowledge and skills in data handling and analysis. The programme prepares graduates for diverse careers in data analytics, database management, business intelligence, data governance, and information systems. Emphasizing hands-on experience, students develop competencies in using modern data tools and technologies, ensuring they are job-ready and capable of addressing real-world data challenges. Delivered through OUT's flexible and inclusive distance learning model, the programme offers broad access to quality data education across Tanzania and beyond. Graduates are well-positioned to support digital transformation efforts and make informed contributions to both national and global data-driven initiatives.

#### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: Physics, Chemistry, Biology, Geography, Economics, Commerce, Accountancy, Advanced Mathematics, Agriculture, Computer Science or Nutrition Studies.

**Equivalent entry:** Diploma in Information and Communication Technology, Information Technology, Computer Science, Computer Engineering, Electronics, Computing and Information Communication, Computer Networks, Laboratory Technology, Telecommunications Engineering, Electronics and Communicating Engineering, Statistics, Library Information System, Medicine, Laboratory Science, Pharmacy, Nursing, Agriculture, Livestock, Wildlife, Midwifery, Information Technology with Accounting, Software Engineering, Electronics and Telecommunication with industrial Automation, Accounting, Metrology, Procurement, Pharmaceutical Science, Mechatronics Engineering, aircraft maintenance engineering, Education in Science, Automobile Engineering, Civil Engineering, Oil and Gas Engineering, Electrical Engineering Renewable Energy Technology, Biomedical Equipment Engineering, Mining Engineering, Multimedia and Film Technology, Biotechnology, Food Processing Technology, Food Science and Technology with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

#### Level I

Code	Course Name	Status	Credits	Units
OIT 141	Core Principles of Information Systems	Core	10	1
OIT 142	Discrete Mathematics with Applications	Core	10	1
OIT 143	Communication Skills for IT	Core	10	1
OIT 146	Data Communications and Networking	Core	20	2
OIT 147	Database Design and Application	Core	10	1
OIT 148	Industrial Training 1	Core	20	2
OIT 144	Programming in C and Applications	Core	10	1
ODM 119	Data Governance in Organizations	Core	10	1
ODM 120	Human Computer Interaction	Core	10	1
OIT 141	Core Principles of Information Systems	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

#### Level II

Code	Course Name	Status	Credits	Units
ODM 213	Systems Development	Core	10	1
OIT 243	Applied Probability and Statistics	Core	10	1
ODM 216	Research Methods & Data Analysis	Core	20	2

Code	Course Name	Status	Credits	Units
ODM 217	Geographic Information System Principles and Applications	Core	20	2
OFL 200	Financial Literacy	Core	10	1
ODM 221	Innovation and Entrepreneurship	Core	10	1
ODM 222	Data Mining Techniques and Application	Core	20	2
ODM 223	Python for Data Analytics	Core	20	2
ODM 224	Big data Management	Core	10	1
ODM 225	Database Implementation and Administration	Core	20	2
OIT 248	Industrial Training II	Core	20	2
<b>Total</b>			<b>170</b>	<b>17</b>

### Level III

Code	Course Name	Status	Credits	Units
ODM 311	Multimedia Technologies	Core	10	1
ODM 312	Data Analytics	Core	20	2
ODM 318	Data Security	Core	20	2
OIT 343	Computer Ethics and Social Cultural Implication	Core	10	1
ODM 320	Research Project	Core	30	3
ODM 311	Multimedia Technologies	Core	10	1
<b>Total</b>			<b>100</b>	<b>10</b>

### Elective Courses (*Select two elective courses*)

Code	Course Name	Status	Credits	Units
ODM 214	Enterprise Resource Planning (ERP) Systems	Elective	20	2
ODM 313	Business Intelligence	Elective	20	1
ODM 314	Scalar programming	Elective	20	1
ODM 315	R programming for Data Analytics	Elective	20	1
ODM 316	Data Management in 4th Industrial Revolution	Elective	20	1
<b>Total</b>			<b>60</b>	<b>6</b>

### Bachelor of Science in Environmental Studies

As environmental sustainability becomes an urgent global priority, the Bachelor of Science in Environmental Studies (Management) at the Open University of Tanzania is designed to equip students with practical and relevant knowledge in environmental conservation, natural resource management, and sustainable development. The programme prepares graduates for a variety of careers in environmental policy, resource planning, environmental impact assessment, and ecological management in both public and private sectors. With a strong focus on real-world application, students engage in practical exercises and case studies that build their capacity to address environmental challenges and contribute to sustainable solutions. Delivered through OUT's flexible distance learning model, the programme broadens access to environmental education for learners across Tanzania and beyond, empowering them to take active roles in environmental stewardship and sustainable development at national and global levels.

### Entry Requirements

**Direct entry:** Two principal passes from two of the following subjects: Agriculture, Biology, Chemistry, Physics, Mathematics, Economics, History, Geography, Nutrition, Computer Sciences, Business Studies, Accountancy, Business Studies, Commerce, Food Science and Human Nutrition.

**Equivalent entry:** Diploma in Environmental Studies, Water Supply and Sanitation Engineering, Environmental Health Science, Hydrogeology and Water Drilling, Water Laboratory Technology, Irrigation Engineering, Civil Engineering, Water Resource Engineering, Forest Management and Nature Conservation, Mining Engineering, Mineral Processing, Range Management and Tsetse Control, Bee Keeping, Geometrics, Geographical Information System, Transportation Engineering, Wildlife, Forest, Agriculture, Fisheries and Aquatic, Fish Processing, Disaster Management Geology and Mineral

Exploration or Education with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

Holders of a relevant Bachelor's degree award such as Bachelor of Environmental Science, Bachelor of Science of Environmental Engineering, Bachelor of Science in Environmental Science and Management Bachelor of Science in Information Technology, Bachelor of Science with Education, Bachelor of Education (Science), Bachelor of Business Administration, Bachelor of Education (Special Needs) and Bachelor of Science in Interior Design.

The programme provides studying by following either of the two streams; environmental management and environmental science.

### Option one: B.Sc. in Environmental Studies (Management)

#### Level I

Code	Course Name	Status	Credits	Units
OCP 110	Computer Application in Environmental Studies	Core	10	1
OFC 017	Communication Skills	Core	10	1
OEV 101	Principles of Ecology	Core	20	2
OEV 112	Environmental Management Ethics and Philosophy	Core	20	2
OEV 114	Land Use and Urban System Management	Core	20	2
OEV 116	Environmental Education and Communication	Core	20	2
<b>Total</b>			<b>100</b>	<b>10</b>

#### Level II

Code	Course Name	Status	Credits	Units
OEV 201	Applied Statistics and Research Methods	Core	20	2
OEV 202	Environmental Field Attachment	Core	20	2
OEV 209	Introduction to Remote Sensing and GIS	Core	20	2
OEV 210	Environmental Economics	Core	20	2
OEV 218	Environmental Pollution and Management	Core	20	2
OEV 219	Natural Resources Management	Core	20	2
OEV 220	Environmental Geology, Hazards & Risk assessment	Elective	20	2
OEV 221	Aquatic Science and Limnology	Elective	20	2
<b>Total</b>			<b>160</b>	<b>16</b>

#### Level III

Code	Course Name	Status	Credits	Units
OEV 301	Environmental Impact Assessment	Core	20	2
OEV 316	Environmental Policy and Law	Core	20	2
OEV 318	Environmental Resources & Development	Core	20	2
OEV 320	Renewable energy and environment	Core	20	2
OEV 321	Environmental Field Project	Core	20	2
OEV 319	Environmental Sociology and Gender Issues	Elective	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

### Option two: BSc. Environmental Studies (Science)

#### Level I

Code	Course Name	Status	Credits	Units
OCP 110	Computer Application in Environmental Studies	Core	10	1
OFC 017	Communication Skills	Core	10	1
OEV101	Principles of Ecology	Core	20	2
OEV107	Environmental Biology	Core	20	2
OEV113	Environmental Science	Core	20	2
OEV115A	Environmental Science Practical	Core	10	1
<b>Total</b>			<b>90</b>	<b>9</b>

**Level II**

Code	Course Name	Status	Credits	Units
OEV 201	Applied Statistics and Research Methods	Core	20	2
OEV 202	Environmental Field Attachment	Core	20	2
OEV 209	Introduction to Remote Sensing and GIS	Core	20	2
OEV 217	Environmental Analytical Methods	Core	20	2
OEV 219	Natural Resources Management	Core	20	2
OEV 218	Environmental Pollution and Waste Management	Core	20	2
OEV 209	Introduction to Remote Sensing and GIS	Core	20	2
OEV 115B	Environmental Science Practical	Core	10	1
OEV 220	Environmental Geology, Hazards & Risk assessment	Electives	20	2
OEV 221	Aquatic Science and Limnology	Electives	20	2
<b>Total</b>			<b>190</b>	<b>19</b>

**Level III**

Code	Course Name	Status	Credits	Units
OEV 301	Environmental Impact Assessment	Core	20	2
OEV 316	Environmental Policy and Law	Core	20	2
OEV 317	Water Resources Management	Core	20	2
OEV 320	Renewable energy and environment	Core	20	2
OEV 321	Environmental Field Project	Core	20	2
OEV 319	Environmental Sociology and Gender Issues	Electives	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

**Bachelor of Science in Energy Resources Utilization and Management**

The programme equips students with a comprehensive foundation in the sustainable management, conservation, and utilization of natural resources. It combines theoretical with practical experience through fieldwork to develop essential skills in environmental monitoring, resource planning, biodiversity conservation, and the use of modern technologies in natural resource management. The programme prepares learners to assess environmental challenges, design sustainable resource-use strategies, and implement conservation initiatives that promote ecological balance and community development. Graduates are prepared for careers in environmental agencies, conservation organizations, natural resource ministries, research institutions, and NGOs focused on sustainability and environmental stewardship.

**Entry Requirements**

**Direct entry:** Two principal passes from two of the following subjects: Physics, Chemistry, Biology, Geography, Advanced Mathematics, Agriculture, Computer Science, Nutrition. If one of the principal passes is not Physics, an applicant must have a minimum of "D" grade in Physics at O-Level.

**Equivalent entry: A:** Diploma in Energy Resources, Geology, Petroleum, Oil and Gas, Automotive Engineering, Geomatics, Mining Engineering, Water Resource Engineering, Forest Management and Nature Conservation or Mineral Processing with an average of "B" or a minimum GPA of 3.0. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

**Equivalent entry: B:** Holders of a relevant Bachelor's degree from the following fields: Geology, Petroleum, Oil and Gas, Automotive Engineering, Geomatics, Mining Engineering, Water Resource Engineering, Forest Management and Nature, Meteorology and atmospheric sciences, Conservation or Mineral Processing with an average of "B" or a minimum GPA of 3.0

## Programme Structure

### Level I

Code	Course Name	Status	Credit
OFC 017	Communication Skills	Core	10
OCP 110	Computer Applications	Core	10
OER 100	Thermodynamics and Heat Transfer	Core	20
OER 102	Building Design and Energy Efficiency	Core	20
OER 105	Statistics and Data Analysis	Core	20
<b>Total Credits</b>			<b>80</b>

### Level II

OER 200	Sustainable Energy Development	Core	20
OER 202	Energy Storage Technologies	Core	20
OER 203	Entrepreneurship and Business in Renewable Energy	Core	20
OER 207	Energy Project Feasibility and Financing	Core	20
OER 310A	Energy Industrial Training/Field Attachment (Part 1)	Core	10
<b>Total Credits</b>			<b>90</b>

### Level III

OER 300	Solar Energy	Core	20
OER 301	Wind Energy	Core	20
OER 312	Energy Final Research Project	Core	20
OER 310B	Energy Industrial Training/Field Attachment (Part 2)	Core	10
OER 311	Clean Cooking Energy Fundamentals	Core	20
<b>Total Credits</b>			<b>90</b>

### Level III Elective Courses [At least 40 Credits required]

OER 309	Nuclear Energy and Nuclear Waste Management	Elective	20
OER 305	Introduction to Programming in Python and R	Elective	20
OPH 323	Environmental Physics	Elective	20
OER 304	Energy Modeling and Simulations	Elective	20
OER 306	Life Cycle Assessment (LCA) for Energy Systems	Elective	20
OER 302	Bioenergy and Waste-to-Energy Technologies	Elective	20
OER 303	Modern Technologies in Oil, Gas and Coal Industries	Elective	20
OER 307	Energy Project Planning and Management	Elective	20
OER 308	Energy Economics and Entrepreneurship	Elective	20

### Level II Elective Courses At least 40 Credits required]

OER 201	Energy Auditing and Management	Elective	20
OER 204	Energy Policy and Laws	Elective	20
OER 205	Circular Economy and Resource Management	Elective	20
OER 206	Artificial Intelligence in Energy Systems	Elective	20
OAP 205	Computational Physics	Elective	20

### Level One Elective Courses [At least 40 Credits required]

OEV113	Environmental Science	Elective	20
OER 101	Chemistry for Energy Systems	Elective	20
OPH 112	Electromagnetism I & II	Elective	20
OER 103	Climate Change and Energy Dynamics	Elective	20
OER 104	Fluid Mechanics	Elective	20

### Ordinary Diploma in Computing and Information Technology - NTA Level 6

Entry requirement: Certificate of Secondary Education Examination (CSEE) with Four (4) passes one of them must be mathematics without non-religious subjects plus, Basic Technician Certificate (NTA Level 4) in Information Communication Technology OR Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and One Subsidiary Pass.

#### Semester I

Code	Course name	Status	Credit	Units
IET 06101	Advanced Website Design	Core	12	1
IET 06102	System Analysis and Design	Core	12	1
IET 06104	Object Oriented Programming	Core	12	1
IET 06105	Database System Design and Administration	Core	12	1
IET 06106	System Administration	Core	12	2
<b>Total</b>			<b>60</b>	<b>6</b>

#### Semester II

Code	Course name	Status	Credit	Units
IET 06207	System Modelling	Core	12	1
IET 06203	Network Management	Core	12	1
IET 06209	Research Methodology	Core	12	1
IET 06212	Multimedia Applications	Core	15	2
IET 06213	Cross-cutting issues in ICT	Core	9	1
IET 06308	Project Management	Core	6	1
<b>Total</b>			<b>66</b>	<b>7</b>

### Technician Certificate in Computing and Information Technology - NTA Level 5

#### Entry Requirements

Basic Technician Certificate (NTA Level 4) in Information Communication Technology or Advanced Certificate of Secondary Education Examination (ACSEE) with one Principal Pass and One Subsidiary Pass

#### Semester I

Code	Module Title	Status	Credit	Units
IET 05101	Computer Architecture and Systems	Core	12	1
IET 05103	Computing Mathematics	Core	9	1
IET 05104	Introduction to Programming	Core	12	1
IET 05105	Database Design and Implementation	Core	9	1
IET 05108	Business and Entrepreneurship Skills	Core	9	1
IET 05110	Cross-cutting issues: Environment, gender, HIV/AIDS, Poverty and Morals	Core	9	1
<b>Total</b>			<b>60</b>	<b>6</b>

#### Semester II

Code	Title	Status	Credit	Units
IET 05202	Managing Computer Systems	Core	12	1
IET 05206	Website Design	Core	9	1
IET 05207	Network Design and Implementation	Core	9	1
IET 05209	Leadership and Management	Core	9	1
IET 05211	ICT in business process	Core	6	1
IET 05212	Industrial Training	Core	15	2
<b>Total</b>			<b>60</b>	<b>7</b>

### Basic Certificate in Computing and Information Technology - NTA Level 4

**Entry requirement:** Certificate of Secondary Education Examination (CSEE) with Four (4) passes one of them must be mathematics without non-religious subjects

#### Semester I

Code	Name	Status	Credits	Units
IET 04101	Computer Fundamentals	Core	15	2
IET 04108	Computing Mathematics	Core	12	1
IET 04102	Office Automation Fundamentals	Core	9	1
IET 04107	Communication Skills	Core	9	1
IET 04110	Introduction to Entrepreneurship Skills	Core	15	1
<b>Total</b>			<b>60</b>	<b>6</b>

#### Semester II

Code	Course Name	Status	Credits	Units
IET 04203	Principles of Computer Support and Maintenance	Core	12	1
IET 04204	Introduction to Web Technologies	Core	9	1
IET 04205	Helpdesk Operations	Core	6	1
IET 04206	Network Essentials	Core	9	1
IET 04211	Practical Training	Core	18	2
IET 04209	Introduction to cross-cutting issues	Core	6	1
<b>Total</b>			<b>60</b>	<b>6</b>



## **WELCOME TO FACULTY OF LAW (FLAW)**

The Faculty of Law offers comprehensive and flexible legal education aimed at equipping students with a profound understanding of legal principles, human rights, and justice. Its functions include delivering high-quality learning programmes, engaging in legal research, providing community outreach and legal awareness initiatives, and producing competent legal professionals who can contribute effectively to Tanzania's legal system. The faculty also promotes interdisciplinary collaboration, supports innovative teaching methods, and strives to foster legal skills that are responsive to the needs of society and the evolving legal landscape. The FLAW has two departments, namely Private Law and Public Law.

## PROGRAMMES ON OFFER

In the academic year 2025/26 FLAW is offering one bachelor degree

Programme	Code	Mini Units	Tuition Fee (TSh)
Bachelor of Laws	OU012	42	2,690,000

### Plus, Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	Student Identification fee	20,000	Paid once
4.	Registration fee	30,000	Paid once
5.	On-demand examinations	30,000	Paid per each on-demand examination requested
6	Statutes for examination	30,000	Paid once

### Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid once for each academic year

### Bachelor of Laws (LL. B)

The programme equips students with a comprehensive understanding of legal principles and practices essential for addressing the legal needs of a rapidly changing society. The programme is designed to develop strong analytical, research, and advocacy skills while fostering a deep appreciation of justice, ethics, and the rule of law. Through a flexible blended learning approach, students engage with course materials, participate in discussions, and collaborate with peers from diverse backgrounds. The LL.B. prepares graduates to navigate complex legal challenges both locally and globally, making them well-suited for careers in legal practice, public service, corporate law, human rights, and other fields where legal expertise is essential.

### Entry Requirements

**Direct entry:** Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Arts, Economics, Commerce, Accountancy Physics, Chemistry, Biology or Advanced Mathematics.

**Equivalent entry:** Diploma in Law, Law Enforcement, Business Administration, Community Development, Cooperative Management and Accounting, Human Resource Management, Industrial Relations, Land Management and Valuation, Library, Records and Information Studies, Local Government Administration, Procurement and Logistics Management, Procurement and Supply, Procurement and Supply Management, Public Sector Finance Management, Records Management, Office Management and Secretariat Services, Youth Development Work (CYP), Library and Information Management, Criminal Investigation, Public Administration, ICT, or Education. OR Certificate in Foundation Programme of the OUT with a minimum GPA of 3.0.

### Programme structure

#### Level I

Code	Title	Status	Credit	Unit
OLW 121	Constitution and Legal system of East Africa	Core	20	2
OLW 122	Criminal Law and Procedure	Core	20	2
OLW 123	Law of Contract	Core	20	2
OLW 124	Legal Method	Core	20	2
OLW 125	Arbitration and alternative Dispute Resolution	Core	20	2
OLW 126 *	Communication Skills for Lawyers	Core	10	1
OLW127 *	Computer Skills for Lawyers	Core	10	1
OLW 128 *	Development Studies	Core	10	1
	<b>Total</b>		<b>100</b>	<b>10</b>

**Level II**

Code	Title	Status	Credit	Unit
OLW 221	Administrative Law	Core	20	2
OLW 222	Law of Evidence	Core	20	2
OLW 223	Land Law	Core	20	2
OLW 224	Law of Torts	Core	20	2
OLW 225	Family Law	Core	20	2
OLW 226	Succession and Trust	Core	20	2
OLW 227	Public International law	Core	20	2
	<b>Total</b>		<b>140</b>	<b>14</b>

Plus, not less than two (2) elective courses

**Level III**

Code	Title	Status	Credit	Unit
OLW 321	Jurisprudence	Core	20	2
OLW 322	Civil Procedure	Core	20	2
OLW 323	Legal Research and LL. B dissertation	Core	30	3
OLW 326	Labour Law	Core	20	2
OLW 327	Law of Business Associations, Cooperatives and Public Enterprises	Core	20	2
OLW 330	Private International Law	Core	20	2
OLW 331	Legal Ethics	Core	20	2
	<b>Total</b>		<b>150</b>	<b>15</b>

\* Compulsory non-credit Course

**Elective courses (Not less than two courses should be taken in 2<sup>nd</sup> and 3<sup>rd</sup> year)**

Code	Course Title	Status	Credit	Unit
OLW 324	Commercial Law	Elective	10	1
OLW 325	Islamic Law	Elective	10	1
OLW 328	Tax Law	Elective	10	1
OLW 329	Intellectual property law	Elective	10	1
OLW 333	International Criminal Law	Elective	10	1
OLW 334	Information Technology Law	Elective	10	1
OLW 332	Human Rights Law	Elective	10	1
OLW 335	Banking Law	Elective	10	1
OLW 336	Insolvency and Bankruptcy Law	Elective	10	1
OLW 337	Criminology and Penology	Elective	10	1
OLW 338	Environmental Law	Elective	10	1
OLW 339	Legal Aspects of International Trade and Investment	Elective	10	1



## **WELCOME TO INSTITUTE OF CONTINUING EDUCATION**

The Institute of Continuing Education (ICE) at the Open University of Tanzania, established in 1996, promotes professional development and lifelong learning to support socio-economic growth and poverty alleviation. It delivers education through blended learning methods including e-learning, printed materials, and face-to-face instruction allowing broad geographic access. ICE serves both youth and adults by offering flexible entry pathways.

## PROGRAMMES ON OFFER

In the academic year 2025/26 the ICE offers the following courses.

S/N	Programme
1	Ordinary Diploma in Primary Teacher Education (NTA Level 5 & 6)
2	Diploma in Commonwealth Youth Programme (CYP)
3	Diploma in Library and Information Studies (DLIS)
4	Certificate in Foundation Programme (OFP)
5	Certificate in Youth Work (CYW)
6	Certificate in Library and Information Studies (CLIS)
7	Certificate in Hairdressing and Beauty Therapy (CHBT)

### Ordinary Diploma in Primary Teacher Education

#### Level 1: (NTA Level 5)

This programme is designed to support primary school teachers in advancing their academic qualifications to the diploma level. It focuses on building practical teaching skills, introducing modern strategies, and enhancing classroom management techniques for both small and large groups. The programme also prepares teachers to confidently handle all subjects taught at the primary level, while empowering them to integrate ICT tools into their daily teaching practices to create more engaging and effective learning experiences.

**Entry requirement:** Teacher Grade A Certificate with an average pass of B and above or its equivalent, with not less than 3 credits or 4 passes at O' Level Secondary Education.

#### Semester 1(NTA level 5)- First Year

Code	Module Name	Status	Credit	Unit
ODC 05101	Computer Literacy	Fundamental Core	10	1
ODC 05102	Child Psychology	Core	10	1
ODC 05103	Primary School Curriculum Development	Core	10	1
ODC 05104	Language Teaching Methods	Core	20	1
ODC 05105	Educational Measurement and Assessment Principles	Core	10	1
<b>Total</b>			<b>60</b>	<b>6</b>

#### Semester II (NTA level 5)- First Year

Code	Module Name	Status	Credit	Unit
ODC 05201	Research in Education	Core	10	1
ODC 05202	Social Studies Teaching Methods	Core	20	1
ODC 05203	Arts and Sports Teaching Methods	Core	10	1
ODC 05204	Health, Safety, and Nutrition Practices in Primary School	Core	20	2
ODC 05205	Micro Teaching I	Core	10	2
<b>Total</b>			<b>70</b>	<b>7</b>

#### Level 2 (NTA Level 6)

This programme is designed to support primary school teachers in advancing their academic qualifications to diploma level. It focuses on building practical teaching skills, introducing modern strategies, and enhancing classroom management techniques for both small and large groups. The programme also prepares teachers to confidently handle all subjects taught at the primary level, while empowering them to integrate ICT tools into their daily teaching practices to create more engaging and effective learning experiences.

**Entry requirement:** Candidates eligible for admission into the ODPSE programme NTA 6 level are only those with ODPSE programme NTA 5 level.

### Semester I (NTA level 6)- Second Year

Code	Module Name	Status	Credits	Units
ODC 06101	Communication and Study Skills	Core	10	1
ODC 06102	Educational Foundations	Core	20	2
ODC 06103	Teaching Methods for Science and Technology in Primary School	Core	10	1
ODC 06104	Numeracy and Mathematics Teaching Methods	Core	20	1
<b>Total</b>			<b>60</b>	<b>6</b>

### Semester II (NTA level 6)- SECOND YEAR

Code	Module Name	Status	Credits	Units
ODC 06201	Educational Entrepreneurship	Core	10	1
ODC 06202	School Administration and Management	Core	10	1
ODC 06203	Special Needs and Inclusive Education	Core	10	1
ODC 06204	Vocational Studies Teaching Methods	Core	10	1
ODC 06205	Micro Teaching II	Core	10	1
ODC 06206	Field Practical Training (FPT)	Core	20	2
<b>Total</b>			<b>70</b>	<b>7</b>

### Diploma in Commonwealth Youth Programme (CYP)

The Commonwealth Diploma in Youth in Development Work (CYP) is a professional programme designed to help unlock the full potential of young people by enhancing the skills of those who work with them. It combines theoretical knowledge with practical experience, enabling youth workers to become more effective and impactful in their roles. The programme is ideal for individuals already engaged in youth-focused work across various sectors, including government institutions, NGOs, the police, prisons, schools, colleges, religious organisations, and the broader community. It equips participants with the tools, knowledge, and confidence to make a meaningful difference in the lives of young people and their communities. In addition, the CYP diploma can serve as a stepping stone to further studies in social science and law-related programmes.

**Entry requirement:** Technician Certificate (NTA Level 5) in Youth work OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and Subsidiary in Principal subjects.

### Programme structure

Students in the CYP programme will be required to study a total of 14 units

Level 1					
No.	Code	Title	Status	Credits	Units
1.	ODC 001	Commonwealth Values	core	10	1
2.	ODC 002	Young People and Society	core	10	1
3.	ODC 003	Principles and Practice of Youth Development	core	10	1
4.	ODC 004	Working with People in their Society	core	10	1
5.	ODC 005	Gender and Development	core	10	1
6.	ODC 006	The Learning Process	core	10	1
7.	ODC 007	Management Skills	core	10	1
<b>Total</b>				<b>70</b>	<b>7</b>

### Level 2

No.	Code	Title	Status	Credits	Units
8.	ODC 008	Project Planning, Monitoring and Evaluation	Core	10	1
9.	ODC 009	Policy Planning and Implementation	Core	10	1
10.	ODC 010	Conflict Resolution, Strategies and Skills	Core	10	1
11.	ODC 011	Promoting Enterprise and Economic Development	Core	10	1

No.	Code	Title	Status	Credits	Units
12.	ODC 012	Youth and Health	Core	10	1
13.	ODC 013	Sustainable Development and Environmental Issues	Core	10	1
14	ODC 014	Field Report	Core	10	1
<b>Total</b>				<b>70</b>	<b>7</b>

### Diploma in Library and Information Studies (DLIS)

The **Diploma in Library and Information Studies** is a two-year programme offered by the Institute of Continuing Education in collaboration with the Directorate of Library Services at The Open University of Tanzania. It aims to equip learners with practical and theoretical skills for managing libraries and information services. The programme focuses on modern information management techniques, ICT integration, and effective service delivery. Graduates are prepared to support and enhance information systems in various library and information centre settings across Tanzania and beyond. In addition, the DLIS serves as a stepping stone to further studies in social science and law-related programmes. To qualify for an award of the Diploma, students will be required to complete a total of 240 credits (24 units) in the two levels (120 in level 5 and 120 in level 6). The Modules are designed to provide learners with both theoretical knowledge and practical skills.

**Entry requirement:** Technician Certificate (NTA level 5) in Library and Information studies or OR Advanced Certificate of Secondary Education Examination (ACSEE) with at least one Principal pass and one Subsidiary in Principal subjects plus Certificate of Secondary Education Examination (CSEE) with four Passes

#### NTA Level 5

Code	Title	Status	Credit	Unit
ICL 05109	Classification of Library Materials	Core	10	1
ICL 05110	Bibliography and Bibliographic Control	Core	10	1
ICL 05111	Cataloguing of Library and Information Resources	Core	10	1
ICL 05112	Library Statistics and Reports	Core	10	1
ICL 05113	Introduction to Library Practices	Core	10	1
ICL 05114	Introduction to Info-Entrepreneurship	Core	10	1
ICL 05215	Information Sources	Core	10	1
ICL 05216	User Information Needs	Core	10	1
ICL 05217	Information Searching and Retrieval	Core	10	1
ICL 05218	Communication Skills	Core	10	1
ICL 05219	Management Skills	Core	10	1
ICL 05220	Security and Disaster Management in Libraries	Core	10	1
<b>Total</b>			<b>120</b>	<b>12</b>

#### NTA Level 6

Code	Title	Status	Credit	Units
ICL 06122	Library and Information Management Systems	core	10	1
ICL 06123	Introduction to Database and Data Security	core	10	1
ICL 06124	Introduction to Digital Library	core	10	1
ICL 06125	Introduction to Records and Archives Management	core	10	1
ICL 06126	Introduction to Library Collection Development	core	10	1
ICL 06127	Introduction to Information Literacy	core	10	1
ICL 06228	Reference and Information Services	core	10	1
ICL 06229	Community Information Services	core	10	1
ICL 06230	Administration and Management in Libraries	core	10	1
ICL 06231	Marketing of Library and Information Services	core	10	1
ICL 06232	Field attachment	Core	20	2
<b>Total</b>			<b>120</b>	<b>12</b>

### Certificate in Foundation Programme (OFP)

programme designed to expand access to higher education for students who fall slightly short of the entry requirements for bachelor's degree programmes. The programme was approved by the Tanzania Commission for Universities (TCU) in March 2018. Candidates who successfully complete the programme, in accordance with the approved criteria, will be eligible for admission into bachelor's degree programmes at various universities.

The specific objectives of the programme are to provide basic knowledge of the procedures, methods, and language used in subjects at the degree level. It also aims to introduce students to intelligent reading, assimilation, critical thinking, analysis, and synthesis of information essential for higher levels of learning. Additionally, the programme seeks to promote individual self-development and address deficiencies carried over from lower levels of education, particularly in the ability to speak, read, write, and receive instruction, in order to successfully undertake university studies.

**Programme Structure:** The Foundation Programme is organized into three clusters of Arts, Business and Science. Students will be required to six courses with 120 credit points of study in total, i.e. three courses equivalent to A- level combinations and three additional courses of Communication Skills, Development Studies and Introduction to ICT.

**Entry requirement:** Advanced Certificate of Secondary Education Examination (ACSE) with at least 1.5 points from TWO subjects; with not less than four passes at O level obtained before the ACSE. OR An Ordinary Diploma from a recognized institution with a GPA of at least 2.0 OR NTA Level 5 or Professional Technician Level II Certificate with not less than four passes at O level. Passes in Religious and General Studies are not Counted

### The Foundation Programme is a one-year bridging

#### Arts cluster

Code	Title	Status	Credits	Units
OFP 011	History	Core	20	2
OFP 012	Geography	Core	20	2
OFP 007	English Language	Core	20	2
OFP 008	Kiswahili	Core	20	2
OFP 015	Economics	Core	20	2
OFP 018	Development studies	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 020	Introduction to information communication technology	Core	20	2
	<b>Total</b>		<b>160</b>	<b>16</b>

#### Business cluster

OFP 009	Mathematics	Core	20	2
OFP 012	Geography	Core	20	2
OFP 014	Mathematics and statistics	Core	20	2
OFP 015	Economics	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 018	Development studies	Core	20	2
OFP 019	Business studies and Accounting	Core	20	2
OFP 020	Introduction to information communication technology	Core	20	2
	<b>Total</b>		<b>160</b>	<b>16</b>

#### Science cluster

Code	Title	Status	Credits	Units
OFP 009	Mathematics	Core	20	2
OFP 010	Physics	Core	20	2
OFP 012	Geography	Core	20	2

Code	Title	Status	Credits	Units
OFP 013	Biology	Core	20	2
OFP 016	Chemistry	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 018	Development studies	Core	20	2
OFP 020	Introduction to Information Communication Technology	Core	20	2
	<b>Total</b>		<b>160</b>	<b>16</b>

NB. A student is required to register six (6) subjects only.

### Certificate in Youth Work (CYW)

The Certificate in Youth Work (CYW) is a professionally crafted programme designed to prepare individuals for meaningful engagement with young people across diverse settings. A youth worker plays a vital role in guiding and supporting youth through their personal, social, and educational development journeys. Youth work is a dynamic and rapidly evolving field, with practitioners serving in various environments such as youth centres, schools, community organisations, faith-based institutions, refugee camps, and outreach programmes. Given the sensitive and impactful nature of this work, youth workers require a solid foundation of knowledge, practical skills, and ethical competence to serve effectively.

This programme responds to the growing need for trained youth practitioners who can navigate the complexities brought about by globalization, technological change, and shifting social dynamics. It equips learners with both theoretical understanding and hands-on skills relevant to youth development, leadership, communication, and programme facilitation. Graduates of the CYW programme will be well-prepared to contribute to positive youth outcomes, whether in formal institutions or community-based initiatives, and will be empowered to take on active roles in shaping inclusive, resilient, and engaged youth communities.

**Programme Modules:** Students will be required to cover 10 modules and a project work that together make a total of 120 credits. The programme duration is one academic year

**Entry requirement:** certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects

No.	Code	Course Title	Status	Credit	Unit
1	ICY 001	Introduction to Youth Work	Core	10	1
2	ICY 002	Working with Diverse People	Core	10	1
3	ICY 003	Introduction to Counseling Process	Core	10	1
4	ICY 004	Introduction to Career Development	Core	10	1
5	ICY 005	Leadership and Personal Management	Core	10	1
6	ICY 006	Workplace Ethics	Core	10	1
7	ICY 007	Self-Awareness Skills	Core	10	1
8	ICY 008	Business Communication Skills	Core	10	1
9	ICY 009	Introduction to ICT	Core	10	1
10	ICY 010	Introduction to Cross-cutting Issues	Core	10	1
11	ICY 011	Project Work	Core	20	2
		<b>Total</b>		<b>120</b>	<b>12</b>

### Certificate in Library and Information Studies

The programme is designed to address the growing importance of information management in promoting development and alleviating poverty. In today's knowledge-based society, access to accurate and timely information is essential for informed decision-making and sustainable growth. Recognising this, the programme aims to equip personnel working in libraries and other information management centres with the knowledge and skills needed to collect, organise, store, retrieve, and disseminate information effectively.

**Entry requirement:** certificate of Secondary Education Examination (CSEE) with four (4) passes in non-religious subjects

### Programme Structure

This programme comprises of eight modules with a total weight of 12 units.

Code	Module Name	Status	Credit	Unit
ICL 04101	Basic Communication Skills	Core	10	1
ICL 04102	Organization of Library Resources	Core	20	2
ICL 04111	Basic Computer Applications	Core	10	1
ICL 04103	Introduction to Record Keeping and Archives Management	Core	10	1
ICL 04205	Library Routines and Services	Core	10	1
ICL 04206	Conservation and Preservation of Records and Library Materials	Core	10	1
ICL 04207	Safety and Security of Library, Records and Archival Materials	Core	10	1
ICL 04110	Introduction to Cross-cutting Issues	Core	10	1
ICL 04109	Workplace Ethics	Core	10	1
ICL 04208	Project Work	Core	20	2
	<b>Total</b>		<b>120</b>	<b>12</b>

### Certificate in Hairdressing and Beauty Therapy (CHBT)

It is a one-year programme offered by the Institute of Continuing Education to address the growing demand for skilled professionals in the beauty and personal care industry. It provides youth and adults with essential knowledge and hands-on skills in cosmetology, preparing them for employment or self-employment in hairdressing and beauty services. Graduates are equipped for roles such as hairdressers, beauty therapists, or salon assistants and are well-positioned for further professional growth in the industry.

**Programme Modules:** Students will be required to cover 12 modules, with six theoretical modules, five practical modules and field attachment, making a total of 120 credits. The programme duration is one academic year. ICE offers the programme in collaboration with the Department of Cosmetology of VETA.

**Entry requirement:** Certificate of Secondary Education Examination (CSEE) with four Passes in non-religious subjects.

### Theoretical Modules

Code	Title	Status	Credit	Unit
ICC 005	Introduction to General Science for Hair and Beauty	Core	10	1
ICC 006	Professional Image in Hair and Beauty	Core	10	1
ICC 008	Basic Business Communication Skills	Core	10	1
ICC 009	Elementary Business Management	Core	10	1
ICC 010	Introduction to Cross-cutting Issues	Core	10	1
ICC 011	Application of ICT in Salon Management	Core	10	1
	<b>Total</b>		<b>60</b>	<b>6</b>

### Practical Modules

Code	Title	Status	Credit	Unit
ICC 001	Basics of Hair Dressing	Core	10	1
ICC 002	Basic Skin Care Skills	Core	10	1
ICC 003	Basic Nail Care Skills	Core	10	1
ICC 004	Introduction to Body Massage Techniques	Core	10	1
ICC 007	Basics of Hygiene and Sanitation	Core	10	1
CC 012	Field Attachment	Core	10	1
	<b>Total</b>		<b>60</b>	<b>6</b>

## FEES STRUCTURE: INSTITUTE OF CONTINUING EDUCATION (ICE)

### Diploma And Certificates - Tuition Fee (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1.	Certificate in Hair and Beauty Therapy	11	1	12	440,000	100,000	30,000	20,000	590,000
2.	Certificate in Youth Work	11	1	12	440,000	100,000	30,000	20,000	590,000
3.	Certificate in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,000
4.	Certificate in Foundation Programme	16	0	16	640,000	0	30,000	20,000	690,000
5.	Diploma in Commonwealth Youth in Development Work	14	2	14	560,000	200,000	30,000	20,000	810,000
6.	Diploma in Primary Teacher Education	24	2	26	960,000	200,000	30,000	20,000	1,210,000
7.	Diploma in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,000

### Other charges payable to university

No	Item	Amount	Remarks
1	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
2	Transcript	50,000	Paid after completion of studies
3	Statement of results	10,000	Paid upon request of statement of results
4	Appeal for examination results	80,000	Paid during appeal request
5	Reprinting lost certificate	30,000	Paid during request
6	Credit transfer	80,000	Paid during request
7	Change of programme	30,000	Paid during request
8	Graduation gown and booklet	55,000	Paid before graduation day.

### Key to tuition fee

Sn	Title	Rates in Tshs
1	Theoretical courses for all non-degree programmes	40,0000
2	Practical courses for all non-degree programmes	100,000

### Charges payable to students' organization

s/no	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

## **GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR UNDERGRADUATE PROGRAMMES**

### **1.0 Conduct of Examinations**

The university examinations shall be conducted through the Directorate of Teaching, Learning and Examination Services (DTLES) under the control of the Deputy Vice Chancellor Academic Research and Consultancy

### **2.0 Assessment**

- 2.1 Students shall be examined in all courses during the academic year in which they studied. The assessment shall consist of a written timed test which will be administered prior to sitting for a final (annual) examination at the end of the academic year. The coursework assessment will contribute 30% while the annual examination will contribute 70% to the final grade.
- 2.2 Science practical, teaching practice and other field related assignments will constitute independent units, not examinable, but assessed through reports submitted by students.
- 2.3 The pass mark for both coursework and examinations combined shall be 40% for all undergraduate programmes.
- 2.4 A candidate who fails to attain the pass mark, after sitting for the annual will be allowed to write a supplementary examination after paying the required examination fee. The maximum grade attainable in a supplemented subject is C.
- 2.5 A candidate who fails in a supplementary examination shall be required to repeat the failed subject. Repeating a subject means doing the continuous assessment (test) and annual examination. The maximum grade attainable in a repeated subject is C.
- 2.6 A candidate who fails a repeated subject shall be required to re-register the course two times only to attain a pass grade.
- 2.7 A candidate who fails to appear for examination, for any certified reason, must inform the DVC (ARC) prior to the commencement of the examinations period.
- 2.8 A candidate who failed to attempt timed test shall not be allowed to write annual examinations.
- 2.9 All law examinations shall generally be partial open book. Students will be required to pay a tune of TSh. 30,000/= per year and they shall be supplied with statutes for respective courses during examinations.

### **3.0 Registration for Examinations**

Registration by a candidate for a course of study shall not be taken as guaranteed registration for examinations. Each candidate shall be required to register for the examinations in specific subjects at least one month before the commencement of examinations period.

### **4.0 Eligibility for Examinations**

- 4.1 A candidate shall be admitted to examinations for subjects in which the candidate is registered for at the beginning of the academic year.
- 4.2 A candidate shall be permitted to participate in coursework assessment after having paid at least 50% of all the requisite tuition fees and examination fees.
- 4.3 A candidate shall be permitted to sit for the Annual Examination (AE) after covering learning objectives in all six Knowledge areas of each course and after having paid 100% of all required tuition and examination fees.
- 4.4 Students should register courses which do not clash in the timetable as no student will be allowed to sit for more than one examination in the same session
- 4.5 Each student registered for examination is required to print examination hall ticket automatically generated from SARIS/ARMIS containing student's photo, basic personal information, examination centre, a list of approved main timed test or annual examinations and QR code. No student shall be allowed to enter examination room without examination hall ticket and student identity card or where applicable, national or Voter Identity card or Driving License.

## **5.0 Dates of Examinations**

Annual, supplementary, and special examinations of the University shall be held on dates approved by the Senate, and will be announced at the beginning of the academic year.

## **6.0 Admission to Examinations**

- 6.1 Only candidates possessing a valid Examination Hall ticket and valid identity card shall be permitted entry into the examination hall. These identification documents shall be displayed on the right-hand side of the candidate's desk or table.
- 6.2 Candidates must leave personal belongings, including bags, coats, hats, mobile phones, smart-watches and similar items, in the designated area of the examination venue.
- 6.3 Electronic devices such as mobile phones, smart-watches, earphones, headsets, iPads and pagers and any other related electronic devices are strictly prohibited inside the examination venue.
- 6.4 If any electronic device is found on a candidate's desk or emits any sound during the examination (even if switched off) or is discovered by any means within the examination venue, it will be confiscated and the candidate shall be deemed to have violated examination regulations of the OUT.
- 6.5 Candidates shall not carry any unauthorized materials, including notes or written information into the examination room, as this is strictly prohibited.
- 6.6 No candidate shall write, carry, or conceal any examination-related content or other material on any part of their body, clothing, handkerchief, or any personal belongings. Possession or discovery of such material shall be deemed a violation of the examination regulations of the OUT.
- 6.7 Candidates shall be obliged to arrive at the examination venue at least twenty (30) minutes before the scheduled start time to complete the required EHT verification process.
- 6.8 Any candidate arriving more than thirty (30) minutes after the commencement of the examination shall be denied entry into the examination room and such lateness shall constitute grounds for disqualification from that session.
- 6.9 A candidate is required to appear for the examination at the centre to which officially registered. In the event that attendance at an alternative centre becomes necessary, the candidate must promptly report the matter to the Director of regional centre of the respective centre and obtain the necessary authorization.
- 6.10 Each candidate shall bear the responsibility of bringing own writing instruments including pens, pencils, erasers and rulers. The exchange, sharing or borrowing of such items between candidates during the examination period is strictly prohibited.
- 6.11 Candidates shall sit only for the examinations listed on their EHT, on the scheduled date and time as indicated in the final examination timetable, unless an alternative arrangement has been approved by DTLES in writing.
- 6.12 All candidates shall be obligated to maintain strict silence in the vicinity of, and upon entry into the examination hall. This obligation includes, but is not limited to, abstaining from speaking, whispering, or engaging in any conduct that may generate noise or cause a disturbance. Such conduct shall be deemed a violation of examination protocol of the OUT.
- 6.13 No candidate is allowed to start an examination until instructed to do so by the Chief Invigilator.
- 6.14 A candidate shall be permitted to complete the required information on the cover page of the Answer Booklet while awaiting the official commencement of the examination.
- 6.15 Each candidate must accurately indicate the appropriate examination category such as Mid-Term Test, Annual, or Supplementary for each examination attempted. Failure to provide the correct classification shall lead automatic rejection of the results entry by the system, which is a primary cause of unrecorded or missing results.
- 6.16 Candidates are strictly prohibited from engaging in any form of communication with individuals other than the appointed invigilators during the course of the examination. Any interaction or attempt to communicate between candidates shall constitute a violation of examination regulations of the OUT. In the event that a candidate requires clarification or assistance, should raise the hand to attract attention of the invigilator.

- 6.17 A candidate is strictly prohibited from engaging in, attempting to engage in, or aiding and abetting any form of cheating during the examination. Any such conduct or suspicion thereof shall be deemed a violation of the examination regulations of the OUT.
- 6.18 In the event that a candidate requires temporary absence from the examination venue for the purpose of using the restroom facilities, the candidate shall be required to raise the hand and remain seated until an invigilator approaches and grants permission to leave. Unauthorized movement from one's seat shall be deemed a breach of examination protocol.
- 6.19 A candidate may be granted permission to permanently exit the examination room only after the first thirty (30) minutes of the examination have elapsed, and solely upon the condition that he/she has submitted the Answer Booklet and the question paper to the designated Supervisor or Invigilator, and has signed the official attendance register as required.
- 6.20 Candidates shall not be permitted to eat, drink, or smoke at any time during the examination. Any such conduct shall be deemed a violation of the examination regulation of the OUT.
- 6.21 A candidate shall not deface, destroy, or otherwise tamper with any examination materials or documents provided in the examination room.
- 6.22 Candidates are strictly prohibited from removing any examination materials (including, but not limited to, answer booklets, question papers, supplementary sheets, or any other documents or items issued during the examination) from the examination venue. Unauthorized removal of such materials shall constitute a serious breach of examination regulations of the OUT.
- 6.23 All candidates are obligated to comply fully with all instructions and directives issued by the Chief Supervisor, Invigilators, or any authorized examination officials responsible for the administration and conduct of the examination. Non-compliance may constitute a breach of examination regulations and be subject to disciplinary action.
- 6.24 All candidates will be required to sign the attendance register.
- 6.25 Candidates shall be required to appear physically for the examinations at the approved examination centres for all pen and paper examinations
- 6.26 Candidates shall be required to observe any general instructions that may be given by an Invigilator or Examiner, and to note carefully any instructions that appear at the question paper.
- 6.27 Examinations shall be held on the dates shown on the timetable and all papers shall be sat on the times specified.
- 6.28 Candidates will have to satisfy themselves that they are in possession of the correct question papers.
- 6.29 Question papers for any given examination shall not be taken out of the examination room.
- 6.30 No candidate shall leave the examination room during the last ten minutes of the time allocated, except in case of emergency.
- 6.31 No candidate shall be allowed to enter or leave an examination room with an empty or used answer book.

## **7.0 Examination Malpractices and Irregularities Regulations**

### **7.1 Malpractices in Relation to Coursework**

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

### **Penalty**

Any student found guilty of the offence under Regulation 8.1 above shall be liable to:

- a) Cancellation of assignment, AND
- b) Suspension from studies for a period of one academic year.

### **8.0 Fraud in Relation to Coursework**

It shall be an offence for a student to:

- a) Submit assignment not prepared and written by oneself.
- b) Substantially plagiarize the work of any other person.

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

### **Penalty**

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

- a) Cancellation of coursework, **AND**
- b) Suspension from studies for a period of one academic year, **OR**
- c) Discontinuation from the University.

## **9.0 Malpractices in the Conduct of Examinations**

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

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

### **Penalty**

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

- a) Cancellation of the relevant examination, **AND**
- b) Suspension from the University for a period not exceeding two years, **OR**
- c) Discontinuation from the University.

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

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

## **9.1 Cheating in an Examination/ Timed Test**

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

- a) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment or any other materials as may be specified from time to time by the DVC (Academic).
- b) Copy from any other student examination answers
- c) Aid and/or abet another student to copy from a script/booklet of another person.
- d) Exchange answers with another student in or outside the examination room.
- e) Collaborate with another student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

- f) Communicate with other students verbally or through other means, during examination without permission from the invigilator.
- g) Begin the exam before being authorized by the invigilator.
- h) And any other such cases related to or connected to or arising from the above specified.

### **Penalty**

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

- a) Cancellation of the relevant examination, **AND**
- b) Suspension from the University for a period not exceeding two years, **OR**
- c) Discontinuation from the University.

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

### **9.2 Fraud in Examinations/Timed Tests**

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

- a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.
- b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.
- c) Falsify or alter marks awarded on an examination script/booklet.
- d) Impersonate another student/candidate.
- e) Procure or induce another person to sit for him/her.
- f) Present false document(s) in relation to eligibility to sit for university examinations.
- g) Sit or attempt to sit an examination without authority.
- h) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- i) Fraudulently access or attempt to access examination questions before the examination is due.
- j) Pay or induce another person to illegally procure or make available examination questions/papers.
- k) View examinations questions prior to sitting for the exams
- l) Use wrong Registration Number or Examination Number with the intention of hiding the identity of the candidate.
- m) The following malpractices shall specifically be considered as an offence for a candidate sitting for OREX examinations:
- n) Deliberate actions leading to candidate disconnecting from the active OREX session without prior permission from examiners.
- o) Use supportive devices hidden behind the camera for the purpose of assisting in giving on the spot answers.
- p) Share a recorded OREX session to social networks without prior permission from the University.
- q) Putting the 'oral' into oral assessment. Students are not allowed to read aloud a written support such as from books when answering oral questions except for open book examinations.
- r) And any other such cases related to or connected to or arising from the above specified.

### **Penalty**

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

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

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

### 9.3 Offences Relating to the Conduct of Irregularities Hearing

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

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

### Penalty

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

- a) Cancellation of the relevant examinations, or
- b) Suspension from the University for a period of one academic year, or
- c) Payment of fine which will be determined by the Irregularities Committee.

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

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

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

### 9.4 Guidelines on Apprehension of a Suspect

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

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

## 9.5 Procedure for Hearing of Malpractice Cases

- 9.5.1 Hearing of examination malpractices and irregularities shall be done by the Examination Irregularities Committee (EIC) appointed by Senate.
- 9.5.2 The Irregularities Committee shall forward its findings and recommendations to the Undergraduate Studies Committee (UGSC) for all cases of undergraduate and non-degree programmes, and to the Research, Publication and Postgraduate Studies Committee (RPPC) for all cases of postgraduate students for final verdict and decisions.
- 9.5.3 In the handling of examination irregularities and malpractices, the Irregularities Committee or any other body hearing the case shall consider the following principles of natural justice:
- Fair and equal treatment of all students/candidates,
  - The opportunity to enter a plea of guilty or not guilty,
  - Fair hearing accorded to all students/candidates,
  - Right of students/candidates to appear and to defend themselves,
  - Staff not to sit in judgment of their own cause, and
  - Consistency in punishments.

## 9.6 Appeals against Examination Irregularities

- 9.6.1 Students wishing to exercise their right of appeal against a decision made by UGSC should address the appeal hearing to the University Senate.
- 9.6.2 A student who pleaded guilty to an offence before the Irregularities Committee shall have a right of appeal only with respect to the gravity of the penalty.
- 9.6.3 A student who is dissatisfied with the decision of the Senate may appeal to the Senate Appeal Sub-Committee within 21 days from the date of receiving the letter communicating the decision. The appeal shall be accompanied by a non-refundable fee which shall be set by the senate and reviewed by it from time to time.
- 9.6.4 The appeal shall be in writing addressed to DVC (Academic) and copied to the Faculty /Institute where the student belongs stating clearly the grounds of appeal. The DVC (ARC) shall acknowledge in writing to the student/candidate receipt of the appeal.
- 9.6.5 The student appealing shall be notified in writing of the date when the appeal shall be heard and shall be given an opportunity to appear before the Committee and be heard.
- 9.6.6 The Senate Appeals Sub-Committee shall have power, on cause being shown, to allow the student present additional evidence which was not in his possession at the time of appearance before the Irregularities Committee.
- 9.6.7 The Senate Appeals Sub-Committee shall hear the appeals and make findings and recommendations to the SENATE whose decision on appeal shall be final and conclusive.
- 9.6.8 All appeals lodge in accordance with Regulation 8.9.3 shall be finally determined within a period of one year.

## 10.0 Progress from Year to Year

- 10.1 Candidates are required to clear all units they registered for in the year of study.
- 10.2 Units which are passed shall be recorded.
- 10.3 Units that are not passed shall be cleared after sitting for supplementary Examination done during ODEX sessions.

## 11.0 Classification of Degrees

- 11.1 In the classification of degrees, a FIVE points system will be used in averaging the final grades:
- 11.2 The letter grades will be assigned the following points:

A	B+	B	C	D	E
5	4	3	2	1	0

- 11.3 Courses given for each degree have to be appropriately weighted by the units.

- 11.4 To get the score for each course, multiply the points, as in 10.2 by the appropriate weights, as obtained in 10.3 e.g. getting a B in a 2-unit course the score shall be  $3 \times 2 = 6$ .
- 11.5 The total score for the degree will be the total scores for all courses taken for the final, computed as in 10.4.
- 11.6 The average score for the degree will be computed by dividing the Total Score in 10.5 by the total weight obtained under 10.3.

11.7 The Final Classification of a degree will be as follows:

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

Classification of non-degree will be as follows; -

11.8 **Rounding Off of GPA:**

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

11.9 The range of marks will be as follows:

• **Grading system for Bachelor Degree programmes approved by TCU**

Marks (%)	70-100	60-69	50-59	40-49	35-39	0-34
Letter Grade	A	B+	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good				

• **Grading system for Diploma and certificates approved by NACTE**

NACTE Grading System for Certificate & Diploma				
NACTE NTA Level	Score Range	Grade	Grade Point	Definition
NTA Level 4 & NTA Level 5	80-100	A	4	Excellent
	65-79	B	3	Good
	50-64	C	2	Pass
	40-49	D	1	Poor
	0-39	F	0	Failure
	-	I	0	Incomplete
NTA Level 6	-	Q	0	Disqualification
	75-100	A	5	Excellent
	65-74	B+	4	Very Good
	55-64	B	3	Good
	45-54	C	2	Average
	35-44	D	1	Poor
	0-34	F	0	Failure
-	Q	0	Disqualification	

• **Grading system for Diploma and Certificates approved by TCU**

TCU Grading System for Certificate & Diploma					
Marks (%)	80-100	65-79	50-64	40-49	0-39
Letter Grade	A	B	C	D	E
Grade Points	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

## 12.0 Course Exemption

Students who graduated from the OUT-foundation programme and selected to study a degree programme at the OUT are exempted from taking OCP 100 and OFP 017. The grades obtained from OFP shall be automatically transferred to the degree programme.

Students who prefer instead to register for the undergraduate courses OFC 017 and OCP 100 should do online course registration and pay the required tuition and examination fees as prescribed in the SARIS invoice printout.

## 13.0 Aegrotat Degree

Candidates who have completed their course of study but who have been absent, through illness from part of the final examination, may apply to the University for the award of an *Aegrotat degree* in accordance with the following procedure as directed by TCU:

13.1 The head of the academic department must formally make the request to the Faculty/Institute Examination Board for the award of an Aegrotat degree to the student in question.

13.2 The following details should be provided to the Examination Board:

- i) Medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible after the last date of the examination to which the application refers;
- ii) The name of the candidate
- iii) The year of registration of the student;
- iv) The name of the degree programme in which the student was registered;
- v) The stage of the programme of study reached by the student at the time of illness;
- vi) Any examination or assessment marks obtained by the student prior to his/her illness;
- vii) The number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to his/her illness; and
- viii) Details of any outstanding academic requirements according to the university's awards regulations.

13.3 The following guidelines shall apply to an examining body (Senate) in its consideration of the award of aegrotat award:

- i) The Senate should be satisfied that the candidate's prior performance shows on balance of probabilities that he/she would have passed, but the illness which occurred prevented him/her.
- ii) The Senate should be satisfied that the candidate is unlikely to be able to return to complete his/her study at a later date within a reasonable period.
- iii) The Faculty/Institute Board shall require the candidate to confirm in writing that he/she is willing to accept an aegrotat award.
- iv) Where the candidate is unwilling to do so, the Faculty/Institute Board shall seek for appropriate extension of the student's registration and permit the candidate to complete the examinations/assessment in question accordingly.
- v) An aegrotat degree, diploma, or certificate shall be unclassified and in all other respects, ungraded. An aegrotat award does not necessarily entitle the holder to registration with the professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study or award concerned.
- vi) No candidate shall be exempted from submitting and defending research thesis or from presenting Masters Dissertation (or equivalent presentation) where the program requires such a thesis or dissertation to be presented before graduation. It follows therefore that the examining body may not recommend the award of aegrotat degree if the missing component relates to research that is core before graduation.

#### 13.4 **Status of an aegrotat degree**

An aegrotat award is a terminal award; however, it does not entitle the holder to practice a profession although it may be used for non-professional related employment.

#### 14.0 **Loss of Certificates**

The Open University of Tanzania may issue another copy in case of loss of the original certificate on condition described in section 12.1-12:

14.1 These guidelines shall be applied to all categories of certificates other than transcripts, provisional results or statement of results.

14.2 Duplicate certificate shall be issued only when it is lost or destroyed irreversibly.

a) Loss means and includes situations where a graduand has failed to find or trace a certificate after exercising a due diligent and reasonable search.

b) Damage/Destruction means and includes all situations in which a certificate has been rendered incapable of any use as a result of damage or destruction

14.3 The applicant shall provide the damaged or defaced certificate if available.

14.4 Application should be made only by the graduand in the prescribed format. Application received on behalf of the graduand shall not be accepted.

14.5 Application by a third party can be accepted if a special power of attorney is duly presented on behalf of the graduand together with the other documents specified in paragraph 12.6

14.6 The following documents shall be presented to the Directorate of Examinations Syndicate for consideration of issuing a duplicate certificate

(a) A sworn affidavit detailing the circumstances under which the original certificate was lost or destroyed.

(b) A certified copy of loss police report.

(c) Copy of notification issued in a newspaper for loss of certificate.

(d) A receipt of prescribed application fee.

14.7 In case of damage/destruction the requirements of paragraph 12.6 (b), (c) are unnecessary.

14.8 Duplicate certificate is to be surrendered to the Open University of Tanzania immediately if the original certificate is recovered by chance.

14.9 The replacement for a lost certificate shall be issued after 12 months from the date of the loss.

14.10 In case of a damaged certificate and if the same has been surrendered to the University, the duplicate copy shall be issued immediately after the University is satisfied with the level of damage.

14.11 The certificate issued shall be marked "Duplicate Copy" across it.

14.12 The loss or destruction of a certificate is a serious matter and a duplicate will only be issued at the judgment of the University. The University reserves the right not to issue a duplicate or to specify reasons for its decision.

14.13 The applicant shall be required to pay a certificate reprinting fee due to loss of certificate as approved by university from time to time.

#### 15.0 **Examination Appeal Procedures**

15.1 Students' appeals on academic grounds other than examination irregularities and malpractices shall be directed to the Deputy Vice Chancellor (ARC). All Appeals under this section must be lodged within the period of six months from the date of publication of the results by or under the authority of the Senate.

15.2 Except where unfair marking or other like irregularity in the conduct of any University Examination is alleged, no appeal shall lie in respect of any such examination on any grounds.

15.3 Students appealing for remarking will be required to pay the cost for searching the scripts, remarking, processing results, transportation of scripts to the examiners, and general administration costs. A fee of Tsh. 80,000 for Tanzanian nationals or USD 50 for non-Tanzanian nationals is applicable until when further reviewed by Senate. Faculties will have to seek

approval of the DVC (ARC) for remarking, if they are satisfied with the presented appeal case, after the candidate has paid a fee as set and approved by Senate.

## **16.0 Guidelines on Posthumous Awards**

An institution may award a posthumous qualification to a student who has died when close to completion of a programme. The procedure for posthumous award shall be as follows:

### **16.1 Request to the relevant examination Body (Faculty/Institute Board) for the award of a posthumous degree**

The Head of department in which the deceased student was registered should formally make a request to the relevant examination body for the award of a posthumous degree to the student in question.

### **16.2 Examination Board**

The following details should be provided to the Faculty/Institute Examination Board:

- i) the name of the deceased student;
- ii) the year of registration of the student;
- iii) the name of the degree programme on which the student was registered;
- iv) the stage of the programme of study reached by the student at the time of death;
- v) the date of death;
- vi) any examination or assessment marks attained by the student prior to death;
- vii) the number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to death;
- viii) details of any outstanding academic requirements according to the university's awards regulations.

### **16.3 Examining Body (Senate)**

The following guidelines apply to an examining body (University Senate) in its request for a posthumous award:

- i) The Senate may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate, provided that:
  - a) for a UQF level 8 degree programme, the study completed by the candidate is greater than the amount normally associated with the UQF level 7 (Higher Diploma); and
  - b) for other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.
- ii) The Senate may also consider the recommendation of a lower award than that for which the student was registered.
- iii) In cases where the deceased student owes fees to the institution, the institution may decide to disregard and write off the debt.

### **16.4 Endorsement of documents**

The University shall ensure that the word "posthumous" is endorsed on all official documents associated with the award of a posthumous qualification. These may include transcripts, testimonial statements and other student records.

### **16.5 Holder's name**

Posthumous degrees will be awarded in the name of the deceased student and may be announced at the necessary relevant graduation ceremony, if the next of kin so desires.

## **17.0 Preservation of Scripts and Release of Examination Results**

- 17.1 The University shall preserve the student's scripts for the purpose of reference for a period of **five** years. After this period the scripts may be destroyed, and no appeal concerning such scripts shall be considered.
- 17.2 The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate, shall be published by the Dean of the relevant Faculty soon after the Faculty Board meeting but the results shall not be regarded as final until they are confirmed by Senate.

## **18.0 Regulations Governing the Position and Conduct of Internal Examiners**

- 18.1 The Directorate of Teaching, Learning and Examination Services (DTLES) shall coordinate all examination matters for the whole Institution and shall be directly answerable to the Deputy Vice-Chancellor (ARC).
- 18.2 The University examinations shall be conducted under the control of the Deputy Vice-Chancellor (ARC) with the Directorate of Teaching, Learning and Examination Services (DTLES).
- 18.3 The DTLES will liaise with the Deans of Faculties/Heads of Academic Departments and issue invigilation guidelines for the examination in the courses at the University.
- 18.4 No Tutorial Assistant will be approved to be an internal examiner, unless conditions are such that such a Tutorial Assistant has proven to have some exceptional capabilities to warrant him or her to be permitted to set and mark examinations as an internal examiner.
- 18.5 An internal examiner, examination officer or any other officer connected with the preparation of the examinations who conducts himself or herself in such a manner as to cause leakage of examination question(s), shall be disqualified of the responsibilities entrusted to him or her and disciplinary action shall be taken against him or her.

## **19.0 External Examiners**

- 19.1 The Dean or Director shall propose names of recognized academicians and professionals of the course(s) taught at the University to be external examiners. The names of the external examiners shall be approved by the Senate together with those of the internal examiners. For each course there shall be at least one external examiner who shall be an academician.
- 19.2 On the first appointment of any external examiner such person so appointed shall provide the office of the Deputy Vice Chancellor (ARC) with his/her curriculum vitae and the same shall be communicated to the Senate for approval of the appointment.
- 19.3 The appointment of the external examiner shall be limited to three consecutive academic years though such person is liable for re appointment after another three consecutive academic years have elapsed.
- 19.4 The office of the Deputy Vice Chancellor (ARC) shall ensure that as soon as practicable, relevant draft examination questions are sent to the appointed external examiners for moderation and where required, comments of the external examiner are incorporated in the examination questions before delivery to the data base of examinations for permanent storage.
- 19.5 The internal and external examiners when marking the answer books will have to use red marking pens. Pencils are prohibited.
- 19.6 After the panel marking of examinations, the external examiners, will be invited to make sampled marking and check the overall marking process. The External examiners shall prepare a report, which shall be presented to the Faculty Board. The report so prepared must take note of the extreme cases, that is, the highest and lowest cases, standards of examinations, consistency in marking and performance pattern.

## **20.0 Issuance of Certificates and Transcripts**

- 20.1 Certificates, Diplomas, and Degrees for awards approved by Senate shall be issued after being approved by Senate, for candidates who complete the clearance process.
- 20.2 Transcripts for all university awards may be issued by the office of DVC Academic upon request, as soon as the results have been approved by Senate.

- 20.3 Fees for the printing and collection of transcripts and academic certificates shall be set by Senate and announced from time to time.
- 20.4 Replacement of certificate may be done subject to approval by the Chairman of Senate, after the relevant replacement fees have been paid.

### **21.0 Regulations for issuance of certificates**

- 21.1 The subsequent regulations shall be observed when issuing various certificates offered by the Open University of Tanzania.
- 21.2 The certificates declared in these regulations shall include the following:
- i) Degree certificates
  - ii) Academic transcripts
  - iii) Postgraduate diploma certificates
  - iv) Diploma certificates
  - v) Foundation programme certificates
  - vi) Provisional results/statements of results
- 21.3 The University may issue certificates other than those prescribed in Article 23.2 with the approval of the University Senate.
- 21.4 Application for certificates shall be made either in person or by postal mail. Application by phones, email electronic, or alternatives means shall not be permissible.
- 21.5 Application made in person shall be by completion of the prescribed application form for issuance of various certificates
- a) A duly filled application form must be accompanied by the following documents:
    - i) A document which recognizes the applicant e.g. Identity card (National ID, Health Insurance ID, Employment ID, Bank ID, Driving license, etc.)
    - ii) Evidence of receipt of payment of the compulsory fee as revised time to time and indicated in the prescribed application form.
    - iii) A clearance form.
  - b) Certificates will only be issued in the name the applicant used to gain admission to the University or changed during the duration of the programme and the same had been presented and accepted by the University. No certificate will be issued in a name that is not reflected in the University's records.
- 21.6 In case an application is made through a third party, a special power of attorney duly prepared by a registered advocate of the High Court of Tanzania must be presented. The authorization must bear the name and signature of the giver of such power of attorney. In addition the applicant shall also comply with section 23.6 above.
- 21.7 Application by Post:
- a) Application by postal mail shall be by completion of the prescribed application form for issuance of various certificates
  - b) Present document which identifies the applicant and provides proof of payment of application fee as described in section 23.6.
  - c) The applicant shall meet the cost of delivery
- 21.8 Applicants who need to be issued certificates not mentioned in section 23.3 shall apply separately.
- 21.9 Certificates shall be issued to the applicant after the University has sternly verified the information offered in the application form by comparing with those existed in University's records.
- 21.10 The University shall re-issue a new correct certificate to the applicant in case of technical mistakes such as incorrect spelling or identification information in the original one; for this to happen the original certificate must be returned to the University and the applicant should pay for certificate reprinting fee due to errors.

- 21.11 All application must be forwarded to the Directorate of Teaching, Learning and Examination Services, Open University of Tanzania, P. O. BOX 23409, Dares Salaam.

## **22.0 Invigilators**

- 22.1 An invigilator for pen and paper examinations appointed by the University shall be responsible for the proper conduct of the examination. The Invigilator and Examiner will submit signed declaration that the regulations have been duly observed throughout the examination
- 22.2 Procedure in the examination room before the examination:
- 22.2.1 Invigilators should be present in the Examination Room at least thirty minutes before the commencement of the examination.
- 22.2.2 Invigilators should check if the sitting plan for the examination room has been prepared.
- 22.2.3 Invigilators will be provided with the following items by the University Examinations Officer or his/her Representative:
- i) Sealed envelopes containing question papers must be personally collected by each Invigilator from the strong rooms at most thirty minutes before the examination session.
  - ii) Attendance register showing a list of candidates for each examination to be attempted in the examination room. This will be distributed to Invigilators in advance in a form of a master list for the University examinations.
- 22.3 Invigilators must ensure that ONLY ONE answer-book is provided for each candidate unless the rubric on the question papers requires otherwise. The answer-book must be filled before any additional paper is provided.
- 22.4 The Invigilator must show the sealed envelope containing question papers to all candidates and attract their attention to the intactness of the seal before breaking it and opening the envelope. He/She can do this by raising up the envelope.
- 22.5 Question papers and any other material prescribed in the rubric (e.g. log tables, charts, etc.) should be set out by the Invigilator with the help of the Internal Examiner or the Director of Regional Centre.
- 22.6 Invigilators should admit candidates to the Examination Room ten minutes before the commencement of the examination and they should ensure that they take the right places. Handbags, books, papers and other similar articles must be deposited with the Invigilator before the candidates are permitted to go to their places. Where big numbers of candidates are involved, Invigilators may admit candidates to the examination room fifteen minutes in advance or more.
- 22.7 During these ten or fifteen minutes, the Invigilator should:
- 22.7.1 Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- 22.7.2 Call attention to any rubric at the head of the paper which seems to require attention.
- 22.7.3 Announce to the candidates when they may begin writing. Candidates will normally be allowed five minutes to read the paper.
- 22.7.4 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.
- 22.7.5 In case of an examination irregularity other than cheating the Invigilator may, at his/her discretion take any action which in his/her view is necessary and reasonable under the circumstances
- 22.8 The Invigilator shall report in writing to the DTLES who shall communicate with the Dean of the relevant Faculty any exceptional circumstances considered likely to prejudice a candidate's performance.

### **23.0 Responsibilities of invigilators during the Examination**

- 23.1 At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper.
- 23.2 At the end of the first half hour the total number present should be noted down and a sitting plan prepared. Invigilators should then collect all the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for returning to the Internal Examiner.
- 23.3 During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, blotting-paper, log-tables etc.) Candidates may be permitted to do rough work on the left-hand margin of the scripts on the understanding that this is crossed out at the end of the examination.
- 23.4 No candidate should be permitted to leave his place during the examination except to leave the examination room.
  - 23.4.1 Invigilators shall enter the number of examination scripts collected from the candidates on the Attendance Sheet provided by the office of the Dean at the time of collecting the Examination paper. Invigilators shall sign the said Attendance Sheet before they hand over all the scripts to the Internal Examiners who must be present in the examination rooms. On receipt of the scripts Internal Examiners will check them and sign on the collection form. The attendance Sheets must be handed to the Examinations Officer at the end of each session.
- 23.5 Invigilators are required to attend in the examination rooms at the commencement of each session to assist the Chief Invigilators and to collect the scripts. Instructions in the examination room shall be announced by the Chief Invigilators.
- 23.6 Cases of illness during the examination sessions should be reported to the Chief Invigilators or Directors of Regional Centres as soon as possible.
- 23.7 Invigilators shall have the authority to confiscate any unauthorized material, manuscript, or other aid brought into the examination room and to expel from the examination room any candidate that creates a disturbance.
- 23.8 Academic staff who are suspected of involvement in leakage of examination, or for assisting students to cheat in any way, shall be sent to the Staff Disciplinary Committee.

## FINANCIAL REGULATIONS

### 1.0 The Application, Tuition and Other Fees

- 1.1 The Open University of Tanzania (OUT) has the right to set and change tuition fees in line with the average annual inflation rate announced by the Bank of Tanzania. Any change of annual fees will be approved by the Council of The Open University of Tanzania, before the commencement of the academic year.
- 1.2 At the beginning of every academic year, all students of OUT will be required to meet their financial obligations before registration.
- 1.3 Student fees must be paid by using automated generated control numbers obtained through students ARMIS accounts.
- 1.4 Registered students shall pay Students' organization fees every year
- 1.5 The university does not accept cash payments.

### 2.0 Rules for Payment of University Fees

- (a) All students are required to pay various university programme fee and other fees on time.
  - (b) Any student having a 'Repeat' subject must pay in full the subject's fees according to the rates approved by Council.
  - (c) The amount of Tsh. 10,000 shall be paid as examination fee for every paper registered for exams and Tshs. 10,000 for every paper registered for Timed Test.
  - (d) Students are allowed to pay 50% of the fees due by the end of the registration period as set in their respective invoices. A penalty of Tsh. 20,000 or USD 20 for international students will be levied to those who fail to pay on time.
  - (e) Fees once paid are not refundable. The refund for excess fees paid will be made after deduction of 15% administration costs, and this can only be considered after a student has graduated and not before.
  - (f) All students—whether privately sponsored or funded by HESLB or other organizations—must pay tuition fees by the specified deadline. Failure to pay within prescribed deadline shall be liable for permaty of Tsh. 20,000/= or USD 20 for international students.
  - (g) Students or their sponsors are allowed to pay the whole amount of programme tuition fees at the beginning of academic year. In case of any subsequent rise in fees from the time of the initial payment and completion of the programmes, the student will be required to settle the calculated difference in order to be allowed to graduate.
  - (h) Students who for one reason or another, have been allowed to attend special examinations, will not need to pay again for the special examinations.
  - (i) Students who wish to appear for special examinations without prior authorization, will be required to pay the fees for that examination sessions.
- 2.1 Every candidate, who successfully completes studies, shall be allowed to graduate only after having paid all fees due to the university.
  - 2.2 The university deserves the right to withdraw its certificate from any candidate fails to honour financial obligations to the university.
  - 2.3 The University Council has power to revise the various fees charged for all OUT activities.

### 1.0 Student Union Fees

All students must pay the stipulated student organization fees into the Open University Student Organization (OUTSO) accounts.

### 4.0 SADC and EAC Students

According to SADC and EAC Protocols, students from member countries are required to pay the equivalent of local fees.

## **STUDENT SUPPORT SERVICES**

### **Regional Centres**

The Open University of Tanzania has decentralized its organizational structure by setting up Regional Centres where students can get support services close by. Each Regional Centre is equipped with appropriate facilities to enhance efficiency of services to students.

Roles of the regional centres include, but are not limited to, administrative activities such as application processes, issuing admission letters, registration, organizing orientation, examination venues, examination invigilation, tutoring and counselling, providing teaching and learning facilities, organizing public lectures, discussion groups, workshops and seminars and disseminating information about The Open University of Tanzania programmes.

### **Enrollment and Registration**

- Regional and Coordination Centres assist applicants in choosing suitable programmes per TCU guidelines.
- Support enrolment, ensuring proper student registration for their chosen programmes.
- Confirmation Communication: Notify selected students via text messages and phone calls.

### **Orientation**

- Collaborative Sessions: Organized in partnership with the Director of Undergraduate Studies.
- Introduce students to OUT's structure, blended learning models, and technology-enabled resources (Moodle, Zoom, ODL TV).
- Train students on using the Academic Resource Management Information System (ARMIS) for course and examination registration.

### **Examination Coordination**

- Regional centres coordinate examination sessions by managing all logistical and administrative tasks necessary to ensure a smooth, secure, and standardized assessment environment.
- Handling Irregularities: Address clearance issues promptly.

### **Mini Library Services**

- Provide students with both physical and digital library materials.
- Conduct training sessions on navigating the online library catalogue and academic databases.

### **Career Guidance and Academic Support**

- Offer career counseling and academic advice to help students make informed decisions about study paths, job prospects, and professional development.

### **Psychosocial Counseling**

- Services provided by trained counsellors in cooperation with the Disability Resource Centre, Directorate of Students, and OUT Gender Desk.
- Address academic pressure, personal challenges, and mental health concerns following established counseling guidelines.

### **ICT Support**

- Help students and staff access and use e-learning platforms (e.g., Moodle, Zoom).
- Provide basic IT support for hardware and software issues.
- Deliver training to ensure effective utilization of ICT in teaching and learning.

### **Student Associations and Activities**

- Facilitate establishment of student associations (OUTSO) under the University's welfare guidelines.

- Encourage participation in student-led activities that foster leadership, networking, and social interaction.

### **Gender Issues**

Promote gender equality and address gender-related concerns.

- Inclusive Environment: Follow OUT Gender Desk guidelines to combat gender-based violence and ensure safety.

### **HIV and Non-Communicable Disease (NCD) Awareness**

- HIV Clubs: Support education initiatives on HIV/AIDS prevention, care, and stigma reduction.

### **Sports and Recreational Activities**

- Coordinate various sports and recreational events to promote physical well-being and teamwork.
- Sports representatives collaborate with the Disability Resource Centre to ensure broad participation and engagement.

## CURRENT REGIONAL/COORDINATION CENTRES (2025/2026)

Below is a locaton and contacts of the OUT regional and coordination Centres

1. **Arusha** Regional Centre, P.O. Box 19, Arusha; **Location:** East AfricanCommunity Road, Plot 75, Opposite Mount Meru Hospital, (TBA Building); **E-mail:**drucarusha@out.ac.tz
2. **Coast Regional** Centre, P.O. Box 30420, Kibaha; BungoKibaha; **E-mail:**drccoast@out.ac.tz
3. Dodoma Regional Centre, P.O. Box 1944, Dodoma; Boma Road; E-mail: drcdodoma@out.ac.tz
4. **Geita** Regional Centre, P.O. Box 417, Geita; Magogo, Opposite Geita Referral Hospital;  
**E-mail :** drcgeita@out.ac.tz
5. **Handeni** Coordination Centre; Chanika
6. **Ilala** Regional Centre, P.O. Box 21745, Dar es Salaam, NSSF Buliding, 1st Floor Wing C opp.DIT;  
**E-mail :** drcilala@out.ac.tz
7. **Iringa** Regional Centre, P.O. Box 1458, Iringa; OUT Building at Former TRC Workshop (Gangilonga Area); **E-mail:** drcinga@out.ac.tz
8. **Kagera** Regional Centre, P.O. Box 1954, Bukoba; KyanyiNshambya (Along Kashozi Road);  
**E-mail:**drckagera@out.ac.tz
9. **Kahama**Coordination Centre, P.O. Box 537, Kahama; Tabora Road, Nyihogo, Sazia Street (Community Centre); **Email:** drckahama@out.ac.tz
10. **Katavi** Regional Centre, P.O. Box 662, Mpanda; Near Mpanda Post Office;  
**E-mail :**drckatavi@out.ac.tz
11. **Kigoma** Regional Centre, P.O. Box 566, Kigoma; Ujiji Municipality, Masimbu Ward, Kisingirima Street; **E-mail:**drckigoma@out.ac.tz
12. **Kilimanjaro** Regional Centre, P.O. Box 517, Moshi; Former PEHCOL Yard, Majengo;  
**E-mail :** drckilimanjaro@out.ac.tz
13. **Kinondoni** Regional Centre, P.O. Box 13224, D'Salaam; Kinondoni B area;  
**E-mail:** drckinondoni@out.ac.tz
14. **Lindi** Regional Centre, P.O. Box 742, Lindi; Matopeni Ward, Mtuleni B Street;  
**E-mail:** drclindi@out.ac.tz
15. **Manyara** Regional Centre, P.O. Box 271, Babati- Manyara; Bagara Ward, Along Nakwa Road; **E-mail:** drcmanyara@out.ac.tz
16. **Mara** Regional Centre, P.O. Box 217, Musoma; TTCL CCM Road, Musoma Municipality;  
**E-mail :** drcmara@out.ac.tz
17. **Mbeya** Regional Centre, P.O. Box 2803, Mbeya; Old Forest, Maghorofani Area;  
**E-mail:** drcmbeya@out.ac.tz
18. **Morogoro** Regional Centre, P.O. Box 2062, Morogoro; Plot 680 Block J, Barracuda – Mazimbu;  
**E-mail:** drcmorogoro@out.ac.tz
19. **Mtwara** Regional Centre, P.O. Box 322, Mtwara; Mnarani Round About;  
**E-mail :** drcmtwara@out.ac.tz
20. **Mwanza** Regional Centre, P.O. Box 2485, Mwanza; **Mkolani** near TANESCO buildings;  
**E-mail:**drcmwanza@out.ac.tz
21. **Njombe**Regional Centre, P.O. Box 938, Njombe; Regional Commissioner Compound;

**E-mail:** drcnjombe@out.ac.tz

22. **Pemba** Coordination Centre, P.O. Box 227, ChakeChake; Mkoani Road, Mr. Ally Seif Hemed Building. **E-mail:** drcpemba@out.ac.tz
23. **Rukwa** Regional Centre, P.O. Box 255, Sumbawanga; OUT Buildings at former Rukwa-RETCO Ltd, Workshop; **E-mail:** drcrukwa@out.ac.tz
24. **Ruvuma** Regional Centre, P.O. Box 338, Songea; *Bohari* Street; **E-mail:** drcruvuma@out.ac.tz
25. **Shinyanga** Regional Centre, P.O. Box 1203, Shinyanga; Karena Road, Kambarage Street; **E-mail :** drcshinyanga@out.ac.tz
26. **Simiyu** Regional Centre, P.O. Box 269, Bariadi; Bomani (Former HASHI Offices); E-mail: drcsimiyu@out.ac.tz
27. **Singida** Regional Centre, P.O. Box 617, Singida; Chuo Kikuu Huria Road, Makumbusho Building; **E-mail:** drcsingida@out.ac.tz
28. **Songwe** Regional Centre, P.O. Box 23, Mbozi; MlowoMtaawaKiwandani; E-mail: drcsongwe@out.ac.tz
29. **Tabora** Regional Centre, P.O. Box 1204, Tabora; Sued Street, Opposite Aga Khan Hospital; **E-mail :** drctabora@out.ac.tz
30. **Tanga** Regional Centre, P.O. Box 5467, Tanga; **Chumbageni** JUWATA Street TUCTA Building; **E-mail:** drctanga@out.ac.tz
31. **Tunduru** Coordination Centre, P.O. Box 70, Tunduru; Kalanje Street; Majengo Ward Offices; **Email:** drctunduru@out.ac.tz
32. **Zanzibar** Coordination Centre, P.O. Box 2599, Zanzibar; State University of Zanzibar, Nkrumah College, Beit el Raas; **E-mail:** drczanzibar@out.ac.tz

### **Centres Outside Tanzania**

1. Uganda Management Institute, P.O. Box 20131, Kampala, Uganda
2. Triumphant College, P.O. Box 6506, Windhoek, Namibia

### **ICT SERVICES**

Information and Communication Technology (ICT) services for university students are designed to support learning, research, communication, and overall student experience. Here's a comprehensive list of possible ICT services that universities commonly offer to students:

#### **ICT Coordination and Network Management**

- Service Planning & Standards: Develops ICT service roadmaps, establishes technical standards, and implements security protocols to safeguard OUT's network and software systems.
- Infrastructure Maintenance: Maintains server environments, manages network configurations, and oversees hardware repair and system upgrades to ensure continuous, reliable connectivity across all campuses.
- Information Systems Development: Designs, implements, and maintains bespoke applications (such as student information systems and administrative portals) that streamline business processes and enhance institutional efficiency.

#### **E-Learning Services**

- Learning Management System (OUT eLMS): Hosts, administers, and upgrades the university's in-house learning management platform, ensuring it remains aligned with the latest pedagogical and technological standards.

- **Instructional Design & Multimedia Support:** Provides faculty and department teams with expertise in course design, multimedia production (graphics, video, and interactive content), and instructional best practices to optimize online and blended learning experiences.
- **Capacity Building:** Conducts workshops and training sessions to build skills in e-learning tools, instructional design methodologies, and digital content creation, empowering academic staff and students to leverage technology effectively.

#### **ICT Services and Quality Control (ISQC)**

- **Helpdesk & Technical Support:** Operates a dedicated ICT helpdesk that delivers timely troubleshooting, system diagnostics, and end-user assistance for hardware, software, and network issues affecting staff and students.
- **Training & Consultancy:** Offers a portfolio of short courses—ranging from basic computer applications to advanced topics such as network security, digital marketing, and graphic design—to both the university community and external stakeholders.
- **Quality Assurance:** Monitors and audits ICT service delivery against established benchmarks, ensuring consistency, reliability, and adherence to industry best practices.
- **Project Bidding & Coordination:** Manages proposals and executes consultancy projects in software and web development, network installation, and e-learning solutions for external organizations, aligning OUT's ICT expertise with community and industry needs.

#### **Technical and IT Support**

- Support for hardware, software, and connectivity issues.
- Wi-Fi and Network Access: Campus-wide secure internet connectivity.

#### **Assistive Special Technologies Unit (ASTU)**

- **Digital Accessibility Training:** Delivers specialized ICT training for persons with disabilities, including courses on basic computer applications for visually impaired users and IT essentials for individuals with hearing or mobility impairments.
- **Assistive Device Support:** Provides hands-on instruction and technical support in the use of adaptive technologies—such as screen readers, note-taking devices, and voice-output software—enabling students with disabilities to access digital resources, prepare documents, and conduct research independently.
- **Capacity Building for Employment:** Equips deaf or hard-of-hearing students with the skills needed to work as computer lab technicians—installing software, repairing hardware, and troubleshooting networks—thereby fostering sustainable, ICT-based livelihood opportunities.
- **Digital Inclusion Advocacy:** Championing the integration of assistive technologies and universal design principles, ASTU works to close the digital divide for persons with disabilities and promote an inclusive learning environment.

#### **Accessibility and Inclusivity Tools**

- *Assistive Technologies:* Screen readers, voice-to-text tools, and other software for students with disabilities.
- *Multilingual and Translation Tools:* For international students or those studying foreign languages.

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Multilingual and Translation Tools: For international students or those studying foreign languages.

## Students Information Services

As a student at OUT, you will have access to a range of helpful information to keep you organized and informed throughout your studies.

- The university almanac gives you a clear overview of all important academic events and their schedules.
- You can easily check the examination timetable so you know exactly when and where your exams will take place.
- The Zoom lectures timetable is regularly updated so you can join your live online classes on time.
- Our Client Service Charter outlines the services you can expect from us and our commitment to supporting your learning journey.
- With these tools, staying on track with your studies has never been easier!

## Guidance and Counselling Services at Regional Centres

Counselling services are available to students studying at OUT through trained counsellors at Regional Centres (RCs). In the event that students face learning difficulties, they are encouraged to visit the regional counselors who are equipped to handle various psychological, social, economic and academic matters. The counseling services offered at OUT aim to identify ways to improve students' well-being and help them achieve their personal goals.

## Scholarships, Grants and Loan

The OUT, which admits students from diverse backgrounds, economic status, and personalities for various courses, recognizes the need for a comprehensive policy to support these students. To this end, the DSS collaborates with OUTSO to provide support through the Students Assistance Fund (SAF). In addition, scholarships such as the Robert Mugabe African Council for Distance Education Legacy Scholarship and the Tertiary Education Scholarship Trust for Tanzania (T4T) are available, as well as loans from the Higher Education Students' Loans Board (HESLB) and Zanzibar Higher Education Loans Board (ZHELB). These measures aim to ensure that all students at OUT are given the necessary support to excel in their studies and achieve their academic goals.

## Robert Mugabe African Council for Distance Education Legacy Scholarship

The University is offering an ACDE scholarship to support **one student** to pursue a Bachelor's degree at The Open University of Tanzania (OUT). The scholarship aims to assist **best achieving** but financially needy students.

The board uses the **guidelines as indicated below** to select names of two students that have nominated for sponsorship. The two names will be sent to the Scholarship Committee members who will select one of the names. After selection, the successful name with the letter of award shall be sent back to our institution.

## Guidelines

- i) The applicants should be students in ACDE member institution
- ii) ACDE member institutions should commit full scholarship per student per year
- iii) All member institutions of ACDE will offer one (1) scholarship per institution per year.
- iv) The scholarship should start with first degree programmes
- v) Applicants with special needs will be accorded priority with more consideration for female candidates
- vi) How much will be spent depends on the prevailing fees ordinance at the hosting institution
- vii) Annual scholarships may be a one-time gift or they may be replenished each year through an endowment, i.e., renewable from year to year to a maximum number of years.
- viii) Successful candidates are selected on the basis of academic achievement, personal strengths, leadership, and commitment to giving back to the community. All completed applications are evaluated by the ACDE Executive Board following recommendations from the Committee.
- ix) The selection process consists of Documents Received, and Disbursed.

- x) Endowments are large funds that are invested in support of the scholarship.

### **Sports and Games**

Students at OUT are encouraged to engage in regular sports and physical activities to promote health and wellness. They can take part in events such as the annual OUT Sports Bonanza, Tanzania Universities Sports Association (TUSA), Federation of East Africa University Games (FEUS), and interfaculty competitions. Staff also participate in SHIMMUTA to support wellbeing and community spirit.

### **Students Organization**

Every student admitted and registered at OUT shall become a member of OUTSO as provided in the Charter of OUT. Every member of OUTSO shall pay an annual subscription fee as may be prescribed from time to time by University Students' Representative council and approved by the university council. The affairs of the University Student Organization shall be conducted in accordance with its constitution. For the benefit of students, their organization is already functioning. Students are encouraged to form academic and professional organs consonant with the objects and functions of the University. For details, contact the Director of Students Services at the e-mail address: [dos@out.ac.tz](mailto:dos@out.ac.tz), or the student government: [outso@out.ac.tz](mailto:outso@out.ac.tz).

### **LIBRARY SERVICES**

Our modern library services offer you the flexibility and convenience to study at your own pace and from any location. Whether you prefer studying in our physical libraries, from your favourite café, or even relaxing at home on your sofa, you can easily access all library resources using your laptop, tablet, or smartphone.

Our digital library is available 24 hours a day, seven days a week, ensuring you never miss out on essential study materials—even if your schedule gets busy with work commitments or family responsibilities. Designed specifically to support your professional life, the resources provided enhance your existing skills and experiences, helping you seamlessly apply academic concepts to your daily work. Additionally, you'll have opportunities to engage with fellow students and professionals, sharing insights and real-world applications of your learning experiences.

### **GUIDELINE FOR INTERNATIONAL STUDENTS**

- **Admission:** Ensure you receive and verify your admission offer.
- **Course Registration:** Choose and register for your courses before deadlines via the student portal.
- **Examination Registration:** Complete online registration within the specified timeline.
- **Tuition and Fees:** Pay tuition and other fees on time to avoid penalties.
- **Budgeting:** Manage living expenses carefully and seek financial advice or scholarships if needed.
- **Academic Integrity:** Understand the university's rules on examinations, and academic conduct.
- **Language Requirements:** If applicable, meet the English language proficiency
- **Support Services:** Use academic advisors, international student office, libraries, and language support services when needed.
- **Residents Permits and Visas:** Keep your visa or residence permit valid. Renew it on time if staying beyond the initial period.
- **Transcripts and Certificates:** Request official transcripts or degree certificates as needed.
- **Keep contact details for:** University's International Office ([iso@out.ac.tz](mailto:iso@out.ac.tz) or [dicu@out.ac.tz](mailto:dicu@out.ac.tz))

### **ACADEMIC PRIZES**

Student Academic Prizes are awarded during the Annual Convocation meeting. The Academic Prizes to be offered by The Open University of Tanzania are as follows:

1. **THE CHANCELLOR'S PRIZE:** One prize given to the student with the highest GPA from amongst all the graduands. This year it will be a certificate plus a cash award of Tsh. 300,0000

2. **THE VICE CHANCELLOR'S PRIZE:** This prize will be awarded to the best performing student from each faculty, where the graduate scored a minimum GPA of 3.5. This year it will be a certificate plus a cash award of Tsh. 240,000
3. **THE DEAN'S PRIZE:** The prize is awarded to the candidate with the second-best GPA per faculty provided the GPA is not below 3.5. This year the award is certificate plus a cash award of Tsh. 225,000
4. **THE MINISTER'S PRIZE:** This prize is given to the best female performing graduate in each undergraduate degree programme. This year, the award is a certificate and a cash prize of Tsh. 100,000 each.

## SENIOR STAFF LIST

### **Vice Chancellor**

Prof. Alex B. Makulilo: LL. B (UDSM) (Hons), LL.M ICT (OSLO), Ph.D. (Bremen), Postdoc (Bremen)

### **Ag. Deputy Vice Chancellor (Academic, Research and Consultancy)**

Prof. Saganga M. Kapaya: BA (Ed) (Hons); MBA (Dar); CPA (T) NBAA; PhD (OUT)

### **Deputy Vice Chancellor (Planning, Finance and Administration)**

Prof. Josiah Z. Katani: BSc. Forestry (SUA), MSc. Forestry (SUA), PhD in Natural Resources Management (Wageningen)

### **Deputy Vice Chancellor (Learning Technologies and Regional Services)**

Prof. Leonard W.T. Fweja: B.Sc. Food Science & Tech (Hons); M.Sc. Food Science (SUA); Ph.D. Food Biosciences (Reading, UK).

